

*Newport Independent Schools*  
DIRECTOR of PUPIL PERSONNEL and STUDENT SERVICES REPORT  
10/22/2017

- **Attendance Audits – I am in process of doing attendance audits for each school. With the help of Stacy and Mike we are able to do a thorough audit very quickly without interfering with the day to day operations of each school office. We use the same methodology that is used in the state audit by pulling a sample of student records and checking correctly marked attendance, notes, transportation codes, and sign in/out logs. All of these records must be kept on paper as well as in Infinite Campus and the audit checks that both records reflect each other. So far we have only found minor clerical issues as compared with past audits. This makes me feel better for upcoming state audits in future years.**
- **Welcome Center Lockdown procedures –With the lockdown that was called for our schools earlier this year it was decided that we should develop lockdown procedures for the Welcome Center. While Emergency Management Plans are required for each school it is not required for a district office. With our office being attached to the Intermediate School it is important that we have an organized Emergency Management System that works in conjunction with theirs. I have been working with Tim Grayson to create signs and purchase radios for communication in emergency situations. A first draft of lockdown procedures has been written and is in the process of being approved by administrators. In our Cabinet meeting it has been discussed that we invite TSA (Transportation Safety Administration) to do a free assessment of the building and that we devote professional development time to conducting live drills for staff. While the last lockdown went fine, we hope to improve our role in this process.**
- **Infinite Campus Portal Sign up – While my attempts at having parents sign up for the IC Parent Portal during Open House had mixed results. Kim Ward, through the 21<sup>st</sup> Century clubs, has set up parent night Oct. 24<sup>th</sup> at the Primary School and Nov. 1<sup>st</sup> at the Intermediate School. During these sessions I will be making myself available to sign up and train additional parents to use the parent portal. The portal will allow for better communication and more current information in Infinite Campus.**

**Newport Intermediate School FRC Coordinator, Amber Onkst reports:**

**Services provided directly by FRC:**

- NKOA clothing vouchers provided – 6
- Clothing vouchers provided from FRC budget –0
- Shoe vouchers provided from the Charities Guild of Northern KY – 22
- Lenscrafter eye glass vouchers – 6
- Power Packs provided for NIS students – 72 students are currently receiving Power Packs on Fridays

- 6 students are on the power pack wait list; FRC is partnering with Stock the Kitchen pantry in order to provide these children with weekend food packs also.
- Home visits to assist students and families – 42 (attendance, address, neglect, clothing, FRAM form, checking on students on testing days, etc.)
- FRC sent 179 letters home to students to assist with FRAM form collection
- FRC made 23 telephone calls to assist with FRAM form collection
- CHFS report – 1
- Mental Health referrals –1
- CCC In-home parenting services- 1 referral
- 84 referrals to Care Closet who provided bags of clothing for students. Approximately 5-6 shirts, 3-4 pairs of pants, package of underwear, package of socks, 1 pair of shoes, and other items as requested. FRC has picked up each of these 84 bags and delivered/arranged delivery to students or parents.
- Transported two students to school after a sudden removal from parents' home.
- FRC Center resources provided:
  - Belts-13
  - Backpacks-28
  - Shirts-21
  - Pants- 31
  - Alarm Clocks- 2
  - Scarves, Gloves, hats- 3
  - Underwear- 14
  - Socks-8
  - Shoes- 8
  - Crayons- 25 boxes
  - Binders- 7
  - Glue-4
  - Hygiene Products- 6 sets of shampoo, conditioner, tooth paste, tooth brushes, soap, etc.
  - Sweatshirts, Jackets, sweaters, hoodies, etc.- 23
  - Blankets- 3
  - Kleenex- six boxes to classrooms, 3 individual sizes to students
  - Paper/Notebooks- 7 packs
  - Folders- 3
  - Pencils-1
  - Pencil Pouches- 2

**Additional activities hosted or which the center coordinator was directly involved:**

- Back to School Bash-
  - FRC provided payment for part of the Jump Houses
  - FRC assisted with the day of set up at the Football field
  - FRC recruited community partners such as the Campbell County Library to participate in this event
- Born Learning-
  - FRC participated in the Born Learning advisory meeting on 8/4/17
  - FRC participated in recruitment by traveling to local pediatrician offices and the Campbell County Library to discuss the program and provide them with flyers

- FRC has established a check-in system for children at program to ensure the safety of the children at this event
- FRC is paying for Kristy McNally to run a parent support group in tandem with Born Learning
- Born Learning- first meeting was held on 10/10/17
- 61 participants (children and parents/caregivers) attended
- FRC participated in professional development on the following dates:
  - 8/8/17- School PD
  - 8/29/17-FRYSC Regional Meeting and evidence based programming training
  - 9/17/17- Engaging Dad's Webinar
  - 9/12/17-9/14/17- FRYSC New Coordinators Training
- FRC participated in the Newport Independent Schools Service Provider meetings
  - 8/21/17
  - 9/18/17
- FRC has joined the CCC Regional Network and participated in their first meeting on 8/31/17
- Date, Time and place the Advisory Council met – 9/8/17, NIS FRC Luncheon
- Poverty Simulation- FRC assisted in the check-in of volunteers for this event
- NIS Open House- FRC was present with Care Closet staff on this night to deliver clothing bags and to meet families to take more referrals as needed
- FRC has coordinated with the following partners provide services or to receive donations either financial or in-kind for NIS:
  - Newport Masonic Lodge- \$250 for school supplies and bikes for attendance
  - The Green Derby Restaurant- October Round-up. They will be donating at the end of October any money that customers provide over their bill to NIS
  - Greater Cincinnati Alliance- donation of uniform clothing, socks, underwear and belts
  - Seven Hills- Donated school supplies, will be donating 30 Thanksgiving food boxes and painted a mural in the school cafeteria
  - St. Johns United Church of Christ- They will begin an afterschool tutoring program in January for NIS students
  - Chick-Fil-A- They donated 50 entrée cards for our teachers. They have also donated a 150 free entrée cards for our Born Learning Program
  - Gameworks- They have provided game cards as prizes for our students
  - Friends of the Library- Donations of library books to stock the Little Library
  - The Storey Family- They will be building a Little Library to put out front of our school
  - Delta- They held a school supplies drive and donated all supplies to NIS
  - Christmas- FRC has worked to recruit 11 business/individuals in the community to assist NIS students at Christmas
  - Grace Fellowship Church- They will be providing food at all of NIS parent night events. They are also in the process of assisting the FRC in beginning a “ All Pro Dads” afterschool program
  - FRC has coordinated volunteers and sending their background checks to Central Office for at least four school volunteers
  - FreeStore Foodbank will be donating 285 boxes of food for Thanksgiving
- Big Brothers Big Sisters Lunch Buddy Program
  - FRC collaborated with Big Bros. Big Sisters and school administrators to establish a dedicated space for the Big Brothers Big Sisters Program
  - FRC assisted in meeting approximately 7 new “Bigs” and introducing them to the school's needs

- FRC assisted BBBS in ensuring the BBBS room was prepared for emergencies by creating an emergency supply area in the BBBS room
  - FRC referred 14 new students to the BBBS Lunch Buddy Program
  - BBBS was able to add the Red's Baseball Organization as a "Big". They requested Newport schools and wanted their employees to volunteer at the same time. FRC completed targeted recruitment of children whose lunch time was at the designated time and spoke with these children's teachers and parents in order to recruit students for these "Bigs"
  - There are now a total of 53 lunch buddies for 53 students at NIS
- Adopt a Class
    - FRC met with Adopt a Class program and assisted in re-matching two sponsors as well as one new sponsor
    - Currently, we have thirteen classes matched with an Adopt a Class sponsor
    - FRC attended the Adopt a Class Symposium at the Cintas Center

#### **Upcoming Events**

- Parent Night November 9<sup>th</sup>
  - FRC has arranged for Food to be provided by Grace Fellowship
  - FRC will be a station for parents to learn about resources
  - FRC has arranged for the Girls Scouts of NKY to be present for recruitment to develop a troop as an afterschool opportunity for NIS students
- Born Learning- November 7<sup>th</sup>
- Oral Health assembly for 3<sup>rd</sup> grade students
  - FRC has arranged for the NKY health department to present an assembly on oral health.
- Bullying Assembly for 3<sup>rd</sup> and 5<sup>th</sup> grade
  - FRC has scheduled the Family Nurturing Center to provide their puppet show on Bullying for our 3<sup>rd</sup> and 4<sup>th</sup> grades
- Dental Clinic- Feb. 8<sup>th</sup> -13<sup>th</sup>
  - FRC has scheduled the NKY health department to run a dental clinic for all NIS students
- Coat Drive Dec. 2<sup>nd</sup>
  - FRC is partnering with NPS FRC to assist St. Vincent DePaul with their coat drive for Newport. Event will be held at NPS. FRC has also recruited volunteers to assist

#### **▪ NSTEP (Newport Service, Tools and Empowerment Project) Coordinator, Kristy McNally:**

- As of October 18, 2017: 127 Students Experiencing Homelessness
  - 28 - NPS
  - 43 – NIS
  - 56– NHS
  - 2- Campbell Regional
- Food Pantry is open 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month from 10:00 a.m.-4:00 p.m.
  - 343 individuals served for December
- Classes/Programs:
  - UpSpring After School every Monday & Wednesday
    - Diversity Wildcats
    - Facilitated by myself and 1 UpSpring staff
  - Parent Support Group, facilitated by myself, open to all continues 2<sup>nd</sup> Tuesday of each month

- Monthly Homeless Liaison Coordinators Meeting
  - Assisted with Ron Clark day
  - Part of the SST Behavior Team at NHS—meets 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month
  - Intern from NKU- Sara Collini----soooooo awesome!!!
- In addition, Mrs. McNally has provided the following information:
    - 6 Referrals for families with service organizations
    - 3 disbursal of shoe vouchers
    - 4 disbursals of hygiene
    - 3 disbursements of air mattress
    - 1 student receiving bus passes
    - 1 student/parent received gas card
    - 2 students are currently benefitting from taxi services
    - 4 students receiving cross district transportation by school bus (Covington)