Teaneck Public Schools Communications, Community Relations & Volunteer Services 2018-2019







Terry Corallo
Supervisor of Community Relations & Volunteer Services
March 13, 2019



All aspects of **Community** Relations Play a Key Role In Achieving **Our Goals**





Current State August/September 2018

- "Volunteer" list had over 200 names including:
 - PTO members (over 20 names)
 - TOPS Organization (10 names)
 - Bergen Reads (45 names)
 - "Community Volunteers" (over 50 names)
 - Coaches and other miscellaneous volunteers
- Onboarding of new volunteers was handled by a designee in HR but no follow-up after sending paperwork to schools
- Volunteer website section had some information but hard to find (under Quick Links)
- Began recruitment of new volunteers through posting of annual flyer; Back to School Night Volunteer Recruitment tables (handled by Board Trustees)
- Online process for fingerprinting is daunting for many, and State closed the convenient Paramus location







Some needs for volunteers include:

- · Reading buddy for elementary students
- · Tutoring for students
- · Assisting teachers by monitoring small classroom groups
- · Assisting with clerical work
- · Assisting in the school library

Volunteers are required to undergo a criminal background check (the district reimburses the volunteer for \$31 fee).

If you are interested in volunteering, please call the Terry Corallo at 201-833-5498 to request a volunteer registration form and more information.





October – November 2018

- Discovered most volunteers were not working in the schools <u>during the school day</u> and many had not worked with us for quite awhile
- Outside of Bergen Reads, we had very few volunteers working inside each school (maybe one or two)
- Sent out invitations and held Volunteer Appreciation Reception – October, 2018 (over 50 attendees plus student presentations)
- Followed up with all who expressed interest in volunteering (from Back to School night lists) but found out many were parents with students in the school, and others did not respond or changed their minds
- Updated application process with easy step-bystep guide to make it easier for volunteers
- Updated Volunteer Handbook; ensure all volunteers are reviewing and signing off on receipt





December 2018 – Volunteer Taskforce Committee

- Asked schools to recommend current volunteers to participate in review of our volunteer program
- 7 volunteers attended our "focus group" meeting on December 4
- Overall, participants expressed satisfaction with their volunteer experience; however...
 - Only one had ever seen our Volunteer Handbook
 - Only one (from Bergen Reads) had received training on HIB, security drills and reporting of child abuse
 - Most had never received training or understood specific district expectations; understand the importance of why they should have training
 - Most had NO IDEA that there were other volunteers in the school district. They were surprised to meet one another.
 - One admitted having never gone through fingerprinting process (it's done now!)

From our Volunteer Handbook

- Volunteers provide valuable support and supplement the instructional program of the classroom teacher. The volunteer's role is to <u>assist</u> the teacher, not replace the teacher.
- ➤ Volunteers must maintain student confidentiality. The U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Each student has the right to expect that nothing that happens to or about him/her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school.

Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family.

Student information includes all academic, medical and personal information. Volunteers cannot take photographs of students during their volunteer activities nor post them publicly or online without authorization from the school.

Volunteers must report any suspected act of harassment, intimidation or bullying (HIB) to the teacher, staff member or principal on the same day the incident is observed.



Volunteer Taskforce Feedback

HOW MANY YEARS HAVE YOU VOLUNTEERED FOR THE SCHOOL DISTRICT? (Circle One):

 Less than 1 year
 1-2 Years
 3-5 years
 5-10 years
 Over 10 years

 2
 1
 2
 1
 1

WHICH OF THE ABOVE SCHOOLS DO YOU VOLUNTEER AT NOW? _Whittier - 3, Hawthorne - 1, BFMS - 1, None - 2 (One got job, other retiring this year and then will go back to support high school)

IN WHAT WAYS DO YOU ASSIST YOUR CURRENT SCHOOL? reading, sharing career experiences, supporting world language initiative, assist students with grammar, spelling bee judge, tutoring, administrative tasks for teacher, helping with math, story writing, whatever is needed in the class

DO YOU ENJOY THIS ASSIGNMENT? YES NO - All 7 said "YES"

IF YES, WHAT DO YOU ENJOY MOST? Interacting with children, feeling that I am able to help out, kindergarten is a great place to be, tutoring the students, seeing the students grow and become more self-confident, lover working with the students in an area that I love (language), sharing information and experiences with the students, happy to be working in a classroom again – particularly on writing coaching.

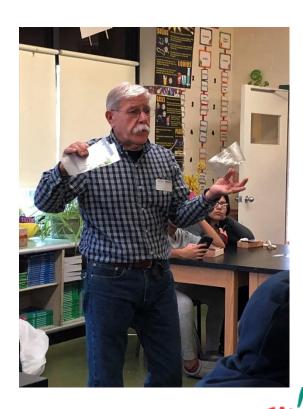
I<u>F NO</u>, WHY NOT AND HOW COULD IT BE BETTER? Although enjoying assignment, one noted that ESL at THS has its own needs that I could do little to help. The students need much smaller group work.

ON A SCALE OF 1 – 10, WITH "1" AS VERY LOW, AND "10" AS VERY HIGH, HOW WOULD YOU RATE YOUR OVERALL EXPERIENCES AS A VOLUNTEER FOR TEANECK PUBLIC SCHOOLS? 1 - 8", 6 - 10"



Where are we today and what's next?

- To date, we have Board-approved over 30 volunteers but only 15 completed the fingerprinting process
- We are updating all of our lists to ensure they are current – and that we accurately note their assignment/placement
- Looking into online training programs (for HIB, etc.) that can be offered to volunteers
- Hold annual Volunteer Appreciation Event every October prior to Board meeting



Future Recruitment

- Set target goal of 25 new in-school volunteers for next school year
- Look for in-school volunteers who meet specific district and student needs (i.e. tutors of specific subjects or expertise in specific careers)
- Big "push" in late summer/early September including:
 - District Facebook
 - Community Organizations including Age-Friendly Teaneck
 - Back to School Nights
 - PTO Recommendations
 - Ask current volunteers to help recommend others





Communications & Community Relations

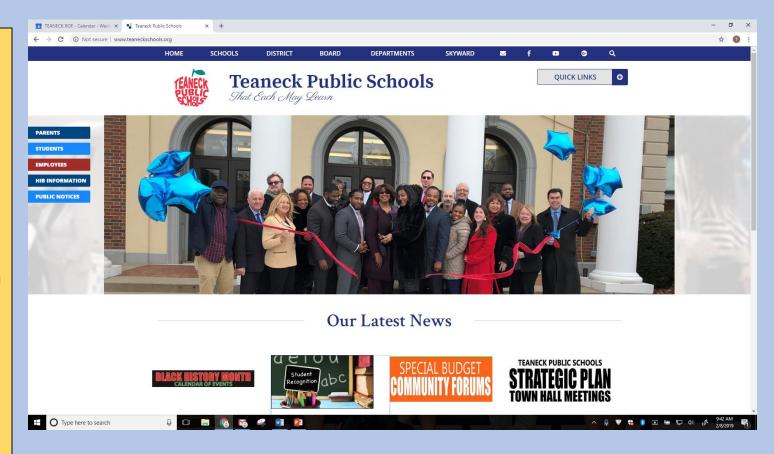
Current outreach includes:

- District Website Provides various resources including current district news and events, and links to district schools and departments
- School Websites All schools use the same eSchoolView content management system;
 we conducted refresher training for school staff dedicated to managing respective sites
- **Social Media** Launch of District Facebook page (Jan. 2019); many schools have Twitter accounts but few kept current. We also added a YouTube channel.
- Media Outreach Working with local and regional media to share positive news and to manage inquiries
- Community Outreach Establish partnerships, automated phone and email messages (School Messenger), letters from Superintendent to parents/guardians, and community forums/town halls on important topics, etc.
- **Special Events** planning and executing student, staff and volunteer recognition ceremonies, school openings/namings, etc.
- **Special Projects** Community Calendar of Events for Black History Month, Women's History Month & Jewish American Heritage Month
- Internal Staff Superintendent's Convocation, monthly Superintendent's Report and ongoing memos from Supervisor of Community Relations and Superintendent to various staff and Board trustees

Ongoing Changes to District Website

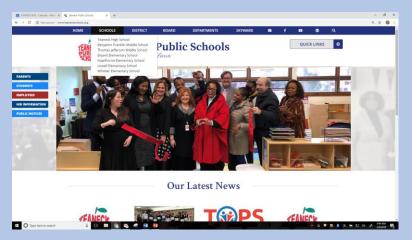
New
homepage
with
colored
sidebar
navigation
and photos
centered
with
ghosting on
both sides

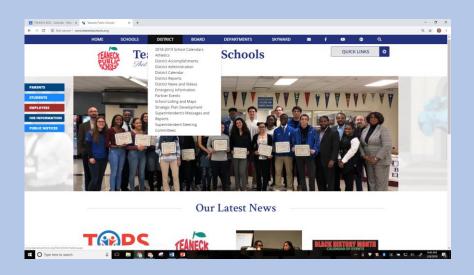
Added
Public
Notices in
Prominent
Location

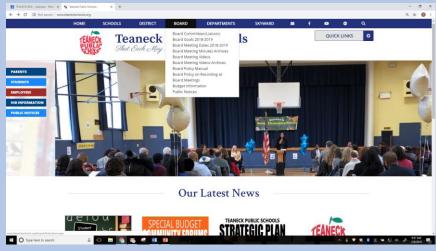


New Dropdown Options

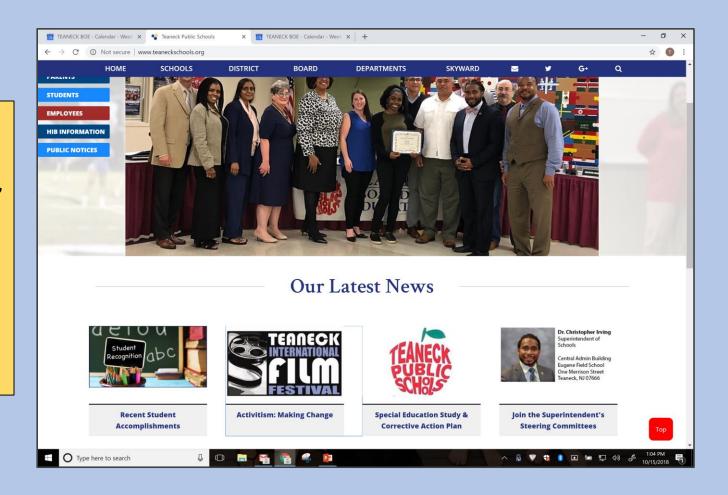
- District Accomplishments
- Athletics
- District Reports
- District News & Videos
- Partner Events
- Strategic Plan Development
- Superintendent Steering Committees Alphabetized All Options

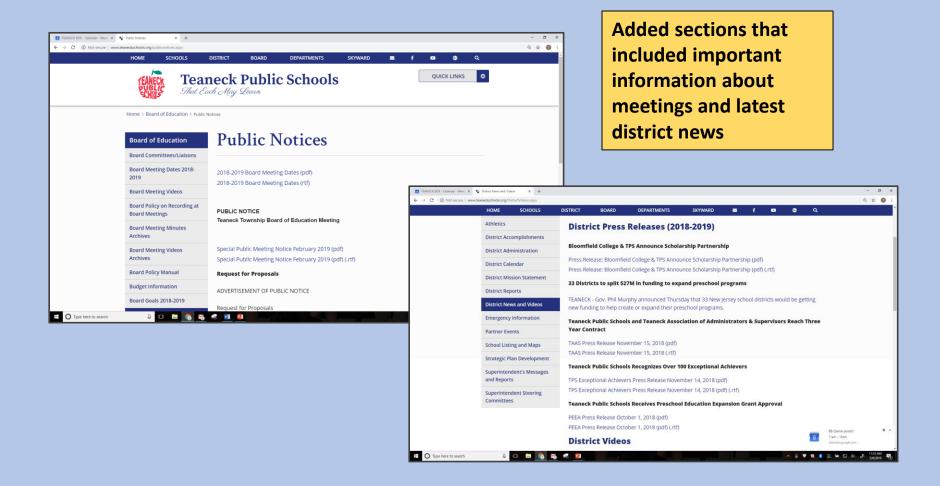






Added Student
Accomplishments
Section and Keep
"Our Latest News"
updated –
including
Superintendent
Advisory
Committees and
Strategic Plan
Updates





Teaneck Board of Education

Welcome to

Teaneck Board of Education

To access documents, click on the "Search" icon and type a word or phrase to be searched or click the "School House" icon to access documents by section.







Added Board policy link to Strauss Esmay site for easier navigation of all policies and regulations

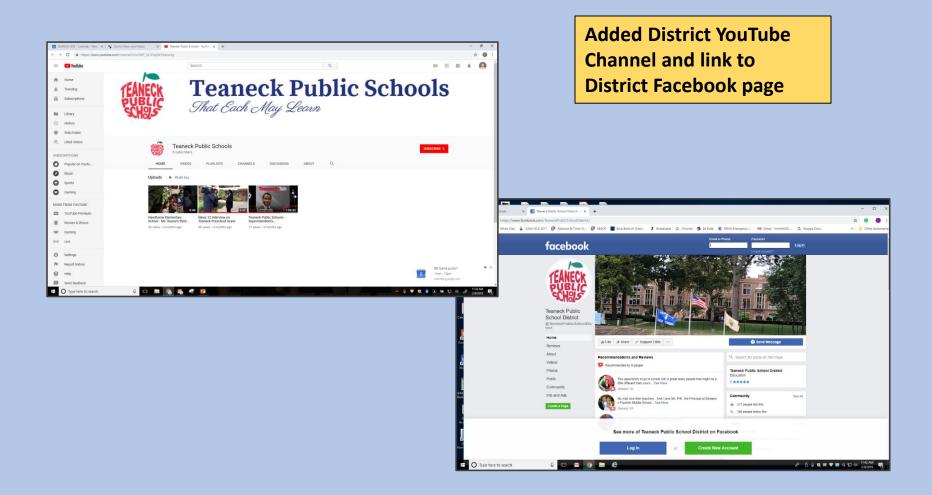
Teaneck Board of Education

To Access Policies, click on View Section of a Policy Section. The Section will be highlighted in red. Individual policies for the highlighted section can be found by scrolling down the screen. Click the individual Policy number or title to access the specific Policy.

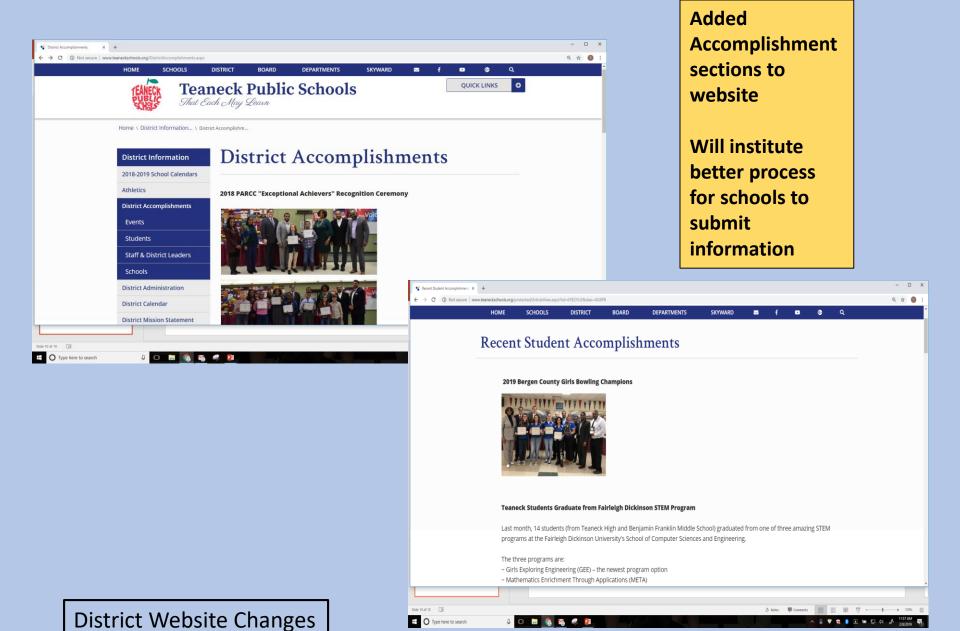
	Section	Policy Section
View Section	0000	Bylaws
View Section	1000	Administration
View Section	2000	Program
View Section	3000	Teaching Staff Members
View Section	4000	Support Staff
View Section	5000	Students
View Section	6000	Finances
View Section	7000	Property
View Section	8000	Operations
View Section	9000	Community

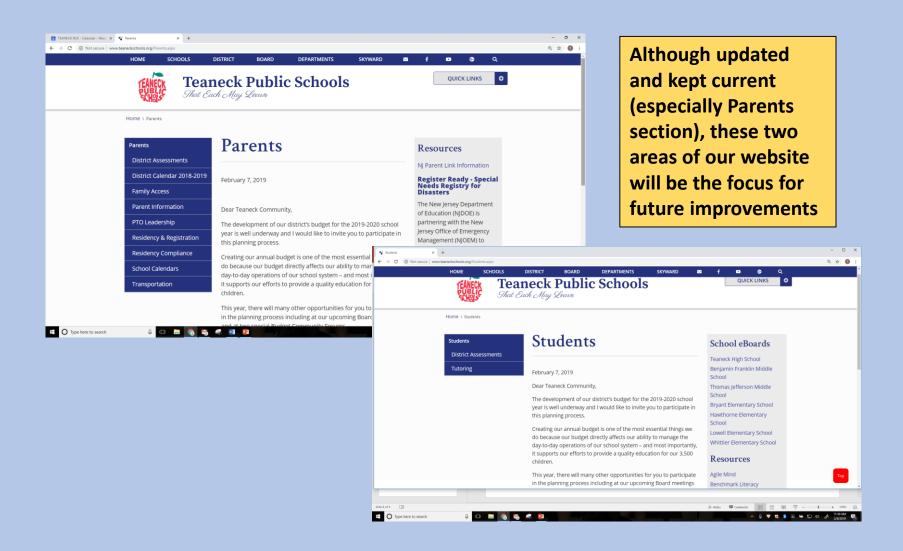
District Policy	Policy Title
5000	TABLE OF CONTENTS
5111	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)
5112	ENTRANCE AGE
5114	CHILDREN DISPLACED BY DOMESTIC VIOLENCE
5116	EDUCATION OF HOMELESS CHILDREN
5120	ASSIGNMENT OF STUDENTS
5130	WITHDRAWAL FROM SCHOOL (M)
5200	ATTENDANCE (M)
5230	LATE ARRIVAL AND EARLY DISMISSAL
5240	TARDINESS
5250	EXCUSAL FROM CLASS OR PROGRAM
5300	AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) (M)

District Website Changes



District Website Changes





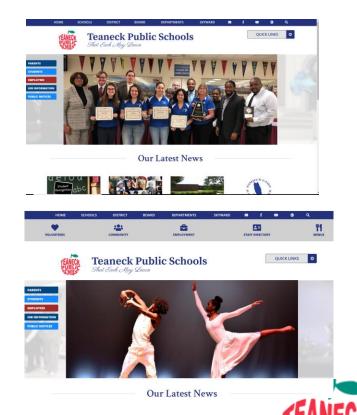
District Website – Going Forward

Considerations:

- 1.) District has contract (April 2017 June 2020) with current website content management system; all schools were trained (and re-trained) on how to use it.
- 2.) Current vendor is willing to make design changes. With limited internal staff resources with expertise in website development, we may have to rely on them if we want to make any <u>significant</u> changes (costs associated with this).

Areas in Greatest Need of Change:

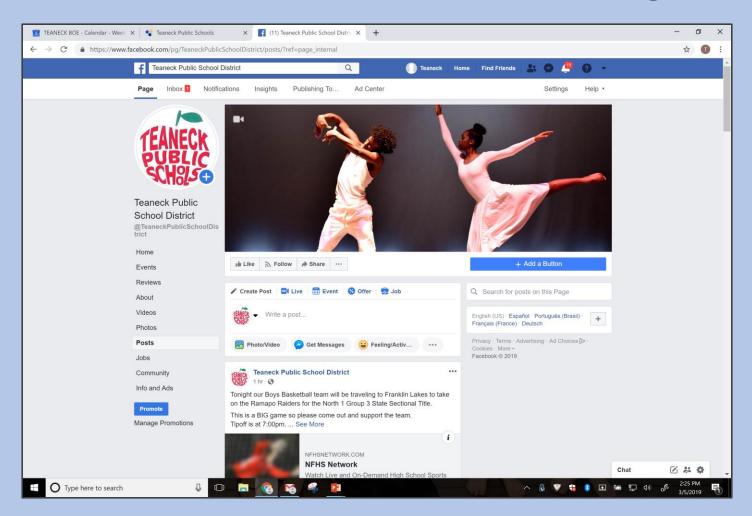
- 1.) Continue improvement of homepage/"Quick Links" to fit within current top navigation bar
- 2.) Address "Parent", "Student" and "Employee" sections. Establish committees for each areas to review current content and make recommendations.
- 3.) Create process for schools to submit student, staff and school accomplishments for posting on the website.
- 4.) Ensure school websites are kept up-to-date and feature appropriate school photos.
- 5.) Finalize staff directory list upload to the site. This is a work in progress with Technology and Human Resources.
- 6.) Add video section to the homepage.



Go-Forward Recommendation:

Any major design changes should take place after District Strategic Plan is complete. Then contract with current vendor on ways to continue to improve the district website or secure a part-time or contracted web design expert.

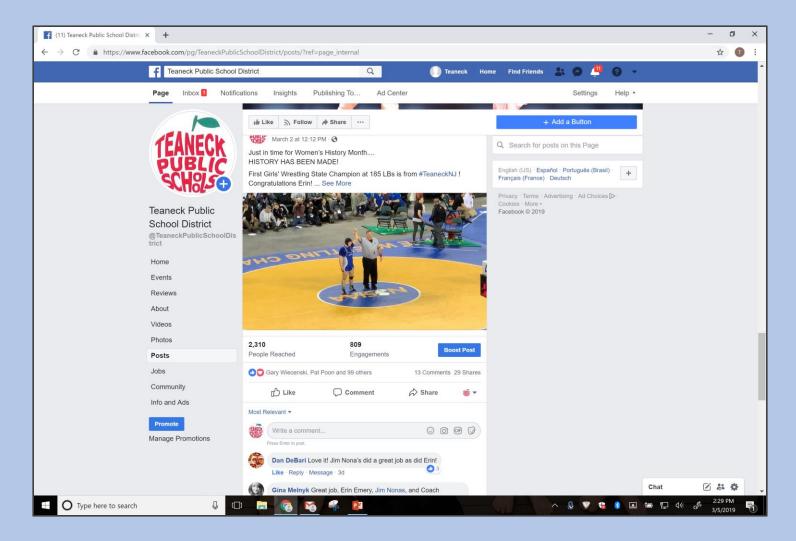
Launch of District Facebook Page



Launched in January 2019

As of 3/12/19 – we have over 375 followers

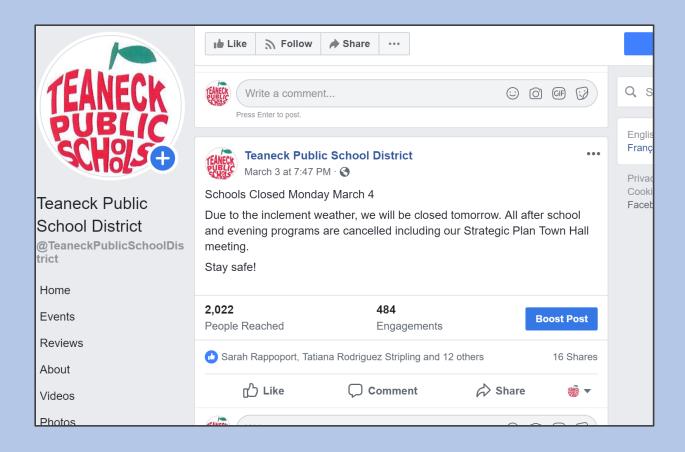
Share the GOOD NEWS!



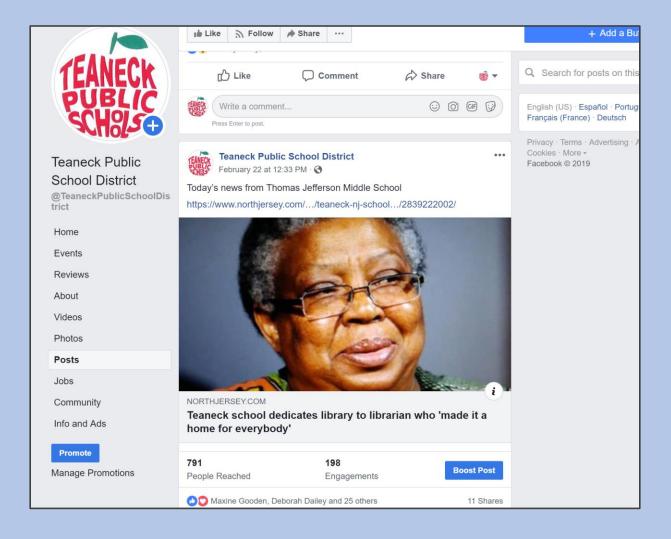
Announce Upcoming Events



Timely Emergency and Weather-related Announcements



Live/Real-time Reporting with Photos and Video



Teaneck Social Media Analysis

Teaneck Public Schools

Current Twitter Accounts – one for each school plus C&I (as of 2/7/19)

Twitter Account	Most Recent Post	Total # of Tweets since joining	Date Joined	Total # of Followers
Bryant	Feb. 5, 2019	80	April 2017	72
Hawthorne	June 2017	232	March 2009	119
Lowell	Dec. 2018	35	May 2017	42
Whittier	Feb. 3, 2019	357	April 2017	159
Benjamin Franklin	Feb. 4, 2019	217	April 2017	107
Thomas Jefferson	June 2018	79	May 2017	75
Teaneck High	Jan. 11, 2019	155	Sept. 2014	441
School				
Teaneck C&I	Oct. 2018	93	April 2017	201
				1216

Facebook (as of 2/7/19)

Facebook Account	Most Recent Post	Total # of Posts since joining	Date Joined	Total # of Likes/Followers
District	Feb. 7, 2019	35	November 2018	348
			Official launch	
			January 7, 2019	

SCH%

NOTE: Most Teaneck High School sports programs/teams have their own Twitter accounts where they post schedules, pictures, standings, etc.

Positive Media Coverage

- School Chief Bring Fresh Perspective August 9, 2018 (The Record & Suburbanite)
- Grant will bring all-day preschool to Teaneck October 11, 2018 (Suburbanite)
- Teaneck to expand full-day pre-k program October 12, 2018 (The Record and News 12)
- "Clue On Stage" to be performed at Teaneck High November 15, 2018 (Suburbanite)
- "Rising Up" (Gun Violence, #MeToo: Young North Jersey women explain their political awakening) – features Gracelda Neri (senior, THS) – November 6, 2018 (The Record)
- Young Women in NJ Stand Up & Speak Out (Editorial) November 7, 2018 (The Record)
- Teaneck Congratulates top PARCC test achievers November 29, 2018 (Suburbanite)
- Teaneck School District Named to National AP Honor Roll December 11, 2018 (Patch.com)
- Teaneck defeats Holy Angels for bowling title January 14, 2019 (The Record)
- Teaneck Expands full-day pre-k classes through grant January 17.
 2019 (The Record & Suburbanite)
- New pact gives Teaneck teachers a 3 percent raise February 21, 2019
- Teaneck Middle School Honors Late Librarian February 25, 2019 (The Record & front page of Suburbanite)
- "I hope to make history.' Teaneck's Emery reaches inaugural 185-pound girls state final March 2, 2019 (NJ.com and CBS-NY local TV)







Other Community Relations

- Superintendent Advisory Committees
 - Faith-based, SEPAC, Student, Staff, Beyond Diversity and Student Code of Conduct Review
- Strategic Plan Development & Town Hall Events
- Budget Community Forums hosted by B.A.
- Teaneck Public Library Board
- Security Town Hall
- SDA Tour of Schools
- College Partnerships
 - Bloomfield College MOA for students and staff
 - Ramapo College in discussion
 - FDU STEM and other
- Other Partnerships
 - Holy Name Medical Center
 - Holocaust & Enslaved African Memorial Student Art on Exhibit in Library throughout March
 - WEB DuBois Accelerated Learning/Mu Boule Foundation
 - Puffin Foundation
 - Taub Foundation
 - Bergen Volunteer Center
 - Age-Friendly Teaneck
 - Hebrew Afterschool Program (exploration)

EXECUTIVE SUMMARY

2018 was quite a year for Teaneck Public Library! We saw over 239,000 visitors, who borrowed more than 432,000 items, including over 20,000 digital items.

Our 28,000 resident cardholders came to the Library for a variety of reasons in 2018, attending over 500 public events and asking more than 60,000 reference and information questions.

Access to technology continued to be important in 2018, with residents using over 19,000 public computer sessions, and printing over 79,000 pages, with an additional estimated 32,000 wifi sessions.

Operating our public library required a substantial investment from

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the community, but that investment offered a return in 2018 of more than 56,000,000 to Teaneck residents. But I think we can all agree that the Library has a truly limitless value to the community!

On behalf of the Library Board of Trustees (right), I would like to thank Mayor Mohammed Hameeduddin, Deputy Mayors Elie Katz and Mark Schwartz, Council Members James Dunleavy, Keith Kaplan, Gervonn Romney Rice, and Dr. Henry Pruitt; Interim Township Manager Dean Kazinci and all

Township Departments; the Friends of the Teaneck Public Library; our partnering organizations in Teaneck; State representatives Senator Loretta Weinberg, Assemblyman Gordon Johnson, and Assemblywoman Valerie Vainieri Huttle; an incredibly hardworking and dedicated public library staff; and most importantly, the residents of Teaneck for their support during this exciting time of transition. You make us great!

The future for our Library is bright, and I'm looking forward to working together in 2019 to create dynamic, responsive, and engaging community-centered collections, programs, and services.

Teaneck Public Library Board of Trustees

Joy Charles

Evalyn Brownstein

Myron Chaitovsky

Paul Ostrow

enjy Burnat bard Member

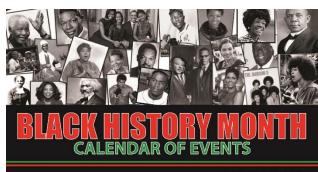
Karen Langford Board Member

Terry Corallo Supt. of School

Ruth Gilad Mayor's Representative



Community Relations – Outreach







March 6
Tales Well Told: Wemen Breaking Loose
Spossred by: Englewood Public Library
Lecation: Englewood Public Library

March 7 Women's Empowerment Network (WEN) **Amplify Your Voice with Video**

Flor de Toloache Sponsored by: PAC The House Hackensack Performing Arts Cente Location: Hackensack Performing A 182 Stato St, Hackensack, 13 07601

March 10

Screening of Beauty, Strength and Courage: An Israeli Beauty Oueen Sucaks Out

Location Bidge wood Public Library Time: 2:30 pm - 4:30 pm Cost Fros https://www.eventhrito.com/o/beauty-str -courage-an-israell-beauty-queen-speaks -cut-registration - 55406016883

March 12

Femilia m and Partisan Politics Spanased by Hemoni is desponsible Public Policy Learnine Emmand Church, 14 Hepe Street, Ridgewood NJ Time: 284 pm – 8:30 pm Cast Pree WWK.Hipp.org

March 13

Title IX

March 15 Women's Movement: From Past to Present.

Sponsored by: Network for Responsible Public Policy Location: Teaneck Library Auditorium Time: 10:30 sm Cost: Free www.nime.org

March 16 Education Symposium
Sponceed by Hollensi Coalition of 100 Black Wi
Bergen/Passaic Chapter
Location Teaneck High School

March 20 "The Old Hat" Patriots of Liberty

March 20 Women's Leadershin Conference

Our Time is Now. Motivate. Mentor and Master

March 21

"The Women in Me" Sponsored by: H.E.A.L. (Belging Each Other Achieve Longovity) Location: 3" Floor Student Center, Teameck High School Time: 6:30 pm Cost: \$3 Kids, \$5 Adults

> March 28 Ath Annual Women Empowering Women Brunch

The Second Annual Sara Lamm Dratch Memorial Lecture, Steadfast Faith: Women's Leadershin from Fundus to Sinai

by Dr. Tammy Jacobwitz

March 26 Agents of Change: Women in NJ History Sponsored by: Bergenfield Public Library Location: 50 W. Clinton Ave., Bergenfield, HJ 07621 Time: 18:30 am - 11:30 am

March 28 Gado Girls Book Discussion Sponsored by: League of Women Voters of Teaneck Location: 2" Floor Media Center, Teaneck High School

Annual Scholarship Luncheon Celebrating Women Sponsored by: National Assoc. of Hogro Business and Professional Women's Club, Inc.

March 31 Agatha is Missing (Performed by Prudence Holmes)





Community Relations – Special Events



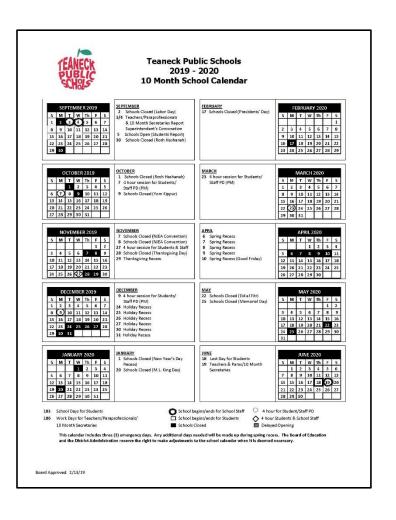


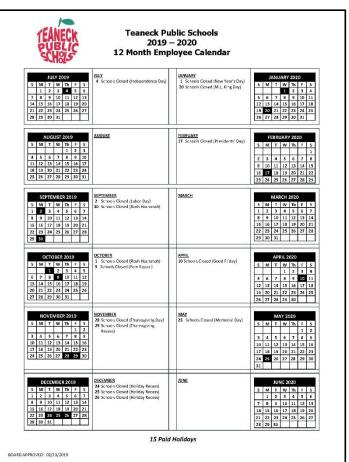
Recognition programs at most Board meetings

Special events with elected officials, State DOE representatives and community leaders



Community Relations – School Calendars







Community Relations – Translations





Únase a la conversación mientras desarrollamos nuestro Plan Estratégico del Distrito de 5 años.

Miércoles, 20 de febrero y lunes, 4 de marzo 6:00 pm – 7:00 pm Escuela Secundaria de Teaneck (3er pos Centro de Estudiates)

Martes, 26 de marzo 5:00 pm – 6:00 pm Templo Emeth 1666 Windsor Rd.

Martes, 2 de abril 5:00 pm - 6:00 pm Darul Islah 320 Fabry Terrace

Para los eventos del 26 de marzo y el 2 de abril, los participantes deben registrarse aquí: https://goo.gl/forms/BNLISe83OCISTqCb2



Este Plan Estratégico guiar la dirección de nuestro distrito escolar por los próximos cinco años. ¡Asegúrese que su voz se escuche!







Communications & Community Relations

Going Forward:

- Social Media Create 2-3 minute videos that can be shared easily on Facebook and our YouTube channel; possibly launch Instagram account; work with schools to "activate" their Twitter accounts by posting regularly
- Media Outreach Use our recent and ongoing good news to attract more local TV as well as regional and national media coverage; create a pipeline of stories from the schools to pitch monthly
- Internal Outreach Include recognition of staff (for significant accomplishments at county, state or national level); use video messages and frequent emails to keep staff updated on district progress towards new Strategic Plan goals
- School Calendars Have ONE calendar for all that includes back-toschool/parent conferences and Board meeting dates on the calendar
- Translations Just hired another Spanish translator; continue to ensure we are translating as much as possible (especially Spanish) – we just did that with the Strategic Plan Online Survey
- Brand Identity Once Strategic Plan is finalized, create and launch updated TPS branding (visual/graphics) that support the new vision, mission and goals

Central Registration

2018-2019 Process Enhancements

- Preschool Education Expansion Aid (PEEA) \$1.2 million Grant
 - Awarded in early October 2018; secured satellite location; needed to complete promotion, application, registration and notification processes by December recess.
 - Over 80 applications were received (by Central Registration) and we completed registration intake of 30 new students for the Teaneck Early Learning Center at Christ Episcopal Church.

2019-2020 Preview

- All FULL DAY Pre-K at both locations; will have specific timeframes for applications (starts March 25th) and in-district registration. Applications available online and at BOE office.
 Goal to have most placements completed by June 2019.
- Kindergarten registration will also have specific timeframe (now May 10) for registration at Central Registration Office. Pre-K 4 families will have option to select home school versus placement at Bryant for kinder. New registrants with siblings at one of the elementary schools will be placed at their home school. Bryant used as the overflow school.
- Currently looking for online registration system to use for 2020-2021; moving to an online system can take six months but is: more secure, connects directly with student information system, requires less paper!



Community Education

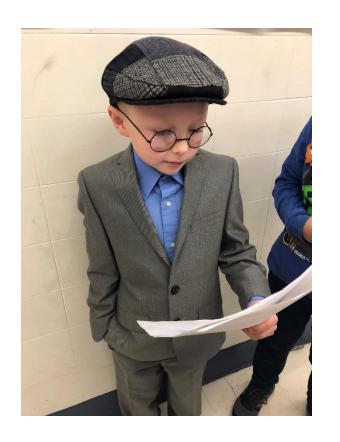
2018-2019 New Programs & Improvements

- Modified registration process (encourage to be done online) for the Puffin Foundation/Hobby Quest afterschool programs (will begin this month at all four elementary schools)
- Hired part-time S.A.C.C. coordinator
- Finalizing S.A.C.C. Program State License for all afterschool locations; requires 20 hours of training for site directors; renews every 3 years with annual inspections
- Working with Business Administrator to consider additional security measures at some schools for S.A.C.C. program
- Currently registering for Camp K **Open House on March 20**
- Although not "Community Education", we added TOPS Chess Club afterschool program (now available at Hawthorne & Lowell) and we will continue to add similar "educationally-focused" programs



Questions





Terry Corallo tcorallo@teaneckschools.org

