

SCHOOL ACCOUNTABILITY REPORT CARD

FOREST GROVE SCHOOL ** PACIFIC GROVE UNIFIED SCHOOL DISTRICT
1065 Congress Avenue ** Pacific Grove, California 93950 ** (831) 646-6560

An Annual Report to the Community

2002-03 School Year

A Message From the Principal

It is a pleasure to participate in the School Accountability Report Card (SARC) created by the passage of Proposition 98 by California voters in 1988. Forest Grove Elementary School has a proud tradition of serving the needs of all its students. We are able to accomplish this through a strong partnership with our parents, community agencies, and staff.

Tim Culbertson, Principal
Forest Grove Elementary School

School Description

Forest Grove Elementary School is located in the community of Pacific Grove on the Monterey Peninsula. The school population is 355 students consisting of 72% Caucasian, 1% Black, 7% Asian, 15% Hispanic, 1% Native American, 2% Filipino, and 2% Pacific Island. It is one of two elementary schools in a district of 2000 students with one middle school and one high school.

Mission Statement

Forest Grove School seeks to provide a quality educational program for each of its students. We recognize that the school serves students of different backgrounds, abilities and interests. We are committed to offering challenging programs in a positive educational environment that develops individual students to their greatest potential. This environment fosters mutual respect, communication and compassion within the entire school community.

ASSESSMENT AREAS

The following thirteen areas, required by Proposition 98 and related to the quality of the school's instructional program, are assessed in this Report Card

1. Student Achievement
2. Student Attendance
3. Expenditures And Services
4. Class Size
5. Teacher Assignments
6. Textbooks And Instructional Materials
7. Counseling & Student Support Services

8. Substitute Teachers

9. School Facilities And Safety

10. Teacher Evaluation

11. Discipline & Climate For Learning

12. Training & Curriculum Improvement

13. Quality Of Instruction & Leadership

Community Involvement

Forest Grove School has a large number of parent and community volunteers who work diligently at the school for the good of our students and staff. Parents improve the school grounds by sponsoring improvement days. Social activities include community fundraising events for programs district wide. The Parent Teachers Association organizes all opportunities for parental involvement at the school. The PTA president is Janice Russo and can be reached at 831-646-6550 ext. 300.

1. Student Achievement

In the spring of 2002, Forest Grove students participated in statewide testing. The Standardized Testing and Reporting System (STAR) uses CAT/6 assessment to compare how well California children perform in relation to other children throughout the state and nation. The test results in reading, math, language, and spelling are as follows.

National Percentile Rank

	2 nd	3 rd	4 th	5 th
Reading	58	66	73	74

Language	55	64	72	70
Mathematics	62	79	78	71
Spelling	46	58	58	58

California Standards Test Data

	2 nd	3 rd	4 th	5 th
Reading	36	58	68	72
Writing	54	57	66	44

Forest Grove School met the Assessment and school wide growth/subgroup growth goals set by the state of California. Forest Grove's school wide API scores was 828 qualifying it for the Governor's Performance Award Program. Similar schools and statewide API ranking were not available at the time of publishing this document.

2. Student Attendance

In the 2002-03 school year, Forest Grove student attendance was in excess of the 96.75% level. The percentage of students who attended less than a minimum day for unexcused reasons was 4.46%.

Families are encouraged to support the school's attendance policy by calling to notify the school of illness, arranging for independent study when a trip or emergency takes the child away from the school, and by having the child complete missed work.

Forest Grove School makes an effort to promote attendance and prevent future dropouts by incentive programs for attendance and punctuality, student-teacher conferences, parent-teacher-principal conferences, counseling referrals and parenting classes.

3. Expenditures and Services

Total General Fund operating cost for the Pacific Grove Unified School District for the 2002-03 school year was approximately \$15,162,839 or about \$6,824 per student.

Instructional program expenditures included teachers, aides, textbooks and other instructional material. School support services are made up of administration, counseling and library services, as well as custodial, maintenance, and transportation support.

2002-03 District Budget Expenditures

Annual Salary Paid to Teachers, 2002-03
Pacific Grove Unified California State Average

Beginning	\$38,106*	\$32,981
Mid-Range	\$63,392*	\$50,401
Highest	\$76,842*	\$63,262

Budget percentage allocated to Teachers' salaries
PGUSD: 48.3% State Average: 41.58%

Annual Salary Paid to Administrators, 2002-03
Average school-site principal salary
\$92,419* \$79,463

Superintendent's salary
\$139,507* \$105,087

Budget percentage allocated to Administrative salaries
PGUSD: 5.0% State Average: 5.84%
*includes District contribution for Medical benefits

As an individual school site, Forest Grove received special categorical funds in the amount of \$595,764. This revenue represents income from several different special state or federal projects such as School Improvement or Educationally Disadvantaged Students.

4. Class Size

The district is making an ongoing effort to evaluate class sizes at all levels for possible reduction. As of June 2002, our classes averaged:

K:	20:1	1st Grade:	19:1
2nd Grade:	19:1	3rd Grade:	19:1
4th Grade:	29:1	5th Grade:	24:1

Forest Grove School has 100% of its K-3rd grades participating in class size reduction. Class sizes and teaching loads are distributed evenly across the grades.

5. Teacher Assignments

At Forest Grove School, the 16 & 1/2 classroom teachers, one special education teacher, and the school principal, all have appropriate credentials and qualifications. Additional certificated staff include an instrumental and vocal music teachers three days a week, a speech pathologist four mornings a week, a psychologist two days a week, and a credentialed P.E. teacher daily.

6. Textbooks and Materials

District Curriculum Committees, with input from teachers, select instructional materials from a state-approved list and make recommendations to our Board of Education. In response to the new State Framework,

we have incorporated new instructional materials in language arts and math.

Instructional materials in all areas are reviewed regularly. The library and computer center provide extensive additional instructional material support.

7. Counseling and Student Support Services

The school provides students with services that support classroom instruction. The school receives the services of:

- Counselor
- Psychologist
- Speech Therapist
- Library Manager
- Resource Specialist (1-1/2)
- English Language Learner (ELL) Teacher
- Computer Manager
- P.E. Teacher and Aide
- Vocal and Instrumental Music Teachers
- Chapter I Remediation
- Miller-Unruh Reading Specialist
- Handicapped classroom
- Before and After school math and language arts Academic support programs
- Phonemic Awareness Program

8. Substitute Teachers

The district and school maintain lists of credentialed teachers and the areas in which they are qualified to teach. All substitute teachers at Pacific Grove Unified School District have credentials or permits issued by the State of California and, at a minimum, have college degrees and have passed the qualifying examination administered by the State of California. If no substitute is available, another teacher or an administrator will cover the class.

The district makes an effort to attract qualified substitute teachers by increasing substitute salaries to compete with those in neighboring district.

9. School Facilities and Safety

Forest Grove School provides a safe, clean environment for learning. Our custodial staff of three performs basic cleaning operations in every classroom every day.

The Forest Grove School PTA initiated an upgrading of all playgrounds through additional equipment and refurbishing of play areas. Forest Grove has undergone construction to rebuild all of its infrastructures and was completed in August of 2003.

The safety of students is addressed through participation in such programs as Safe Phone, McGruff, Fire Prevention, DARE, Anti Bullying counseling program, and Personal Safety. Emergency preparedness includes monthly fire, earthquake drills, and intruder

exercises. A parent and teacher telephone tree has been implemented at Forest Grove School, playground supervision has been increased and school rules remain strictly enforced.

The Forest Grove Safety Plan is reviewed and updated by staff and administration each year. Key areas are reviewed including primary and secondary evacuation sites, communication, and evacuation procedures.

10. Teacher Evaluation

The Pacific Grove Unified School District maintains a system of evaluation of certificated employees with the intent to continually improve instruction for its pupils. An additional purpose of evaluation is to identify and reinforce the outstanding professional competency of certificated employees.

This system includes yearly performance objectives, formal and informal performance observations with follow-up conferences, and a written evaluation report at least once every two years.

In support of the district's evaluation process, our teachers have numerous opportunities for input and professional improvement. In addition to site level sessions, the district provides ongoing training in areas of interest and need.

11. Discipline and Climate for Learning

A comprehensive school wide management plan was developed to address behavioral expectations on the playground, in the cafeteria, and any other common areas. It is revised annually. A basic set of school rules and consequences was developed. Each teacher devises and posts classroom rules appropriate to individual grade level and teaching style. Programs currently in place to enhance the learning environment include:

- Here's Looking At You 2000 (to promote responsibility, self-esteem, and decision making)
- Drug Abuse Resistance Education (DARE)
- Falcon Club (to promote good citizenship, punctuality and responsibility)
- Peer Counselors
- Art Docents
- Community of Caring Character building program
- Numerous after school and lunch time activities expand and enrich the school day including chorus, chess club, computer classes, drama workshops, recreational football, soccer, basketball, baseball, dance and twirl club, Boy and Girl Scouts, dancing, and Gifted and Talented Education (GATE).

12. Training and Curriculum Improvement

Formal staff development training occurs every Thursday. In addition, staff buy back days are offered in a variety of curricular areas.

Staff development activities, essential for maintaining and improving equality education, emphasize the following areas:

- SB395 / CIAD (English Language Learners)
- An integrated, literature-based language arts program, which includes reading, writing, listening and speaking
- A problem solving, manipulative-based mathematics and science program
- Integration of all subject areas
- Higher-level thinking skills
- Cooperative learning and peer coaching
- Addressing the needs of students with special needs
- Data driven learning activities and assessments

District Curriculum Committees determine standards of expected pupil progress for each subject area and grade level. Criterion referenced assessment is being developed to evaluate the achievement of these standards.

13. Quality of Instruction and Leadership

The quality of leadership and the instructional programs at Forest Grove School are excellent. Curriculum is appropriately aligned with state standards and curriculum is based on district standards in all subject areas.

Parents support the program through classroom volunteer efforts and attendance at parent conferences. Our student population is 405, and we have over 97% attendance at parent conferences. More than 200 parents volunteer time and expertise in the classroom. Instructional Aides work with students in small group and individualized instruction. Funding for this program is provided by the School Improvement Plan and Title 1. Parents express high satisfaction with the educational program their children receive.

School curriculum exhibits rigorous academic content. Grade-level standards and expectations exist for homework and for each curricular area within the school.

Formalized testing is used to identify students in significant subgroups and to create individual education programs for students with special needs.

High expectations are held for student learning and student achievement is maintained at a high level. There is a maximum use of instructional time. Students understand the expectations for their assignments, and direct instruction is evident in all classrooms.

The expectations held by staff members encourage all special needs students to achieve to their highest levels of ability at Forest Grove School. The staff employs instructional methods that enhance the learning of all

students while providing a positive atmosphere that encourages success and enhances self-esteem.

Regular formal and informal communication achieves excellent articulation among the regular and support staff. School leaders are knowledgeable about curriculum and instructional practices. Leadership and responsibility are shared among staff members.

Program Strength Recognition

In the past, Forest Grove School has received recognition for program strength in leadership.

"Administration and staff invite suggestions for improvement and enhancement of the overall program. The commitment and cooperation of all staff and parents to ongoing improvement is highly respected by all concerned."