

Agenda of Regular

The Board of Education Waverly Community Schools

A Regular of the Board of Education of Waverly Community Schools will be held September 28, 2009, beginning at 7:30 PM in the Board Room, 515 Snow Road, Lansing, MI 48917.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order and Pledge to the Flag - President John Broughton
- II. Special Presentation
 - A. Presentation of Audit Report - Plante & Moran
- III. Correspondence - Secretary Mary Ann Martin
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Meeting Agenda
- VIII. ***Approval of Minutes 3
- IX. Presentation of Reports
 - A. Curriculum
 - 1. Summer School Report
 - B. Facility & Policy
 - 1. Facility/Policy Committee Report
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 - C. Finance & Personnel
 - 1. Finance/Personnel Committee Report
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- X. Superintendent's Report
- XI. Public Comments
- XII. Other Board Business
- XIII. Adjournment
- XIV. ***Consent Agenda

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 14, 2009**

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was called to order by President John Broughton at 7:32 p.m. in the Board Room of the Administrative Center, 515 Snow Road, Lansing, Michigan.

Members Present:

Mr. John Broughton, President
Mr. Britt Slocum, Vice President
Mrs. Mary Ann Martin, Secretary
Mrs. Fonda Brewer-Williams, Treasurer
Mrs. Kim Smith, Vice Secretary-Treasurer
Mr. Calvin Jones, Trustee
Mr. Mike Knaggs, Trustee

Staff Present:

Dr. Thomas J. Pillar, Superintendent
Mrs. Jacklin Blodgett, Asst. Superintendent for Finance & Personnel
Mrs. Dorothy Blackwell, Director of Curriculum
Mr. Bruce Johnson, Director of Operations & Student Services
Mr. Rob Spagnuolo, Business Manager
Karen Burgess
Gretchen Mikula
Robert Lurie
Dennis Farmer
Dave Pike
Renee Sarafin
Cassandra Hailey
Shawn Talifarro
Rebecca Pease

Other:

Megan Mahoney, Student Representative
Will Mahoney
Mary Jo White
Tiffany Wilson
Lea Scott-Shipman
Luciana Henderson
Nicole Tews

Pledge

Member Knaggs led the pledge of allegiance to the flag.

Special Presentation

The first special presentation featured high school Social Studies teacher, Robert Lurie, who had the opportunity to participate in the 2009 Holocaust and Jewish Resistance Trip to Poland and Israel July 5-23. Thirty-two high school and middle school educators from across the United States were chosen for the trip. The program's goal is to pass on the legacy of Jewish resistance to young people through their public school teachers. Mr. Lurie has included study of the Holocaust in his teachings for many years. This first hand experience will be shared with fellow teachers and will reach Waverly students in history, geography, English, World Literature, Psychology and Sociology classes.

The second special presentation featured Dorothy Blackwell, Director of Curriculum, who addressed Response to Intervention (RTI), a program funded by the American Recovery and Reinvestment Act for the 2009-2011 school years. She introduced David Pike, Technology Interventionist; Renee Sarafin,

Interventionist; Cassandra Hailey, Interventionist; and Dennis Farmer, Support Interventionist. The structure of the program is at the core of our District School Improvement Team, formerly known as the Setting the Stage committee. This aligns directly with our accreditation and Strategic Plan's mission, vision, objectives, strategies and action plans.

Staff will work collaboratively in teams to answer the questions...what do we expect students to know?...how do we know they know it?... and what do we do when they don't know it? All existing structures of time through staff meetings, district professional development, school improvement meetings, department meetings, grade level meetings, common plans, and district level meetings will be utilized to move the work forward.

Correspondence

Member Martin reported two pieces of correspondence from constituents had been received.

Public Comment

Addressing the Board during Public Comment were Tiffany Wilson, Lea Scott-Shipman, Luciana Henderson, and Nicole Tews.

Student Representative Report

Student Representative Megan Mahoney reported freshman orientation was held August 27th. Student Senate distributed schedules, conducted building tours and a raffle, and provided refreshments. The high school open house was held last week. Senate and National Honor Society assisted by distributing schedules to parents, helping with directions, and providing refreshments. Megan reported picture day is Thursday, September 17th. Class meetings were held last week. Discussion included key dates, expectations for the dress code, and driver safety issues around campus. Homecoming is October 16th, with a theme of "Around the World". The high school musical this fall is "Fiddler on the Roof". The football team lost to Mason and will host Owosso this week. Volleyball defeated East Lansing and Jackson last week and finished second in the Webberville tournament. This week's opponent is Sexton at home on Tuesday night.

Board Member Comment

Member Knaggs thanked parents for voicing their concerns regarding the School of Choice issue. He also thanked Robert Lurie for his presentation and Megan Mahoney for her report.

Member Smith also thanked the parents for their comments. She thanked Mr. Lurie for his report on his emotional trip. Member Smith thanked Dorothy Blackwell and the interventionists for their report and welcomed Megan as Student Representative.

Member Martin welcomed Megan and stated that Robert Lurie's report was fabulous. She said she hopes that he might have an evening presentation for members of the community. Member Martin indicated she is excited about the efforts of the RTI team, stating all members of the team are outstanding teachers. Member Martin reported she attended the first Ingham School Officers Association (ISOA) meeting. Officers were elected and the date of November 18th was announced for the Celebration of Public Education at the Kellogg Center.

Member Slocum announced the Delta Community Awards reception will be held on October 27th. The committee is currently seeking nominations for its community enhancement, citizen of the year, business partnership, and young person of the year awards. He encouraged Board members to get involved as Waverly is Delta Township's school system. Member Slocum reported Wavapalooza will be held on Friday, September 18th from 5:00 to 7:00 p.m. at the high school. There will be food, games, entertainment, and an opportunity to showcase Waverly Schools. Member Slocum also reported he had an awesome time at the Waverly Education Golf outing. He thanked Robert Lurie for his presentation, noting he has always

Board Member Comment (cont.)

been fascinated with that era of history. Member Slocum stated he hopes he can be a fly on the wall in Mr. Lurie's classroom.

Member Brewer-Williams welcomed everyone back to school. She thanked Robert Lurie for sharing his summer experience, noting it is great the students get to learn from his experiences. Member Brewer-Williams reported she attended the high school open house. She also thanked the parents who spoke on the School of Choice issue.

Member Jones thanked everyone who participated in the Waverly Education Foundation golf outing and thanked Britt Slocum for continuing to be a sponsor in these tough economic times. Member Jones announced the Board of Water & Light First Step Program is beginning its second year. The program offers internships opportunities for students in Ingham, Eaton, and Clinton counties, with employment or college scholarships as the end result. Member Jones thanked the presenters and welcomed Megan Mahoney as the new student representative. He welcomed back all teachers, staff, students and families and thanked the public speakers for their comments.

Adoption of Agenda

A motion was presented by Member Slocum and supported by Member Martin. MOTION: The Board of Education adopt the meeting agenda as presented.

Motion carried. VOTE: AYES – 7; NAYS – 0.

Approval of Minutes

The minutes of the regular meeting of August 10, 2009, the special meeting of August 24, 2009, and the public hearing of August 24, 2009 were approved as presented.

******Extended Field Trip – For Information***

LuAnn Stuibel, 8th grade science teacher, has planned an extended field trip to Orlando, Florida for 8th grade science students. Major places to be visited are Disney's Animal Kingdom, Magic Kingdom, Hollywood Studios, EPCOT, and Kennedy Space Center. Concepts discussed during the seminars directly correlate with the Middle School science curriculum. The programs offer hands-on opportunities using these concepts in the real world. Students will gain a deeper understanding of the objectives taught in middle school science. They will also grow in the areas of social and personal responsibility as a result of traveling without their parent/guardian. The departure date is March 10th, with a return date of March 14th. Approximately 60-80 students, two or three parents/guardians, and teachers LuAnn Stuibel, David Pike, Debbie Quinn or Barbara Tate will travel by air from either Flint or Detroit to Orlando. The estimated cost per student is \$1,139, with individual families being responsible for payment of the trip. Numerous fundraising opportunities will be made available throughout the year to help defray the cost of the trip. Students will be away from the traditional classroom setting two-three days.

DEQ – Storm water Management Report – For Information

Bruce Johnson presented a brief report and provided handouts to Board members on the district's storm water management.

******Financial Recommendation – Report #09-13 – For Action***

The treasurer's report was approved as presented.

*****Certification of Winter Tax Levy – City of Lansing, Delta, Lansing, Windsor and Watertown Townships – Report #09-14 – For Action**

The Board of Education adopted the proposed winter tax levy for the City of Lansing, Delta, Lansing, Watertown, and Windsor Townships. A certified copy is affixed to the official minutes of this meeting.

Personnel Recommendations – Report #09-15 – For Action

A motion was presented by Member Brewer-Williams and supported by Member Jones. MOTION: The Board of Education approve the employment of Deonna Washington (H.S. English) and Julie Kaylor (East .5 Social Worker).

Motion carried. VOTE: AYES – 7; NAYS – 0.

Also included for information in the report were the employment of non-certified personnel, the recall of non-certified personnel; and the resignation of non-certified personnel.

Master Agreement Ratification – Custodians – Teamsters & Chauffeurs Union No. 580 – Report #09-16 – For Action

A motion was presented by Member Jones and supported by Member Slocum. MOTION: The Board of Education approve the tentative agreement as negotiated between the Teamsters & Chauffeurs Union No. 580 and the Board of Education. This agreement reflects a two-year contract, a freeze in salary for 2009-2010, and a wage reopener in the second year.

Motion carried. VOTE: AYES – 7; NAYS – 0.

Appointment of Facility Review Committee Citizen Leader – Report #09-17 – For Action

A motion was presented by Member Slocum and supported by Member Martin. MOTION: The Board of Education appoint Wilbur T. Mahoney, Ph.D. as the Citizen Leader of the Facility Review Committee.

Motion carried. VOTE: AYES – 7; NAYS – 0.

Dr. Pillar stated the role of the citizen leader is to facilitate the discussion of the committee made up of citizens and bring a recommendation to the Board in January. This process is independent of the Board and the administrative staff.

Superintendent's Report

Dr. Pillar announced the presentation of the audit by Plante & Moran will occur at the September 28th Board meeting. Support material has been provided well in advance to allow Board members time to review the documents. The Board will take action on the audit in October.

Dr. Pillar asked Bruce Johnson to provide the Board with a preliminary enrollment count. Mr. Johnson reported the preliminary district-wide headcount is 3025. There are 196 kindergarten students and 266 12th grade students. The district enrolled 118 schools of choice students. Seventy-seven students are enrolled through the tuition process and all tuition has been paid up front. The official student count will be taken on Wednesday, September 30th. It was noted these are very fluid numbers that change daily across grade levels and buildings.

Dr. Pillar reported that the Delta Township Parks & Recreation Department is going greener and will no longer send meeting minutes by mail to Board members. He stated if Board members want to continue to receive the minutes, they should respond to Delta Township via email. The minutes can also be accessed on the Delta Township website.

Superintendent's Report (cont.)

Dr. Pillar announced the first "*Coffee with the Superintendent*" is scheduled for Wednesday, September 23rd from 7:30-8:30 a.m. at Tim Horton's on Waverly Road. If well received, then we will continue in subsequent months.

Dr. Pillar reported he has begun the Facility Review Process presentations in buildings, informing staff of the process that will be used over the next few months. Presentations will be made at all seven school buildings, the service building, and the administrative center. Twenty-two parents/citizens have been invited to be on the Facility Review Committee. We have twelve confirmations at this time.

Dr. Pillar announced Wavapalooza is this Friday from 5:00-7:00 p.m. at the high school. He stated he will be at a booth celebrating 50 years of Waverly and encouraged Board members to come and help out.

Dr. Pillar announced that, as part of the new Board member orientation process, he will be taking Mike Knaggs around the district's buildings on Monday, September 21st.

Dr. Pillar stated we continue to receive disturbing information on the state's fiscal crisis and its impact on public schools. He indicated he is working on a summary to get out to the Board in a future Friday Update.

Dr. Pillar reported the school year started relatively smoothly, with minor glitches.

Dr. Pillar reported the Safe Routes to School project is coming to an end. He recognized Bruce Johnson, who was intimately involved in all aspects and dealt with a lot of concerns.

Dr. Pillar reported writing teams are coming together to work on the Strategic Plan revisions from the spring thorough review process.

Dr. Pillar reported the annual report is being compiled and will be presented to the Board in October.

Public Comment

None

Other Board Business

Member Martin thanked Dr. Pillar and the Cabinet for the wonderful professional development day in August, noting it was very educational.

Adjournment

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Mary Ann Martin, Secretary

***Consent Agenda

rlp

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 28, 2009**

FOR DISCUSSION

Subject: Policy - First Reading

Recommendation:

The Superintendent recommends the Board of Education review the following policies at first reading:

2623	Student Assessment	Revised
3430.01/4430.01	FMLA	Revised
5460	Graduation Requirements	Replacement
7217	Weapons	Revised
7530.01	Wireless Communication	Replacement
7540.05	Electronic Mail	New
8310	Public Records	Revised
8330	Student Records	Revised
8470	Students-Sex Offender Registry; Criminal Convictions	New

Statement of Purpose/Issue:

These policies revisions and updates are the result of the NEOLA update and a review by the administration and the Board Policy Advisory Committee.

Budget Impact:

None

Historical Perspective:

NEOLA provides updates to keep our policies current with applicable laws and regulations. The administration also reviews policy periodically and brings changes to the Board Policy Committee for review and consideration.

Discussion of Options:

The Board can approve these policies as submitted for first reading. The board may send some or all of the policies back to the committee for further review.

Rationale for Recommendation:

These policies were recommended to us by NEOLA and reviewed and approved by the Policy Committee.

Strategic Plan Reference:

These policies support the Waverly Community Schools mission of providing for a safe environment, rigorous curriculum, quality instruction and attention to individual needs.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
September 28, 2009**

FOR DISCUSSION

Subject: Purchase of Copy Machines

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of copy machines from The Polack Corporation.

Statement of Purpose/Issue:

To replace the current copy machines that have expiring lease terms.

Budget Impact:

The total cost to replace the copy machines is \$63,402. There is also a 5 year maintenance agreement with an annual cost of \$9,500.40. Total cost for the machines and maintenance is \$110,904.

Historical Perspective:

The lease for the current copiers is expiring, and new machines need to be purchased for replacement.

Discussion of Options:

The Board may adopt the proposal as presented or reject the proposal.

Rationale for Proposal:

The specifications for the copy machines were developed by the Assistant Superintendent, Business Manager, Supervisor of Technology Repair, and Bookkeeper. Ingham ISD assisted with the RFP and provided additional guidance through the proposal process. The proposals were reviewed by the Business Manager, Bookkeeper, and Ingham ISD.

The request for proposals included vendor options to provide both a lease price and purchase price. Leasing machines would add an estimated \$20,000 to the total cost and is not recommended.

The Polack Corporation was the second lowest bidder and is recommended for the following reasons:

- Service history – Polack is our current vendor and has always responded to service calls in less than 24 hours. All service needs have been met and in many cases exceeded expectations.
- Local service – Polack is located in Lansing and provides service from Lansing. The lowest price vendor is located in Wixom, MI.
- Less training required for staff – The new machines will be similar to existing machines and will require limited training of staff and more comfort by staff for ease of use.
- Vendor references – An inquiry of the lowest price vendor was made by the Business Manager and concerns were raised from districts regarding quality of machine and service response.

Strategic Plan Reference:

Nothing will take funding precedence over K-12 programs and services necessary to meet the mission and objectives.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
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Subject: Personnel Summary

FOR INFORMATION

A. Employment – Non Certified

<u>Name</u>	<u>Position</u>	<u>Class/Salary</u>	<u>Effective</u>
Nicholas Leiby	HS Assistant Technician	Class A/\$15.44	9/9/09

B. Coaching – High School/Middle School

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Christopher Huff	Varsity Football Coach	3	\$5,739	Fall Season
Don Dimick	Varsity Assistant Football Coach	3	\$4,004	Fall Season
David Pike	JV Football Co-Coach	3	\$4,004	Fall Season
Todd Simon	JV Football Co-Coach	3	\$4,004	Fall Season
Michael Wallace	Varsity Assistant Football Coach	3	\$4,004	Fall Season
Anthony Walker	Freshman Football Co-Coach	3	\$4,004	Fall Season
Aaron Shinn	Freshman Football Co-Coach	2/3 of Step 3	\$1,341.34 (pro-rated)	Fall Season
Mark Feinauer	Girls Golf Coach	3	\$4,161	Fall Season
Robert Lurie	HS Cross Country Coach	3	\$3,695	Fall Season
Megan Helsen	Varsity Volleyball Coach	2	\$4,028	Fall Season
Michelle DeBrabander	MS Cross Country Coach	None	\$1,000	Fall Season

C. Extra-Curricular Schedule B Stipends

<u>Name</u>	<u>Assignment</u>	<u>Step</u>	<u>Stipend</u>	<u>Effective</u>
Becky Greisinger	Colt Student Council Co-Advisor	1/2 of 3	\$861.50	2009-10 Sch. Yr.
Kristen Hood	Colt Student Council Co-Advisor	1/2 of 1	\$525.50	2009-10 Sch. Yr.
Jodi Thelen	Colt Resource for Math Chairperson	3	\$771	2009-10 Sch. Yr.
amie Holland	Colt Language Arts Chair	1	\$551	2009-10 Sch. Yr.
Gwen Bertram-Huber	Colt Science Chairperson	3	\$771	2009-10 Sch. Yr.
Karen Burgess	Colt Social Studies Chair	3	\$771	2009-10 Sch. Yr.
Amanda Nemeth	Colt School Improvement Math Chairperson	1/3 of 3	\$514.33	2009-10 Sch. Yr.
Karen Burgess	Colt School Improvement Reading Chair	1/3 of 1	\$441	2009-10 Sch. Yr.
Leo Blundell	Colt School Improvement Writing Chair	1/3 of 1	\$441	2009-10 Sch. Yr.
Lisa Hamilton	View Math Resource Chairperson	3	\$771	2009-10 Sch. Yr.
Helene McNeilly	View Science Resource Co-Chair	1	\$275.50	2009-10 Sch. Yr.
Cindy VanderSteen	View Science Resource Co-Chair	1	\$275.50	2009-10 Sch. Yr.
Pam Hawkins	View Language Arts Chair	3	\$771	2009-10 Sch. Yr.
Christel Benjamin	View Social Studies Resource Chair	1	\$551	2009-10 Sch. Yr.
Tamara Pepper	View Student Council Advisor	3	\$1,723	2009-10 Sch. Yr.
Mark Nester	View School Improvement Chairperson	3	\$1,543	2009-10 Sch. Yr.
Mark Nester	View Future Problem Solving Chair	3	\$552.80	2009-10 Sch. Yr.

D. Extra-Curricular 8.8 Stipends

<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Effective</u>
Kristen Hood	Colt Extended Learning & Community Outreach	\$300	2009-10 Sch. Yr.
Andrea Waddell	Colt Family Council Co-Representative	\$221.25	2009-10 Sch. Yr.
Doug Trickey	Colt Family Council Co-Representative	\$221.25	2009-10 Sch. Yr.
Diana Oldham	Colt March is Reading Month Co-Chair	\$110	2009-10 Sch. Yr.
Andrea Waddell	Colt March is Reading Month Co-Chair	\$110	2009-10 Sch. Yr.

Jamie Holland	Colt March is Reading Month Co-Chair	\$110	2009-10 Sch. Yr.
Marilyn Hobrle	Colt March is Reading Month Co-Chair	\$110	2009-10 Sch. Yr.
Becky Greisinger	Colt Kids on the Run Committee Co-Chair	\$200	2009-10 Sch. Yr.
Amanda Nemeth	Colt Girls on the Run Committee Co-Chair	\$200	2009-10 Sch. Yr.
Karen Burgess	Colt Enrichment Committee Co-Chair	\$130	2009-10 Sch. Yr.
Amanda Nemeth	Colt Enrichment Committee Co-Chair	\$130	2009-10 Sch. Yr.
Leo Blundell	Colt Enrichment Committee Co-Chair	\$130	2009-10 Sch. Yr.
Jeannine Batterson	Colt Discipline Committee Co-Chair	\$175	2009-10 Sch. Yr.
Jeff Hager	Colt Discipline Committee Co-Chair	\$175	2009-10 Sch. Yr.
Karen Burgess	Colt Discipline Committee Co-Chair	\$175	2009-10 Sch. Yr.
Kristen Hood	Colt Discipline Committee Co-Chair	\$175	2009-10 Sch. Yr.
Becky Greisinger	Colt Discipline Committee Co-Chair	\$175	2009-10 Sch. Yr.
Leo Blundell	Colt Discipline Committee Co-Chair	\$175	2009-10 Sch. Yr.
Susan Burm	View Extended Learning Performance Chair	\$250	2009-10 Sch. Yr.
Christel Benjamin	View PTO Representative	\$200	2009-10 Sch. Yr.
Pam Hawkins	View Before School Math Co-Chair	\$582.50	2009-10 Sch. Yr.
Lisa Hamilton	View Before School Math Co-Chair	\$197.50	2009-10 Sch. Yr.
Mark Nester	View Science Habitat Chair	\$150	2009-10 Sch. Yr.
Pam Hawkins	View School Improvement Literacy Chair	\$200	2009-10 Sch. Yr.
Cindy VanderSteen	View School Improvement Science Chair	\$100	2009-10 Sch. Yr.
Mark Nester	View Yearbook Coordinator	\$200	2009-10 Sch. Yr.
Lisa Hamilton	View School Improvement Math Chair	\$200	2009-10 Sch. Yr.
Bevin Francis	View Special Olympic Coordinator	\$50	2009-10 Sch. Yr.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
September 28, 2009**

Report #09-18

FOR ACTION

Subject: Appointment of Facility Review Committee Members

Recommendation:

The superintendent recommends the Board of Education appoint the following citizens to serve on the Facility Review Committee:

Lisa Bond-Brewer	Cheval Breggins	Phil Chisholm	Hans Harris
Maryellen Jansen	Mike Kevern	Josefina McCloud	Barb Poma
Steve Slater	Peter Spadafore	Allena Tapia	Carrie Tarry
Donna Tisdale	Carrie Wheeler	Carolynn Wright	

Statement of Purpose:

Policy 9140 states that all citizens appointed to citizens' advisory committees shall be approved by the Board of Education.

Budget Impact:

The appointed citizens serve on the committee at no cost to the school district. There may be minor costs for refreshments during the meetings and supplies.

Historical Perspective:

According to Policy 9140, the Board of Education, in its discretion, shall establish citizens' advisory committees when there is a definite function to be performed. All appointments of citizens to the advisory committees shall be approved by the Board.

Once it was determined there was a need for a Facility Review Committee, citizens' names were submitted to the Superintendent by Board members, principals, and others. Individuals were selected through a random draw and letters of invitation were sent to those citizens. Citizens who accepted the invitation to serve on the committee are listed above for Board approval.

The makeup of the Facility Review Committee appears to be representative of the district as a whole.

Discussion of Options/Alternatives:

The Board may decide not to appoint the Facility Review Committee or to modify the recommendation to add or delete members.

Rationale for Recommendation:

The citizens appointed to serve on the Facility Review Committee were recommended for their involvement and interest in the future of the Waverly Community School District. They all have agreed to serve on the committee.

Strategic Plan Reference:

- All individuals have the capability and the responsibility to contribute positively to the community. (*Belief*)
- Nothing will take funding precedence over K-12 programs and services necessary to meet the mission and objectives. (*Parameter*)
- We will evaluate programs to determine if they make a significant contribution to achieving our mission and objectives. (*Parameter*)