

MASTER PLAN
FOR THE
GREATER NEW YORK CONFERENCE
OF SEVENTH-DAY ADVENTISTS
K-8 SYSTEM OF EDUCATION
2010
thru
2014

David A. Cadavero
Superintendent
of
Schools

“Let every church school
established be conducted with
such order that Christ can honor
the schoolroom with His
presence. The Master will accept
no cheap, shoddy service.”

Counsels to Parents, Teachers, and Students, p. 151

Education Memo

Greater New York Conference of Seventh-Day Adventists
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To: Members of the Greater New York Executive Committee
Members of the Greater New York Conference K-12 Board of Education
Members of the Greater New York Conference K-12 School Boards
Greater New York Conference Pastors, Principals, and Teachers

From: David A. Cadavero, GNYC Superintendent of Schools

Re: **Master Plan for the Greater New York Conference of Seventh-day Adventists K-12 System of Education**

Christian greetings!

It has been said, “It is more important to know where you are going than to get there quickly. Do not mistake activity for achievement.” This “Master Plan” will assist each school in its journey toward excellence. To ensure success, the school must take every step in the following seven-step process when implementing any of the 60 points:

1. **Discovery** (Identification of the area to be addressed, e.g. dress code, student deportment)
2. **Solution** (Resolved solution to the area being addressed)
3. **Implementation plan** (Specific step-by-step process to make it happen)
4. **Execution** (Who is responsible to make sure it happens?)
5. **Evaluation** (An assessment of the program)
6. **Feedback** (Is it effective?)
7. **Modification** (Any changes needed to make it better?)

Many organizations do a good job at the **discovery** and **solution** levels, but ignore (or fail to implement) the remaining five levels. This typically results in a plan that is “doomed to fail.” For this “Master Plan” to be effective, it will require **all seven levels** to be addressed. Effectively implementing this “Master Plan” to improve a school’s culture does not just happen! Each school must make educational excellence a top priority. What a wonderful experience lies ahead for our precious children when each school makes this commitment! It provides the means to elevate our school system to become more Christ-centered and quality-oriented.

God has entrusted us with the management of His property (our students). Each student is a candidate for God’s kingdom. They desire nothing but our best efforts. We cannot afford to return to God anything less than “conspicuous excellence.” The Greater New York Conference Office of Education is committed to assist each of our principals, teachers, school boards, etc. toward making this “Master Plan” a reality.

May God bless you abundantly as you prepare His children for eternity.

**GREATER NEW YORK CONFERENCE OF SEVENTH-DAY ADVENTISTS
OFFICE OF EDUCATION**

**Master Plan for the
Greater New York Conference K-12 System of Education**

Submitted by

David A. Cadavero, Superintendent of Schools

INTRODUCTION

In the book, **Counsels on Education**, p. 112, Ellen G. White states that:

“Our standards of education must not be lowered. They must be raised higher, far above where they now stand.”

Within this context, the superintendent of schools is to function as a stimulator, organizer, coordinator, and spiritual guardian of the K-12 system of education, and has the responsibility of demonstrating effective leadership to ensure that each school is working toward the goal of making the “good better and the better best.”

The following five key assumptions are vital to improving achievement levels for all students:

1. The primary function of schools is teaching and learning. Within the Seventh-day Adventist context of education, this must include the development of a Christian character in each student and leading them closer to Jesus.
2. Students’ improvement in key learning areas is a measure of school effectiveness.
3. Schools hold the primary key that unlocks the door to improved student outcomes.
4. An effective school is one that demonstrates both quality and equity in its student outcomes.
5. The quality of education at any school is directly proportional to the school’s focus on excellence in education.

OBJECTIVES

Recognizing the sacred responsibility that has been entrusted to K-12 principals, teachers, school boards, and the members of the K-12 Board of Education in the Greater New York Conference of Seventh-day Adventists, the following is a list of goals and programs that have already been or will be implemented system-wide in fulfilling the mission of Adventist education.

A. RELIGIOUS GOALS

Description	Reference Group	Date/Timeline	Estimated Cost
1. Baptismal Goals – Each school is to conduct a baptismal class for grades 5-12. Pastors and teachers should work cooperatively toward this goal. The booklet, The Pastor's Role in the Church School and the following baptismal guides should assist in this process: a) <i>Good News for Today</i> – ages 7-10 b) <i>It's My Choice</i> – ages 10-12 c) <i>Following Jesus</i> – ages 12-13 d) <i>A Reason to Believe</i> – ages 12-13	5-12	Available for implementation	\$6-\$9 per student for baptismal guide
2. Christian Service Activities - The manual CHRISTIAN SERVICE ACTIVITY GUIDE introduces students to meaningful Christian service and witnessing activities. Christian Service Certificates and Christian Service Diplomas are distributed to students based on specific criteria identified in the manual.	K-8	Available for implementation	Minimal
3. Health-Temperance Contests/Programs - Regular participation in such contests/programs will enable students to acknowledge the importance of health-temperance and that their "body is a temple of God" as well as reinforce the importance of developing habits of Christian living. (Each year there are a variety of contests sponsored by the GNYC Ed. Dept., NAD, and New York State Department of Education.)	K-12	Available for implementation	Minimal to schools. \$750-\$1,500 to GNYC Ed. Dept.
4. Regional Christian Education Rallies - Such programs enable schools to effectively promote Adventist education as an Adventist essential through presentations of skits, poems, choral selections, etc. The booklets A Survival Guide to be Read by Concerned Christian Parents before Selecting a Public School or Church School and Adventist Education vs. Public Education presents arguments in support of Adventist education.	K-12	Available for implementation	Minimal to schools. \$300-\$500 per rally to GNYC Ed. Dept.
5. Project Affirmation - Affirmed - This project, sponsored by the NAD, must be kept in the "eyes" of educational personnel, board members, and the constituency. The publication, "PROJECT AFFIRMATION - A PROCESS OF PLANNED CHANGE" will assist in this process.	K-12	Available for implementation	Minimal

A. RELIGIOUS GOALS Cont'd...

Description	Reference Group	Date/Timeline	Estimated Cost
6. Special Religious Emphasis "Time Block" – To help nurture growth in the area of character development (beyond the regular morning worship exercises, chapel services, etc.), special weeks are to be set aside for: <i>a) Fall Week-of-Prayer</i> <i>b) Spring Week-of-Prayer</i> <i>c) Health Emphasis Week</i> <i>d) Spirit of Prophecy Emphasis Week</i>	K-12	Available for implementation	Minimal
7. Elementary School Graduation Exercises – To include baccalaureate and commencement services. Baccalaureate service to be held during Divine Worship Hour. This highlights Adventist education during "prime time" to church constituency, as well as emphasize the impact of Adventist education on student development. (Tribute to parents and testimonies on Christian education add a special spiritual dimension to the church service.)	8 th -graders	Available for implementation	Minimal
8. Daily Prayer List for Principals, Teachers, and Students in Various Schools – The Office of Education develops a "Master List" of principals, teachers, and schools that should be included as part of the teachers' morning devotionals (i.e. on Sept. 5 all K-12 principals, teachers, and students will be praying for Mary Jones and her 3-4-grade students at the XYZ Jr. Academy).	K-12	Available for implementation	No cost
9. Prayer Partnerships - Encourages teachers and students to participate in a variety of activities in which prayer is central in developing a closer relationship with Jesus.	K-12	Available for implementation	Minimal
10. Prayer Partnership –Designed to spiritually support our K-12 students, as follows: <i>a) All conference members invited to spend time in focused prayer for conference schools, teachers, and students on the last Friday of each month.</i> <i>b) The student-partner program matches up an adult with a student at Greater New York Academy (GNYA) for spiritual bonding and encouragement.</i>	K-12	Available for implementation	Minimal
11. Communion Service for Principals/Teachers – This service will set a nice spiritual tone to begin the school year and help to create a sense of "oneness" between educational personnel. Testimonies affirming how God has led our teachers will add a special dimension.	K-12	Available for implementation	No cost to schools. \$100-\$200 to GNYC Ed. Dept.

A. RELIGIOUS GOALS Cont'd...

Description	Reference Group	Date/Timeline	Estimated Cost
12. Christian Lifestyle Seminar for Eighth-graders – Encourages students to develop a healthy and wholesome Christian lifestyle. Topical presentations include drugs, alcohol, tobacco, music, and how to develop a loving relationship with Jesus. A commitment service at the end of the seminar makes this event “extra special.”	8 th -graders	Available for Implementation	Minimal to schools. Approx. \$1,000 to GNYC Ed. Dept.
13. Certificate in Church Leadership (grades 7-12) - Encourages students to study Sabbath School lesson daily; helps students gain skills in delivering Bible studies; involves students in church leadership.	7-12	Available for Implementation	No cost to schools. \$200-\$300 to GNYC Ed. Dept.
14. Suggested Ways of Enhancing Relationships between School Board Members/School Staff. (This publication identifies 7 Ways to enhance the professional tone/atmosphere at school board meetings and/or develop a sense of “unity” between faculty/staff/board.)	School Staff and School Board	Available for Implementation	Minimum Expenditure

B. ACADEMIC GOALS

Description	Reference Group	Date/Timeline	Estimated Cost
1. Excellence in Education Award – Granted to schools that meet 80+ criteria associated with high educational standards. Special recognition service for schools attaining this distinction. This award parallels the Exemplary School Recognition Program sponsored by the U.S. Dept. of Education to recognize school of excellence.	K-12	Available for Implementation	Ranges from no cost to thousands of dollars (varies by school)
2. Accreditation of K-12 Schools – Full-scale and interim evaluations are done periodically to help assure quality control. Interim evaluations include incentive program (1-49% of previous Visiting committee recommendations satisfied – re-inspection of school within six months; 50-89% of previous Visiting Committee’s recommendations satisfied – accreditation to end of term; 90-100% of previous Visiting committee recommendations satisfied –accreditation extended one full year).	K-12	Available for Implementation	Ranges from minimal cost to thousands of dollars to address deficiencies (varies by school).

B. ACADEMIC GOALS Cont'd...

Description	Reference Group	Date/Timeline	Estimated Cost
3. Conference-wide Activities for Students – Conference-wide activities may assist students in developing a mind-set that they are representatives of a school system – not just an isolated elementary school. Such activities may include a Science Fair, Art-Hobby-Craft Fair, Junior Olympics, General Knowledge Bowl, etc. (One activity per school year.)	K-12	Available for Implementation	Minimal to schools. Approximately \$1,500-\$2,000 to GNYC Ed. Dept.
4. Honor Roll Posted Each Grading Period – To help recognize outstanding student achievement, the following three honor rolls are to be posted every 9-week period and copies mailed to parents: <ul style="list-style-type: none"> a) <i>Academic (Scholarship) Honor Roll</i> – GPA of 3.00 (B) or higher b) <i>Attendance Honor Roll</i> – No absence/tardiness to school c) <i>Citizenship (Behavior) Honor Roll</i> – Appropriate behavior, cooperation, attentiveness, and adherence to teacher's directives, etc. 	K-12	Available for Implementation	Minimal Cost
5. Elementary School Graduation Diplomas – to identify various levels of academic achievement, the following diplomas are offered: <ul style="list-style-type: none"> a) <i>Regular Diploma</i> – Granted to students in accordance with standards identified in the CUC Education Code. b) <i>Honors Diploma</i> – Granted to students who attained a GPA of 3.50 or higher in grades 5-8. c) <i>Eighth Grade Proficiency Diploma</i> – Requires successful completion of proficiency examinations at the eighth-grade level in reading, writing, and mathematics. d) <i>Christian Service Diploma</i> – Granted to students who have served a minimum of 50 hours of Christian service each year in grades 5-8. 	8-graders	Available for Implementation	Minimal to school. \$300-\$500 to GNYC Ed. Dept.
6. Greater New York Penmen – A showcase of poetry, prose, and essays written by K-12 students.	K-12	Available for Implementation	No cost to schools. Minimal to GNYC Ed. Dept.
7. Curriculum Committees (K-8 & 9-12) – Assist schools by providing educational resources for the purpose of improving learning opportunities for students as well as evaluate success of current curricular materials. The Curriculum Committee will be selected by the K-12 Principals Council.	K-8 & 9-12	Available for Implementation	Ranges from minimal to thousands of dollars for new curricular materials

B. ACADEMIC GOALS Cont'd...				
Description	Reference Group	Date/Timeline	Estimated Cost	
8. Technology Committee – The main thrust of this committee is to offer suggestions for effective technology planning for K-12 schools and to review technology programs that have been successful in school settings. Another goal is to assist teachers in obtaining resources needed to enhance the education of students through effective use of current and emerging educational technologies. The Technology Committee will be selected by the K-12 Principals' Council.	K-12	Available for implementation	Ranges from minimal to thousands of dollars	
9. Annual Review of Student Performance on ITBS/TAP/CogAT – Used to assist principals, teachers, and school boards by providing essential information that is used to improve instruction. The interpretation of these measurements is useful to the extent that it results in better decisions that directly affect pupils.	K-12	Available for implementation	Minimal	
10. Classroom Observation K-12 – The Superintendent of Schools is to make periodic observations of teachers to assist, evaluate, and assess teacher performance in the classroom and make constructive recommendations, as needed, to improve classroom methodology, procedure, management skills, etc. (In addition, two days per school year have been designated for each principal to conduct classroom observations of teachers.)	K-12	Available for implementation	No cost to schools. Minimal to GNYC Ed. Dept.	
11. Mentor Program - Experienced teachers serve as mentors to new teachers. Encourages new teachers to develop appropriate strategies to attain educational excellence in the classroom. All teachers with 3 years or less of teaching experience are assigned a mentor.	K-12	Available for implementation	Minimal	
12. National Junior Honor Society (grades 6-8) – The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage good citizenship. There are over 30,000 local NHS chapters throughout the U.S.	K-8	Available for implementation	\$100 annual dues (1 st year paid by GNYC Ed. Dept. if school enrolls by Aug. 31)	
13. National Honor Society – Has the same objectives as the “Junior Society” but on the secondary level. GNYA is part of this organization.	9-12	Available for implementation	\$100 to GNYA	

C. PROFESSIONAL GOALS

Description	Reference Group	Date/Timeline	Estimated Cost
1. Principals' Council – Held with K-12 principals to discuss various issues that impact on the school system. This helps to create a “team” spirit among principals and more effective coordination of educational objectives.	K-12	Available for Implementation	No cost
2. Conference-wide/Regional In-service Meetings – Assist teachers in their professional development and enhance teaching skills and instructional methodologies. (Regional in-service meetings involve schools in a “localized” geographic territory and are conducted after school hours.) (Also referred to in Section F CONFERENCE-WIDE WORKSHOPS.)	K-12	Available for Implementation	No cost to schools. Varies for NJC Ed. Dept.
3. K-16 Three-way Plan Scholarship Fund – Resource to assist students with a proven financial need. It is hoped that such assistance will help maintain and increase the number of students attending our schools each year. Eligible students receive up to \$450 for K-8 (elementary); \$900 for grades 9-12 (secondary); \$1,050 for college/university (this is a 3-Way plan matching program in which the church, the school, and the conference contribute equal amounts).	K-16	Available for Implementation	\$150 per student to school, church, & NJC Ed. Dept.
4. “Loss Control” Assessment Program – Periodic inspection of each school focusing on health and safety considerations. Findings are to be shared with faculty, school board, and K-12 Board of Education. (Standards identified in the manual, “ Loss Control .”)	K-12	Available for Implementation	Ranges from no cost to thousands of dollars to correct deficiencies
5. Conference-wide Admission Standards – Identify criteria that must be met for admission of students into the K-12 system of education.	K-12	Available for Implementation	No cost
6. Conference-wide Discipline Standards – Identify standards that are to be implemented in disciplining students for a wide variety of behavioral infractions. (Such standards are identified in the manual, “ Student Discipline Code .”)	K-12	Available for Implementation	No cost
7. Policy of Zero Tolerance – Encourages students to develop appropriate standards of behavior and an appreciation for Christian virtues as well as developing “godliness and God-likeness” as the ultimate goal. This policy is signed by the student and parents and kept in the student’s file. Divergence from this policy results in severe disciplinary action.	K-12	Available for Implementation	No cost

C. PROFESSIONAL GOALS Cont'd...

Description	Reference Group	Date/Timeline	Estimated Cost
8. Uniformity of Standards in Employment/Re-employment of Educational Personnel – To help assure consistency of conference-wide standards, the following materials are utilized: a) <i>Uniformity of Standards in Employment of Educational Personnel</i> K-12 – re-employment of personnel. b) <i>Essential Factors to be Considered in the Employment of K-12 Teachers</i> – employment of new personnel.	K-12	Available for implementation	No cost
9. Principal's Performance Appraisal Form – This form is utilized by teachers in assessing the effectiveness of a school principal in areas that are associated with administrative leadership. Assessments made by teachers are given to superintendent, who shares results with the principal. (Used in school with 3 or more teachers.)	K-12	Available for implementation	No cost
10. Items to be Displayed in School Lobby – Each school is to conspicuously place in lobby: a) <i>"Official" Mission Statement of Education</i> – (developed by General Conference Board of Regents in 1985) b) <i>Accreditation Certificate</i> - from the Accrediting Association of Adventist Schools c) <i>Accreditation Certificate</i> – from the National Council for Private School Accreditation (NCPSA) d) <i>Certificate of approval to operate as an elementary/secondary school</i> - from NY State Department of Education	K-12	Available for implementation	No cost to school. Varies to GNYC Ed. Dept.
11. Reclassification of Head Teacher – Head teachers who assume administrative responsibilities beyond regular classroom duties shall be designated as principal-teacher. (This designation more accurately reflects their job description as well as professional role in the area of school management.)	K-8	Available for implementation	No cost
12. Mid-term (January) Review of Principal and Teacher Employment Status – Each school board shall assess the principal's and teachers' performances in January (of any given school year). Any concerns pertaining to re-employability for the next school year are to be shared with the superintendent. The superintendent will review these concerns with the employee and exercise diligence in assisting the employee in each area of concern. It is hoped that the principal or teacher will demonstrate sufficient improvement to "salvage" his/her re-employment as well as regain confidence in his/her professional skills.	K-12	Available for implementation	No cost

C. PROFESSIONAL GOALS Cont'd...

Description	Reference Group	Date/Timeline	Estimated Cost
13. Summary of Emergency Responses – Identifies principles that should be followed by school personnel in a wide variety of emergency situations. It includes 9 basic principles of safety as well as procedures that should be included in emergency planning. Supplementary manuals providing additional insight for emergencies are: a) <i>Emergency Procedure Manual</i> b) <i>Kids in Crisis/Kids in Treatment</i>	K-12	Available for Implementation	Minimal
14. Regular Employment Status Granted to Principals and Teachers with Minimum of 3 Years of Experience and Satisfactory Performance – The superintendent is to recommend to the K-12 Board of Education (and school boards) that the conference grant regular employment status to principals and teachers who have three consecutive years of satisfactory performance as full-time administrators or teachers. The approval of such a recommendation means that, as long as the principal or teacher maintains regular status (satisfactory performance), he/she is not subject to annual employment “review” by the local school board. (This recommendation is in accordance with AUC Education Code Policy.) The regular employment status is based on annually meeting the following standards: a) <i>NAD Teaching Certificate</i> b) <i>Attendance (Absences, Tardiness)</i> c) <i>Professional Service</i> d) <i>Personal Conduct, Christian Influence, Positive Role Model</i> e) <i>Adherence to SDA Constituent Church Attendance Policy</i>	K-12	Available for Implementation	No cost
15. Conference-wide Admission Form – This admission form is to be used conference-wide as part of the registration process for K-12 students.	K-12	Available for Implementation	No cost
16. Asbestos Inspections – A licensed inspector conducts semi-annual inspections in accordance with Federal Environmental Protection Agency (EPA) standards. Inspection reports (Asbestos Management Plan) are kept on file in each school and in the Office of Education.	K-12	Available for Implementation	\$250 per school per inspection
17. Parent and Student Questionnaires – These questionnaires assist the principal and teachers by providing vital information concerning the perceptions of parents and students feel about the overall school program.	K-12	Available for Implementation	No cost
18. Publications Available through the Office of Education – These publications (currently totaling over 60) focus on a wide variety of topics and assist principals, teachers, school board members, and parents in their desire to model educational excellence.	K-12	Available for Implementation	No cost to K-12 principals and teachers

C. PROFESSIONAL GOALS Cont'd...

Description	Reference Group	Date/Timeline	Estimated Cost
19. Conference-wide Application for all educational personnel – An application is to be on file for all paid employees (this includes those hired through the conference, as well as through the local schools). The application includes information regarding Form 1-9, as well as a criminal background check.	K-12	Available for Implementation	No cost

D. PRINCIPAL-TEACHER INCENTIVE PROGRAMS

Description	Reference Group	Date/Timeline	Estimated Cost
1. Matching Fund Program – Certified personnel contribute a fixed amount of money annually (based on certification status and years of service in the conference). Monies are “matched” by the Office of Education.	K-12	Available for Implementation	Minimal cost; 100% return on investment
2. Attendance Records/Recognition – Based on information given to the Office of Education by local schools, a printout is developed to determine number of absences per school year. Perfect attendance recipients receive a certificate and gift of appreciation.	K-12	Available for Implementation	No cost

E. MOTOS

Description	Reference Group	Date/Timeline	Estimated Cost
1. Each School to Develop a Motto – A motto articulates the unique mission of each school. It is to be conspicuously displayed in the school lobby, and educational objectives are to be developed to make the motto a reality. Five examples of such mottos include: <ul style="list-style-type: none"> a) <i>Jesus Is Our Captain</i> b) <i>When Love and Skill Work Together – Expect a Masterpiece</i> c) <i>Every Child Can Learn</i> d) <i>Happiness Is Learning</i> e) <i>No One Rises with Low Expectations</i> 	K-12	Available for Implementation	Minimal

F. CONFERENCE-WIDE WORKSHOPS

Description	Reference Group	Date/Timeline	Estimated Cost
1. Workshops for Teachers – Annual workshops: a) New Teacher Workshop b) Teacher Assistants and Volunteers Workshop	K-12	Available for Implementation	No cost to attendees
2. Workshops for Auxiliary Support Groups – Annual & bi-annual workshops: a) School Board Members/Home & School Leaders/ School Treasurers Workshop (annual) b) Church Education Secretaries' Workshop (bi-annual)	School board members	Available for Implementation	No cost to attendees
3. Workshops for Parents – Annual workshops: a) How to Help Your Child be Successful in School (elementary/secondary levels) b) How to Finance a Christian Education (college level) – attendees receive the publication <i>Making Seventh-day Adventist Education More Affordable</i> .	Parents	Available for Implementation	No cost to attendees

G. OFFICE OF EDUCATION COMMUNICATIONS

Description	Reference Group	Date/Timeline	Estimated Cost
1. Newsletters – To encourage and support K-12 educational personnel and school board members: a) Newsletter for K-12 Educational Personnel b) Newsletter for School Board Members	K-12	Available for Implementation	No cost
2. Progress Report – Annual, written progress report to be shared with Conference Executive Committee, pastors, and constituency.	GNYC Exec. Com., Pastors, constituency	Available for Implementation	No cost

H. COMMISSION ON ADVENTIST EDUCATION

Description	Reference Group	Date/Timeline	Estimated Cost
1. Commission on Adventist Education – A commission in Adventist education is to be established to focus on several areas: <ol style="list-style-type: none"> How to encourage every church to become a constituent member of a church school. How to encourage every church to become increasingly supportive of Adventist education. How to effectively address problems pertaining to school indebtedness. How to develop an effective marketing strategy. 	K-12	Available for implementation	Thousands of dollars to expand/open each school.

I. MARKETING OF ADVENTIST EDUCATION

Description	Reference Group	Date/Timeline	Estimated Cost
1. 20 Suggestions for an Effective School Marketing Program – This booklet identifies a variety of marketing strategies that can be used in developing an effective marketing program. In addition, three other elements are essential: <ol style="list-style-type: none"> Every church to have a church education secretary. Every pastor and teacher to serve as a recruiter for Christian education. Every student to be given a personal invitation to attend a SDA school. 	K-12	Available for implementation	Minimal
2. 30 Ways to Make Your School More Inviting – This publication provides a useful checklist to evaluate whether your school marketing program is impacted by positive or negative messages.	K-12	Available for implementation	Minimal
3. 10 Essential Elements to Help Establishes “Conspicuous Excellence” – Implementing these 10 points will help create a school climate that is Christ-centered and quality-oriented, as well as significantly boost the school marketing program.	K-12	Available for implementation	Minimal
4. Promotional materials – To be distributed during Christian Education Rallies, church promotional programs, and camp meeting and to prospective students: <ol style="list-style-type: none"> Adventist Elementary Schools Training the Head and Heart Ten Reasons Why Small Schools Work Year-in-Review (highlights from each K-12 school) Safe and Sound videotape (to be shared in homes of prospective students) 	K-12	Available for implementation	No cost to schools

J. FUND-RAISING

Description	Reference Group	Date/Timeline	Estimated Cost
1. Magabooks – Selling Magabooks is a conference-wide opportunity for students and/or church members to assist in funding Christian education by: a) Providing additional financial aid for students. b) Purchasing or leasing vehicles for transportation services. c) Purchasing new equipment (computers, encyclopedias, upgrading curriculum, new furniture, et cetera)	K-12	Available for Implementation	No cost
2. How to Raise Thousand of Dollars for Your Church School – This publication identifies 50 ways to generate funds for Adventist education.	K-12	Available for Implementation	Minimal

K. EXPANSION OF K-12 SYSTEM OF EDUCATION

Description	Reference Group	Date/Timeline	Estimated Cost
Church constituencies desiring to consider opening an elementary school, or those desiring to expand a church school to a junior academy, or even those desiring to explore ways to open an academy are encouraged to work closely with the Office of Education. The process begins by the Office of Education introducing two publications that are considered to be the “nuts and bolts” to make it happen. (This will be done during a workshop.): 1. Minimum Criteria for Opening a Seventh-day Adventist Elementary School 2. Application Process to Attain Senior Academy Status	K-12	Minimum of 12-24 months	Varies

CONCLUSION

The Office of Education genuinely believes every one of the objectives identified in this proposal is “do-able,” and the superintendent of schools is committed to helping each school make them “happen.” The impact of Seventh-day Adventist educators has eternal consequences upon our children in the K-12 system of education. It is the responsibility of the superintendent of schools to assist each principal and teacher to set a positive tone and to create a school climate that is Christ-centered and quality-oriented. Every job is a self-portrait of the person who did it. With the guidance of the Holy Spirit, may it be our collective desire to autograph all of our work with excellence. Together, we can and must make a difference. Our goal is to meet the challenge Ellen G. White identifies in **Counsels to Parents, Teachers, and Students**, p. 11:

“The most essential lessons for teachers and students to learn are those which point not to the world, but from the world to the cross of Christ.”