



# Nevada-Utah Conference Office of Education Administrative Report #6

Administrative Report is due on the second Friday of February

## **REQUIRED DOCUMENTATION:**

- School Board Minutes (please attach)
- Finance Reports (please attach)
- Completed School Intent for Operation Forms (school budget included)

## **ADDITIONAL DOCUMENTATION:**

Fall Week of Prayer conducted by:

## **REMINDERS:**

- Keep records of fire and earthquake drills current per Ed Code A27-108.
- Revised budgets for next year due to the Office of Education by the 2nd Friday of March.
- Remind teachers to review certification status and annual requirements.
- Plan your annual constituency meeting.
- Update inventory and insurance to account for new purchases.
- Notify the Office of Education of any major calendar change



# NEVADA-UTAH CONFERENCE REQUEST TO OPERATE

**DUE BY MARCH 22, 2019**

We are requesting to operate the \_\_\_\_\_ school for the 2019 - 2020 school year with a projected K-8 enrollment of \_\_\_\_\_.

We **do / do not** (circle one) plan to offer grades 9 10 11 12 (circle all that apply).

Projected Enrollment in grades 9-12 is \_\_\_\_\_.

We **do/do not** (circle one) plan to operate a Kindergarten program next year. If planning to operate a Kindergarten program, please answer the following:

\_\_\_\_ The Nevada/Utah Conference K-12 Board approved our Kindergarten program on \_\_\_\_ \_\_\_\_ \_\_\_\_\_. (MM/DD/YYYY)

\_\_\_\_ We are requesting approval for operating a Kindergarten next year. Attached is our plan to operate the proposed Kindergarten program.

**Attached is a copy of our proposed Spiritual Master Plan, Budget, Substitute List, and Calendar and projected Enrollment; also attached is our CURRENT Enrollment and Financial Statement. A plan for paying off any outstanding accounts owed to the Conference is also attached.**

\_\_\_\_\_  
Board Chair \_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Head Teacher \_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor \_\_\_\_\_  
Date



# Calendar Deviation Request form

If a need arises where vacation days, within the boundaries, Aug. and June need to be changed, complete this form and return it to the Office of Education with the proper signatures. This request will be presented for consideration to the Nevada-Utah Conference Board of Education.

School: \_\_\_\_\_

Date: \_\_\_\_\_

1. List Requested changes: (Include inserted & deleted days)

Added Dates: \_\_\_\_\_

\_\_\_\_\_

Deleted Dates: \_\_\_\_\_

\_\_\_\_\_

2. Reason for Change:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal/Head Teacher Signature

\_\_\_\_\_  
School Board Chairperson Signature

\_\_\_\_\_  
Education Office Approval Date

\_\_\_\_\_  
Superintendent's Signature





# NEVADA-UTAH CONFERENCE Projected Enrollment Form

School: \_\_\_\_\_

Projected Enrollment: \_\_\_\_\_

Kindergarten: \_\_\_\_\_

Grade 1 \_\_\_\_\_

Grade 2 \_\_\_\_\_

Grade 3 \_\_\_\_\_

Grade 4 \_\_\_\_\_

Grade 5 \_\_\_\_\_

Grade 6 \_\_\_\_\_

Grade 7 \_\_\_\_\_

Grade 8 \_\_\_\_\_

Grade 9 \_\_\_\_\_

Grade 10 \_\_\_\_\_

Total Number of Students: \_\_\_\_\_



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# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

School Year: \_\_\_\_\_

School: \_\_\_\_\_

Identification of the school's current spiritual program strengths: \_\_\_\_\_

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Identification of the school's current spiritual program weaknesses/areas where you would like to see growth or change: \_\_\_\_\_

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What are your school's goals for the intentional spiritual development of students next school year?

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Briefly, what are your plans on how to accomplish the goals you have set for your school and students? \_\_\_\_\_

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Date discussed and approved by school board? \_\_\_\_\_



# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

Spiritual Plan Mission Statement: \_\_\_\_\_

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## Action Plans

### Knowledge

What is the purpose of each Bible class? \_\_\_\_\_

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How does the curriculum give each student an opportunity to achieve those objectives? \_\_\_\_\_

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What are the opportunities in the Bible class curriculum for students to share or demonstrate their faith? \_\_\_\_\_

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What are the opportunities in the Bible class for students to demonstrate tangible results in their growing understanding and walk with God? \_\_\_\_\_

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# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

How will our Bible classes train and give students the opportunity to take part in their local churches?

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Which parts of the Bible do you want your students to commit to memory and how is that going to plug in with your master plan? \_\_\_\_\_

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What opportunities are you going to give your students to teach or share what they learn from the Bible? \_\_\_\_\_

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## Spiritual Leadership

What are the opportunities outside of Bible class on my campus that give students a chance to attend and participate in spiritual activities? \_\_\_\_\_

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Are these activities an opportunity for them to sit and listen to an adult teach, or are they opportunities for students to lead or be trained for leadership? (Chapel Services, Weeks of Spiritual Emphasis, Student Week of Prayer, Evangelism, worship groups) \_\_\_\_\_





# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

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## Service Opportunities

What are the spiritual opportunities in service going to look like this year? \_\_\_\_\_

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How is our school going to reach out to the community on a regular basis? \_\_\_\_\_

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What opportunities are you going to give your students to experience sharing Jesus' love with another culture? \_\_\_\_\_

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How are you planning to let your community know about the service events? \_\_\_\_\_

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# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

## Spiritual Planning Opportunities

What opportunities will you give your students to plan for the spiritual growth of the students and staff on your campus and how will it be organized? (Bible Conferences, Chaplain's Council, weekend retreats) \_\_\_\_\_

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## Spiritual Commitment through Baptism:

Are you giving the students on your campus an opportunity to prepare for baptism?

Do you have dates set in your calendar for planned baptisms? Yes or No

If not, why not? \_\_\_\_\_

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## Teacher Participation and Accountability

Have you given the teachers on your staff an opportunity to share their testimony with your students?

What are the dates you have planned on your calendar of that to happen? \_\_\_\_\_

Do the teachers on your staff have a regular opportunity to worship together and pray together for the students and staff on your campus? \_\_\_\_\_

Does your principal measure spiritual integration into taught curriculum when he/she evaluates his/her teachers? \_\_\_\_\_

Does your school have expressed spiritual expectations from your teaching staff? \_\_\_\_\_

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# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

What is the purpose of your vespers program? What do you want to accomplish by it? \_\_\_\_\_

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What is the purpose of your SS program? What do you want to accomplish by it? \_\_\_\_\_

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Are your church services planned with your student body in mind as the first mission of the church? If not, why not? \_\_\_\_\_

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How are your students given opportunities to express their faith and use their gifts in your local church? \_\_\_\_\_

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What Sabbath Afternoon Programs do you have for your students? What is their purpose? \_\_\_\_\_

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# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

## Commitment to Church

What plans do you have to teach the value of regular church attendance? Is there an expectation for your staff to model the value of regular church attendance? \_\_\_\_\_

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What plans do you have to teach students how to participate in their local churches? \_\_\_\_\_

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How are you planning to train your students to participate in church government, church giving and the overall mission of the church? \_\_\_\_\_

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How do you plan to incorporate key elements of church history into the mission of the church today in a relevant way for your students? \_\_\_\_\_

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Are you going to teach the value of fiscal responsibility and the opportunity to give more to the mission of the church? What curriculum are you going to use for that? \_\_\_\_\_

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# School-wide Spiritual Development Plan

(Adapted form to meet the Spiritual Master Plan criteria for J2E Schools)

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## Special Mile Posts

What are the special milestone events that you are planning this year to give your students? \_\_\_\_\_

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## Family Ministry and Communication

We have chosen to demonstrate the skill of our students in Band, Choir, Dramatic Arts and Athletics. What plans do we have to demonstrate the Spiritual growth of our students with their parents and friends? What will that look like? \_\_\_\_\_

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What opportunities will the staff use to spiritually minister to the parents of each student? What can reasonably be expected? \_\_\_\_\_

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