

# St. Thomas More Parish School

**CASE STATEMENT**

**2 0 0 1**

# Case Statement Process

In 1995, the first St. Thomas More School Case Statement was completed and implemented. That document guided the school community through the next six years of growth and educational excellence. In the spring of 2000, following a successful accreditation process, the STM School Commission sponsored this activity which led to the second long-range plan and case statement for the school.

The initiating or core team met in April to organize and plan out the year long process. With preparations and key individuals engaged, a community-wide constituency meeting was held on May 23, 2000. In attendance were approximately 150 people from the school and the parish. This evening focused on feedback from the constituents on nine arenas, Academic Programs, Development, Facilities, Faculty/Staff, Finance, Parish/School Relationship, School Size, School Structure, and Technology. In all, over 500 comments were gathered and captured as input to the task forces.

A task force was established for each of the nine focus areas consisting of volunteers from the parish and school community. The teams met together throughout the fall. At the end of the task force phase, the teams generated a list of recommendations for consideration by the School Commission.

These recommendations were presented to the community at large and the School Commission in the second Constituency Meeting on December 5, 2000. Over the next few months, the commission worked to synthesize the recommendations into goals and targets that could be successfully implemented in the next five years.

The result of the work of St. Thomas More Parish family is published in this document. This is a compilation of thousands of hours of thoughtful, prayerful work on the part of hundreds of individuals with a common purpose. This case statement and long-range plan will guide the school through the next five years of continued educational improvement and excellence.

# Academic

## Task Force Members

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### Leaders

Peter Schmidt  
Rich Wemhoff

### Teachers

Diana Anderson  
Marcia Golloway

### School

### Commission

John Hennessey

### Parents/

### Parishioners

Bev Hikel  
Ilona Sullivan  
Mary Dowling  
Jenny Dreessen  
Ed Irish  
Beth O'Donnell

Quality academic programs at St. Thomas More School focus on the core curriculum subjects while preparing its students to be world citizens, as well as faithful servants to the Catholic faith. Curriculum is adapted to maintain relevance to the students' future needs.

In the area of academics St. Thomas More School:

1. Will continue and expand the "hands on" approach to community service.  
This could be accomplished through:
  - a. Researching the needs of the local community.
  - b. Working with local charities (e.g., Catholic Community Services, local nursing homes, etc.)The anticipated result will be students obtaining a deeper understanding of the needs of their community and experiencing direct involvement in helping people.
2. Will add the emphasis of cultural diversity to the curriculum.  
This could be accomplished through:
  - a. Adoption of the Archdiocesan curriculum in Social Studies.
  - b. Emphasizing an ecumenical Spirit in the Religion Curriculum.
  - c. Drawing from the cultural diversity of the parish.The anticipated result will be student's broader understanding and acceptance of a multi-cultural society.
3. Will consider the application of our curriculum to the world of work.  
This could be accomplished through:
  - a. Working closely with companies in the area that offer programs for schools;
  - b. Increasing faculty's awareness of the relationships between the world of work and the curriculum;
  - c. Evaluating a new career curriculum;

# Academic

- d. Utilizing existing career curriculum options possibly through computer assisted career guidance programs.
4. Will consider training which enhances the ability of teachers to recognize special learning and enrichment needs of students.
5. Will define an art curriculum.  
This could be accomplished by:
  - a. review existing art program.
  - b. Consider other opportunities available through the community.
6. Will implement benchmarks of physical fitness as recommended by the President's Physical Fitness test.  
This could be accomplished through:
  - a. Adoption of physical fitness standards;
  - b. Educating the students regarding the importance of physical health;
  - c. Identification of a faculty member to implement testing program;
  - d. Possibly adopting a computer-based fitness tracking program.

The anticipated result will be better general physical fitness and awareness of the importance of physical health.

Additional recommendations from the Accreditation Documents are:

- Will assess and update, as needed the religion texts and religion curriculum to provide the maximum instruction for students.
- Will provide additional opportunities for students to learn liturgical music.
- Will develop a clear curriculum for handwriting instruction and use across grade levels.
- Will review and update the Language Arts textbooks and materials to comply with the Washington State Essential Learning and individual differences of students.
- Will develop a long term strategic plan for comprehensive assessment and development of curriculum in the areas of Science, Social Studies, Fine Arts, Multi-cultural Education and Physical Education, as well as assessment and evaluation of existing curriculum, including the purchase of updated materials which meet the needs of the students.
- Will implement the WASL test in the fourth and seventh grade in keeping with Washington States Educational Guidelines.

# Development

## Task Force Members

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### Leaders

Gail McNutt  
Dick Pirnke

### Teacher

Jill Hetzler

### School

### Commission

Scott McClellan

### Parents/

### Parishioners

Barb Sievers  
Devin Meucci  
Tana Irish

The continuing growth of the school, and further enrichment of its programs, is dependent upon an effective development program. St. Thomas More School's development office proactively reaches out to school alumni, the parish and larger community to build financial support of the school and create greater awareness of the excellence in its programs.

In the area of development, St. Thomas More School:

1. Will build the Endowment Fund/SEED Campaign (Seeking Excellent Educational Development) into a substantial fund to assist the operating budget of the school.

This might be accomplished by:

- a. Creating and implementing a marketing plan for the Endowment Fund including:
  - defining short and long-term goals for the Fund;
  - establishing a formal investment policy;
  - setting a dollar goal to reach prior to supplementing school budget;
  - reviewing the timing and approach to the annual kick-off;
  - setting annual goals for campaign, earmarking returns into budget;
  - tracking individual donor trends;
- b. Increasing participation for the STM community through education and marketing;
- c. Creating and marketing a "Major Donor" program;
- d. Using volunteer support as needed.

The anticipated result will be a financially strong endowment fund, which is capable of significantly contributing to the annual operating budget of St. Thomas More School.

2. Will maintain its level of effort to investigate and research grant possibilities from corporate grants, foundations, City/State/Federal programs, individual donors and gift catalog benefactors.

# Development

This might be accomplished through:

- a. Communicating the needs of the school to the community at large;
- b. Networking within the STM community;
- c. Creating and maintaining a "Major Donor" database;
- d. Faculty involvement in the grant writing process;
- e. Using volunteer support as needed.

The anticipated result will be additional funding for the needs of St. Thomas More School.

3. Will continue to maintain its Alumni Relations Programs, expanding it to include parishioners, grandparents, etc.

Newsletters will continue to be mailed twice a year.

This might be accomplished through:

- a. Creating a volunteer alumni committee to update and maintain the alumni mailing list;
- b. Using a web page for contacting alumni & alumni parents;
- c. Continuing Catholic Schools' Week activities.

The anticipated results would be a more accurate alumni mailing list, along with an expanded basis for resources and support for St. Thomas More School.

4. Will continue its current Public Relations Programs to present a positive school image to the Parish, surrounding businesses and neighborhood communities.

This might be accomplished through:

- a. Finalizing and maintaining the school web page;
- b. Adding additional school Masses throughout the year;
- c. Expanding the mailing lists for newsletters and brochures to include all parishioners, grandparents, etc.;
- d. Educating parishioners of community service activities performed by school students and parents;
- e. Continuing Catholic Schools Week activities;
- f. Continuing to attend networking meetings at the Archdiocesan level to explore new and better ways to support the mission of the Development Office;
- g. Continuing our relationship with the local media and the South Snohomish Chamber of Commerce.

# Development

The anticipated result will be a continued growth in the available resources of time, talents and financial support which will enable the school to continue to provide quality affordable education within a loving Catholic environment.

The following recommendations regarding Public Relations from the Accreditation Document:

- Establish ways to increase attendance at Parents' Club meetings.
- Develop a school logo to be used on letterhead, uniforms, brochures, etc., in order to promote school spirit and recognition in the greater community.
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# Facilities

## Task Force Members

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### Leaders

Jeff Elekes  
Eric Hoerauf

### Teachers

Susanne DeJong  
Joanna Tchimperle

### School

### Commision

Jeff Elekes

### Parents/

### Parishioners

Jacques Bragg  
Dennis Hill  
Bill Wirtz  
Diane Young

St. Thomas More School is fortunate to have its facilities provided by the parish. The school commission's facilities committee works closely with the parish to coordinate ongoing maintenance and make the necessary improvements to meet the school's changing needs and ensure safety. The school commission is currently working with the parish to ensure the school's future is an integral facet of the parish master plan.

In the area of facilities, St. Thomas More School:

1. Will develop a work order tracking system that will efficiently track work activities.
2. Consider the hiring of additional maintenance staff to meet the increasing demands of parish/school operations. This might be accomplished through:
  - a. Working closely with the parish to coordinate facility plans;
  - b. Performing a study to determine the current and projected needs for maintenance and operations;
  - c. Creating a committee jointly with STM Parish to assess the nature of operational needs and tracking systems to be used;
  - d. Analyzing organizational structure of the maintenance department of the parish/school.

The anticipated result will be to ensure maintenance staff, which is available to cover all parish/school events and to provide efficient maintenance for our facilities through a work order tracking system.

Recognizing the parish controls and decides upon the construction of new facilities, as well as the remodeling and renovation of existing facilities, the school must work cooperatively with the parish to initiate any such capital expenditure. Therefore, working closely with the parish to coordinate facility plans, the school

# Facilities

3. Will support the building of a covered outdoor play area for youth activities that can occur outside during inclement weather.  
This might be accomplished through:
  - a. Performing a site study and structure to determine the location and building requirements.
  - b. Creating a Capital Funding Committee.

The anticipated result would be to have a weather shelter to allow outdoor activities such as sports and recess in inclement weather.

4. Will support the building of a multipurpose gathering facility for large gatherings such as gym activities, drama, and parish/school events.  
This might be accomplished through:
  - a. Investigating seismic retrofitting of the existing church to determine what it will take to convert it to a multipurpose gathering facility;
  - b. Performing a study to determine how such a facility can be placed on site, i.e., expand parish hall, build a new building, build a church and convert existing church, etc.;
  - c. Creating a Building Committee jointly with St. Thomas More Parish to assess the nature of modifying existing buildings and necessary requirements;
  - d. Creating a Capital Funding Committee.

The anticipated result will be to have space for large gathering events, sports venues, drama, and indoor recess.

5. Will support the renovation of the existing play field facility for use by the parish/school youth activities.  
This might be accomplished through:
  - a. Performing a study to determine incremental solutions and necessary construction requirements;
  - b. Creating a Committee jointly with St. Thomas More Parish to assess modifying the existing play field;
  - c. Creating a Capital Funding Committee.

The anticipated result will be to have a play field where parish/school youth and adults can have a safe and secure outdoor sports and recreation venue.

# Facilities

6. Will support the building of restroom facilities within the K through 6<sup>th</sup> grade building.  
This might be accomplished through:
  - a. Performing a building audit to determine needed upgrading on current facility;
  - b. Creating a Building Committee jointly with St. Thomas More Parish to assess modifying the existing building and necessary requirements;
  - c. Creating a Capital Funding Committee.

The anticipated result will be to have a restroom within the main building for health and safety reasons.

7. Will support the provision of additional staff parking closer to the school and parish buildings and providing additional security lighting to existing parking locations such as the overflow parking area:  
This might be accomplished through:
  - a. Performing a site plan audit to determine needed upgrading on current facility;
  - b. Creating a Building Committee jointly with STM parish to assess modifying the existing parking and security and necessary requirements;
  - c. Creating a Capital Funding Committee.

The anticipated result will be parking that is safe at night and closer to the buildings.

The following recommendations from the Accreditation Document in the area of School Plant and Physical Facilities:

- Implement a plan for unification of the fire alarm system in the school.
- Establish formal procedures for a lock down of the school in an emergency (completed).
- Establish and implement a five-year maintenance plan for the school, which includes regularly scheduled maintenance and supervision of maintenance personnel.
- With the parish council, research and determine feasibility of upgrading the stage area in the parish hall.
- With the parish Council, research and determine feasibility of using an existing structure, or construction of a new area to provide a covered play area/gym for the community.

# Faculty and Staff

## Task Force Members

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### Leaders

Larry McNutt  
Gail Pintler

### Teachers

Patti Grady  
Linda Gimness

### School

### Commission

Patti Murphy

### Parents/

### Parishioners

Kim Wright  
Lori Perez  
Karen Maserjian  
Lisa Lowe

St. Thomas More School recognizes its success hinges on the efforts of quality faculty and staff. In today's tight teaching field, the school strives to provide competitive compensation so it may retain and recruit the best available. The school also provides for their continuing development and professional growth.

In the area of Faculty and Staff, St. Thomas More School:

1. Will strive to increase teaching faculty and school staff salaries with the following goals:
  - a. Pay at least 88% of Edmonds School District scale.
  - b. Increase salaries to 95% of Edmonds School District scale by the year 2006.
  - c. Consider further increase after the 95% level is reached.
  - d. Annual review of faculty salaries at other surrounding schools.

Will compensate the Principal and administrative staff in a manner which would be consistent with faculty & school staff increases and reflect a fair and equitable compensation package.

2. Will identify and utilize resources to improve the educational and extra-curricular activities offered through STMS.
3. Will support the achievement and maintenance of catechetical certification of each faculty member.

The anticipated result will be:

St. Thomas More School would recruit, hire, and retain the best available administrators, faculty and staff.

# Faculty and Staff

The following recommendations for the Accreditation Document in the area of Staff:

- Administration and Faculty collaborate to formulate individual professional growth plans and goals for staff members.
- Administration, with Faculty input, plans and arranges in-services or workshops on site for staff development.
- Administration encourages faculty members to work on obtaining catechetical certification by the end of their fifth year of employment at STMS.

# Finance

## Task Force Members

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### Leaders

Mary Woodbury  
Paul Roth

### Teachers/Staff

Connie Pintler  
Colleen Fikse

### School

### Commission

Frank Zitnik  
Paul Roth

### Parents/

### Parishioners

Lydia Kunzler  
Lori Homes

St. Thomas More School administration and its commission expend considerable effort to ensure efficient use of its resources, and maintain a balance between the school's financial needs and affordable tuition. The school has also been blessed by significant financial support from the parish and the outstanding fund-raising efforts of the school parents club.

In the area of Finance, St. Thomas More School:

1. Will continue to become more competitive with other area public and private schools to maintain its personnel and attract qualified candidates.

This might be accomplished through:

1. Will strive to increase teaching faculty and school staff salaries with the following goals:
  - a. Pay at least 88% of Edmonds School District scale.
  - b. Increase salaries to 95% of Edmonds School District scale by the year 2006.
  - c. Consider further increase after the 95% level is reached.
  - d. Annual review of faculty salaries at other surrounding schools.
2. Will identify and utilize resources to improve the educational and extra-curricular activities offered through STMS.
3. Will support the achievement and maintenance of catechetical certification of each faculty member.

The anticipated result will be:

St. Thomas More School would recruit, hire, and retain the best available administrators, faculty and staff.

The anticipated result will be a compensation program more competitive with other area schools for increased personnel retention and recruitment.

# Finance

2. Will recognize the financial needs of the school community and make compassionate decisions on helping needy families to send their child/children to STMS.

This might be accomplished by:

- a. Clarifying the use of the John Renggli Scholarship Fund collection;
- b. Establishing a process to review financial aid requests and award scholarship funds;
- c. Scholarships awarded will be on an as needed basis and not a set dollar amount per child;
- d. Adequate income should be ensured to maintain a self-sustaining fund.

The anticipated result will be a scholarship / financial aid program which will address the needs of the school community.

3. Will evaluate tuition levels and make recommendation for changes based on cost of education, keeping in mind the need for tuition to be affordable.

This might be accomplished by:

- a. Working closely with school administration and the School Commission to project future needs;
- b. Compare tuition levels of other elementary schools in the Archdiocese, Deanery;
- c. Adjust the sibling discount levels to be comparable with other elementary schools in Archdiocese, Deanery;
- d. Compare tuition vs. cost of education per child with other elementary schools in Archdiocese, Deanery;
- e. Evaluate alternative tuition programs.

The anticipated result will be to create a tuition structure that is equitable and reflects actual costs.

4. Will continue to use fund-raisers to offset the costs of education.  
This may be accomplished by forming a committee to evaluate fund raising issues, specifically the following:
  - a. Move fund-raising efforts away from child-centered activities to parent-centered activities;
  - b. Determine which fund-raisers are most cost-effective, (i.e., which produce the best return per volunteer hour);

# Finance

- c. Allow families to make a choice between various fund-raising activities to fulfill a target obligation per family (such choice could be made at the time of yearly registration);
- d. Develop a buyout program by determining an amount that a family might pay in cash to offset any fund-raising obligations;
- e. Examine various models of school/church auctions and develop a model that might work best in our parish. Consider the restructuring of both volunteer and stipend positions;
- f. Develop an action plan for the growth of the Scrip program. Consider using Scrip proceeds for a targeted purpose (e.g., technology program, playground expansion, etc.);
- g. Explore the feasibility of any new fund-raising opportunities;
- h. Clarify the role of Parents' Club in the management of fund-raising activities and funds.

The anticipated result will be a more focused and effective fund-raising program that provides necessary financial support without a negative impact on student or school function, and without undue stress on our school children.

The following recommendations from the Accreditation Document in the area of Finance:

- Formulate and implement a five year financial and development plan for the school, based on an updated Case Statement.
- Review and evaluate current fund raising programs in terms of effectiveness and efficiency of manpower.

# Parish/School Relationship

## Task Force Members

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### Leaders

Kathy Clark

### Staff

Jan Davidson

Pam Owens

John Wieber

### School

Commission

Irene Tsoi

### Parents/

Parishioners

Ellie Hill

Ariel Solomon

Janet Betts

Joanmarie Hughes

Bonnie Senter

Leigh Lace

Joan Hinchman

Bernadette Cullen

The close relationship St. Thomas More School enjoys with the parish requires ongoing collaboration to foster mutual benefits and synergies, and provide for a unified Catholic community.

In the area of Parish-School Relationship, St. Thomas More School:

1. Will review and revise as appropriate the school entrance policy to be more inclusive and to encourage all parish families to consider enrollment of their children.

This might be accomplished by:

- a. Working closely with the parish to identify and help alleviate any perceptual, cultural, or economic barriers, which may currently exist for those parishioners who wish to enroll their children in the school.
- b. Create a committee of parish members, parents, alumni, and faculty to begin this process and work with the School Commission to achieve the above goal.

2. Will help to create a more unified community of families within the parish.

This might be accomplished by:

- a. Consideration of making programs and extra-curricular activities open to all families of the parish.
- b. Volunteer hours that include school and parish life activities and ministries.

The anticipated result will be a school that is more accessible to all children of the parish.

# Health and Welfare

To the extent a healthy mind is supported by a healthy body, St. Thomas More School strives to educate its students in the importance of physical health and fitness. Additionally, the school will assist parents in identifying potential health issues, particularly those limiting learning ability.

In the area of Health and Welfare, St. Thomas More School will continue to contribute to the physical health and wellness of its student body.

This might be accomplished by:

- a. Education regarding physical health maintenance and nutrition;
- b. Providing meals and snacks which exemplify quality nutrition;
- c. Opportunities for safe physical fitness;
- d. Annual monitoring of immunization status, hearing, vision, scoliosis screening, as well as other health programs available, especially with regards to communicable diseases;
- e. Providing documentation of health standards to the Archdiocese Office of Education;
- f. Consider training in first aid, CPR, and developmental programs as necessary to allow staff & faculty to perform their responsibilities with confidence.

The anticipated result will be a student body and faculty/ staff with an appreciation and knowledge of appropriate care of his/her body, and the promotion of physical health.

# School Structure

## Task Force Members

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### Leaders

Laura Bragg  
Vern Hauck

### Teachers/Staff

Karen Lindquist  
Sharon Wieber  
Jean McKee

### School

### Commission

Chris Brickner

### Parents/

### Parishioners

Wilson Tsoi  
Kelli Costinett

St. Thomas More School establishes support programs to assist students and their families, such as the supplemental learning program and extended daycare. Additional new programs provide further assistance to enhance the educational experience.

In the area of School Structure, St. Thomas More School:

1. Will establish a before and/or after school study hall program for middle school students.  
This might be accomplished by:
  - a. Forming a committee to include parents, middle school teachers, librarian, and other school faculty and staff as deemed necessary to research other such programs, assess the current needs of our students.
  - b. Such a committee would establish guidelines for students and supervision requirements.

The anticipated results will be to provide an environment where middle school students can study for tests, complete research, &/or other homework projects.

2. Will consider options for enhancing the current counseling program.  
This might be accomplished by:
  - a. Working with Catholic Community Services (C.C.S.) to assess the availability of the current on-site counselor.
  - b. Working with C.C.S. to assess the possibility of additional counselor support;
  - c. Research other possible programs including trained lay counselors to assist on-site counselor.

The anticipated result will be to increase social services to students, families and staff.

# School Size

## Task Force Members

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### Leaders

Margie Plecki  
Ron Anderson

### Teachers

Eric Dresbeck  
Sr. Lorna

### School Commission

Margie Plecki

### Parents/ Parishioners

Linda Robison  
Laura Stoesser  
Martha Stone-  
Martinez

The topic of school size has been an ongoing discussion, with the desire to address the strong demand for admissions while considering the financial ramifications and risks of expansion. This task force and the school commission have selected the following courses of action.

In the area of School Size, St. Thomas More School:

1. Will maintain the present size of the school to ensure a quality education and avoid the risk of over-expansion at this time. This direction should be re-considered in five years during the next case statement process.

The anticipated result is that the present school size can adequately provide for the needs of the local Catholic community.

2. Will attempt to serve all parishioners who wish to attend. (Please see Parish/School Relationship).
3. Will limit class sizes to the maximum levels now set, and action will be taken to make the present class sizes more manageable.  
This might be accomplished by:  
Investigating the addition of educational assistants to be shared among the classes.

The anticipated result will be to ease the load on our present faculty and enhance the learning experience for our students.

4. Will plan for anticipated, larger than normal classes.  
This might be accomplished by:
  - a. Considering the implications of the large number of baptisms performed in the parish in 1996-97. In this year, the number of baptisms exceeded any other year in the last fifteen years by more than 30%;

# School Size

- b. Surveying the parents of present STM students to determine the number of siblings for upcoming classes, with particular attention paid to the kindergarten classes of 2002 and 2003;
- c. Surveying parishioners to find our additional number of potential applicants for upcoming classes, with particular attention paid to the kindergarten classes of 2002 and 2003;
- d. Sharing the results of the surveys described in items b and c with surrounding parishes and request the same information from them for comparison;
- e. Preparing for the likelihood that the number of applications for the 2002 kindergarten will exceed the number of available spots by a significant amount.

The anticipated result will be to provide a more accurate estimate of the number of applications for kindergarten in 2002 and in subsequent years.

# Technology

## Task Force Members

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### Leaders

David Fox  
Pat Vilbrant

### Teachers

Steve Daugherty  
Natalie Conrow

### School

Commission  
David Fox

### Parents/

### Parishioners

Steve Throckmorton  
Dan Costinett  
Darren Briner  
Jadwiga Weyant

With the rapid evolution of computer technology, it is becoming a more integral part of daily life. St. Thomas More School is committed to help develop a foundation of computer literacy students may build upon in their later years. This also requires keeping our computer hardware and software current to remain relevant.

In the area of technology, St. Thomas More School will:

1. Maintain its computer hardware and software at a level that fully supports the technology curriculum and the use of computers to enhance learning in the classroom.

This will be accomplished by:

- a. Developing and publishing a technology plan that includes the following elements:
  - a four-year rotation schedule for computer upgrades
  - hardware and software standards.
  - bulk educational software licensing.
- b. Evaluating technology changes on a regular basis and revising the technology plan accordingly.

2. Maintain the computer network in good working condition, provide troubleshooting services to faculty and staff, and provide network security.

This will be accomplished by:

- a. developing a maintenance strategy;;
- b. standardizing computer configurations;
- c. clearly documenting all system configurations, policies and procedures;
- d. implementing a security policy and procedures;
- e. developing security audit requirements;
- f. developing a tracking system to document problems identified by faculty and staff;
- g. implementing a tiered-response system to resolve hardware and software problems;
- h. Including all of the above elements in the technology plan.

# Technology

3. Identify grant opportunities for technology improvements.
4. Establish a reserve fund for technology upgrades.
5. Provide training opportunities to allow faculty to successfully implement the technology curriculum and to integrate the use of technology in the classroom.
6. Provide the administrative staff with the computer skills needed to perform their jobs effectively.
7. Publish, implement and maintain a K-8 technology curriculum. Establish specific grade-level and graduation outcomes for technology, consistent with Archdiocesan guidelines.
8. Integrate the use of technology into the classroom to enhance learning opportunities.  
This might be accomplished by:
  - a. finding outside sources of curricula that incorporate technology;
  - b. surveying teachers regarding technology needs, e.g. computer projectors;
  - c. purchasing software according to its application in curricula;
  - d. exploring mobile and hand-held technologies for more flexible computing access;