To: USD 261 Board of Education

From: Gina Keirns, Administrator, Tri-City Day School

Re: Updates to staff handbook for 2013-2014

Date: January 28, 2013

In addition to demographic/calendar changes to the Tri-City Day School staff handbook, the following items will also be updated for the 2013-2014 school year.

We are adding the district vision statement and district goals as outlined by the strategic plan.

We will be updating arrival and departure times for the staff to indicate staggered schedules.