

**Lynchburg City School Board
Regular Meeting
January 25, 2011**

**BOARD
MEMBERS
PRESENT:**

Thomas H. Webb, Vice Chairman
Albert L. Billingsly
Regina T. Dolan-Sewell
Troy L. McHenry
Trenay L. Tweedy
J. Marie Waller
Charles B. White

**BOARD
MEMBERS
ABSENT:**

Mary Ann H. Barker, Chairman
Keith R. Anderson

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration
April M. Bruce, Director of Testing, Guidance, and Gifted
Leigh F. Farmer, Public Information Officer
Steven L. Gatzke, Director of Facilities and Transportation
Merle P. Herndon, Director of Professional Development and School Business Partnerships
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary Education
Gregory P. Sullivan, Director of Information Technology
Billie Kay Wingfield, Director of Personnel
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comment
- B-1. Heritage High School Steering Committee: Update
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Civil War Trail Marker
- F-2. Capital Improvement Plan: Heritage High School
- F-3. School Operating Budget: 2011-12
- G-1. School Board Policy 7-14: Nonresidents
- G-2. Blue Ridge Regional Jail Special Education Program Budget: 2010-11
- G-3. Capital Improvement Plan: 2012-16
- G-4. Administrative and Supervisory Professional Growth System Handbook – Principal, Associate Principals, Assistant Principal, and Administrative Assistant Standards
- G-5. Educational Technology Series XI (Spring 2011) Notes
- G-6. Summer School: 2011
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:34 p.m. in the Board Room at the School Administration Building. Mr. Webb opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

A-1. Public Comments

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Individuals who spoke before the school board were as follows:

Chris Olsen spoke regarding nonresident students applying for regional programs; and David M. Corry spoke regarding the use of school facilities rent free.

Upon MOTION by Mr. White, SECONDED by Mrs. Tweedy, the school board made the following changes to its meeting agenda: added items J-1. Notice of Closed Meeting and J-2. Certification of Closed Meeting; moved item G-6. School Board Policy 7-14: Nonresidents to the first item under New Business; and removed item F-3. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

B-1. Heritage High School Steering Committee: Update

For the last few months school board members and city council members have held and have been involved in community discussions regarding the possible renovation/construction and the future of Heritage High School. Those meetings started at Heritage High School, with successive meetings later held at the school division's middle schools. At each of those meetings the committee requested community members' input regarding the future of secondary education in the city. Those meetings have since ended, and the committee is now reviewing and analyzing the data from those community meetings.

Dr. Michael Gillette, city council member and chairman of the committee, presented the school board with an update of the committee's work as well as future tasks by the committee. There are five subcommittees that will focus on specific areas of interest: Educational Plan (subcommittee chair: Roger Jones), Facilities (subcommittee chair: Jim Mundy), Extra Curricular Activities (subcommittee chair – Jennie Poore), Finance (subcommittee chair: Lyle Schweitzer), and Community Impact (subcommittee chair – Sally Seldon).

The subcommittees will work through the spring on their specific tasks and then present a report to the task force. The task force will then analyze the data presented and then present its report to the school board in fall 2011. At this point, the school board will have the opportunity to formulate a funding plan for Heritage High School and present that plan to the city council by the beginning of 2012.

Community members who are interested in providing input may visit lynchburgislistening.com.

C-1. Finance Report

The school administration, in accordance with the 2010-11 school operating budget, authorized, approved, and processed the necessary payments through December 31, 2010. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The attached operating fund expenditure report summarizes the payments made through December 31, 2010, for the operating fund.

Total Operating Fund Budget	\$75,663,290.00
Expenditures through 12/31/10	(\$29,233,577.35)
Outstanding Encumbrances	(\$2,329,405.99)
Available Balance	\$44,100,306.66
Outstanding Payroll Encumbrances	(\$35,933,211.15)
Available Balance after Payroll	\$8,167,095.51
Percent of Budget Used as of 12/31/10 with payroll encumbrances	89.21%
Percent of Budget Used as of 12/31/10 without payroll encumbrances	41.72%
Percent of Budget Used as of 12/31/09	40.59%

As of 12/31/10 – 6 months 50.00%

The operating fund revenue and expenditure reports detail transactions recorded through December 31, 2010. Both reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 25, 2011, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mr. Billingsly, SECONDED by Dr. Dolan-Sewell, the school board approved the personnel report for the period November 16, 2010 – January 25, 2011.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 25, 2011, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Miss Natasha N. Chowdry, student representative from Heritage High School, and Mr. R. Addison Spinner, student representative from E. C. Glass High School, shared comments about the events and activities occurring at their schools.

F-1. Civil War Trails Marker

Dr. Clifton W. Potter, Jr., representing the Taylor-Wilson Camp #10 Sons of the Union Veterans of the Civil War, is requesting the approval of the Lynchburg City School Board for the placement of a Civil War Trails historical marker on the campus of E. C. Glass High School. According to Dr. Potter, more than 200 Union soldiers died in our hospitals and were buried in the City Cemetery. Most of these men were later moved to the Poplar Grove Cemetery in Petersburg shortly after the end of the war. However, Dr. Potter notes that more than 90 Union soldiers were buried in unmarked graves close to the areas of the major engagements during the Battle of Lynchburg in 1864. Most families never knew of the final resting places. Since the Prisoner of War Camp for Union soldiers was located at what is now E. C. Glass High School, his organization as well as the Virginia Commandary of the Loyal Legion of the United States would like to recognize the sacrifices of these soldiers and therefore is seeking school board approval for the placement of the marker on the school's campus.

The organizations only ask for the school board's support. There are no financial obligations. He reports that he has received support from city council as well as from two local Civil War heritage groups: The United Daughters of the Confederacy and the Sons of Confederate Veterans.

Dr. Potter stated that his organization has received a grant in the amount of \$1,500 from Sequa Centennial Committee as well as donations which will cover the cost of the marker. The final text of the marker will be brought to the school board for approval, and the school board will also approve where the marker is to be placed. Once this is completed, it will be the twelfth Civil War marker placed in Lynchburg.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. White, the school board approved the request to place a Civil War Trails marker at E. C. Glass High School commemorating the Prisoner of War Camp for Union Soldiers.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

F-2. Capital Improvement Plan: Heritage High School

The city of Lynchburg Capital Improvement Plan (CIP) for 2010-11 included \$500,000 for repairs to leaking roofs at Heritage High School as well as another \$500,000 to replace the gymnasium floor and bleachers. Mr. Steven L. Gatzke, director of facilities and transportation, offered updates on bids for removal and disposal of the gym floor, bleacher replacement, and the various approaches to the curtain wall repairs.

Mr. Gatzke explained that the school administration has received a contract in the amount of \$128,000 for bleachers for the gym, and this project should begin April 11, 2011. Bids for the gym floor removal, which must be completed using HASMAT procedures because of the mercury in the floors, have been received from five contractors ranging from \$85,000 to \$262,000. The bids, which were received by the city's procurement office, are being reviewed for reference checks. The estimate for the new floor is \$170,000. This does not include the cost of the removal of the floor.

There are several different systems that can be used to address the leaks associated with the curtain wall. These are:

Panel System (Duogard) - initial cost of \$989,000 - annual savings of \$11,513

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EIFS System using panels (Duogard) over windows - initial cost of \$477,500 - annual savings of \$14,610
EIFS System using caulk for windows - initial cost of \$267,500 - annual savings of \$11,928
Elastomeric coating using panels on the windows - initial cost of \$365,000 – no annual savings
Elastomeric coating using caulk for windows – initial cost of \$155,000 – no annual savings

The school administration recommends that consideration be given to the EIFS system using caulk for windows as this is the system that is most likely to work and have less maintenance. It will also provide additional insulation for the building, which means that the building will be more comfortable thus benefiting the students and staff.

Upon MOTION by Mr. White, SECONDED by Mr. Billingsly, the school board authorized the school administration to instruct the architect to design repairs at Heritage High School using the EIFS system and caulking the windows.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

F-3. School Operating Budget: 2011-12

On December 17, 2010, the school division received State Superintendent's Memo 315-10: Amendments to the 2010-2012 Biennial Budget as Proposed by Governor McDonnell (HB 1500/SB 800). That memorandum included information regarding the Direct Aid to Public Education budget and recommendations for technical updates to the Standards of Quality (SOQ), incentive, categorical, and Lottery funded accounts. Amendments that also affect the 2010-2012 budget for public education include:

- Updating the Direct Aid accounts for enrollment changes, program participation, and other technical changes in fiscal years 2011 and 2012;
- Updating Sales Tax revenue estimates dedicated to public education in fiscal years 2011 and 2012;
- Increasing the funded professional VRS rate in fiscal year 2012;
- Updating the cost of the Composite Index Hold Harmless payment in fiscal year 2011 and eliminating the payment in fiscal year 2012; and
- Providing competitive grants to school divisions in fiscal year 2012 to pilot models for awarding performance pay for instructional personnel in hard-to-staff schools.

The school administration provided the following information about budgetary needs, requests, and issues for the upcoming school year. They are:

Energy Costs - \$300,000
Textbook Adoptions - \$1 million
School Supplies and Capital Projects
Technology/Audio-Visual Repairs and Maintenance including Fiber Optic Links – \$160,000
Staffing Needs
 Special Education Reading
 Testing Data Records Clerk
 English Language Learner Teacher
 Elementary Resource Teachers (5)
Employee Compensation and Benefits

The school administration will continue to monitor changes in revenue resulting from actions taken during the General Assembly budget process. Additional information will be provided to the school board during the next school board meeting.

G-1. School Board Policy 7-14: Nonresidents

School Board Policy 7-14: Nonresidents states:

“Nonresident students are not eligible to apply as Lynchburg residents to attend the prekindergarten program, the schools for innovation, the Gifted Opportunity Center, or the Central Virginia Governor's School for Science and Technology.”

The prekindergarten program, the schools for innovation, and the Gifted Opportunity Center program were developed to benefit students who live in the city of Lynchburg. Further, the school division is allotted a certain number of slots for eligible students who live within the city to attend the Central Virginia Governor's School for Science and Technology, and the school division pays tuition for students to attend that school. During this presentation, the school board discussed possible revisions to the policy that will allow non-resident students access to these programs.

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It was reported that there are currently 57 students paying tuition of \$3,400 per year to attend the Lynchburg City Schools. This tuition is higher than that of surrounding counties. There are also 38 nonresident students attending city schools who are children of employees. Employees are not charged tuition to enroll their children in the Lynchburg City Schools.

Enrollment in the special programs listed above is limited and based on specific criteria. Prekindergarten students are screened and placed on eligibility as outlined by the Virginia Preschool Initiative. There are 317 students currently serviced in prekindergarten. The state provides funding for this program, and the funding varies from year to year based upon the composite index and the number of students as determined by the state. Students must live in the city in order to participate in this program.

Students who live in the city are eligible to apply for enrollment in the schools for innovation. Students who apply are randomly selected, and those who are not chosen are placed on waitlists. There are attendance zones that support each of these schools, and there are unique programs available at each school. Enrollment in the school is limited.

Students who attend the Gifted Opportunity Center must also live in the city. This program serves gifted elementary school students in grades 3-5. There are typically 150 students enrolled in the program, and they must meet eligibility requirements in order to be invited to attend. There are approximately 130 students competing for 50 slots. The school division uses a state-approved local gifted plan to select students, and the state also provides some funding for this program.

There are 30 slots at the Central Virginia Governor's School for Science and Technology available to eligible Lynchburg City Schools students. The school division pays \$4,200 for each student to attend this half-day program. This past year there were 51 students competing for 14 slots. Selection for the Governor's School is highly competitive. Most students have a GPA of 4.3 and above and they are in the top two percent of their class. Students attend the Governor's School in the morning and then attend their base school in the afternoon.

The school board indicated that its focus would most likely be on that of the Governor's School as this was a regional program, and the other programs discussed were not. Further, the school board asked that school administration to gather information about how other school divisions handle this. The school board also indicated that this topic would most likely occur during a work session or as a retreat topic in the future.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 25, 2011, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 7-14: NONRESIDENTS.)

G-2. Blue Ridge Regional Jail Special Education Program Budget: 2010-11

The Virginia Department of Education has approved the 2010-11 funding for the Special Education Instructional Program provided in the Blue Ridge Regional Jail Authority in the amount of \$182,762. The state funding provides one regional jail education coordinator and one special education teacher who deliver educational services to students in the Blue Ridge Regional Jail. The summary below outlines planned expenditures for 2010-11. Lynchburg City Schools serves as the fiscal agent for this state-operated program.

Budget

Personnel Salary Compensation	\$ 131,562
Fringe Benefits and Fixed Charges	\$ 43,200
Travel Expenses	\$ 3,000
Instructional Materials/Equipment	\$ 2,500
Other: Internet, Phone Bill, Rental Space	\$ 840
Professional Services: Occupational Therapy, Physical Therapy, Sociocultural(s), Psychological(s), and GED Examiner and Student Fee	\$ 1,300
Staff Development	\$ 360
Total	\$ 182,762

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board approved the Blue Ridge Regional Jail Special Education Program budget in the amount of \$182,762 for the 2010-11 school year.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

G-3. Capital Improvement Plan: 2012-16

The school administration prepares a five-year plan each year requesting funds for capital improvements needed within the school division. After approval by the school board, the plan is forwarded to the Lynchburg City Council as a request for funding.

The Capital Improvement Plan (CIP) classifies capital projects into two categories: capital projects required to renovate or construct school facilities; and capital maintenance and equipment replacement projects required to maintain school facilities and grounds and to replace capital equipment.

A draft copy of the proposed Capital Improvement Plan for 2012-16 appeared as an attachment to the agenda report. Mr. Witt reviewed the plan with members of the school board. This item will be considered for action at the meeting on February 1, 2011.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 25, 2011, EXHIBIT “D,” FOR A COPY OF THE CAPITAL IMPROVEMENT PLAN FOR 2012-16.)

G-4. Administrative and Supervisory Professional Growth System Handbook: Principal, Associate Principal, Assistant Principal, and Administrative Assistant Standards

The Administrative and Supervisory Professional Growth System Handbook acknowledges that administrative leadership is complex, changing, and essential to improving teaching and learning. An effective learning community for students and adults requires highly skilled administrators, teachers, support staff, and others working together to ensure the achievement of all students. Administrative and supervisory personnel play a key role in creating, guiding, managing, and inspiring that learning community.

The handbook serves several purposes:

- Provides a system for developing, evaluating, and recognizing administrators and supervisors
- Sets clear expectations about the roles and responsibilities for each administrative and supervisory position
- Creates a dynamic structure for critical reflection, continuous improvement, and lifelong learning
- Promotes personal ownership of professional development

The process for developing the growth system handbook included multiple stakeholders and provided multiple opportunities for input and revisions. An 18-member core team representing central office staff, principals and assistant principals met regularly over a 12-month period to research and develop the draft standards and performance criteria. This team reviewed research and documentation from the *Virginia Department of Education Advancing Virginia’s Leadership Agenda Guidance Document: Standards and Indicators for School Leaders and Distinction (Level II) Administrative and Supervision Endorsement; Educational Leadership Policy Standards Interstate School Leaders Licensure Consortium (ISLLC) 2008* as adopted by the National Policy Board for Educational Administration (NPBEA); Montgomery County Maryland Public Schools; and other school districts.

A second 30-member stakeholder team reviewed and revised the work of the core team and added exemplars to the document. Additional review of the draft document occurred at the superintendent’s Summer Leadership Conference in August 2010. At this meeting, all school-based administrators who will be evaluated using this document had the opportunity to review, question, revise and agree to the draft contents. The following leadership standards were created for all school-based administrators in Lynchburg City Schools. (NOTE: Similar standards are in process of being developed for central office and business/operations administrators/supervisors.)

The school-based administrator is an educational leader who promotes the success of all students as he/she

- Standard I:** Facilitates the development, articulation, implementation, and fosters a vision of teaching and learning that is shared and embraced by the school community.
- Standard II:** Nurtures and sustains a school culture of high expectations and an instructional program conducive to student learning.
- Standard III:** Ensures the management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- Standard IV:** Collaborates with the school staff and other stakeholder groups including students, families, and community members.
- Standard V:** Models professionalism and professional growth in a culture of continuous improvement.
- Standard VI:** Understands, responds to, and influences the larger political, social, socioeconomic, legal, and cultural context.

Dr. Herndon reviewed the handbooks with members of the school board. This item will be considered for action at the meeting on February 1, 2011.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 25, 2011, EXHIBIT “E,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

G-5. Educational Technology Series XI (Spring 2011) Notes

The Virginia Department of Education has notified Lynchburg City Schools that its share of the Educational Technology Series XI (Spring 2011) Grant Funds will be \$466,000. A 20 percent matching expenditure of \$93,200 is required. Grant funds may be expended on networking/infrastructure equipment, classroom multimedia network computers, instructional software, and local technology plan equipment. Purchases from these funds are financed by Virginia Public School Authority Bonds, which are sold in the spring of each year.

Ordinarily, these funds may not be spent more than 60 days prior to the date the bonds are sold. However, a school division may spend funds prior to that date and be reimbursed for those expenditures if the school board passes a resolution stating its intention to do so. A resolution stating the school board’s intention to be reimbursed for expenditures appeared as an attachment for school board consideration.

The Central Virginia Governor’s School for Science and Technology, the LAUREL Regional Special Education Program, and the Middle School Learning Center are also eligible for \$26,000 grants per school. There is no local match required for these grants. The resolution attached to the agenda report referred to these funds as well.

Upon MOTION by Mr. McHenry, SECONDED by Mr. White, the school board approved the resolution to permit reimbursement for expenditures under the Educational Technology Issue Series XI Notes.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 25, 2011, EXHIBIT “F,” FOR A COPY OF THE RESOLUTION.)

G-6. Summer School: 2011

The school administration will present a proposed calendar for 2011 summer programs. The presentation will include explanations of the following components:

- Dates of all programs, given the earlier end of the 2010-11 school year
- Changes in elementary remedial summer school
 - “Summer Safari” concept
 - Inclusion of retained students
 - Inclusion of students in need of additional reading instruction
 - Two enrichment field trips
 - Inclusion of pre-kindergarten summer school
- Inclusion of four elementary enrichment programs
- Re-institution of high school summer school
- Continuation of traditionally offered opportunities
 - High school SOL Academies
 - PETAL enrichment
 - Middle school remedial summer school
 - Summer sport camps

Mr. Coleman explained that the new “Summer Safari” program serves students in elementary school and will provide more time for students to improve chances for success. This item will be considered for action at the meeting on February 1, 2011.

H. Superintendent’s Comments

Dr. McKendrick announced that the governor had proclaimed this week as Principal Appreciation Week. He asked the school board and others to contact principals and tell them how much their work is appreciated.

Congratulations were expressed to the Paul Munro Elementary School staff and students. The school has earned the 2011 Board of Education Excellence Award, the second highest honor under the Virginia Index of Performance. Paul Munro met all state and federal achievement benchmarks for two consecutive years and made significant progress toward goals for increased student achievement and expanded educational opportunities set by the board.

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Students of Paul Laurence Dunbar Middle School for Innovation recently participated in the 2011 Junior Theatre Festival performing *School House Rock Live! Jr.* The students won two awards for their performance: Outstanding Performance in Music and Outstanding Performance in Technical Theatre.

I. Board Comments

Mr. McHenry announced that the Superintendent's Evaluation Instrument Committee met on January 12, 2011. He provided a copy of the superintendent's current job description to the school board, and he asked that members provide input to him at their earliest convenience.

Mr. Webb announced that he received a call from Micah Davis, a sixth grade student at Sandusky Middle School, announcing that he had won the school-wide spelling bee.

J-1. Notice of Closed Meeting

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board convened a closed meeting at 10:06 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board reconvened in open session at 10:55 p.m.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Mr. White, SECONDED by Dr. Dolan-Sewell, the school board approved by roll call vote the following Certification of Closed Meeting:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Yes Votes: Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, February 1, 2011, 5:30 p.m., Board Room, School Administration Building

I. Adjournment

The meeting adjourned at 10:57 p.m.

Thomas H. Webb, Vice Chairman

Wendie L. Sullivan, Clerk

(SCHOOL BOARD DOCUMENT FILES ARE LOCATED IN THE DEPARTMENT FOR FINANCE AT THE SCHOOL ADMINISTRATION BUILDING.)