

NOVEMBER 10, 2016

**McMinn County Board of Education
In Regular Monthly Session
November 10, 2016**

The McMinn County Board of Education met in regular monthly session on Thursday November 10, 2016 at 5:30 p.m. at the Center for Educational Excellence.

Chairman Howard called the meeting to order and asked for the roll call.

ROLL CALL

PRESENT	ABSENT
Mike Cochran	Johnna Hampton
Joe Coleman	Larry Cantrell
Donna Cagle	
Sharon Brown	
Chairman Quinten Howard	
Tony Allman	
Melinda King	
Mike Lowry	

PLEDGE OF ALLEGIANCE

Board Member, Sharon Brown led the Pledge of Allegiance.

AGENDA

1. GUESTS

- a. Volunteer of the Month- Rogers Creek Elementary School

2. REGULAR CONSENT AGENDA

- a. Minutes- Regular Monthly Session Meeting-October 6, 2016
- b. Salary Supplements
- c. Bids and Purchases
- d. Fundraisers
- e. Budget Amendments
- f. Surplus Equipment
- g. Clinical Affiliation Agreement- TCAT
- h. Clinical Affiliation Agreement- Starr regional Medical Center

3. PERSONNEL

- a. Personnel Actions

4. COMMUNICATIONS

- a. Presentation of New Food Service Software- Sarah Prince, School Nutrition Supervisor
- b. Recommendation of New Positions
- c. Indoor Softball Practice Facilities

5. REPORTS

- a. Committee Reports
- b. Second Reading of Board Policies
 - 2.200- Annual Operating Budget
 - 4.210- Credit Recovery
 - 4.211- Work Based Learning
 - 4.605- Graduation Requirements
 - 4.606- Graduation Activities
 - 5.301- Emergency Legal Leave
 - 6.409- Child Abuse and Neglect
 - 6.413-Prevention and Treatment of Sports Related Concussions
 - 6.503- Homeless Students
- c. Review Policy Section 3

6. DIRECTOR OF SCHOOL'S REPORT

7. PRAISES & COMPLIMENTS

8. CHAIRMAN'S COMMENTS

- a. Regular session meeting: Thursday, December 8, 2016
McMinn County Center for Educational Excellence

ADJOURN

APPROVE AGENDA

Chairman Howard asked for a motion to approve tonight's meeting agenda. A motion to approve was made by Donna Cagle, seconded by Mike Lowry. A voice vote was recorded. Motion carried by unanimous vote.

1. GUESTS

a. Volunteer of the Month- Rogers Creek Elementary School

Principal Glen Puryear recognized Mr. Richard Burke as this month's Volunteer Award. Mr. Puryear presented Mr. Burke with a certificate of appreciation and thanked him for volunteering of his time. Mr. Puryear stated Mr. Burke had spent countless hours this summer at the school painting, building bookshelves, weed eating, and pitching in to do various things around the school. Chairman Howard and Mr. Blevins also expressed their appreciation to Mr. Burke and thanked him for his support of Rogers Creek School.

2. REGULAR CONSENT AGENDA

a. Minutes- Regular Monthly Session Meeting- October 6, 2016

b. Salary Supplements

NAME	Date	ACCOU NT	TITLE	AMOU NT
Baines, Tabatha	9/26,28-30,10/3,5-7,17,19-21,24-26,2016	Spec. Ed.	Bus Driver	300.00
Bivens, Mary Lou	10/18/2016	MVS	Bus Driver	60.00
Carmley, Carolyn	10/6/2016	Spec. Ed.	Bus Driver	20.00
Carter, Brent	10/2/2016	MCTC	Mechanic	100.00
Carter, Brent	9/30/2016	MCTC	Mechanic	100.00
Carter, Brent	9/29/2016	MCHS	Mechanic	50.00
Carter, Brent	9/29/2016	Carl Perkins	Bus Driver	60.00
Carter, Brent	10/28/2016	MCHS	Bus Driver	50.00
Cook, Paul	9/28/2016	MCBOE	Bus Driver	60.00
Cook, Paul	10/3/2016	MCBOE	Bus Driver	40.00
Derrick, Kathy	9/28/2016	MCBOE	Bus Driver	60.00
Derrick, Kathy	10/3/2016	MCBOE	Bus Driver	40.00
Derrick, Kathy	9/30/2016	CHS	Bus Driver	60.00
Derrick, Kathy	10/19/2016	MCBOE	Bus Driver	60.00
Derrick, Kathy	10/20/2016	MVS	Bus Driver	60.00
Derrick, Kathy	10/21/2016	MVS	Bus Driver	60.00
Ghorley, Betty	9/28/2016	MCBOE	Bus Driver	60.00
Ghorley, Betty	10/3/2016	MCBOE	Bus Driver	40.00
Ghorley, Betty	10/4/2016	Pre-K	Bus Driver	60.00
Givens, Kathie	9/26-30, 10/3-7,17-21,24-26, 2016	Spec. Ed.	Bus Driver	720.00
Goforth, Sarah	10/6/2016	EKB	Bus Driver	60.00
King, Leanne	9/28/2016	MCBOE	Bus Driver	60.00
Liner, Louise	9/28/2016	MCBOE	Bus Driver	60.00
Liner, Louise	9/22/2016	Spec. Ed.	Bus Driver	40.00
Liner, Susan	9/23/2016	Calhoun	Bus Driver	60.00
Liner, Susan	9/28/2016	Calhoun	Bus Driver	60.00
Liner, Susan	10/19/2016	MCBOE	Bus Driver	60.00
Liner, Susan	10/4/2016	Calhoun	Bus Driver	60.00
Mason, Sam	10/1/2016	MCHS	Mechanic	100.00
Mason, Sam	10/22/2016	MCHS	Mechanic	100.00
Moses, Janie	9/22/2016	Spec. Ed.	Bus Driver	60.00
Moss, Lisa	10/3-7,17-19,21,24/2016	Spec. Ed.	Bus Driver	200.00
Murray, Mary	10/6/2016	Spec. Ed.	Bus Driver	60.00

Murray, Mary	10/20/2016	Spec. Ed.	Bus Driver	40.00
Murray, Mary	9/26-30,10/3-5,7, 17-21/2016	Spec. Ed.	Bus Driver	280.00
Newman, Jeannie	9/28/2016	MCBOE	Bus Driver	60.00
Newman, Jeannie	10/6/2016	EKB	Bus Driver	60.00
Niare, Mary	9/26-30,10/3-7,17,19-21/2016	Spec. Ed.	Bus Driver	280.00
Norwood, marcy	9/26-30,10/3-7,17-21/2016	Spec. Ed.	Bus Driver	600.00
Passmore, William	10/4/2016	Calhoun	Bus Driver	60.00
Rutledge, Millie	9/28/2016	MCBOE	Bus Driver	60.00
Smith, Wilma	9/23/2016	Calhoun	Bus Driver	60.00
Smith, Wilma	9/28/2016	Calhoun	Bus Driver	40.00
Strickland, Marvin	9/29/2016	MCHS	Bus Driver	50.00
Strickland, Marvin	10/1/2016	MCHS	Bus Driver	100.00
Strickland, Marvin	10/14/2016	MCHS	Bus Driver	50.00
Strickland, Marvin	9/16/2016	MCHS	Bus Driver	50.00
Tate, Jackie	5/6/2016	MVS	Bus Driver	60.00
Tate, Jackie	9/28/2016	MCBOE	Bus Driver	60.00
Tate, Jackie	10/3/2016	MCBOE	Bus Driver	40.00
Tate, Jackie	10/7/2016	MVS	Bus Driver	60.00
Tate, Jackie	10/17/2016	MVS	Bus Driver	60.00
Tate, Jackie	10/19/2016	MVS	Bus Driver	60.00
Tate, Jackie	10/20/2016	MVS	Bus Driver	60.00
Tate, Jackie	10/21/2016	MVS	Bus Driver	60.00
Tate, Jackie	10/5/2016	CHS	Bus Driver	60.00

c. Bids and Purchases

REQUISITION

New Wi-Fi at all schools: Central Technologies
\$106,953.00

*(This is the cost to the system after E-Rate monies received.
 Total E-Rate monies received \$427,812.)*

BID

Purchase of a 14 Passenger School Bus *(See following letter of recommendation to reject the bid from Transportation Supervisor, Russ Barnett)*

Bids were opened on October 4, 2016 for a 14 passenger school bus. Upon receipt of the bids, we only received one bid that met bid specifications written specifically for a diesel bus. The bid submitted by Mid-South Bus Center was for a Thomas Diesel bus for \$70,792. Mid-South Bus Center also submitted a secondary bid for a Thomas Gasoline bus for \$60,213. With the significant difference in pricing between a diesel bus verses a gasoline bus and the potential fuel cost savings, it is my recommendation to reject the bids submitted and re-write the bid specifications and rebid for a gasoline bus only. Also, the availability of a diesel bus is between 150-180 days and would not meet our immediate need for usage. The gasoline buses can be available in less than 30 days.

d. Fundraisers

ROGERS CREEK ELEMENTARY SCHOOL

Beta Club requests to have the following events to raise money for their end of the year trip: Movie Night, Dance, and Lip Sync contest. Fundraisers will be held between December, 2016 and May, 2017.

Grades 6-8 Team Teachers request to have a "Night at the Museum". The idea behind "Night at the Museum" is that the students will "create" a museum through various areas of study. We aim to have an art section, biography section where the students will dress up and teach about a person they have researched, important historical event section where the students will create a

display about an historical event of importance. Our goal is to invite the parents and community to the "museum" to see the displays. We would charge \$2 to enter the museum and use this as a fundraiser for the 6-8 grade students' *Dojo* rewards which is a behavior management program for students.

CENTRAL HIGH SCHOOL

HOSA requests to have doughnut and candy sales: November through end of school year. Monies raised will be used to help with State HOSA competition expenses. (Food sales will not be sold during the school day)

Hammock Club/Recycling Club requests to sell T-shirts, hats, have a costume day and a school dance throughout the remainder of the school year. Monies used will be used to purchase recycling bins and transport containers for school grounds.

e. Budget Amendments

GENERAL PURPOSES SCHOOL FUND #141, 21ST CENTURY CLC GRANT

To enter the approved budget for the 21st Century Grant for the FY 2016-17

FEDERAL PROJECTS #142, TITLE 1, #017

To amend the current budget in order to be the same as the FY 2016-17 ePlan document

FEDERAL PROJECTS #142, TITLE 1, #107

To amend the current budget in order to be the same as the FY 2016/17 ePlan document

FEDERAL PROJECTS #142, TITLE II, #207

To amend the current budget in order to be the same as the FY 2016/17 ePlan document

FEDERAL PROJECTS #142, TITLE VI, #607

To amend the current budget in order to be the same as the FH 2016-17 ePlan document

FEDERAL PROJECTS #142, IDEA, PART B, #907

To amend the current budget in order to be the same as the FY 2016-17 ePlan document

FEDERAL PROJECTS #142, IDEA, PRE-K, #917

To amend the current budget in order to be the same as the FY 2016/17 ePlan document

FEDERAL PROJECTS #142, Title I, #107

To amend the current budget in order to be the same as the FY 2016/17 ePlan document

f. Surplus Equipment

Equipment to be declared as surplus has been submitted by the following schools:

MCTC- computer monitor

Rogers Creek- computers, printers, power adapter

CHS- TV's, computer towers, DVD players, monitors, video recorders, overhead projectors, cassette player, speakers,

The equipment has been inspected by our technology department and has been declared as non-working items and valued under \$250 each.

g. Clinical Affiliation Agreement-TCAT

This agreement is between McMinn County Schools and Tennessee College of Applied Technology of Athens. The purpose of the agreement is to provide clinical experience to students enrolled in the nursing program of the institution for experience provided at our facilities. The term of the agreement is for five (5) years ending on October 31, 2021.

h. Clinical Affiliation Agreement- Starr Regional Medical Center

This agreement is between McMinn County Schools and Starr Regional Medical Center. The purpose of this agreement shall be to provide clinical experience to students enrolled in the nursing education program. The term of the agreement is for five (5) years ending October 1, 2021.

Chairman Howard asked for any items to be pulled from the regular consent agenda for discussion. Mike Cochran requested to pull item 2h for discussion. Mr. Cochran had some questions in regards to the insurance liability coverage mentioned in statement 13. Mr. Blevins stated we would pull this from the regular consent agenda to review it further and would bring the agreement back to the board at the December meeting.

Mr. Blevins recommended the approval of the regular consent with the exception of item 2h. Mike Lowry made a motion to approve the recommendation, seconded by Sharon Brown. A voice vote was recorded. Motion carried by unanimous vote.

3. PERSONNEL

a. Personnel Actions

PROFESSIONALS

Last Name	First Name	Assignment	Action	Location	Effective
Brown	Terry	Teacher	Hire	CHS	10/6/2016
Cox	Kelly	Teacher	Hire	MCHS	10/17/2016

ESP

Eller	Michelle	PT Special Ed. Aide	Hire	MCHS	10/17/2016
Perian	Sandra	PT Special Ed. Aide	Resign	MCHS	9/29/2016
Rollins	Jennifer	Cook	Resign	Rog. Crk	10/26/2016
Smith	Wilma	Bus Driver	Hire		11/14/2016

LEAVE OF ABSENCE

Last Name	First Name	ASSIGNMENT	Location	Beginning	Ending Date
Hart	Brittany	Teacher	MCHS	10/17/2016	2/3/2017
Millwood	Tami	Teacher	RCVL	10/18/2016	11/29/2016
Parrott	Michelle	Teacher	MCTC	12/5/2016	1/17/2017
Thompson	Angie	Custodian	Rogs Crk.	11/16/2016	2/16/2017
Traer	Marissa	Teacher	CHS	1/20/2017	5/26/2017
White	Beatriz	Teacher	Niota	11/28/2019	4/3/2017
Williams	Janice	Teacher	Rogs Crk.	11/1/2016	12/31/2016

Mr. Blevins said we had a couple of teachers to resign after the start of the school year which left some vacant teaching positions to fill. Chairman Howard stated the list of personnel items was provided for the board's information and required no action from the board.

4. COMMUNICATIONS

a. Presentation of new food Service Software- Sarah Prince, School Nutrition Supervisor

Ms. Sarah Prince, School Nutrition Supervisor, said they have been looking at new online software program for the school nutrition department. Ms. Prince stated the program they are looking into will interface automatically with the student management software which will help with keeping their rosters up to date. Ms. Prince also said the program will allow the ability for cashiers to transact classes as a group to speed up the lower grades in going through the lunch lines. She stated we can implement the program this year and can add menus into the software and online menu visibility at a later date. Ms. Prince said parents would be able to manage their student's account online.

Melinda King said as a parent, this would be wonderful. Ms. Prince said we would like to start the program in December and hoped to roll out the parent view portion in February, 2017. Ms. Prince said the program is also rolling out an app for iPhones in the near future.

Mike Cochran asked the current lunch prices in the system. Ms. Prince said the cost for lunch at our high schools is \$2.75 with the elementary schools still participating in our free lunch through the CEP. Ms. Prince stated the reduced lunch price at the high schools is \$.40.

Ms. Prince said Ms. Carol Young started using some of the cafeteria reserves to modify our cafeteria for upgrades. She said we are now in the process of updating our cafeteria tables at Niota, E.K. Baker, and moving on now to Mt. View. Ms. Prince said these projects are similar to the one recently completed at Central High School. Ms. Prince said our hopes are to make our cafeterias more pleasing, control lunchroom noise, and promote our school lunches.

Mr. Prince stated there has been an initiative with the promoting of our high school breakfast programs. She said as of right now, we do have a higher level than the state average but would still like to see an increase in participation. Ms. Prince said she has been working with Maxine Roberts, Cafeteria Manager at Central High School, to provide a “Grab and Go” breakfast. She said this concept allows students a second chance breakfast after first period classes for students to grab quickly. Ms. Prince said they just started this project on Monday of this week and they have already seen an increase in student breakfast participation.

Mr. Blevins thanked Ms. Prince for the information and stated our Thanksgiving meal would be served in our cafeterias on Wednesday, November 16.

b. Recommendation of New Positions

Mr. Blevins asked the board to approve the creation of two new positions within the school system. He stated with the increase of student numbers in our fourth grade at Calhoun, we have approached and exceeded our classroom limits per state guidelines. Mr. Blevins said another area of need is in our CDC classroom at McMinn County High School. Mr. Blevins stated we currently have 28 students in this classroom and feel we can better serve these students by adding another special education teacher. Mr. Blevins stated the special education teacher would be paid out of special education monies.

Chairman Howard asked for a motion to approve. A motion to approve was made by Sharon Brown, seconded by Donna Cagle. Chairman Howard asked for discussion. Mike Cochran asked if any of our Instructional Coaches would be qualified for these positions as he would prefer this over adding another position. After a brief discussion, Chairman Howard stated there was a motion and a second on the floor and asked for a roll call vote.

Mike Cochran	No
Joe Coleman	Yes
Donna Cagle	Yes
Sharon Brown	Yes
Chairman Howard	Yes
Tony Allman	Yes
Melinda King	Yes
Mike Lowry	Yes

Motion carried 7-1 with Mike Cochran casting the one dissenting vote.

c. Indoor Softball Practice Facilities

Mr. Blevins said the bid for the two indoor softball facilities located at both high schools came in at \$796,000 with Wilson Construction being the low bidder. Mr. Blevins said normally, he would ask for the board’s approval first but the County Commission met on Monday, November 7th and he asked for their approval at that time to get the process moving. Mr. Blevins stated the construction would be working on both buildings at each school at the same time.

Mr. Blevins recommended the bid submitted by Wilson Construction for \$796,000 for approval. A motion to approve was made by Mike Lowry, seconded by Melinda King. A roll call vote was taken. Motion carried unanimously 8-0.

5. REPORTS

a. Committee Reports

Donna Cagle, Military Recognition Committee Chairperson, asked any principal who was present to pick up their items to distribute during their Veteran's Day programs after the meeting tonight.

b. Second Reading of Board Policies

- 2.200- Annual Operating Budget
- 4.210- Credit Recovery
- 4.211- Work Based Learning
- 4.605- Graduation Requirements
- 4.606- Graduation Activities
- 5.301- Emergency Legal Leave
- 6.409- Child Abuse and Neglect
- 6.413-Prevention and Treatment of Sports Related Concussions
- 6.503- Homeless Students

Chairman Howard stated the next item were to approve the policies listed on a second and final reading. Mr. Howard stated the board approved the first reading of the policies last month and were being recommended by the policy committee for final reading. Melinda King made a motion to approve, seconded by Joe Coleman. Chairman Howard asked for any discussion. Mike Cochran stated he had questions on several policies.

Mr. Cochran referenced policy 4.210 regarding Credit Recovery. Mr. Cochran stated that according to our policy, we do not give any grade below a 60 and that the recommended policy will not work. Mr. Blevins stated Dr. Phillip Swanson was on the state committee to review this policy and that we can expect revisions to this policy again in January. After much discussion on the policy, Chairman Howard asked Mr. Cochran what questions he had on other policies.

Mr. Cochran referenced policy 4.211 and stated there was a typing error that needed correction on line 4.

Mr. Cochran said he had a question regarding policy 4.606, Graduation Activities. Mr. Cochran asked if this was state mandated that students complete the community service. Mr. Blevins said it is state mandated that if a student does complete the service, we will recognize them at graduation. Mr. Cochran asked how we are tracking the community service our students complete and will community service count for students who are serving community service while being on probation. Mr. Blevins stated the burden ultimately falls on the student and/or parent to assist us with documentation leading up to graduation. Mr. Blevins said the community service as required by a student's probation will not be counted as this is required and not a volunteer effort.

Mr. Cochran also said he had a question regarding Policy 6.503, Homeless Students and asked if this was a new policy. Mr. Blevins said it was a new policy that was added statewide. Mr. Cochran asked how a student living in a trailer park can be considered "homeless". Mr. Blevins referenced lines 15-18 of the policy and said if they are living there as a transient due to the loss of a home, they would be considered "homeless". Mr. Cochran referenced the policy statement regarding the immediate enrollment without proper enrollment verification documents and questioned if there should not be a time limit for families to present documentation to support their child's enrollment. Mr. Blevins also mentioned that even though no records can be produced at the time of registration, we are required to enroll them and the parents must give us the name of the last school they attended. Mr. Cochran asked if there was any form of documentation going on with this process. Mr. Blevins said we have to enroll them first and then will begin the task of tracing down records, documentation, and previous enrollment.

After much discussion of the policies in question, Mike Cochran said he would like to pull policy 4.210 from the recommendation to review further in January and then vote separately on the other policies. Mr. Blevins said all of these have either come through legislation or the state and that he would probably come back to the board in the spring semester to discuss this policy further as he anticipates further changes. Sharon Brown asked that if this was state mandated, do we have the right to pull the policy.

Donna Cagle asked how our teachers and principals feel about this policy. Mr. Blevins said this was an old policy and hasn't heard anything from our teachers and that there are pieces of this policy that we will be required to abide by. Mr. Cochran said he was asking the board to pull policy 4.210 to vote on it

separately from the other policies. Chairman Howard stated a motion was made by Melinda King and Joe Coleman that was on the floor to approve all policies as presented. Chairman Howard asked if they would like to remove their recommendation that was on the floor that was to approve all policies as presented and vote on all policies with the exception of policy 4.210. Both Ms. King and Mr. Coleman amended their recommendation and second to vote on all policies as presented with the exception of policy 4.210. Chairman Howard then asked Mr. Blevins if he agrees to the vote on all policies with the exception of policy 4.210. Mr. Blevins agreed. A voice vote was recorded, motion carried by unanimous vote.

Ms. Donna Cagle asked what our high school instructional coaches are saying about policy 4.210. Mr. Blevins said our high school principals were present tonight. McMinn County High School Principal John Burroughs said he thinks this is a philosophical issue and asked the board if we wanted to be gate keepers or door openers. Mr. Burroughs said he feels as though the majority of his teachers who opposed this policy would be very rare.

Donna Cagle asked Central High School Principal Lori Hutchinson how she felt about the credit recovery policy. Dr. Hutchinson said her teachers did not have a problem with calling an S-Team meeting to discuss the lower grade to be issued for a student. She said they have started requiring students who were behind in their credit recovery to eat lunch and continue working instead of breaking with other students for lunch. Dr. Hutchinson said they are seeing positive results from this and see them working at a better pace.

Donna Cagle said that with what the principals have just stated that the majority of the teachers are okay with this policy. Mike Cochran asked the question of the time frame of credit recovery. Principal John Burroughs stated it is a demonstration of mastery; once they have demonstrated mastering the skill, they move on to the next skill level. Mr. Cochran stated he feels as though we are setting them up for failure later on. Sharon Brown stated she disagrees with Mr. Cochran and stated the policy committee has already reviewed this and the board has already approved on first reading.

Several Board members shared their comments regarding the Credit Recovery policy. After discussion. Chairman Howard asked the desire of the board. Mike Lowry made a motion to approve all policies as presented, seconded by Sharon Brown. Chairman Howard said the policies presented were reviewed by the policy committee and approved by the board last month on a first reading. Chairman Howard asked for an individual roll call vote to approve all policies as presented for a second and final reading.

Mike Lowry	Yes
Melinda King	Yes
Tony Allman	Yes
Sharon Brown	Yes
Chairman Howard	Yes
Donna Cagle	Yes
Joe Coleman	Yes
Mike Cochran	No

Motion carried 7-1 with Mike Cochran casting the one dissenting vote.

c. Review Policy Section 3

Chairman Howard asked the board to review this section in their policy manuals prior to the next school board meeting in November.

Mr. Blevins said in regards to policy 4.210, he would ask our principals to go over with our teachers and inform them that policy 4.210 does not affect elementary schools and is only applicable to our high schools and CTE. He said he will make certain our faculty members are aware of this policy.

6. DIRECTOR OF SCHOOL'S REPORT

Mr. Blevins informed the board of this Saturday, November 12, being our annual Young Authors Conference which would again be held at Mountain View Elementary School. Mr. Blevins said this is always a wonderful enrichment opportunity for our students and proud that we can offer this to our community.

Mr. Blevins reminded the board of the upcoming Thanksgiving Break which would be Wednesday, November 23 through Friday, November 25 with schools and the central office being closed.

7. PRAISES & COMPLIMENTS

Donna Cagle said she attended the Veterans Day Program at E.K. Baker Elementary School and said it was a wonderful program and complimented all involved including the organization of Ms. Melinda Miller. She said there was a World War II veteran in attendance today and that she really enjoyed attending.

8. CHAIRMAN'S COMMENTS

- a. Regular session meeting: Thursday, December 8, 2016
McMinn County Center for Educational Excellence

Chairman Howard informed the board of the next regular session meeting and asked for a motion to adjourn. A motion to adjourn was made by Mike Lowry, seconded by Sharon Brown. A voice vote was recorded. Motion carried by unanimous vote.

Meeting adjourned.

Chairperson's Signature

Director of School's Signature