

**Lynchburg City School Board
Regular Meeting
April 23, 2013**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Albert L. Billingsly
Regina T. Dolan-Sewell
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Alexis Johnson, Student Representative Pro Tem for Heritage High School

**BOARD
MEMBERS
ABSENT:**

Sara B. Natour, Student Representative for E. C. Glass High School

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Ben W. Copeland, Assistant Superintendent of Operations and Administration
Anthony E. Beckles, Sr., Chief Financial Officer
April M. Bruce, Director of Testing, Gifted, and Guidance
Steven L. Gatzke, Director of Facilities and Maintenance
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Gloria C. Preston, Director of Student Services and Secondary Alternative Education
Michael K. Rudder, Director of Elementary School
Wyllys D. VanDerwerker, Director of Special Education
Charles E. Dellinger, Supervisor of Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: Fort Hill Community School
- C. Student Representative Comments
- D-1. Finance Report
- E. Consent Agenda
- F-1. Unfinished Business
- F-2. K-5 Reading/Language Arts Textbook Adoption
- F-3. No Child Left Behind Act Waiver: Public School Choice
- F-4. Payroll Payment Changes
- G-1. Alternative Education Reorganization
- G-2. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2013-14
- G-3. Carl Perkins Funds: 2013-14
- G-4. William Marvin Bass Elementary School: 2013-14 Calendar
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:30 p.m. in the Board Room at the School Administration Building. Mr. White 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.

There were no individuals who wished to speak before the school board.

B-1. School Improvement Plan: Fort Hill Community School

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Ms. Cathy L. Viar, coordinator of the Fort Hill Community School, and members of her staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR FORT HILL COMMUNITY SCHOOL.)

C. Student Representative Comments

Miss, Alexis Johnson, student representative pro tem for Heritage High School, provided comments about the events and activities occurring at her school. She also announced that she will be the Heritage High School representative for the 2013-14 school year.

D-1. Finance Report

The school administration, in accordance with the 2012-13 school operating budget, authorized, approved, and processed the necessary payments through March 31, 2013. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through March 31, 2013, for the operating fund.

Total Operating Fund Budget		\$ 82,002,953.95
Through February 28, 2013		
Actual Revenue Received	\$ 51,343,614.49	
Actual Expenditures	\$ 51,577,012.00	
Actual Encumbered	\$ 25,351,774.48	
Percent of Budget Received		62.61%
Percent of Budget Used, excluding encumbrances		62.90%
As of 3/31/13 – 9 months		75.00%

The revenue and expenditure reports detailed the transactions recorded through March 31, 2013. All reports appeared as attachments to the agenda report.

Mr. Beckles stated that there were no issues to report. He did note that on the last finance report, revenue was \$700,000 short. It is now at \$570,000, and it is expected that this number will continue to decrease. The Department of Finance is preparing for the year end audit.

One of the benefits that the city and schools had planned to share this year was services provided through the city's medical clinic. With the addition of the schools, it was necessary for the city to hire additional staff, and it has taken longer than anticipated. Further, the school administration is waiting to hear from Piedmont Community Health Plan to see if all of the recommendations have been corrected. Once that information is received, a decision regarding retaining those services will be made.

Mr. Beckles provided information about recent legislation that created the Virginia Local Disability Program, a benefit for employees who will be covered under the VRS Hybrid Retirement Plan, effective January 1, 2014. The hybrid retirement plan will apply to most new employees hired after January 1, 2014, and current employees who wish to switch to the hybrid retirement plan. Cost for teacher is .39 percent of hybrid retirement plan covered by payroll. New rates will be set each biennium. The school board will need to make a decision whether or not the school division will participate in this program. Mr. Beckles and city staff are working together to come up with a recommendation for the school board and city council.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes of January 8, 2013 (Regular Meeting), and the personnel report and addendum for the period April 9 - 23, 2013

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT "C," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F-1. Capital Improvement Plan: Heritage High School

As the Heritage High School project approaches the end of the schematic design phase, the next step in the project is a work session with the Lynchburg City Council on May 14, 2013. To prepare for that work session and continue project progression into the design development phase, the preferred schematic design and overall site plan that was produced during the Heritage High School Design Team Workshop needs to be reviewed and approved.

On April 9, 2013, Moseley Architects presented the outcome of the Design Team Workshop. During this presentation, the school administration recapped how this point was reached in the design phase. In August, the school administration began assessing numerous sites around the city to determine if there would be an alternate site. Then, it was determined whether or not to renovate or have a new building. The next step was to establish a design committee which met for three days to discuss the design of the new Heritage High School. The preferred design and site plan was brought to the school board as a recommendation. There are two components in the approval of the schematic design and site plan: 1. for the presentation to the Lynchburg City Council; and 2. for progression into the Design Development phase of the project.

Mr. Copeland reviewed the site plan interior and exterior. He then answered questions that were asked during the meeting on April 9, 2013, regarding the indoor track. If the new Heritage High School does not have an indoor track, Rustburg, Amherst and Liberty High Schools indicated that they would not have indoor track teams. Brookville, E. C. Glass, and Heritage High Schools will continue to have indoor track teams, but participation will most likely be limited to invitational meets. There were 18 indoor track meets held at Heritage High School this year, and three of those were invitational meets. The invitational track meets are the only revenue generating events for Heritage. With indoor track season and other winter sports using the field house, there are no outside entities using the track due to limited availability, and therefore, there is no revenue generated for use of the track. There are 204 public high schools in Virginia with indoor track teams, and Heritage High School is the only school with an indoor track. Other school divisions have access to public facilities with indoor tracks. The cost to rent Liberty University's indoor track is \$4,000 on weekdays, and \$5,000 on Saturdays.

The two options for the inclusion of an indoor track are 1.) a 137 meter track which will increase the square footage of the building to 12,505 at an added project cost of \$3.4 million, and 2.) a 117 meter track which will increase the square footage to 7,917 at an added project cost of \$2.1 million.

A MOTION made by Dr. Dolan-Sewell, SECONDED by Mr. Billingsly to accept the schematic design as proposed with no indoor track failed.

Yes Votes: Mr. White, Mr. Billingsly, Dr. Dolan-Sewell

No Votes: Mrs. Tweedy, Mrs. Barker, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

Abstentions: None

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved the current design as presented including the 134 meter track at an extra project cost of \$3.4 million.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT “D,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

F-2. K-5 Reading/Language Arts Textbook Adoption

The Code of Virginia states that local school boards shall be responsible for the selection and utilization of instructional materials. Additionally, local school boards shall adopt procedures for the selection of textbooks. These procedures shall include the appointment of evaluation committees to review and evaluate textbooks in each of the subject areas (8VAC20-720-170. Textbooks).

At its meeting on April 9, 2013, the school board received information regarding the adoption process and was requested to consider approval of *Journeys*, published by Houghton Mifflin Harcourt, as the adopted reading/language arts program for the next seven years (FY14 – FY20).

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board approved the adoption of *Journeys*, published by Houghton Mifflin Harcourt, as the K-5 reading/language arts program for school years FY2014-FY2020.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT “E,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

F-3. No Child Left Behind Act Waiver: Public School Choice

On May 15, 2012, the school administration presented information to the school board about the Virginia Department of Education’s submission of a request to the United States Department of Education for waivers from certain requirements outlined in what was formerly known as the No Child Left Behind Act. The waiver request was approved which meant that schools in the Commonwealth of Virginia are no longer required to offer public school choice.

The school administration recommended that students currently participating in public school choice be allowed to complete their elementary program in the school of choice with the school division providing transportation at no charge. Upon completion of the elementary program, the student must attend the middle school for which the child’s resident is zoned. The school board approved the recommendation and asked that the school administration provide an update during the 2012-13 school year.

For the 2012-13 school year, approximately 50 percent of the students who were expected to participate in public school choice did not do so. Further, for next year it is anticipated that costs will be approximately \$53,000 for the 2013-14 school year, and if the trend duplicates itself, costs could be as low as \$31,000. The school administration recommends that students who participate in public school choice for the 2013-14 school year be provided transportation at no charge as funding can be provided through the regular school operating budget.

This item will be considered for action at the May 7, 2013, school board meeting.

F-4. Payroll Payment Changes

At the March 3, 2013 school board meeting, the school administration presented plans to change the current payroll payment schedule so that all employees will be paid on the 15th and 30th of each month. In doing so, this will reduce the number of payroll payments from six payments to two per month. While the school board agreed with the suggested changes, it did ask that the school administration give employees at least six months notice before implementing these changes. As a result, the school administration will implement these changes effective September 2013. Due to issues associated with the timing of teacher contracts, September is the latest that these changes can be implemented.

The Department of Finance will conduct staff meetings between now and September to explain the changes and answer any questions staff may have.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT “F,” FOR A COPY OF THE PAYROLL PAYMENT SCHEDULE CHANGES.)

G-1. Alternative Education Reorganization

For several years, school officials have studied and evaluated the school division's alternative education program. Consultants have provided insights, school officials have visited other school districts' programs, school-based administrators have been consulted, and officials have analyzed data and trends that focus on Lynchburg City Schools' alternative education students. A team of Lynchburg City Schools' administrators who work in truancy, juvenile detention, and alternative education summarized the current status of alternative education and developed a proposal which has been reviewed by other administrators. The primary focus of the proposal is to create an environment in which learning opportunities are not compromised because of any problems a student may be having. Additionally, a review of current facilities was conducted in order to determine options for the housing of alternative education students.

Tonight's presentation focused on the following:

- An overview of a more unified program that focuses on the school division's mission of, "Every child, by name and by need to graduation," by meeting the needs of students in alternative setting no matter what the nature of the needs
- A plan to offer quality instruction to students by providing students with access to comparable educational resources, including instructional time
- A plan to make cost-effective, efficient use of resources and facilities. In order to meet the needs of alternative education students, existing resources, including teachers and staff as well as physical space, were reviewed.

The current staffing for the alternative education program will be reorganized, and staff members will have the opportunity to apply for the new positions that are being created for the restructuring of this program.

This item will be considered for action at the May 7, 2013, school board meeting

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT "G," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

G-2. Special Education Annual Plan/Part B Flow-through application and Section 619 Preschool Grant Applications: 2013-14

The Special Education Annual Plan is based on a 5.1 percent decrease in 611 and 619 funding and a 2.5 percent salary increase.

The Annual Special Education Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan. Therefore, Lynchburg City Schools will apply for \$1,976,373.17 in special education flow-through funds for the 2013-14 school year. The application for funds for the 2013-14 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. Funding in the amount of \$1,824,192.44 will provide salaries and staff development activities focused on addressing the unique needs of students with disabilities. Funding from the 611 Flow-through Funds in the amount of \$152,180.73 will be used to provide special education and speech therapy services to parent-placed students with disabilities attending local private schools. The anticipated 611 Flow-through grant is \$106,211.83 less than the 2012-13 funding received by the school division.

The Lynchburg City Schools will also apply for \$58,701.34 in Section 619 Preschool Funds for the 2013-14 school year. Funding in the amount of \$57,816.39 will be used to support Hutcherson Early Learning Program for services provided for special education and related services to preschool children (ages 2 – 5) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools. Funds in the amount of \$884.95 of the Section 619 Preschool Funds will be used to provide speech therapy to parent-placed students with disabilities attending local private schools. The anticipated Section 619 Preschool Grant is \$3,748.66 less than the 2012-13 funding received by the school division.

The \$106,000 decrease had an impact on overall planning for next year. Some staff costs were absorbed in the operating budget and decreases were made in professional development and instructional supplies. If the decrease is not realized, the school administration will provide information to the school board about how the money will be used.

The school board will consider this item for action at the May 7, 2013, school board meeting

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT "H," FOR A COPY OF THE SPECIAL EDUCATION ANNUAL PLAN.)

G-3. Carl Perkins Funds: 2013-14

The Lynchburg City Schools' application for Career-Technical Funds for the 2013 – 2014 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$214,123.77. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 13 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connection, and Business and Information Technology programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2013 – 2014 is as follows:

Proposed 2013-14 Carl Perkins' Spending

Estimate Funding Available: \$214,123.77

Career Guidance \$3000.00

We will provide funds to be used for "Career Assessment" reports to parents and students. We will also provide transportation to local businesses and colleges for special workforce development programs for high school seniors. We also plan to purchase "CHOICES" program curriculum materials.

Vocation Student Organizations \$16,000.00

We will assist Career-Technical student organizations with travel expenses for local, state, and national competitions.

Professional Development \$17,000.00

We will use part of our Perkins funds for teachers to participate in local, state, and national training workshops and certification courses. We will purchase "Career Safe" vouchers for new Career Technical staff.

Technology Education \$115,500.00

We plan to upgrade our middle school technology STEM programs at SMS and LMS with the purchase of ten (10) Health and Medical Sciences modules and their classroom management systems (\$54,500 per school). The new modules will cover areas from Biomedical Engineering and Forensics to Medical Imaging and Sports Medicine. We also plan to purchase LEGO Mindstorm EV3 Professional Kits for use at all three middle schools (\$6,500.00).

Computer Systems Technology \$7,000.00

We plan to upgrade our Computer Systems Tech lab with the purchase of six (6) Drones with controls via Wi-Fi devices (\$1,800.00). We also plan to purchase 10 iPhones (1G) and 10 Samsung Galaxy Is for mobile device repair training (\$3,000.00). We will also purchase 10 250GB hard drives for reconstruction and repair practice (\$1,700.00). We also plan to purchase Strata-CompTia certification videos (\$500.00).

Technical Drawing/Engineering \$15,000.00

We plan to upgrade our Engineering lab at E.C. Glass with the purchase of a 3-D printer. Students will be able to model their designs and have them come to life and see how parts integrate.

Nurse Aide \$4,000.00

We will begin our second year program at Heritage High School. We will also purchase diagnostic kits for ears, eyes, and throat (\$1,000.00). We plan to purchase pulse oximeters (\$1,000.00). We also plan to purchase software to help senior students prepare for the National Nurse's Aide Assessment (\$2,000.00).

Dental Careers \$3,000.00

We plan to upgrade our Dental lab at E.C. Glass with the purchase of a cordless curing light (\$1,500.00). We also plan to replace stethoscopes, blood pressure cuffs, and other miscellaneous instruments (\$1,500.00).

Building Trades \$3,500.00

We will upgrade our Building Trades lab at Heritage High School with the purchase of new "Fall Protection Gear" i.e. ropes, harnesses, shock absorbers, and handles (\$3,500.00).

Sports Medicine \$5,000.00

We will upgrade our Athletic Training lab at E.C. Glass with the purchase of a Quad 7 Science Fit Treadmill.

Auto Service Technology

\$6,500.00

We will upgrade our Auto Service Technology lab at E.C. Glass with the purchase of a new “Ethos” Scan tool for diagnostic testing. We will also purchase an “Eclopus” A/C recovery system to catch Freon released during testing.

Cosmetology

\$2,500.00

We will upgrade our cosmetology lab at Heritage High School with the purchase of 3 new chairs (\$900.00). We also plan to replace 25 sets of electric clippers (\$1,600.00)

Business and Information Technology

\$13,000.00

We will upgrade our middle school business labs with the purchase of 25 digital cameras with cases (\$5,000.00). We will upgrade our high school web design lab at Heritage High School with the purchase of Adobe Dreamweaver Software (\$3,000.00). We will also purchase a classroom set of computer application textbooks (\$3,000.00). We will upgrade our computer programming lab at E.C. Glass with the purchase of 20 “Finch” robots to assist students in computer science programming (\$1,800.00).

Industry Certifications

\$3,123.77

We plan to purchase Virginia Workforce Career Readiness/NOCTI certification exams for senior completers in various program areas.

TOTAL

\$214,123.77

Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board approved the Carl Perkins Grant Application for 2013-14.

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

No Votes: None

Abstentions: None

G-4. William Marvin Bass Elementary School: 2013-14 Calendar

Using the division-wide academic calendar for the 2013-14 school year and the current academic calendar for William Marvin Bass Elementary School, the school administration and principal designed a calendar for William Marvin Bass for 2013-14. This draft has been shared with the faculty and staff.

The proposed calendar includes the following:

- 180 instructional days
- The same number of contracted working days for staff as the division-wide calendar
- The same holiday time as established in the division-wide calendar
- The same convocation day and professional development days as designated in the division-wide calendar
- As is the case with other schools' elementary teachers, similar work time at the end of each nine weeks to prepare report cards

Mr. Laverne L. Marshall, principal, of William Marvin Bass Elementary School, presented the proposed calendar for 2013-2014.

This item will be placed under consent agenda for action at the meeting on May 7, 2013.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 23, 2013, EXHIBIT “I,” FOR A COPY OF THE WILLIAM MARVIN BASS ELEMENTARY SCHOOL CALENDAR FOR 2013-14.)

H. Superintendent’s Comments

There has been additional discussion and information received from the Virginia Department of Education regarding the Heritage Elementary School waiver from certain SOL tests. At this time, the school administration is waiting for refined information from the state department before it is brought back to the school board for discussion.

William Marvin Bass Elementary School captured the top five awards in the recent 24 Math Competition.

I. Board Comments

Mr. Billingsly commented on the presentation given by Fort Hill Community School stating that it was the most heart-warming he has seen thus far.

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Mrs. Tweedy attended the recent NSBA Convention, and she will provide a presentation at the next school board meeting.

Mr. Webb provided information about the events and activities in which he has participated since the last school board meeting.

I-1. Notice of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Ms. Poore, the school board convened a closed meeting at 9:05 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters and employee performance.

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

No Votes: None

Abstentions: None

I-2. Certification of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board reconvened in open session at 10:01 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION Mr. Billingsly, SECONDED by Mrs. Snyder, the school board approved by roll call vote, the following Certification of Closed Session:

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. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

J. Informational Items

Next School Board Meeting: Tuesday, May 7, 2013, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 10:01 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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