

# **MEMORANDUM**

**TO: Randy Poe, Superintendent  
Maria Brown, Chairperson  
Board Members**

**FROM: Karen Cheser, Deputy Superintendent/CAO  
Casey Jaynes, Director of MS/HS Teaching and Learning**

**DATE: May 3, 2016**

**RE: Textbook purchases**

**We respectfully request Board approval of textbook purchase plans for the following schools:**

Gray Middle School (instructional materials using textbook funds)  
Boone County High School (Basal textbooks for various courses)

**We have reviewed each textbook purchase request for purchases and they are within grant guidelines.**

**The Textbook Plan for each school listed above is available in the Learning Support Services office for review.**

Karen Cheser  
Deputy Superintendent/CAO

Casey Jaynes  
Director of MS/HS Teaching and Learning