

MEMORANDUM

**TO: Randy Poe, Superintendent
Ed Massey, Chairperson
Board Members**

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

DATE: May 1, 2017

RE: Textbook purchases

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

Camp Ernst Middle School –Science, English and Math Instructional Materials

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