

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION,**

**THE DEPARTMENT OF YOUTH REHABILITATION SERVICES,**

**AND**

**THE DISTRICT OF COLUMBIA PUBLIC SCHOOLS**

**RELATED TO:**

**Educational Services for Youth Committed to the Department of Youth Rehabilitative  
Services**

## I. INTRODUCTION AND PURPOSE

The Office of the State Superintendent of Education ("OSSE"), the Department of Youth Rehabilitation Services ("DYRS"), and the District of Columbia Public Schools ("DCPS"), enter into this Memorandum of Agreement (MOA) regarding educational services for certain youth committed to DYRS.

Through collaboration and coordinated activities by OSSE, DYRS, and DCPS, the purpose of this MOA is to improve educational outcomes for youth committed to DYRS by minimizing disruption in general and special educational services during times of transition between DYRS placements by facilitating the prompt transfer of records, requiring continued coordination and involvement by representatives of DYRS and DCPS, monitoring the delivery of educational services, meeting the special education needs and providing other required accommodations to children with qualifying disabilities, and facilitating the transition of committed youth between school settings to improve outcomes and promote further schooling or employment. Additionally, the purpose of this MOA is to ensure compliance with local law applicable to children of compulsory school age including without limitation the requirements in regard to enrollment in secondary school and truancy.

- This MOA applies to youth who are committed to DYRS and are detained and housed at the New Beginnings Youth Development Center in residential treatment facilities (RTCs) psychiatric residential treatment facilities (PRTFs), out-of-state (OOS) group homes .

The parties to this MOA agree that each participating agency is responsible for the duties and obligations set forth herein.

## II. PARTIES TO THIS AGREEMENT

### A. OSSE

OSSE is the District of Columbia State Education Agency with responsibility for performing the functions of a state education agency under applicable federal law, including grant-making authority, oversight, and state educational agency functions for standards, assessments, and federal accountability requirements for elementary and secondary education. (D.C. Official Code § 38-2601 *et seq.*) In accordance with Title I, Part D of the Elementary and Secondary Education Act (20 U.S.C. § 6421 *et seq.*), OSSE is responsible for ensuring that District of Columbia agencies with responsibility for providing a free public education to delinquent youth comply with all applicable statutory and regulatory requirements. (20 U.S.C. § 6434(a)(2)(C)(iii).) In accordance with Part B of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. § 1400 *et seq.*), OSSE

is responsible for ensuring that a free appropriate public education is made available to eligible children with disabilities and that all such programs administered by other District of Columbia agencies, are under OSSE's general supervision and meet District of Columbia educational standards. (20 U.S.C. § 1412(a)(11).)

**B. DYRS**

DYRS is the District of Columbia juvenile justice agency and administers detention, commitment and aftercare services for youth committed to DYRS' legal custody. DYRS is responsible for providing youth in its custody with food, shelter, education and ordinary medical care. (D.C. Official Code §§ 16-2320(c)(2), 16-2301 (21)(C), and 2-1515.01 (5)(A).) DYRS is the public agency responsible for ensuring FAPE for youth committed to DYRS and attending school at the New Beginnings Youth Development Center (New Beginnings) for all purposes except for determining educational placement and location of services after discharge from New Beginnings.

**C. DCPS**

DCPS is the local educational agency (LEA) in the District of Columbia with responsibility for serving all District of Columbia children of compulsory school age who enroll in DCPS. (D.C. Official Code § 38-171.) When timely notified by DYRS of placement, DCPS is the LEA for all youth committed to DYRS who are placed in RTCs, PRTFs and out of state (OOS) group homes.

**D. POINTS OF CONTACT**

**III. All Parties will identify the specific individuals responsible for implementing the obligations defined within this MOA. This information will be reviewed and updated at the beginning of each school year to ensure that internal and external stakeholders are provided with relevant program and contact information. COMPULSORY EDUCATION AND ENROLLMENT**

**A. Compulsory Education Requirements**

Every parent, guardian, or other person, who resides permanently or temporarily in the District during any school year and who has custody or control of a minor who has reached the age of 5 years or who will become 5 years of age on or before September 30<sup>th</sup> of the current school year, shall place the minor in regular attendance in a public, independent, private, or parochial school, or in private instruction during the period of

each year when the public schools of the District are in session. This obligation of the parent, guardian, or *other person having custody* extends until the minor reaches the age of 18 years or graduates with a regular diploma prior to such age. (D.C. Official Code § 38-202(a).)

**B. Enrollment in School**

When a minor child residing in the District of Columbia is committed to the legal custody of DYRS, that child shall be enrolled in school if not already enrolled at the time commitment. DYRS shall coordinate with parents and families to ensure school enrollment. However, in the case that a parent has not enrolled a youth of compulsory school age in school within five (5) school days of commitment to DYRS, a DYRS placement change returning the youth to the community, or the beginning of a school year, DYRS shall exercise its authority to enroll the youth in school.

**IV. SERVICE DELIVERY AT NEW BEGINNINGS YOUTH DEVELOPMENT CENTER**

**A. OSSE shall:**

1. Ensure a free public education is provided to DYRS involved youth housed at the New Beginnings Youth Development Center (New Beginnings) consistent with the terms of this MOA, consistent with appropriate federal laws.
2. Schedule meetings with DYRS and DCPS no less than once a year and more often as needed, to discuss the delivery of education services and coordination of activities required under this MOA.

**B. In order to deliver quality educational services to all youth falling within the terms of this MOA, and receiving educational services at New Beginnings Youth Development Center (New Beginnings), DYRS shall:**

1. Ensure a free public education is provided to DYRS youth housed at New Beginnings consistent with the terms of this MOA consistent with appropriate federal laws.
2. Ensure the provision of a free public education in accordance with District of Columbia curriculum and accountability standards and Title I, Part D of the Elementary and Secondary Education Act including without limitation the requirement that children shall be enrolled in educational programming for at least 30 hours per week under the care and instruction of teachers and other staff with requisite training.

3. For enrolled students who qualify as eligible for services under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), DYRS shall be responsible for ensuring that children receive a free appropriate public education (FAPE) in the least restrictive environment. DYRS shall be responsible for convening all Individualized Education Program (IEP) or Section 504 meetings (including without limitation annual review of the IEP or Section 504 plan), eligibility meetings (including without limitation the triennial evaluation of the child), and any other meeting necessary to ensure timely and appropriate delivery of services to the student during the period of commitment to DYRS.
4. Regularly review student performance data to determine whether the student is receiving all educational services to which the student is entitled, including without limitation all services designated in an IEP or Section 504 plan.
5. Determine the most beneficial method of assigning grades to the student based on performance in course work in the program, issuing report cards, and hosting parent conferences. DYRS shall bear ultimate responsibility for assigning course credits based on the student's performance in course work at New Beginnings and ensuring that the student's educational records are up-to-date and ready to be transmitted for all youth discharged from New Beginnings.
6. Perform screenings of students upon their placement at New Beginnings to determine current educational deficits, and instructional strategies and curriculum implementation, as appropriate.
7. Ensure full implementation of the IEP and/or Section 504 plan by qualified professionals for students with qualifying disabilities
8. Confer with OSSE to ensure course work is consistent with the District of Columbia's requirements for graduation.
9. Be responsible for administration of the District of Columbia state-wide assessment (DC-CAS), as applicable.
10. Coordinate with DCPS for all students who will be attending DCPS schools upon release, specifically DYRS shall:

- a) Invite DCPS to all discharge planning meetings for youth who are petitioning from Level 4 to Level 5 of New Beginning's six (6) level system.
- b) Provide DCPS with information regarding the youth's educational status at least one (1) week before the Level 4 YFTM/Transition Meeting, to include:
  - (1) Academic standing – credits earned and current classes,
  - (2) Special education status – copy of current IEP, and
  - (3) 504 status and any other relevant information.
- c) Allow DCPS access to observe students who have expressed interest in returning to DCPS, as appropriate, to assist in transition planning, as applicable.

Coordinate with individual charter schools, adult education, and/or GED programs for all other students, as applicable.

**C. In order to promote successful and orderly transitions from New Beginnings to DCPS schools, DYRS and DCPS shall:**

1. Participate in all Level 4 YFTM/Transition Meetings, which occur when a youth reaches Level 4 of the model unit program at New Beginnings, as appropriate to ensure timely and appropriate education planning. DCPS shall request from DYRS, within one week after the discharge planning meeting, any additional information needed to inform placement recommendations.
2. For all students, DYRS shall notify DCPS when the youth reaches Level 6 of the model program and shall identify the community placement to which the youth is expected to be discharged with as much specificity as possible. At that time, DCPS shall conduct a transcript analysis and provide a copy of the analysis to DYRS within five (5) school days. DYRS shall notify DCPS if the expected community placement changes.
3. For students without IEPs, and based on the transcript analysis and expected community placement, DCPS shall identify the youth's neighborhood school or recommend alternative DCPS schools to ensure proper course enrollment.
4. For students with IEPs, shall submit materials to the DCPS step down review committee by the next weekly review submission deadline. These

materials will include any new evaluations, new progress reports or similar information, as requested by DCPS, that will assist in the review.

DCPS' step down review committee shall, based on all available information, make a recommendation to the IEP team at New Beginnings regarding the student's next location of educational services.

5. As needed, or if the IEP team disagrees with DCPS' recommendation, DYRS shall convene an IEP meeting. The goal of this IEP meeting will be to:
  - a) Share additional information regarding the student's strengths, needs, educational goals and transition planning to-date between New Beginnings and DCPS;
  - b) Allow the student to express his educational goals and stated concerns regarding transitioning from New Beginnings;
  - c) Review the student's IEP and revise, if necessary; and
  - d) Determine the student's placement and proposed location of services.
  
6. The participants in any IEP meeting held according to the above section shall include:
  - a) DYRS school general education teacher;
  - b) DYRS school special education teacher;
  - c) DYRS representative;
  - d) Student and parent, if the student is under age 18 or otherwise requests parental participation;
  - e) DCPS representative; and
  - f) DCPS anticipated school representative (if applicable).
  
7. For all youth to be enrolled in DCPS after discharge from New Beginnings, DCPS shall provide an enrollment packet to DYRS in advance. DYRS shall assist the youth, and/or the youth's family, to complete the enrollment packet and shall provide the completed packet to DCPS no later than the day of discharge to ensure immediate enrollment. Upon enrollment of a student with an IEP, DCPS shall issue a prior written notice regarding the

proposed placement and location of service. This notice shall be issued within one (1) business day of discharge.

8. DYRS shall notify DCPS within one (1) business day of a youth's return to the community from New Beginnings.
  - a) DCPS shall notify DYRS within five (5) business days if the youth has not enrolled in school and request assistance to determine the school status of the youth. If the youth's status cannot be determined and supported by documentation:
    - (1) If the student is age 18 or above, DCPS will follow DCPS' attendance and truancy policies
    - (2) If the student is age 17 or under, DCPS will initiate its truancy protocol.
9. For all youth with commitments set to expire before reaching level 4, DYRS shall notify DCPS the two agencies set a modified transition schedule.

**V. IDEA MONITORING AND YOUTH SCHOOL TRANSITION FROM RESIDENTIAL TREATMENT CENTERS (RTCs), PSYCHIATRIC RESIDENTIAL TREATMENT FACILITIES (PRTFs) AND OUT-OF-STATE GROUP HOMES (OOS GROUP HOMES)**

**A. OSSE shall:**

**B. Schedule meetings with DYRS and DCPS no less than once a year and more often as needed, to discuss the delivery of education services and coordination of activities required under this MOA. In order to ensure the delivery of quality educational services to adjudicated District of Columbia youth of compulsory school age who are placed by DYRS at residential treatment facilities, DYRS and DCPS shall:**

1. DYRS shall ensure that contractual language is included in subsequent contracts with RTC, PRTF and OOS group home providers that ensures compliance with federal and District of Columbia law and ensures that District of Columbia students are positioned to earn a high school diploma, IEP completion certificate or GED. Changes to any youth's course of study shall be made with DYRS consultation. Until such time as all contracts or agreements are modified, DYRS shall provide a copy of this MOA to all RTCs, PRTFs, and RTCs with information regarding implementation requirements. Subsequent contract will take into consideration compliance with requirements;

2. DYRS shall ensure that all RTCs, PRTFs and OOS group homes, and awaiting placement facilities, if any, are provided with a copy of each student's most recent IEP and report card or transcript (and, if applicable, GED test scores) prior to or at the time of arrival;
3. At DYRS' request, DCPS shall conduct a transcript analysis for a youth in an "awaiting placement" status and provide a copy of the analysis to DYRS within five (5) school days. DYRS shall use the analysis for planning purposes.
4. DYRS shall notify DCPS within one (1) business day of any new placement or lateral placement change of a committed youth in an RTC, PRTF or OOS group homes outside of the District of Columbia and provide:
  - a) A copy of each student's most recent IEP and report card or transcript (and, if applicable, GED test scores);
  - b) A completed DCPS enrollment form; and
  - c) A DYRS ward letter.
5. Upon receipt of notification, DCPS shall enroll the youth in DCPS and contact the RTC, PRTF or group home in which the student has been placed;
6. For students with IEPs:
  - a) DCPS shall conduct a transcript analysis and provide a copy of the analysis to DYRS within five (5) school days. Based on the transcript analysis, DCPS shall ensure proper course enrollment.
  - b) For enrolled students who qualify as eligible for services under the Individuals with Disabilities Education Act (IDEA or) Section 504, of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) DCPS shall be responsible for ensuring that children receive a free appropriate public education (FAPE) in the least restrictive environment. DCPS shall be responsible for convening all Individualized Education Program (IEP) or Section 504 meetings (including without limitation annual review of the IEP or Section 504 plan), eligibility meetings (including without limitation the triennial evaluation of the child), and any other meeting necessary to ensure timely and appropriate delivery of services to the student during the period of commitment to DYRS. DCPS shall invite DYRS staff to all applicable meetings.

- c) DCPS shall regularly review student performance data to determine whether the student is receiving all educational services to which the student is entitled, including without limitation all services designated in an IEP or Section 504 plan.
- d) While DCPS may, at its discretion, delegate the authority to convene meetings to RTCs, PRTFs, or OOS group homes, it must ensure representation from DCPS at all meetings. Representation by DCPS at meetings at residential treatment facilities may be by telephone. DCPS shall ensure that all required members of the IEP team are invited, including as appropriate the District of Columbia Rehabilitation Services Administration where postsecondary transition planning will be discussed.
- e) DYRS staff will participate in any meetings, as requested by DCPS or facility staff.
- f) DCPS and DYRS shall communicate regularly regarding a youth in RTC, PRTF or OOS group home placement and shall jointly plan for the return of the youth to the community.
- g) Upon notification from the RTC, PRTF or group home that a youth is expected to be discharged within 30-60 days, DCPS shall convene a "step down" IEP meeting with the youth, the DYRS case manager and facility staff.
- h) At the IEP meeting, DYRS shall provide a preliminary plan regarding where the youth will reside upon discharge from the facility. Within one (1) business day, DCPS shall issue a prior written notice regarding the proposed location of service.

7. For students without IEPs:

- a) Upon notification of placement, DCPS shall conduct a transcript analysis and provide a copy of the analysis to DYRS within five (5) school days. Based on the transcript analysis, DCPS shall ensure proper course enrollment.
- b) DCPS shall request grade and attendance reports from the RTC, PRTF or OOS group homes at least quarterly and enter the information into STARS.

- c) Upon notification from the RTC, PRTF or OOS group homes that a youth is expected to be discharged within thirty to sixty (30-60) days, DYRS shall contact DCPS with the expected address to which the youth will return. If needed, DCPS shall assist DYRS to determine the neighborhood school associated with the address.
8. DYRS shall notify DCPS within one (1) business day of a youth's return to the community from an RTC, PRTF or OOS group homes.
- a) DCPS shall notify DYRS within five (5) business days if the youth has not enrolled in school and request assistance to determine the school status of the youth. If the youth's status cannot be determined and supported by documentation:
    - (1) If the student is age 18 or above, DCPS will follow DCPS' attendance and truancy policies.
    - (2) If the student is age 17 or under, DCPS will initiate its truancy protocol.

**VI. EDUCATION OF COMMITTED YOUTH "AWAITING PLACEMENT**

Unless specifically stated, this section does not apply to committed youth "awaiting placement" at the Youth Services Center.

**A. OSSE shall:**

- 1. Schedule meetings with DYRS and DCPS as often as needed, but no less than once a year, to discuss the delivery of education services and coordination of activities required under this section.

**B. DYRS shall:**

- 1. Timely notify OSSE of any awaiting placement facilities it intends to contract with for the provision of services to committed youth.
- 2. Ensure that all committed youth in its care and custody receive education services in accordance with the provisions of this MOU and as required by the IDEA.

**C. DCPS shall:**

1. Use any information provided by DYRS as discussed in this agreement to determine whether to enroll and begin monitoring a student under Section VI of this agreement or whether to prepare to implement the requirements Section V of this MOA, based on the secure facility to which the student is expected to be transferred.

**VII. OTHER ITEMS**

**A. IDEA Child Find Obligations**

DYRS shall be responsible for establishing and implementing policies and procedures to ensure that all children with disabilities placed at New Beginnings who are in need of special education and related services, in accordance with the IDEA, are identified, located, and evaluated. In the case of students placed by DYRS in residential treatment facilities, DCPS shall coordinate with DYRS and the residential treatment facilities to ensure that all children who are suspected of having a disability receive an evaluation and services, as appropriate.

**B. Records**

Educational records shall be shared between DCPS and DYRS to ensure compliance with this MOA. DCPS and DYRS will develop specific data sharing protocols that ensure timely and appropriate service delivery. DYRS shall provide OSSE with a routine report listing all committed youth in RTCs, PRTFs and OOS group homes no less than monthly. At DCPS' request, and under the terms of this MOA, OSSE shall provide DYRS with access to the District of Columbia Special Education Data System (SEDS) in order to view the records of committed youth. At DYRS' request, and under the terms of this MOA, OSSE shall provide DCPS with access to the SEDS site for the school at New Beginnings. Records shall be disclosed consistent with the juvenile justice system exception to the Family Educational Rights and Privacy Act and regulations promulgated thereunder. (See 34 C.F.R. §99.31(a)(5).)

DYRS shall protect personally identifiable information (PII) in the SEDS records of students for which it has access. DYRS shall train or provide information to DYRS staff collecting or using a child's SEDS records on District of Columbia law and procedures, IDEA, and FERPA requirements regarding the confidentiality of student educational records. All records created by DYRS in SEDS shall be deemed educational records as defined in FERPA. (See 34 C.F.R. §99.3.)

**C. IDEA Monitoring and Compliance**

1. Monitoring: OSSE shall monitor DYRS and DCPS annually to ensure compliance with this MOA.
2. Compliance: For IDEA compliance reporting, youth committed to DYRS that attend the DYRS school at New Beginnings will be reported under the compliance rates of DYRS as a public agency. Youth committed to DYRS and placed in RTCs, PRTFs and OOS group homes will be reported separately from DCPS' overall compliance rates. OSSE will consult with DCPS and DYRS on how to account for students who have been committed to DYRS in relevant state-wide-educational data systems, including SEDS and SLED.

**D. Domicile Status for Youth**

OSSE shall provide a domicile letter to DYRS student(s) when they do not have the adequate supporting documents to prove domicile in the District of Columbia. The document will outline the timeline the student(s) has lived in the District of Columbia. This letter will allow the student(s) to be designated as an independent student when applying for state, federal grants and/or loans to attend institutions of higher education.

**VIII. RESOLUTION OF DISPUTES**

Disputes which arise among the Parties to this agreement that are not under the purview of an impartial due process hearing officer or other administrative complaint will be brought to the attention of the agency directors of OSSE, DYRS, and DCPS.

Each involved Party shall designate a representative to engage in fact-finding. When necessary, the involved Parties will schedule a meeting of the parties to discuss the issue(s) in dispute and to review the facts. The Parties will work cooperatively to resolve the dispute. In the event that the Parties cannot resolve the issue(s) in dispute cooperatively, the agency directors shall refer the matter to the City Administrator or the Office of the Chief Financial Officer, as appropriate, for resolution.

**IX. DURATION OF MOA**

The period of this MOA shall be one year from the date of execution. Sixty days prior to the expiration date the parties will meet to discuss the continuation of this MOA.

**X. AUTHORITY FOR MOA**

This MOA is entered into pursuant to the authority granted under D.C. Official Code §§ 38-3301 and 38-2602.01; Title I, Part D of the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6421 et seq.); and Part B of the Individuals with Disabilities Education Act (IDEA), (20 U.S.C. § 1412 (a)(12)).

## **XI. RIGHTS OF PARTIES**

### **A. Changes to the MOA/Designation of Representatives**

Any Party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA which are agreed upon by the Parties shall be incorporated in this MOA as written amendments signed by the Parties. Parties shall maintain a Contact List for key representatives at each agency and all individuals tasked with items in this MOU and shall have an ongoing obligation to keep it up-to-date.

### **B. Responsibility for the Acts of the Parties**

The Parties to this MOA are cooperating District of Columbia government entities and private entities. No employee or agent of any entity shall be deemed to be an employee or agent of another entity and shall have no authority, expressed or implied, to bind any other entity except as expressly set forth herein. Each entity shall be responsible for its acts and those of its employees, agents and subcontractors, if any, during the course of this MOA.

### **C. Notice of Proceeding**

Any Party to this MOA named as a Respondent in a due process complaint or state complaint under IDEA, that involves services provided under this MOA and that may affect the other Parties, shall deliver to the other Parties, within five (5) days of notice of proceedings, a copy of any documents relating to such action. Each party commits to provide documents and identify and produce witnesses to support the Party as a respondent.

## **XII. FUNDING PROVISIONS**

All Parties to this Agreement commit to maintaining current funding as needed to ensure compliance with the terms of this MOA.

In the case of any payment disputes between the parties, payment will occur in accordance with the following provisions of the MOA.

**A. Educational Costs Associated with Youth at New Beginnings**

DYRS will abide by those terms previously outlined in this MOA as required by the IDEA.

**B. Costs Associated With Committed Youth Placed by DYRS in RTCs, PRTFs, OOS Group Homes and OOS Foster Homes**

Under this MOA and provided that DYRS provides written notice of facility use and placement of a youth, OSSE is responsible for all paying tuition costs for youth with disabilities under IDEA placed by DYRS into residential treatment facilities (RTCs), psychiatric residential treatment facilities (PRTFs), out-of-state (OOS) group homes and out-of-state (OOS) foster homes. DYRS is responsible for other costs associated with placement including, but not limited to, residential services and medical fees. OSSE will pay those costs related to therapeutic and related services and assessment testing to the extent they are required by a youth's IEP; DYRS will pay those costs not covered by OSSE.

**C. Costs Associated With Committed Youth Placed By DYRS in "Awaiting Placement" Facilities**

DYRS and OSSE will share responsibility for all educational costs in all contracted awaiting placement facilities.

**XIV. TERMINATION**

Any Party may terminate this MOA by giving the other Parties at least sixty (60) days written notice. If such notice is given, the MOA shall terminate on the date specified in the written notice, and the liabilities of the Parties hereunder for further performance of the terms of the MOA shall cease, but the Parties shall not be released from the duty to perform the MOA up to the date of termination.

**XV. CONSTRUCTION**

This MOA is in no way to be construed as limiting or diminishing the responsibilities of the participating agencies under federal or District of Columbia law. In all instances, this

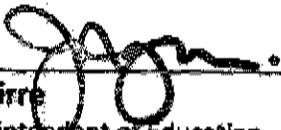
MOA is to be construed to comply with the requirements of federal and District of Columbia law. This MOA shall not be construed to create rights in any third parties. Whenever used herein, as the context may require the use of the singular shall include the plural, and the use of any gender shall be applicable to all genders.

**XVI. EFFECTIVE DATE**

This MOA shall be effective upon execution by signatories.

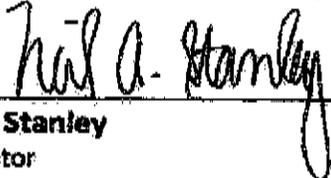
IN WITNESS THEREOF, the Parties have executed this MOA as follows:

**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION:**

  
\_\_\_\_\_  
**Jesús Aguirre**  
State Superintendent of Education

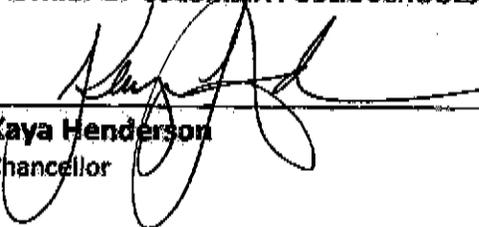
11/20/2014  
Date

**DEPARTMENT OF YOUTH REHABILITATION SERVICES:**

  
\_\_\_\_\_  
**Neil Stanley**  
Director

11/20/2014  
Date

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS:**

  
\_\_\_\_\_  
**Kaya Henderson**  
Chancellor

11/21/14  
Date