SCOTT COUNTY VIRGINIA SCHOOLS

SCHOOL BOARD MEMBERS

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James Kay Jessee
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Joe D. Meade
Dennis C. Templeton

DIVISION SUPERINTENDENT

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TO: School Board Members

FROM: John I. Ferguson, Superintendent

DATE: May 25, 2011

SUBJECT: Authorization of Signatures in Absence of Superintendent

I recommend that Tammy Quillen, Elementary Supervisor/Director of Testing; and, Loretta Q. Page, Clerk of the Board/SSWS Back-up Manager, be granted authorization to sign all Department of Education reports, documents, requisitions, and other official correspondence when situations occur that I am out of the office at a time when my signature is needed.