

**COLUMBIA COUNTY SCHOOL DISTRICT**  
**OFFICE OF HUMAN RESOURCES MANAGEMENT & DEVELOPMENT**  
ADMINISTRATIVE COMPLEX ~ 372 WEST DUVAL STREET  
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**MICHAEL F. MILLIKIN**  
SUPERINTENDENT

**ALEX L. CARSWELL, JR**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION



**NARRAGANSETT M. SMITH**  
ASSISTANT SUPERINTENDENT  
FOR ADMINISTRATION

**FRANK R. MOORE**  
DIRECTOR

December 12, 2011

MEMORANDUM

TO: Mr. Millikin

FROM: Frank Moore

RE: Addendum Items for December 13, 2011 Board Meeting

This is to request your consideration to add the attached items to the addendum for December 13, 2011, meeting of the school board. Certain items need to be approved by the board to make changes to and/or process payroll in a timely manner.

Thank you for your consideration.