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M E M O R A N D U M

June 19, 1984

TO: Elvia Rosales  
William Lamson  
Richard Jones  
William Rich

FROM: Chris Hansen

RE: Topeka Trip and Brown Status

I will send copies of the deposition transcripts when they arrive to any of you who want them. You should look them over to see what additional information they give us and, as importantly, what other information they suggest we should be seeking. For example, are there people referred to we need to depose? Documents in existence we want to get? Etc.

I did two things on this trip in addition to depositions. First, I looked at state documents. They first showed me the Annual Report or Superintendents' Report which they have for every year. I looked at 1978-79 and 1982-83 versions which were very similar. The report contains no race numbers. It does contain data on

staff -- number, salary total, salary average, fringes, FTE's by each category;

students -- September 15 enrollment, students in special categories (part-time, attending outside district, from outside district, educated in institutions, special ed.), drop outs;

schools/district -- number of schools, a yes/no checklist on some accreditation standards (I have a copy of accreditation standards and will send it to any of you on request), lots of data on transportation, a list of school closings.

Attached to the Superintendents' Reports are annual reports by principals for each school. The High School, Junior High, Middle and Elementary Reports are similar but not identical. Basically, they give

designation desired: Comprehensive or Accredited (more on this as I figure it out);

students -- enrollment numbers and data on where graduates went (college, work, vocational school, military, etc.);

staff -- number of counselors (including hours and experience), librarians, all other staff;

schedules -- units of credit taught and required, period hours, daily schedule, class schedule showing every teacher for every period and room;

supplies -- lots of data on media centers such as number of books, films, tapes, budget, etc.;

other -- compliance with fire and health codes.

Elementary schools in recent years have pupil-teacher ratios for every school and more questions on PE and athletics. In an earlier version, they supplied a print-out on every teacher giving name, number, certificate code and expiration date, salary, 89-10 or not (huh?), instruction code, grade level -- all listed by school.

I also looked at the Annual Statistical Report which state education takes off its computer. It has data on

facilities -- number of schools in use, open, abandoned, new; number of rooms for all these categories by whether in public place or not; capital outlay on new, additions, remodeling, temporaries, equipment, furniture; buildings and classrooms and special rooms needed;

money -- bond and school property data, indirect costs, federal program expenditures

students -- attendance total, attendance average, total membership, average membership by K., elementary, middle, high, and total -- no race data;

miscellaneous -- days in session, data on summer schools, endless detail on transportation.

I also looked at the Equalization Aid Print-Out which is how the State figures state aid and includes lots of enrollment data, some employment data and some per peril data. The final actual report I saw was the Budget Certificate which has lots of budget data but none by school. So far no race data.

The State also supplied me with blanks of all of the forms listed in their Interrogatory Answers. Few look to be of any value at all though many have enrollment data. We should think

about getting filled in copies of the following to see if we want more (see attached list):

- 52-4 -- includes questions on regulatory standards
- 52-29, 30, 31, 32, 35, 36, 37, 38, 39, 40, 47 -- these are the major Title I forms and they have plenty of spaces for race numbers, narrative explanations of need, evaluation of program;
- 52-49 -- bilingual need and numbers data;
- 52-56, 57 -- narratives on need and evaluation;
- 52-67, 68 -- minimum competency test data;
- 52-88, 89, 109 -- primarily budget data, these contain race/special education;
- 52-111 -- narrative and evaluation;
- 52, 17 -- potentially our best because it evaluates schools including how they meet minority needs but not clear on whether vocational technical only or all schools;
- 52-124-127 -- has vocational education race data.

I also learned from the forms that the State board approves issuance of bonds under \$20,000 (52-11), that it appears that 501 has some Title IV, Part B responsibility for private schools and special education in all schools. (52-53, 52-107).

On all of the above Bill and Rich should look to see if they want us to get any of it or if they want to see samples. Elvia and I should talk about this in the context of where we go next.

My second big non-deposition project was locating pre-annexation documents. I found a gold mine at the County Recorder of Deeds (Ms. Jean O'BRIEN). She told me that she could recall that Pierce and Bellvoir (once called Bellview) were all black schools. (As I said to Bill, does the word vestige seem relevant?) I am attaching the lists of county schools she gave me and a chart on disposition of County School Board Records. She believes neither the County Commissioners nor the County Clerk have any data, but the State Board may have some. As the chart shows, the State Historical Society may have some.

The Registrar has a number of bound and ring-binder books on the bookshelf. Although the sets may not be complete, I found

1. student data, mid-1800's-1966 with race data up to and including 1953;

2. high school teacher data including enrollment numbers for some of 1958-1966 -- no race numbers;
3. elementary school data similar to HS except 1958-1964;
4. Avondale students data 1949-55 -- no race data as of 1953;
5. some scattered Highland Park data;
6. some treasurer's records;
7. all boundary data. This is in poor shape and includes some legal descriptions and some maps but appears to cover every year and school.

She also has two file cabinets of county superintendants' data as follows (Cabinet 1 is on left, drawer 1 at top)

Cabinet 1, Drawer 1 -- some enrollment data, some 1968 correspondence;

Cabinet 1, Drawer 2 -- unification instructions, educational directories with some enrollment data;

Cabinet 1, Drawer 3 -- maps

Cabinet 1, Drawer 4 -- minutes of Boards -- very thin;

Cabinet 2, Drawer 1 -- budget and financial statement;

Cabinet 2, Drawer 3 -- directories for many years including personnel, some boundaries.

Bill Lamson should definitely look at this as soon as possible. I will be thinking in the next couple of days about what I should do next. I'll call to see if we want to coordinate another trip. If necessary, Rich or Elvia or Bill R. can get Bill L. help with that stuff.

Finally, everyone should know Bill L. agreed with Elvia and me that we should not decide what to do about the school board's microfilm data on race 56-66 until we see whether we need it or not. I also want to be sure everyone hears what Gary and Chuck Henson told me about annexation law. Prior to unification, school board annexation was synonymous with city annexation. The city acted, carrying the schools with them. Since unification, annexation is either ordered by the State or agreed to by the districts and approved by the State.

Dan Biles told the court he will bring a motion to dismiss the Governor. He wants us to consent. I said probably not. All the lawyers need to discuss how we will oppose that.

Form No.	Name of Form	Frequency of Filing
2-1	Estimating Postsecondary Aid	Every 3 months
2-2	Proposed Budget for AVTS	Once a year
2-3	Proposed Budget for AVTS	Once a year
2-4	Statutory & Regulatory Standards for Interlocals	Once a year
2-5	Certified Personnel for Interlocals	Once a year
2-6	Certified Personnel for Interlocals	Once a year
2-7	Interlocal Expenditures Other Than Vocational Education and Special Education	Once a year
2-8	Interlocal Expenditures for Special Education	Once a year
2-9	Interlocal Expenditures for Vocational Education	Once a year
2-10	Resolution for Question Submitted Election for Increasing Amount of Budget Per Pupil	As requested by U.S.D.
2-11	Application for Approval to Issue General Obligation Bonds or Temporary Notes	As requested by U.S.D.
2-12	Resolution to Levy Tax for Capital Outlay Fund	As requested
2-13	Transportation Form (over 2.5 miles)	Once a year
2-14	Transportation Form (less than 2.5 miles)	Once a year
2-15	Transportation Form (out-district students)	Once a year
2-16	Superintendent's Organization Report	Once a year
2-17	Elementary or Middle School Report	Once a year
2-18	Junior High School Report	Once a year
2-19	Secondary School Report	Once a year
2-20	Special Education Transportation Reimbursement	Once a year
2-21	Annual Statistical Report	Once a year
2-22	Certified Employee Status Change	As requested
2-23	Supplemental Certified Personnel Report for Additions to Staff	Once a year
2-24	Budget Document	Once a year
2-25	School Food Service Program Agreement, Application for Participation and Certificate of Authority	Once a year
2-26	Schedule A for Food Service Programs	Twice a year
2-27	Daily Record of Lunches and Milk Served	U.S.D. use only-- must keep on file
2-28	Food Service Claim Forms	Monthly
2-29	Preliminary Title I Application for Grant to Meet the Sp. Ed. needs of Educationally Deprived Children	As requested by U.S.D.
2-30	Final Title I Application for Grant to Meet the Sp. Ed. Needs of Educationally Deprived Children	Once a year
2-31	Title I Comparability Report--Comparability of Staff Ratio and Per-Pupil Expenditure from State/Local Funds	Once a year
2-32	Kansas SEA Monitoring Report Form	Completed by K.S.D.E. personnel
2-33	Equipment to be Purchased--Title I	As requested by U.S.D.
2-34	Equipment Disposition Form--Title I	As requested by U.S.D.
2-35	Budget Amendment Request--Title I, P.L. 89-10	As requested by U.S.D.
2-36	Title I Compliance Audit	Completed by K.S.D.E. personnel
2-37	Revision of Ks. Final Title I Application	As requested
2-38	Application for FY82 Carry-Over Funds--Title I	As requested
2-39	Reg. Term Title I Prog. Evaluation	Once a year
2-40	Summer Title I Program Evaluation	Once a year
2-41	Carry-Over Expenditure Report	Once a year
2-42	Title I Final Project Expenditure Report	Once a year

Name of FormFrequency of Filing

Kansas Migrant Program Title I Application	Once a year
Kansas Migrant Education Application/Authorization for Enrollment in the Migrant Education Program	As requested
Annual Survey of Children in Local Institutions for Neglected or Delinquent Children or in Correctional Institutions, ESEA Title I	Once a year
Annual Survey of Children in Institutions, Operated or Supported by a State Agency, for Neglected or Delinquent Children or Children in Adult Correctional Institutions, ESEA Title I	Once a year
Title I Application to Meet the Sp. Ed. Needs of Children in Institutions for Neglected or Delinquent Children under Title I of Public Law 89-10, as Amended	Once a year
State Bilingual Education Aid Survey	Once a year
Bilingual Program Application	Once a year
Revised Court of Bilingual Students	Once a year
Bilingual-Revision & Final Report	Once a year
Bilingual-FY82 Final Expenditure Report	Once a year
Title IV-B Project Approval--Four Year Application	Obsolete
Title IV-B Project Approval--FY82 Amendments	Obsolete
Title IV, Part B, ESEA--Request for Funds	Obsolete
Libraries and Learning Resources, Final Financial Report, Title IB-B, ESEA P.L. 95-561	Once a year
Application for Title IV-C--Classroom Improvement	Obsolete
Notice of Competition--Title IV-C	Obsolete
Proposed Budget Summary--Part C, Title IV, P.L. 95-561	Obsolete
Title IV-C Projects--Quarterly Reports--September	Four times yearly
Title IV-C Projects--Quarterly Reports--December	Four times yearly
Title IV-C Projects--Quarterly Reports--March	Four times yearly
1982 Kansas Teacher of the Year--Nomination Form	Annually
Refugee Student Report Form	Annually
Application for Subgrant--Refugee Children	Once a year
Title I--Inservice Activity	As requested by U.S.E
Test Registration--Minimum Competency Testing Program	Once a year, when test is given.
Test Registration--Minimum Competency Testing Program	
Driver Education Application for Reimbursement	Once a year
Summary of Students in Drivers Education	Once a year
Summary of Students in Drivers Education, II	Once a year
Agreement for Drivers Education Car	Once a year
Drivers Education II Application for Reimbursement	Once a year
Summary of Students in Drivers Education II	Once a year
Summary of Students in Drivers Education II	Once a year
Drivers Education Student Transfer Form	As needed
Application for Non-Public/Post Secondary Drivers Education	Once a year
Summary of Non-Public/Post Secondary Drivers Ed. Students	Once a year
Student Daily Driving Record	Must keep on file at U.S.D.
Secondary or Junior High Summer School Report	Once a year
Elementary Summer School Report	Once a year
Summer School Program Preliminary Report	Once a year
Accreditation: Statutory & Regulatory Standards	Once a year
P.L. 89-313--Child Count for FY84	Annually
P.L. 89-313--Project Evaluation and Financial Reports	Annually
P.L. 89-313--Budget Amendment Request	Annually
P.L. 89-313--State Project Approval	Annually
P.L. 89-313--Education of Handicapped Application	Once a year

<u>Index No.</u>	<u>Name of Form</u>	<u>Frequency of Filing</u>
52-89	P.L. 89-313--Education of Handicapped--Project Approval	Once a year
52-90	P.L. 89-313--Monitoring and Enforcement Plan	Every three years
52-91	1982 Summer Programs in Special Education	Once a year
52-92	Special Education Position Vacancies	Five times a year
52-93	Contract for Educational Services--Educable Retarded, Personal Adjustment, etc.	As requested by U.S.D.
52-94	Contract for Educational Services--Educable Retarded, Trainable Retarded, etc.	As requested by U.S.D.
52-95	Special Education--Annual Survey Form	Annually
52-96	Early Childhood Education for the Handicapped: Directory Information	Once a year
52-97	Early Childhood Handicapped Programs--Personnel Sheet	Once a year
52-98	Paraprofessional Approval Forms	Once a year
52-99	Special Education--Program Approval Report	Once a year
52-100	Special Education--Evaluation of Compliance Monitoring Activities	Once a year
52-101	Special Education--Registration of Legally Blind Students, as of January 5, 1981	Once a year
52-102	Special Education--Registration of Legally Blind Students, 1981-82	Once a year
52-103	Special Education--FY82 State Evaluating Plan for Programs for Visually Impaired	Once a year
52-104	Special Education--Approval of Special Teachers	Once a year
52-105	Report of Hearing Examination	Four times a year
52-106	Approval for Homebound or Hospital Instruction	As requested
52-107	Special Education--Services Provided in Public and Private Schools	As requested
52-108	Special Education--Special Education Child Count Procedures for FY33	Annually
52-109	Federal Assistance for the Education of Handicapped Children under P.L. 89-313	Annually
52-110	Special Education--FY83 Title VI-B, E.H.A. Pass-Through Funds and Determining Excess Cost	Once a year
52-111	Guidelines for Writing Title VI Project Evaluation	Annually
52-112	Special Education--State Evaluation Plan for Programs for the Visually Impaired, FY81	Once a year
52-113	Special Education--Severely Multiply Handicapped--Deaf/Blind On-Site Visit Questionnaire	Once a year
52-114	Special Education--Briefing for New Directors of Special Education	Once a year
52-115	Adult Education Application Forms--Booklet	Once a year
52-116	Vocational Education Administration--Work Study Program Procedures	By request-- Once a year
52-117	Kansas--Program Assistance & Review	Once a year
52-118	Vocational Education Special Projects--FY83	Once a year
52-119	Vocational Education--Equipment Inventory	February & May
52-120	Vocational Education--Supervised Work Experience	Annually
52-121	Certification of Youth Participating in a Qualified Cooperative Education Program	By request
52-122	Kansas Vocational Education Training Agreement	By request
52-123	Vocational Student Follow-Up	By request
52-124	LEA Vocational Education--Class Roll Record Sheet (for LEA Use Only)	Once a year
52-125	Vocational Education--Guidelines for Preparing the Vocational Education Local Plan Application	By request
52-126	Vocational Education--Program Follow-Up--Placement Report	Once a year
52-127	Vocational Education--Guidelines for Preparing the Vocational Education Program Single Application	Once a year

## Disposition of Records and Property in County Superintendent's Office - House Bill #1674 - 1968 Session

Section of Act	Type of Record or Property	(Upon Change of Control) Disposition	By Whom	Upon Whose Authority
2-a.	Property other than records	As they see fit	Board of County Commissioners	Law - House Bill #1674
2-b	Individual Student Records	Placed under control of Register of Deeds to be preserved in manner providing reasonable accessibility	County Superintendent or County Commissioners	Law - House Bill #1674
2-c	Minutes of annual school meetings and school governing bodies and fiscal records	Processed and disposed of to State Historical Society (20 year limitation not apply)	County Superintendent or County Commissioners	Law - House Bill #1674
2-d	Bills, receipts, vouchers and other fiscal records of no consequence	May be destroyed by Register of Deeds when under his control	Register of Deeds	Subject to approval of County Commissioners
2-e	Maps, diagrams, charts or classroom aids	Disposed of in any manner	Register of Deeds	In accordance with instructions of State Board
2-f	Teacher Certification	Disposed of in any manner	Register of Deeds	Unless he is specifically directed by State Board for such disposition



GRADE SCHOOL

		District Numbers				
No.	School	No.	School	No.	School	
1	Auburn	29	Mission Center	57	Pleasant Valley	
2	Six Mile <i>1953 del- 5-13-52</i>	30	Menoken <i>7/13 4-7-52</i>	58	West Union	
3	Wakarusa <i>35-13-15</i>	31	Lone Tree <i>Pleasant Ridge</i>	59	Lynn <i>Pleasant Valley</i>	
4	Pleasant Valley <i>2-13-15</i>	32	Blacksmith	60	Richland	
5	Mowers <i>9-11-14</i>	33	Wanamaker <i>Pleasant Grove</i>	61	Belvoir <i>Bellevue</i>	
6	Read <i>27-12-17</i>	34	Rossville	62	Lyons <i>Excelsior</i>	
7	Tecumseh <i>36-11-17</i>	35 <i>2-14-18 3-12</i>	Highland Park	63	Milliken	
8	Rice <i>3-12-16</i>	36	Oakland	64	Highland <i>(H. Highland)</i>	
9	Twinville <i>2-13-14</i>	37	County Line	65	Janes <i>W. Fairview</i>	
10	Shawnee Center	38	Benham	66	Griddy	
11	Sunnyside	39	Herrington <i>Winn Creek</i>	67	Valencia	
12	Deer Creek	40	Tice	700	Forest Bluff	
13	Sunbeam	41	Decker	69	Golden Rod	
14	Pierce	42	East Indianola <i>5-13-14</i>	70	Widette <i>W. Fairview</i>	
15	Dover	43	Rochester	71	Haskell Creek	
16	Williams	44	North Fairview	72	Pauline	
17	Waveland	45	Independence	73	Kingsville	
18	Pleasant Hill	46	Silver Lake	74	Twin Rock	
19	Pleasant Ridge	47	Union <i>5-13-14</i>	75	Rock <i>Winn Creek</i>	
20	Indian Creek	48	Elmont <i>Hickory</i>	76	Lux <i>Winn Creek</i>	
21	Wallace	49	Ayers	77	Parr <i>Winn Creek</i>	
22	College Hill	50	Seal	78	Prairie Vale	
23	City of Topeka	51	Howard <i>Pleasant View</i>	79	Lipp <i>Winn Creek</i>	
24	Pleasant Hill	52	Cedar Bluff	80	Capitol View	
25	Berry Creek	53	Gage Park	81	Bolz	
26	Oak Grove <i>Kreipe</i>	54	Golden Rule <i>4-13-14</i>	82	(South) Fairview	
27	Disney	55	Elevation	83	White Lake <i>Winn Creek</i>	
28	Matney <i>annexed to Disney 4-30-52</i>	56	Lone Rock	84	Greenwood	

School

- 85 Willard
- 86 <sup>11185</sup> Science Hill
- 87 Kaw Valley
- 88 Seabrook
- 89 Walnut Hill
- 90 Liberty
- 91 Washburn
- 92 Dawson Kaw Valley
- 93 West Indianola
- 94 Clover Hill
- 95 Highland
- 96 Harrison
- 97 Avondale
- 98 Mud Valley Glen Valley
- 99 Kelsey
- 100 Century One Hundred
- 101 Victor Rossville
- 102 ~~Solo Street~~ Seward Avenue
- 103 Hiene

*Kansas Vocational School - Separate records at Registrar's Office - K U*

4-6-1965

State of Illinois  
SWS U.S. 3147

School District	Year	Class	Notes
School District #1	1964	Classroom	
School District #2	1965	Classroom	
School District #3	1966	Classroom	
School District #4	1967	Classroom	
School District #5	1968	Classroom	
School District #6	1969	Classroom	
School District #7	1970	Classroom	
School District #8	1971	Classroom	
School District #9	1972	Classroom	
School District #10	1973	Classroom	
School District #11	1974	Classroom	
School District #12	1975	Classroom	
School District #13	1976	Classroom	
School District #14	1977	Classroom	
School District #15	1978	Classroom	
School District #16	1979	Classroom	
School District #17	1980	Classroom	

These files are for the year ending the term "Year Dissolved"

The above information is for the files of the above schools and is for the use of the State of Illinois.

State of Illinois  
SWS U.S. 3147

Parochial Schools listed & Principal  
No students listed

Parochial Schools in back of small  
Black & Lantry school records

listed in report

No report

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