

### Checklist for Literary Fund Application

- Verify that the loan amount is the same on the Literary Fund Application form as the Local Governing Body and School Board's authorizing resolutions.
- Complete Literary Fund application using the Excel template.
- Make sure the application is signed by the School Board Chairman and Clerk who should also affix seal.
- Be certain to complete the last section of the application - the Certification of Authorizing Resolution adopted by Local Governing Body.
  - The County/City/Town Clerk of the Board should sign the resolution.
  - The date the resolution is adopted should be prior to date of application.
- Submit with application an Authorizing Resolution in which County/City/Town approves the loan application and agrees to provide for repayment of the loan.
  - Verify the loan request amount is the same as in the application.
  - Verify that the resolution date is prior to date of application.
  - Verify that funding authorized is for the same project as in the application.
  - Make sure the Clerk signs and affixes seal.
- Submit with application an Authorizing Resolution in which School Board agrees to provide for repayment of the loan.
  - Verify loan request amount is the same as in the application.
  - Verify that the resolution date is prior to date of application.
  - Verify that funding authorized is for the same project as in the application.
  - Make sure the Clerk signs and affixes seal.

**VIRGINIA DEPARTMENT OF EDUCATION**  
**APPLICATION FOR LOAN FROM THE LITERARY FUND OF VIRGINIA**  
For Applications Received beginning **December 2, 2022**

**DOE Staff Only**

**Literary Fund Loan Number:**

Division Number

127

Name of County, City, or Town

Suffolk City

Name of School

John F. Kennedy Middle School

If you are applying jointly with other school divisions for a regional program, select Check Box ==>

Check Box

127 - SUFFOLK CITY



Contact Name

Tealen Hansen

Contact Phone Number

(757) 514-7500

Contact E-mail Address

[thansen@suffolkva.us](mailto:thansen@suffolkva.us)

**TO THE VIRGINIA BOARD OF EDUCATION,**

The School Board hereby makes application for a loan of

**\$25,000,000.00**

from the Literary Fund of Virginia for the purpose of erecting, enlarging, or altering (making permanent improvement to) John F. Kennedy Middle School which is located at:

Street Address: 2325 E. Washington Street

County/City, Zip Code: Suffolk, VA 23434

Description of Project:

The project will replace John F. Kennedy Middle School with a new 800 student school. The current facility was constructed in 1965 and will be over 60 years old upon replacement. This school will be a newly designed and constructed building. The project can provide for the capabilities to address district-wide capacity needs. The preliminary target date for this project anticipates beginning in FY24 with completion in FY26. The project has been programmed in the adopted CIP of the City, with initial design funding of \$7,500,000 starting in the fiscal year 2023 budget.

1. Has advertised an Invitation for Bids for the said project described above?

Select YES or NO here: NO

2. Does this project involve any of the following factors contributing to the project being undertaken:

- a) hazardous materials or substances containment or removal or other environmental health factors;
- b) significant building safety issues or structural defects;
- c) effects of natural disaster, or;
- d) unique circumstances that may be detrimental to education in the absence of a Literary Fund loan?

Select YES or NO here: YES

Describe:

The classrooms, hallways and the auditorium of the school floods frequently when there is rain, creating potential hazardous substances. The building was retrofit with cooling but was not designed to be cooled. Adding the cooling system has created moisture intrusion issues with the building. The original terra cotta pipes under the building are collapsing creating sewage and storm water issues that could prevent the students from attending school. There have also been sinkholes that have created a safety issue around the entire campus.

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Check Box

127 - SUFFOLK CITY



3. Does this project result in school consolidation and the net reduction of at least one existing school?

Select YES or NO here: NO

4. The said building, addition, or permanent improvement described above, will be used as a

Middle School

building, and the total

value of the construction on the above referenced project is estimated to cost:

\$ 53,000,000.00

5. The total amount of the loan will not exceed the cost of the building, addition, or permanent improvement thereto, and site, on account of which such loan is made.

6. The plans and specifications for the building or improvement, complying with the Virginia Statewide Building Code (§36.99, *Code of Virginia*), have been or will be approved by the division superintendent of schools and received by the Superintendent of Public Instruction before construction is begun. It is understood that the Virginia Board of Education reserves the right to withhold any part or all of the amount of this loan, if the plans and specifications received by the Superintendent of Public Instruction are not followed.

7. has not defaulted or failed to meet its debt service obligations as and when due for the past five years except as follows (Enter N/A below if has never defaulted):

N/A

8. Adequate and satisfactory supervision of construction will be provided by the school board in accordance with the Virginia Statewide Building Code (§36.99, *Code of Virginia*).

9. This loan is to be made for **20** years, and is to be paid with interest at the rate of \_\_\_\_\_ percent per annum, payable annually.

10. The Board of Supervisors for the County, or the Council for the City/Town, has by resolution agreed to provide for the repayment of this loan. (Note: Please submit the authorizing resolutions from the school board and local governing body (with original seals and signatures) along with your Literary Fund application. No application will be approved until these resolutions are submitted.)

11. The School Board is not in default in the payment of any part of the principal of any previous loan from the Literary Fund and, for at least two years immediately before this loan, has not been in default in the payment of interest due on any loan from the Literary Fund.

Given under my hand this day of: February 9, 2023  
Date

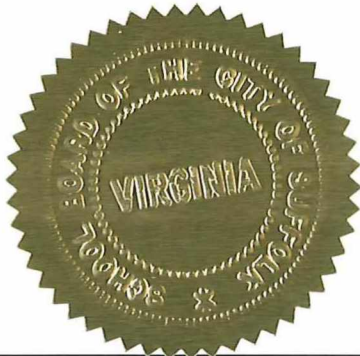
**THE SCHOOL BOARD**

By: [Signature], Chairman  
Original Signature Required

ATTEST: [Signature], Clerk  
Original Signature Required

**THE SCHOOL BOARD SEAL**

(Note: Original SEAL is Required in the Area Provided Below on the Signed Application)



**RESOLUTION OF THE SCHOOL BOARD FOR THE CITY OF SUFFOLK, VIRGINIA AUTHORIZING THE SUBMISSION OF A LITERARY FUND LOAN APPLICATION AND REQUESTING THAT THE CITY COUNCIL OF THE CITY OF SUFFOLK, VIRGINIA ISSUE GENERAL OBLIGATION SCHOOL BONDS FOR SCHOOL PURPOSES AND CONSENTING TO THE ISSUANCE THEREOF**

**BE IT RESOLVED** by the Suffolk City School Board as follows:

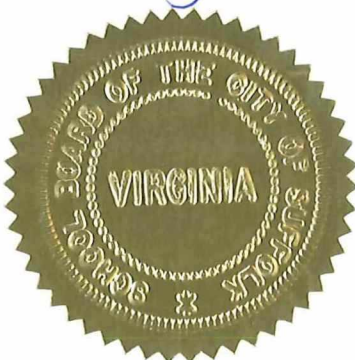
**Section 1:** The School Board of the City of Suffolk, Virginia (the "School Board") hereby (i) requests, that the City Council of the City of Suffolk, Virginia (the "City") cause the City to issue its general obligation school bonds or notes (collectively, the "Bonds") in an aggregate principal amount not in excess of \$25,000,000, to finance some or all of the costs of designing, acquiring, constructing and equipping a replacement school for John F. Kennedy Middle School, which constitutes a capital project for public school purposes and (ii) consents to the issuance of the Bonds.

**Section 2:** Further, the School Board consents to and authorizes an application to the Literary Fund of Virginia (the "Literary Fund") for the making of a loan that will be evidenced by the Bonds. The Chairman of the School Board, the Superintendent of City of Suffolk School Division (the "Schools"), and such other officer or officers of the School Board or the Schools as either may designate (the "Authorized Officers") are hereby authorized to decrease the amount of proceeds requested to the extent the City and such Authorized Officers deem it necessary to issue the Bonds in an amount less than provided in paragraph 1 above.

**Section 3:** This resolution shall take effect immediately.

Members present at the meeting were: None Absent. Members absent from the meeting were: None. Members voting in favor of the foregoing resolution were: All in favor (7). Members voting against the foregoing resolution were: none (0). Members abstaining from voting on the foregoing resolution were: none (0).

Date: February 9, 2023, 2023



READ AND ADOPTED: February 9, 2023

TESTE: [Signature]  
Clerk

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**DOE Staff Only**

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John F. Kennedy Middle School

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Check Box

127 - SUFFOLK CITY



**Certification of Authorizing Resolution Adopted by the Local Governing Body**

At a meeting of the City Council for Suffolk City  
held in the said County or City/Town c February 1, 2023 :

WHEREAS, The School Board presented to this Board or Council on  
February 9, 2023 an application addressed to the Virginia Board of Education for the purpose of borrowing  
\$25,000,000 from the Literary Fund for the purpose set out in said application for  
John F. Kennedy Middle School to be paid in  
20 annual installments, and the interest thereon at 3 percent paid annually.

RESOLVED, That the application of the School Board to the Virginia Board of Education for a loan of \$25,000,000.00 from the Literary Fund is hereby approved, and authority is hereby granted to the School Board to borrow \$25,000,000.00 for the purpose set out in said application.

The Board of Supervisors for said County or Council of said City/Town will each year during the life of this loan, at the time they fix the regular levies, fix a rate of levy for schools or make a cash appropriation sufficient for operation expenses and to pay this loan in annual installments and the interest thereon, as required by law regulating loans from the Literary Fund.

I hereby certify that the foregoing is a true copy as taken from the minutes of the Council.

, Clerk

**CITY COUNCIL FOR Suffolk City**

**LOCAL GOVERNING BODY SEAL**

(Note: Original SEAL is Required in the Area Provided Below on the Signed Application)

**RESOLUTION NUMBER 23-R-002****A RESOLUTION APPROVING AN APPLICATION TO THE LITERARY FUND FOR A LOAN AND PROVIDING INITIAL APPROVAL OF THE ISSUANCE OF BONDS BY THE CITY OF SUFFOLK, VIRGINIA, AS EVIDENCE OF A LOAN**

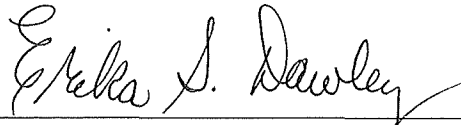
WHEREAS, the staff of the City of Suffolk Public Schools (the "Schools") has presented to the City Council (the "Council") of the City of Suffolk, Virginia (the "City"), an application addressed to the Virginia Board of Education for the purpose of borrowing up to \$25,000,000 from the Literary Fund to finance some or all of the costs of designing, acquiring, constructing and equipping a replacement school for John F. Kennedy Middle School and paying any related closing costs (the "Project").

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUFFOLK, VIRGINIA, AS FOLLOWS:

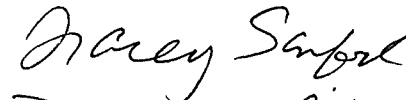
1. Approval of Application. The Council hereby approves of the submission of the application for a loan from the Literary Fund in an amount up to \$25,000,000 for the purpose of providing funds to financing the Project. The Council hereby authorizes the School Board to borrow such amount as part of the loan.
2. Commitment to Pay. The Council hereby commits that in each year during the life of the loan, at the time that it fixes regular levies, fix a rate of levy for schools or make cash appropriation sufficient for operation expenses and to pay this loan in annual installments and the interest thereon as required by law regulating loans from the Literary Fund.
3. Final Authorization Required Before Bonds Can be Issued. No bonds of the City that will evidence the loan shall be issued until the Council adopts an ordinance approving of and setting forth the details of the bonds and holds a public hearing on the bonds.
4. Further Actions; Authorization of a City Manager. The City Manager and such officers and agents of the City as may be designated by a City Manager, are hereby authorized and directed to take such further action as they deem necessary or appropriate regarding the application for the loan. All actions previously taken by the City Manager and such officers and agents in connection with the loan application are hereby ratified and confirmed. The authorizations granted in this Resolution to the City Manager may be carried out by the Deputy, Interim or Acting City Manager in the absence of the primary officer.
5. Filing of Resolution. The City Attorney of the City is authorized and directed to file a certified copy of this Resolution with the Circuit Court of the City pursuant to Sections 15.2-2607 and 15.2-2627 of the Virginia Code.

6. Effective Date. This Resolution shall take effect immediately upon passage.  
This resolution shall be effective upon passage and shall not be published.

READ AND ADOPTED: FEBRUARY 1, 2023

TESTE:   
Erika S. Dawley, MMC, City Clerk

A TRUE COPY

  
Deputy City Clerk



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**FINAL INSTRUCTIONS:**

1. E-mail this application to: [DOEBUDGETOFFICE@doe.virginia.gov](mailto:DOEBUDGETOFFICE@doe.virginia.gov)
2. Mail the hardcopy with original signatures to:  
**Kent C. Dickey, Deputy Superintendent of Budget, Finance, and Operations**  
**Virginia Department of Education**  
**P.O. Box 2120**  
**Richmond, VA 23218-2120**

**DOE Staff Only**

This application has been reviewed by:

Date

Reviewed By

This application is approved by DOE staff for Board of Education approval:

Date

Budget Director / Assistant Superintendent