## INTEROFFICE MEMORANDUM

TO: DR. JAMES FRANCHINI, SUPERINTENDENT

FROM: MICHAEL OUIMET

**SUBJECT:** DONATION

**DATE:** FEBRUARY 19, 2020

**CC:** BOARD OF EDUCATION

Ms. Nancy Kelley has generously donated a electric synthesizer with a value of \$500 to the APHS Music Department.

I recommend the District accept this donation and publicly thank the Ms. Kelley for her contribution. Please place this recommendation on the February 24, 2020 Board of Education agenda. Please do not hesitate to contact me if you have any questions regarding this recommendation.