**Memorandum**

To: Dr. Randy Poe, Superintendent

 Ed Massey, Board Chair

 Board Members

From: Stephen Ogden, Asst. DPP

Date: 01 February 2017

Re: ***Recommendation of Contract***

Our Family Resource Youth Service Centers are asking for recommendation from the Boone County School Board to approve a contract with the Boone County Cooperative Extension Service to use a room for a Community Resource Fair on May 4, 2017 at no cost to the Boone County Board of Education. Fee has been waived.

Our Family Resource Centers promote the Community Resource Fair to connect families with need to resources in our community.

I recommend approval of the use of rooms at the Boone County Cooperative Extension Center for the resource fair.