**MEMORANDUM**

To: Randy Poe, Superintendent

 Bonnie Rickert, Chairperson

FROM: Mary Ann Rankin, Director of Technology

DATE: October 29, 2018

RE: Enrollment for Education Solutions Contract Extension

 Boone County Schools is requesting a 3 year extension of licensing services from Microsoft. The 3 year term will be from November 2018 – November 2021 per the included documents.