

## ***Memorandum***

To: Karen Byrd, Chairperson  
Boone County Schools Board of Education

Cc: Randy Poe, Superintendent  
Eric McArtor, COO/ Deputy Superintendent  
Jim Detwiler, CAO/ Deputy Superintendent

From: Mike Ford, Director of Pupil Personnel

Date: February 1, 2019

Re: **Request for a Emergency Day for Longbranch ES**

In accordance with KRS 158.070 and 702 KAR 7:140, a request for an Emergency Day on January 4, 2019 for Longbranch Elementary School must be submitted to the Commissioner of Education for consideration. This request must be supported by a Boone County Board of Education Order. If granted by the Commissioner, Longbranch Elementary School will not be required to make up the day. Please review the attached letter to be forwarded to the Commissioner with the Board of Education Order, and I am recommending approval of the January 4, 2019 Emergency Day for Longbranch Elementary School.