M E M O R A N D U M

**TO: RANDY POE, SUPERINTENDENT**

 **KAREN BYRD, CHAIRPERSON**

 **BOARD MEMBERS**

**FROM: DR. JIM DETWILER, DEPUTY SUPERINTENDENT/CAO**

**MS. LINDA BLACK, DIRECTOR ELEMENTARY T&L**

**DATE: MARCH 26, 2019**

**RE: MEMORANDUM OF AGREEMENT WITH SMEKENS EDUCATION SOLUTIONS, INC AND STEPHENS ELEMENTARY SCHOOL**

Attached is a memorandum of agreement between the Stephens Elementary School and Smekens Education Solutions, Inc. for professional development on writing strategies at a cost of $4,746. Due to the deadline of the contract, this was pre-approved prior to the April Board meeting.

I recommend the Board approve this memorandum of agreement as presented.

**Dr. James Detwiler**

**Deputy Superintendent/CAO**