**Board Memo**

**DATE:** 2/10/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Cooper High School

**Product Vendor or Grant Issuer**

Sheraton New York Times Square Hotel

**Product or Grant Name**

Hotel rooms for Drama Club

**Date/Term (Beginning and End Dates/Year)**

4/8-13/2022

**APPLICABLE BOARD POLICY:**

09.3

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Cooper High School with Sheraton New York Times Square Hotel for hotel rooms for Drama Club trip on

4/8-13/2022.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$27,773.15

**Funding Source**

Student Activity and no cost to the District.

**\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

I recommend the Board approve the contract with Cooper High School and Sheraton New York Times Square Hotel for Drama Club on 4/8-13/2022, as presented.

**CONTACT PERSON: (submitter)**

Kim Best, Assistant Superintendent of Operations