



August 24, 2018

Ms. Ronna Steel  
Superintendent  
Hillsdale County ISD  
310 W Bacon St.  
Hillsdale, MI 49242-1546

Dear Ms. Steel,

On behalf of Michigan School Business Officials, it is my pleasure to inform you that Tim Wilcox has met the requirements for renewing the Facilities Director certification under the MSBO voluntary certification program. This is a commitment of 90 hours of professional development established by the MSBO Board of Directors through our Professional Development Committee.

Mr. Wilcox's certificate will be valid from 07/01/15-06/30/20. During this 5-year period, he will need to maintain active MSBO membership and earn 90 professional development hours in order to maintain and renew his certification.

I hope that you will join us in celebrating Mr. Wilcox's accomplishment. You may wish to inform your district's Board of Education and/or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please call me.

Sincerely,

A handwritten signature in black ink that reads "David Martell".

David Martell  
Executive Director

DM/cbb

cc: Tim Wilcox, CFD