

Donna Yellow Owl

to me, Corrina, Wendy, RAE, Kristy, James, James, Brian, Jess

Dear Superintendent Hall:

The Board of Trustees has decided that Staff Appreciation will be held on **MONDAY, MAY 6, 2019 @ Browning High School, starting at 3:00 to 5:00.**

In speaking with you, you stated that we could arrange for early out on this day and have it as an extended day for staff. If you could please make this arrangement with the principals and staff, it would surely be appreciated.

If you could please ask carlene to place the following orders. (I attached order sheets)

1. Oriental Trading - Decorations
2. Employee Gift - T-Shirt Order- Eagle Singer Sports - (in the board meeting this was a consensus to go with this company. If this needs approval by the board can we have it on the next agenda. I would like to move forward in ordering by tomorrow, because we are running out of time. **I gave you the original invoice. Please ask the chairman if this is ok.**
3. Food - Joe's BBQ Catering
4. A Purchase Order to Walmart for door Prizes
5. Please send out district wide the "Invitation from the Board"

Cost:

Oriental Trading	\$ 252.47
Staff Gift/Eagle Singer Sports	\$6,510.00
Food/Joe Catering	\$4,560.00
Walmart Purchase Order (door Prizes)	\$2,000.00

Total **\$11,522.47**

We are over \$1,522.47, but I believe you informed me that stacy put \$5,000 more in this budget.