



Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

227 North Fourth Street, Geneva, IL 60134

Phone: (630) 463-3030 Fax: (630) 463-3031

E-mail - doberg@geneva304.org

Memorandum

To: Kent Mutchler, Superintendent
CC: Board of Education
From: Donna Oberg, Assistant Superintendent – Business Services
Date: January 29, 2016
Re: Gifts, Grants and Bequests

In accordance with policy 7230, all gifts, grants or bequests having a value of more than \$500.00 shall be accepted by the Board of Education.

A donation was received from a parent in the amount of \$1,000 for use in the Project Lead the Way class. The donation will be used toward the purchase of additional project supplies for Project Lead the Way.

Please ask the Board of Education at its regularly scheduled meeting on Monday, February 8, 2016, to accept this donation.