



Memorandum

Date: December 9, 2024

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services
Prepared by Ronda Thornburg, Executive Secretary

Subject: Gift Donation

Proposal:

Cheri Kendrick is donating a clarinet to assist students at Pendleton High School.

Recommendation: Michelle Jones, Director of Business Services, recommends the gift donation be accepted.

Motion: I move the gift donation be accepted and a letter of appreciation sent.

Motion for Approval:

Made by _____ Seconded by _____

Motion for Rejection:

Made by _____ Seconded by _____

Motion for Further Consideration:

Made by _____ Seconded by _____