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**INTEROFFICE MEMORANDUM**

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**TO:** DR. JAMES HOFFMAN, SUPERINTENDENT

**FROM:** MICHAEL OUIMET

**SUBJECT:** HVCC PROGRAM

**DATE:** APRIL 11, 2016

**CC:** BOARD OF EDUCATION

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The District has received fees in the amount of \$13,104 for the purpose of contracting with HVCC to provide the College in the High School program. I recommend the District accept these fees and increase the 2015-16 budget by \$13,104 (account code A2110450900002).

Please place this recommendation on the April 19, 2016 Board of Education agenda. Please do not hesitate to contact me if you have any questions regarding this recommendation.