

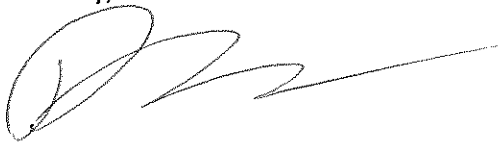
April 18, 2016

Dear Dr. Meyer, Mr. Holleran and Members of the Board,

The loss of our Office Manager presented many challenges, as we were faced with filling in the gap with subs. Unfortunately, we also discovered several tasks that were incomplete that were thought to have been completed. The booking of the Marriott Independent Contract for our Senior Banquet was one of those things. When we discovered that the paperwork had not been filed, we immediately began working on the submission. This was made more complicated by the timing of Spring Break and that the individual who handles Independent Service Contracts was out sick when the contract was submitted. I am confident with a regular Office Manager in the future we will not have these issues again. We are also looking at modifying our checklist for our Leadership students so they are fully aware of all the steps that need to happen when they are organizing events such as these.

I apologize for the oversight in this matter. Thank you for allowing us to hold this event, even though we did not comply with the correct protocol. It meant a lot to the Seniors, teachers and administrators that participated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rianne Pfaltzgraff', with a long horizontal flourish extending to the right.

Rianne Pfaltzgraff