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MEMO

To: Diane Cappiello

From: Raymond Salvatore, Principal

Re: Title 1 Workshops

Date: December 8, 2015

I would appreciate your placing the three (3) workshops listed below on the Board agenda scheduled for December 15, 2015. All of the workshops will take place at Burnet Middle School in the auditorium. The workshops will be funded through Title 1, account number 20-231-200-300-31-20-0011 at the rate of \$39.10 per hour not to exceed four (4) hours per session.

Workshop #1 – **“Study Skills & Organizational Skills For Your Child”**
6:30 p.m. on Wednesday, January 20th

Workshop #2 – **“Making Homework Less Work”**
7:00 p.m. on Wednesday, February 10th

Workshop #3 – **“Improving Parent & Child Communication”**
4:00 p.m. on Wednesday, March 2nd

Very truly yours,

Raymond Salvatore

cc: Noreen Lishak
Maureen Guilfoyle
Jerry Benaquista