

Memorandum~

To: Dr. Deborah Leh, Superintendent
From: Jennifer Sinsebox, Executive Director of Curriculum
Date: 9/15/2015
Re: **Request for Curriculum Hours**

It is my pleasure to submit the following recommendation for curriculum hours. These projects will further assist the district to move towards completion of units aligned to Grade 6 curriculum in the core areas.

The following teacher is being recommended to participate in curriculum writing:

Margo Sadowski*	16 hours/ \$31.78=\$508.48
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*Hired after initial summer hours were approved.

Total hours= 16 Hours
Total cost per hour= \$31.78
Total expense=\$508.48

Thank you in advance for your consideration of my request.