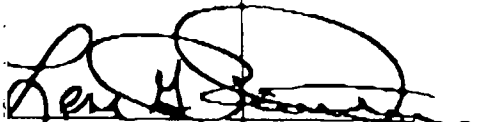


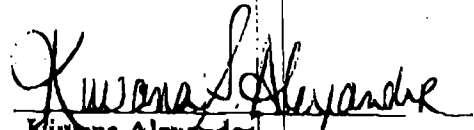
Memorandum


Date: November 24, 2004
To: Sharon Swan
Director, Purchasing Department
From: Lena Roundtree, Principal
Kiwana Alexander – Director/Assistant Principal
Subject: Consultant Contract

The Center for Group Counseling commenced on October 1, 2004 before the contract was fully executed. During this time, the School District was in search of a new Director who was recently appointed by the Board on November 17, 2004.

We also have another consultant contract with Florida Atlantic University that we know has to be sent to the committee to be placed on the school board agenda in January, 2005. I can assure you that the purchasing procedures will be followed in the future, as we are now preparing next years contracts following those procedures. Please process the following requisitions #0904/0004 and #0904/0005.


Lena Roundtree
Principal, Delray Full Service Center


Kiwana Alexander
Director, Head Start Program


Carole R. Shetler
South Area Superintendent

12/8/04
Date

OK
27
12/9/04