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February 28, 2017

Dr. Timothy S. Glasspool
Plum Borough School District
900 Elicker Road
Plum, PA 15239

Dear Dr. Glasspool:

On February 21, 2017 the Superintendents' Council reached consensus on the Allegheny Intermediate Unit's 2017/2018 Program of Services Budget, and the Allegheny Intermediate Unit Board of Directors approved the budget on February 27, 2017.

Please place the Program of Services Budget on your March Board agenda for consideration of approval. This package contains the material you will need to complete the process. Enclosed are:

- 3 copies of the Program of Services Budget as requested, which was also emailed;
- A hard copy of this letter, which is to be sent with the Program of Services Budget to your local board members. An electronic copy of the letter was also emailed to you;
- A sample agenda item, which was also emailed; and
- A copy of the Statement of Action. Once approved and signed by your board secretary and board president, **scan and email to Tina Simko no later than April 3, 2017**. Please contact Tina Simko at (412) 394-5784 or tina.simko@aiu3.net immediately following your board meeting to inform her of the vote.

On behalf of the Allegheny Intermediate Unit Board of Directors and staff, I thank you for your leadership as we work together to provide great educational opportunities for children in our County.

If you have any questions, please contact me at (412) 394-5705 or linda.hippert@aiu3.net.

Sincerely,

Dr. Linda B. Hippert
Executive Director

Enclosures