**Memorandum**

To: Board of Trustees

From: Eric Langston, CEO

Date: 10/3/23

Re: 10/18 Full Day PD

The purpose of this memo is to request a full day PD on 10/18/23. This request was presented to the Board President on 9/21, and verbally approved during that time. I am attaching this memo so that this will be officially approved during October's Board Meeting.

In addition to this request, and this supporting memo, I am fully prepared to answer any questions you may have.

For the sake of time, we are proceeding with the full day 10/28 PD as delaying any of the aforementioned may cause challenges to the overall operations of the school. Thank you for your support and understanding in this matter.