



MetroED
Metropolitan
Education District

Memorandum

Date: May 4, 2009
To: Recipients of MetroED Board Agendas
From: Paul Hay, Superintendent
Subject: MetroED Board Agenda Packets

Due to the increased printing and mailing costs, this will be the last agenda packet distributed to you for meetings of the MetroED Governing Board. Starting with the June 2009 board meetings, you will be sent email notifications of the upcoming board meeting including a link to the agenda and back-up materials.

The entire agenda packet is also available to you electronically on our web site at www.metroed.net. To access the agenda on the District's home page, click on Board/Administration. Once the window opens, click on Board Agendas & Minutes. After you have opened the agenda link for the upcoming meeting there will be embedded links to the back-up documentation. Double click on the words in **blue** to view this information.

As per Board Bylaw 9322, printed versions will be available upon written request for an annual fee of \$180 per calendar year.

If you have any questions or need assistance, please do not hesitate to contact my office at (408) 723-6464.

Thank you for your understanding and cooperation.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Paul Hay', written over a blue horizontal line.

Paul Hay
Superintendent
Metropolitan Education District