



Board of Cooperative Educational Services

Thomas Burns
District Superintendent

Seaway Career & Technical Education Center

7225 State Highway 56

Norwood, NY 13668

Phone: (315) 353-2293

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Renee' Langtry-Green
Program Director

Ronald Burke
Principal

TO: Renee' Langtry-Green, Director CTE

FROM: Ronald Burke, Principal SATC

RE: Gift of Automotive Supplies

DATE: 3/13/14

Please recommend the Board of Education accept a donation of 3M automotive supplies valued at \$8,576.75 from Monroe Motor Products, through its local store, Potsdam Parts Plus to Seaway Career and Technical Education Center. These donated products will be utilized primarily within the Automotive Technology program and, to a lesser extent, students in Metals, Environmental Technology and Multi-Occupations.

Attached to this request is a letter from Mr. Mike Morgan, Manager providing a brief description of the donation and requesting a receipt of acknowledgement.

Thank you.

Monroe Motor Products

40 Joseph Avenue

Rochester, NY 14603

Ron Burke, Principal

March 13, 2014

Seaway Area Tech-Norwood

Ron,

Monroe Motor Products, through its store in Potsdam, Potsdam Parts Plus, would like to donate a large amount of 3M products for use in the Body Shop and Auto Tech programs.

The product list includes items such as; sandpaper, adhesives, tapes, grinding discs, etc. The value of the donation is \$8576.75.

If you would be agreeable to such donation, could you kindly compose a letter of acknowledgement?

Thank you and we look forward to the opportunity to provide assistance in the education of the young men and women that attend BOCES.

Sincerely,



Michael Morgan

Manager

Potsdam Parts Plus

315-265-3200

315-265-3012(fax)