

CLARENCE CENTER ELEMENTARY SCHOOL

Thomas G. Coseo, Ed.D.
Superintendent of Schools



Neil T. Burns, Jr.
Principal

Mr. Ken Herman
Albert Herman Draperies, Inc.
7603 First Place, Unit B7
Oakwood Village, Ohio 44146-6703

December 14, 2006

Dear Ken:

Enclosed is a check from our Parent Teacher Organization (PTO) in the amount of [REDACTED]. This is the balance due for the stage curtains that were installed yesterday.

The new curtains are *absolutely beautiful!* I have received *numerous* unsolicited compliments about the curtains today – from teachers, staff members, parents, and students! I happened to be in the gym today as a kindergarten class entered for their PE class. I wish you had been here to see the looks of awe on the children's faces and to hear their comments. I was also on hand to watch another kindergarten class practice their holiday play on the stage. You were 100% correct in recommending the black side and back curtains to me, Ken. These black curtains do make the student performers so much more visible.

I also want to tell you how impressed I was with the demeanor, work ethic, and expertise of your work crew. They did a superlative job on the curtains, and they were flexible during band rehearsal and (later) basketball practice on the main gym floor. In summary, your guys were a pleasure to work with!

If you have any questions or if need any additional information, please do not hesitate to call me at 716-407-9154.

Have a great holiday.

Respectfully,

A handwritten signature in cursive script that reads "Neil".

Neil T. Burns, Jr.
Principal

cc: Janene Scanio, PTO President
Laura Case, PTO Treasurer