



**Ed Marcoe, Principal**

To: Ed Marcoe, ISD Board of Education  
From: Mary Sullivan and Diana Gay, ACT Program\  
Re: Tree Planting Ceremony  
Date: May 1, 2009

The special needs students from the Academy for Community Transition Program would like to plant a flowering cherry tree in memory of their former classmate, Elsie Chan. Elsie graduated from the ACT Program last June 2008. She passed away from cancer in August 2008.

The tree will be planted on the Tiger Mountain HS campus, in front of the ACT Program Portable. Ground maintenance employee, Dave Callow, and a current ACT student will dig the hole for the tree.

Persons to be invited to the ceremony are; ACT Program students and staff, Ed Marcoe, Dave Callow, some former teachers and classmates of Elsie's, Elsie's mother, and a few other staff who knew Elsie. We will have two musicians at this ceremony – a guitarist and a singer.

This is the plan we envision for the ceremony:

- We will welcome everyone to the ceremony and say a few words about Elsie and how this tree is in her memory.
  
- Two ACT Program students and Dave Callow will lower the tree into the hole and begin putting the dirt back in the hole around the tree. While they are doing this, the guitarist and singer will provide music and will sing a song that has been written especially for Elsie.
  
- After the song, we will give Elsie's mother a framed picture of all the ACT students around the tree and the words to Elsie's song.

I hope that you will approve this request so we can have the ceremony in May before the end of the school year.

Respectfully submitted,

Mary Sullivan and Diana Gay