

---

**From:** Hofer, Mandy <Mandy.Hofer@k12.sd.us>  
**Sent:** Thursday, September 9, 2021 3:44 PM  
**To:** Steinhoff, Kraig <Kraig.Steinhoff@k12.sd.us>  
**Cc:** Hinker, Kari <Kari.Hinker@k12.sd.us>  
**Subject:** Approval for building use

Good afternoon!

Before we went into yellow, I was scheduled to hold a parent meeting for the swim team in the Washington computer lab on September 21st at 7 pm. I'm expecting around 15-20 people. Is it possible for me to get approval to still hold that meeting?

Thank you for your consideration.

**Mandy Hofer**  
**Administrative Assistant**  
**Washington 4-5 Center**