

September 26, 2022

Mr. Alan Fields, Chair
Trustees of Public Trusts
Town of Lexington
Lexington, MA 02420

Subject: The Jeffrey Leonard Jazz Musician Award

This letter is to set forth the terms on which the Trustees of Public Trusts hold the Jeffrey Leonard Jazz Musician Award Fund. The purpose of this fund is to honor Jeff's legacy of teaching excellence, and particularly his leadership in overseeing the creation of outstanding academic and performance opportunities for those studying jazz in the Lexington Public School system. This award will recognize and honor a graduating senior at Lexington High School, who, like Jeff, has demonstrated strong jazz and interpersonal skills.

1. The Trustees will hold and invest the fund as part of the Endowment Fund administered by and for the benefit of the Town of Lexington.
2. Each year the Trustees will transfer a fixed amount of \$1000 to Lexington High School, if the Trustees deem it appropriate.
3. By signing this letter, we acknowledge that contributions to the Jeffrey Leonard Jazz Musician Award fund are irrevocable and any changes to the terms of the fund must be approved by The Trustees of Public Trusts and/or the Select Board or their successors.
4. Each year Lexington High School shall award one award to be known as The Jeffrey Leonard Jazz Musician Award. To be eligible, the recipient must meet the following criteria:
 - 1, Be a graduating senior at Lexington High School who has participated in jazz study and performance at LHS for at least two years.
 2. Be well respected as a musician and as an individual by their LHS faculty and peers.
 3. Be determined to continue their jazz studies at an accredited 4-year college or university.
 4. This award may be used for books, tuition, room/Board and fees
5. The K-12 Performing Arts Coordinator for the Lexington Public Schools will present the award at an appropriate venue. It is our strong desire that the LHS jazz faculty participate in this presentation, and that Jeff Leonard, and Stephen and Gail Leichtman (or our children shall we not be able) will be invited to attend.

Sincerely,

Stephen E Leichtman
Gail P Leichtman