

**Dana Hall School  
45 Dana Road  
Wellesley, MA 02181**

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March 26, 1998

**Pension and Welfare Benefits Administration**

Secretary of Labor

Top Hat Plan Exemption Pension and Welfare Benefits Administration

Room N-5644, U.S. Department of Labor

200 Constitution Avenue, N.W.

Washington, D.C. 20210

Re: Dana Hall School Supplemental Executive Retirement Plan For the Benefit of  
Blair Jenkins

Dear Secretary:

Pursuant to Section 2520.104-23 of the Department of Labor's Regulations, this letter will serve as notice that, with respect to the Dana Hall School Supplemental Executive Retirement Plan for the Benefit of Blair Jenkins (the "Plan"), the undersigned intends to utilize the alternative form of compliance with the reporting and disclosure requirements of Part 1 of Title I of the Employee Retirement Income Security Act of 1974 ("ERISA"), which alternative form of compliance is provided in the aforesaid Regulations Section.

Pursuant to Regulations Section 2520.104-23(b), the following information is provided:

1. Name and Address of Employer -

Dana Hall School  
45 Dana Road  
Wellesley, MA 02181

2. Employer's Employer Identification Number - 04-2103562


3. The Employer hereby declares that it maintains the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees.

4. The Employer hereby states that it maintains the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees. The Plan is expected to cover one employee.

Pursuant to Regulations Section 2520.104-23(b)(2), the Employer will provide Plan documents, if any, to the Secretary of Labor upon request as required by Section 104(a)(i) of ERISA.

Very truly yours,

Dana Hall School

By:   
Print Name: Roger D. Feldman  
Print Title: Treasurer  
Date: March 26, 1998

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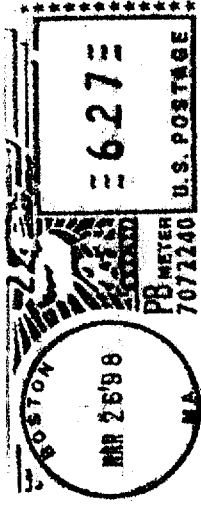
**BINGHAM DANA LLP**

150 FEDERAL STREET, BOSTON, MASSACHUSETTS 02110-1726

**REGISTERED MAIL**

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**TO:**

Pension and Welfare Benefits Administration  
Secretary of Labor  
Top Hat Plan Exemption Pension and Welfare  
Benefits Administration  
Room N-5644, U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

**SPECIAL INSTRUCTIONS**