

To: Board of Education

From: David Cunningham, executive director of human resources/ chief legal counsel

Re: Appointment of Temporary Board Clerk

Date: January 18, 2018

Background:

In July of each year the board appoints a board clerk. Dawn Downing has been appointed the Deputy Board Clerk and is serving in that capacity until the next superintendent is selected and can participate in the hiring of the board clerk. In addition to the regularly scheduled board meeting for January 22, the board will be conducting three special board meetings on January 23, 24, and 25 to conduct superintendent candidate interviews. However, Mrs. Downing is not able to be present. In the absence of the Deputy Board Clerk, it is necessary to appoint a Temporary Board Clerk for the meetings to be conducted on January 22, 23, 24, and 25, 2018. Mrs. Janice Dunn is available and willing to serve as the Temporary Board Clerk for those meetings.

Recommendation:

Staff recommends the board approve the appointment of Janice Dunn as Temporary Board Clerk for the meetings to be conducted on January 22, 23, 24, and 25, 2018.

Motion:

"I move that the Board of Education appoint Janice Dunn as Temporary Board Clerk for the meetings to be conducted on January 22-25, 2018."