

To: Board of Education

From: Anna Stubblefield, Deputy Superintendent

Re: Appointment of Temporary Board Clerk

Date: Novembwe12, 2018

Background:

In July of each year, the board appoints a board clerk and for the 2018-19 school year, a deputy board clerk. Alyse Proctor Donnell and Dawn Downing serve in these roles respectively.

There is a scheduled board meeting on November 12, 2018. Neither Mrs. Donnell or Mrs. Downing are able to be present. In the absence of the Board Clerk or Deputy Board Clerk, it is necessary to appoint a Temporary Board Clerk for the meeting to be conducted on November 12. Mrs. Janice Dunn is available and willing to serve as the Temporary Board Clerk for this meeting.

Recommendation:

Staff recommends the board approve the appointment of Janice Dunn as Temporary Board Clerk for the meeting to be conducted on November 12, 2018.

Motion:

"I move that the Board of Education appoint Janice Dunn as Temporary Board Clerk for the meetings to be conducted on November 12, 2018."