**Board Memo**

**DATE:** 7/1/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Superintendent’s Office

**Product Vendor or Grant Issuer**

Click or tap here to enter text.

**Product or Grant Name**

Appointment of Board Secretary – Michelle Ashley

**Date/Term (Beginning and End Dates/Year)**

July 2022 to January 2023

**APPLICABLE BOARD POLICY:**

01.412

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Appointment of Michelle Ashley, Executive Coordinator to the Superintendent, as Board Secretary for the remaining 2022 year.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Click or tap here to enter text.

**Funding Source**

Click or tap here to enter text.

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

For the board to appoint Michelle Ashley, Executive Coordinator to the Superintendent, as the Board Secretary for the remaining 2022 year, as presented.

**CONTACT PERSON: (submitter)**

Matthew Turner, Superintendent