

# Memorandum



To: Facilities Committee  
From: Kai Byrd, Superintendent  
Date: May 7, 2024  
Re: **Facilities Committee Agenda**

The Board of Education Facilities Committee meeting is scheduled for Tuesday, May 7, 2024 at 6:30 p.m. via [ZOOM](#), Meeting ID: 882 6745 5232, Passcode: 8P20wN or by phone 1-646-558-8656, Meeting ID: 882 6745 5232, Passcode: 356039

Please let me know if you are unable to attend.

## **Meeting Agenda**

1. Approval of the March 12, 2024 Meeting Minutes
2. Building and Grounds Maintenance Update
3. Future Meeting Agenda Items
  - a. Approval of May 7, 2024 Meeting Minutes
  - b. Building and Grounds Update
4. Adjourn