

# Memorandum



To: Facilities Committee  
From: Kai Byrd, Superintendent  
Date: September 10, 2024  
Re: **Facilities Committee Agenda**

The Board of Education Facilities Committee meeting is scheduled for Tuesday, September 10, 2024 at 6:30 p.m. in the BOE Office.

Please let me know if you are unable to attend.

## **Meeting Agenda**

1. Approval of the May 7, 2024 Meeting Minutes
2. Building and Grounds Maintenance Update
3. Facilities Walkthrough
4. Future Meeting Agenda Items
  - a. Approval of September 10, 2024 minutes
  - b. Building and Grounds Update
5. Adjourn