Executive Team Monthly Report to BOT

May, 2023 (Ellen Lytton)

Executive Team acted on the following issues in May:

**Revision of ET’s Charge:** The BOT approved ET’s request to select its members without having to seek BOT approval. Communications updated ET’s Charge on the UUSD webpage to reflect this change.

**Google Workspace:**

* Documents residing in the UUSD Documents folder on GWS are now available to anyone with a uussd.org email. Individuals who need to edit one of these documents can contact Don Peterson for editing access.
* Updating contact information in UUSD documents: ET is taking on the updating of the Inclement Weather Policy contact list for now.
* Google Forms is available on GWS: Groups needing to track sign-ups for classes and other events at UUSD are encourage to use Google Forms. Forms will automatically generate an Excel spreadsheet with the signup information. No need to create a separate check-in sheet!

**Roadside Sign:**

* The roadside message board was updated on 5/22/23. Next update will be in early July and will tie into the upcoming “Searching for the Future” weekend.
* ET is researching the feasibility of replacing the current roadside message board with an LED message board.

**New ET Member:** An invitation to join the Executive Team has been extended to Judy Hayes to fill Jean’s slot when it opens up on July 1.

**Space & Storage**:

* ET worked with the Music team and PMC to help facilitate the upgrading of storage space in the music closet.
* ET provided support to Rev. Heather regarding office/workspace space for the new DFE.
* ET is working with Kris Acker, Cheri Garnet and PMC to facilitate the installation of the memorial bricks in their new location.

**Rotation Schedule for ET BOT liaison:**

June Don Peterson

July Linda Defeo

August Ellen Lytton