

## **RECORD OF PROCEEDINGS**

### Minutes of **PARKWAY LOCAL BOARD OF EDUCATION** Meeting Organizational Meeting, January 12, 2016

The meeting was called to order at 6:30 p.m. in the Community Room by President Pro-Tempore Tom Lyons.

Swearing in of new board member:                    Mr. Jeffrey Armstrong

1.     Members present were Jeffrey Armstrong, Melissa Burtch, Tom Lyons, Matthew Swygart and Ryan Thompson.
2.     Nonmembers present were Anita Morton, Kendra Miller, Doug Hughes, Claire Giesige, Mark Esselstein, Treas. Debra Pierce and Supt. Gregory Puthoff.

Nomination(s) and Election of Board President for 2016.

Nomination:   Tom Lyons by Ryan Thompson

3.     RESOLUTION NO. 1601001  
Being there are no other nominations, Tom Lyons closed the nominations. That Tom Lyons be elected President of the Board of Education for 2016.  
Vote:   Armstrong, yes; Burtch, yes; Lyons, abstain; Swygart, yes; Thompson, yes. The motion carried 4-0 with 1 abstention.

**MR. TOM LYONS ASSUMED DUTIES AS PRESIDENT AT THIS TIME.**

Nomination(s) and Election of Board Vice-President for 2016.

Nomination:   Melissa Burtch by Jeffrey Armstrong

4.     RESOLUTION NO. 1601002  
Being there are no other nominations, the Board President closed the nominations. That Melissa Burtch be elected Vice President of the Board of Education for 2016.  
Vote:   Armstrong, yes; Burtch, abstain; Lyons, yes; Swygart, yes; Thompson, yes. The motion carried 4-0 with 1 abstention.
5.     Appointment of Committees and Liaison Representatives for 2016.

AUDIT/FINANCE:	Matthew Swygart/Ryan Thompson
BLDGS/GRNDS:	Jeffrey Armstrong/Matthew Swygart
TRANS:	Tom Lyons/Ryan Thompson
FOOD SERVICE:	Jeffrey Armstrong/Ryan Thompson
POLICY:	Tom Lyons/Melissa Burtch
PERSONNEL:	Melissa Burtch/Jeffrey Armstrong
O.S.B.A/LEGISLATIVE:	Ryan Thompson/Melissa Burtch
ATHLETIC:	Tom Lyons
STUDENT ACHIEVEMENT/ CURRICULUM:	Melissa Burtch
PUBLIC RELATIONS:	Ryan Thompson
NEGOTIATIONS:	Matthew Swygart/Tom Lyons

## RECORD OF PROCEEDINGS

### Minutes of **PARKWAY LOCAL BOARD OF EDUCATION** Meeting Organizational Meeting, January 12, 2016

6. RESOLUTION NO. 1601003  
Moved by Thompson and seconded by Swygart the regular board meetings of the Parkway Local Board of Education for 2016 be held on the second Tuesday of each month in the community room with a starting time of 6:30 p.m.  
Vote: Armstrong, yes; Burtch, yes; Lyons, yes; Swygart, yes; Thompson, yes. The motion carried 5-0.
  
7. RESOLUTION NO. 1601004  
Moved by Thompson and seconded by Swygart the following yearly procedures be approved:
  - A. That the treasurer be authorized to pay all bills as presented provided there are sufficient funds and purchase orders have properly been issued. A monthly report shall be presented to the Board of Education.
  - B. That the Superintendent be named Purchasing Agent.
  - C. That the Administration be authorized to apply for and the Director of Special Programs serve as coordinator of Federal and State Programs as deemed necessary.
  - D. That the Treasurer be authorized to request advance tax money from the County Auditor as funds are available and payable to the school district.
  - E. That the Treasurer be authorized to invest inactive funds with interest payable each month or at maturity.
  - F. That the Mercer County Health Doctor be designated as the school physician for Tuberculosis examinations. Examinations from other doctors shall be at the employee's expense.
  - G. That the Treasurer, Superintendent and Board President be bonded in the amount of \$20,000 for faithful performance bonds---Reference 5755.412 O.R.C.
  - H. That the Superintendent, Treasurer, and Board President be named as the District's Record Commission.
  - I. That the Treasurer or Designee be approved to do banking transactions and to pick-up deposit bags as needed.
  - J. That the Superintendent be authorized to approve professional meeting attendance and expenses for district personnel as deemed appropriate during 2016. Reimbursement will be in accordance with the negotiated agreement for those personnel with teaching contracts.
  - K. That the Treasurer be authorized to make necessary advances in 2016 with a list to be presented at regular meetings as a part of the Treasurer's report.
  - L. That the Treasurer be authorized to make Appropriation and Certificate of Estimated Resources Amendments as necessary throughout the year.
  - M. That the rate of pay for the Board be set as the maximum as allowed by law per meeting with a maximum of thirteen paid meetings for the year.
  - N. That the Middle School Principal be named approving officer for The Klein Trust and Needy Children's Fund with the Treasurer certifying expenses and balances to both agencies.
  - O. That the Superintendent be authorized to serve as district representative to acquire Federal Surplus Property from the State of Ohio Agency for Surplus Property.

# RECORD OF PROCEEDINGS

Minutes of **PARKWAY LOCAL BOARD OF EDUCATION** Meeting  
Organizational Meeting, January 12, 2016

- P. That the Board approve employment resolutions for legal services through Scott, Scriven and Wahoff and Peck, Shaffer and Williams for calendar year 2016.
- Q. That the board appoint the Superintendent or Designee for public records law training.
- R. That the Board President be appointed Treasurer Pro-Tem in the absence of the Treasurer.

Vote: Armstrong, yes; Burtch, yes; Lyons, yes; Swygart, yes; Thompson, yes. The motion carried 5-0.

8. RESOLUTION NO. 1601005

Moved by Burtch and seconded by Thompson the Board service fund of \$3,000 be established for the Parkway Local Board of Education.

Vote: Armstrong, yes; Burtch, yes; Lyons, yes; Swygart, yes; Thompson, yes. The motion carried 5-0.

9. RESOLUTION NO. 1601006

Moved by Burtch and seconded by Thompson the meeting be adjourned.

Vote: Armstrong, yes; Burtch, yes; Lyons, yes; Swygart, yes; Thompson, yes. The motion carried 5-0. Time: 6:41 p.m.

SIGNED \_\_\_\_\_

ATTEST \_\_\_\_\_