

## RECORD OF PROCEEDINGS

### Minutes of **PARKWAY LOCAL BOARD OF EDUCATION** Meeting Organizational Meeting, January 4, 2018

The meeting was called to order at 6:15 p.m. in the Community Room by President Pro-Tempore Tom Lyons.

1. Members present were Jeffrey Armstrong, Melissa Burtch, Tom Lyons and Matt Swygart.
2. Nonmembers present were Treas. Debra Pierce and Supt. Jeanne Osterfeld.

Nomination(s) and Election of Board President for 2018.

Nomination: Melissa Burtch by Tom Lyons

3. RESOLUTION NO. 1801001  
Being there are no other nominations, Tom Lyons closed the nominations. That Melissa Burtch be elected President of the Board of Education for 2018.  
Vote: Armstrong, yes; Burtch, abstain; Lyons, yes; Swygart, yes. The motion carried 3-0 with 1 abstention.

MRS. MELISSA BURTCH ASSUMED DUTIES AS PRESIDENT AT THIS TIME.

Nomination(s) and Election of Board Vice-President for 2018.

Nomination: Jeff Armstrong by Tom Lyons

4. RESOLUTION NO. 1801002  
Being there are no other nominations, the Board President closed the nominations. That Jeff Armstrong be elected Vice President of the Board of Education for 2018.  
Vote: Armstrong, abstain; Burtch, yes; Lyons, yes; Swygart, yes. The motion carried 3-0 with 1 abstention.
5. Appointment of Committees and Liaison Representatives for 2018.

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

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6. RESOLUTION NO. 1801003

Moved by Armstrong and seconded by Swygart the regular board meetings of the Parkway Local Board of Education for 2018 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. The motion carried 4-0.

7. RESOLUTION NO. 1801004

Moved by Armstrong and seconded by Lyons 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 Elementary Principal 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 2018. 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 2018 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.
- P. That the Board approve employment resolutions for legal services through Scott, Scriven and Wahoff and Peck, Shaffer and Williams for calendar year 2018.
- Q. That the board appoint the Superintendent or Designee for public records law training.

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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. The motion carried 4-0.

8. RESOLUTION NO. 1801005

Moved by Lyons and seconded by Swygart 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. The motion carried 4-0.

9. RESOLUTION NO. 1801006

Moved by Armstrong and seconded by Swygart the Board approve Tom Lyons as the Vantage Career Center Board Representative as per the attached resolution. Mr. Lyons will serve through calendar year 2020.

Vote: Armstrong, yes; Burtch, yes; Lyons, abstain; Swygart, yes. The motion carried 3-0 with one abstention.

9. RESOLUTION NO. 1801007

Moved by Lyons and seconded by Armstrong the meeting be adjourned.

Vote: Armstrong, yes; Burtch, yes; Lyons, yes; Swygart, yes. The motion carried 4-0.

Time: 6:30 p.m.

SIGNED \_\_\_\_\_

ATTEST \_\_\_\_\_