

RECORD OF PROCEEDINGS

Minutes of **PARKWAY LOCAL BOARD OF EDUCATION** Meeting Organizational Meeting, January 8, 2019

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

1. Members present were Jeffrey Armstrong, Melissa Burtch, Todd Gaerke, Tom Lyons and Matthew Swygart.
2. Nonmembers present were Tom Stankard, Anita Morton, Mark Esselstein, Brian Woods, Treas. Debra Pierce and Supt. Jeanne Osterfeld.

Nomination(s) and Election of Board President for 2019.

Nomination: Melissa Burtch by Tom Lyons

3. **RESOLUTION NO. 1901001**
Being there are no other nominations, Melissa Burtch closed the nominations. That Melissa Burtch be elected President of the Board of Education for 2019.
Vote: Armstrong, yes; Burtch, abstain; Gaerke, yes; Lyons, yes; Swygart, yes. The motion carried 4-0 with 1 abstention.

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

Nomination(s) and Election of Board Vice-President for 2019.

Nomination: Jeff Armstrong by Tom Lyons

4. **RESOLUTION NO. 1901002**
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 2019.
Vote: Armstrong, abstain; Burtch, yes; Gaerke, yes; Lyons, yes; Swygart, yes. The motion carried 4-0 with 1 abstention.

5. Appointment of Committees and Liaison Representatives for 2019.

AUDIT/FINANCE:	Matthew Swygart/Todd Gaerke
BLDGS/GRNDS:	Jeffrey Armstrong/Matthew Swygart
TRANS:	Tom Lyons/Todd Gaerke
FOOD SERVICE:	Todd Gaerke/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. 1901003
Moved by Gaerke and seconded by Armstrong the regular board meetings of the Parkway Local Board of Education for 2019 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; Gaerke, yes; Lyons, yes; Swygart, yes. The motion carried 5-0.

7. RESOLUTION NO. 1901004
Moved by Swygart and seconded by Gaerke 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 Auditors 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 Treasurer be bonded in the amount of \$20,000 for faithful performance bonds--
--Reference 5755.412 O.R.C.
 - G. That the Superintendent, Treasurer, and Board President be named as the District's Record Commission.
 - H. That the Treasurer be appointed as the authorized financial agent for all transactions involving, but not limited to, depository banks, Star Ohio, and any other financial institution as approved by the Ohio Revised Code.
 - I. That the Superintendent be authorized to approve professional meeting attendance and expenses for district personnel as deemed appropriate during 2019. Reimbursement will be in accordance with the negotiated agreement for those personnel with teaching contracts.
 - J. That the Treasurer be authorized to make necessary advances to various funds with a list of such advances to be presented as a part of the Treasurer's regular monthly report.
 - K. That the Treasurer be authorized to make Appropriation and Certificate of Estimated Resources Amendments as necessary throughout the year.
 - L. That the rate of pay for the Board be set at the maximum as allowed by law per meeting with a maximum of thirteen paid meetings for the year.
 - M. That the Middle School Principal be named approving officer for The Klein Trust with the Treasurer certifying expenses and balances to the Van Wert County Foundation.
 - N. That the Superintendent be authorized to serve as district representative to acquire Federal Surplus Property from the State of Ohio Agency for Surplus Property.
 - O. That the Board approve employment resolutions for legal services through Scott, Scriven and Wahoff and Peck, Shaffer and Williams for calendar year 2019.
 - P. That the board appoint the Superintendent or Designee for public records law training.
 - Q. That the Board President be appointed Treasurer Pro-Tem in the absence of the Treasurer.

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

8. RESOLUTION NO. 1901005

Moved by Armstrong 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; Gaerke, yes; Lyons, yes; Swygart, yes. The motion carried 5-0.

9. RESOLUTION NO. 1901006

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

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

Time: 6:37 p.m.

SIGNED _____

ATTEST _____