

## Harrison Hills City Board of Education Organizational Meeting Held January 13, 2016

The Harrison Hills City Board of Education held its organizational meeting on January 13, 2016 at 6:30 p.m. at the administrative office in Cadiz, OH. The following members were present: Mrs. Kenny, Mr. Allen, Mr. Madzia and Mrs. Mattern. An audio tape of the meeting is on file.

President Pro-Tem: Mrs. Kenny, president pro-tempore, led the board in the Pledge of Allegiance and called the meeting to order.

### **Visitors**

The following is a list of those visitors that signed in: DJ Watson, Molli Warner, Ashley Doren and Andrew Corder.

### **Oath of Office**

The treasurer then administered the oath of office to the newly elected board members: Mr. Madzia and Mrs. Mattern.

### **Election of Officers**

Mr. Alen made the motion to open nominations of president. Mr. Allen then nominated Mrs. Kenny. Mrs. Mattern seconded the nomination. Mr. Madzia then made the motion to close nominations. Roll call for the election of Mrs. Kenny as president: Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, abstain. Mrs. Kenny is named president.

Mr. Madzia made the motion to open nominations of vice president. Mr. Madzia then nominated Mr. Allen. Mrs. Mattern seconded the nomination. Mrs. Kenny made the motion to close nominations. Roll call for the election of Mr. Allen as vice president: Mr. Allen, abstain; Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, yes. Mr. Allen is named vice president.

### **Administer Oath of Office to President and Vice President**

The treasurer then administered the oath of office to Mrs. Kenny, president, and Mr. Allen, vice president.

### **Set date, time and place for holding Regular Board Meetings**

Mr. Madzia made the motion, seconded by Mr. Allen, that the last Thursday of each month, at 7:00 p.m., be the date and time of each regular board meeting. The meetings are to be held at the administrative office in Cadiz, OH. Meetings should not go beyond 10:00 p.m. unless extended by a majority vote.

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Harrison Hills City Board of Education  
Organizational Meeting Held January 13, 2016

On roll call: Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, yes; Mr. Allen, yes. The president declared the motion approved.

**Establish Service Fund**

ORC provides for the setting aside from the general fund a sum not to exceed two dollars per pupil or \$20,000, whichever is greater, into a "Service Fund". The purpose of the service fund is to pay the expenses actually incurred by Board members in the performance of their duties and for inservice training and development (attending workshops, seminars, conferences and conventions) and other expenses in connection with assigned duties as permitted by law. Mr. Madzia made the motion, seconded by Mr. Allen, that the Board of Education will appropriate the sum of \$5000.00 into the Service Fund for the 2016 calendar year. On roll call vote: Mrs. Mattern, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes. The president declared the motion approved.

**Securing Performance Bonds**

Mr. Allen made the motion, seconded by Mr. Madzia, that the board secure performance bonds for the Board President, Superintendent and Treasurer in the amount of \$50,000 per position. On roll call vote: Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, yes. The president declared the motion approved.

**Participation in District Benefit Program**

Mrs. Mattern made the motion, seconded by Mr. Madzia, to authorize for each Board Member to participate (at his/her own expense) in the group benefit plans as provided to employees of the district. On roll call vote: Mr. Allen, yes; Mr. Madzia, yes; Mrs. Kenny, yes; Mrs. Mattern, yes. The president declared the motion approved.

Harrison Hills City Board of Education  
Organizational Meeting Held January 13, 2016

**Standing Authorization-Treasurer**

Mr. Allen made the motion, seconded by Mrs. Mattern, that the board authorize the Treasurer to invest monies (active, inactive, and interim) at the best available rate(s) in such investments as are permitted by statute and in accordance with Board Policy DFA-R, secure advance payment on tax settlements, borrow funds to meet payroll and accounts payable, and to pay all bills taking advantage of all discounts in the interim of Board Meetings. On roll call vote: Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, yes. The president declared the motion approved.

**Standing Authorization-Superintendent**

Mr. Madzia made the motion, seconded by Mr. Allen, that the Board authorize the Superintendent to employ personnel necessary to fill vacancies, to serve as purchasing agent for the district, and to perform other ministerial duties on behalf of the Board of Education as are necessary for the operation of the schools by acting in the capacity of chief administrative officer of the district. On roll call vote: Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, yes; Mr. Allen, yes. The president declared the motion approved.

**Spending to serve public purpose**

Mrs. Mattern made the motion, seconded by Mr. Allen, to permit the Superintendent, at the discretion of the Board, to honor its employees and non-employees with plaques, pins, and other tokens of appreciation to include meals, refreshments or other amenities which further the interest of the District. On roll call vote: Mrs. Mattern, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes. The president declared the motion approved.

## Harrison Hills City Board of Education

Organizational Meeting Held January 13, 2016

### **Adoption of the Annual Budget Request for FY2017**

Mr. Allen made the motion, seconded by Mr. Madzia, that upon the recommendation of the Treasurer and Superintendent that the Board of Education approve/adopt the proposed Annual Tax Budget (asking budget) for FY2017 (as presented at the Budget Hearing on January 11), send it to the county auditor and authorize its submission to the Harrison County Budget Commission for the fiscal year commencing July 1, 2016.

On roll call vote: Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, yes. The president declared the motion approved.

### **Authorize Superintendent**

Mr. Madzia made the motion, seconded by Mrs. Mattern, to authorize Dana Snider, Superintendent, to accept/reject resignations on behalf of the board of Education. (All decisions will be shared with the board of Education) On roll call vote: Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, yes. The president declared the motion approved.

### **Authorize Superintendent**

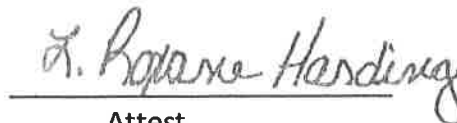
Mr. Allen made the motion, seconded by Mr. Madzia, to authorize Dana Snider, Superintendent, to approve/disapprove all Use of Facilities prior to the Board of Education meeting if necessary. (All decisions will be shared with the Board of Education). On roll call vote: Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, yes; Mr. Allen, yes. The president declared the motion approved.

### **Adjourn**

Mr. Madzia made the motion, seconded by Mrs. Mattern, that the organizational meeting of the board of education be adjourned. On roll call vote: Mr. Madzia, yes; Mrs. Mattern, yes; Mrs. Kenny, yes; Mr. Allen, yes. The president declared the meeting adjourned.



Approved



Attest