

**Organizational Board Meeting**  
**Held Wednesday, January 15, 2025, 6:00 pm**  
**At the Wagner Field Press Box, Cadiz OH 43907**

**Members present**

DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Meeting called to order at 6:00 p.m.***A. Routines*

Procedural 1. Meeting called to order: President Pro-Tempore Edwards Banks III

Procedural 2. Pledge of Allegiance

Procedural: 3. Roll Call of Members

**Action: 1. Election of Officer (ORC 3313.14)**

Mr. Banks made the motion to open nominations of President and nominated Mr. Watson. Mrs. Mattern seconded the motion. Mrs. Kenny made the motion to close nominations.  
Election of Mr. Watson as president.

Motion by Edward Banks III, second by Tracy Mattern.

Final Resolution: Motion Carried

Yes: Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

Abstain: DJ Watson

**Action: 2. Election of Officer (ORC 3313.14)**

Mr. Watson made the motion to open nominations and nominated Mr. Banks as Vice President. Mrs. Willis seconded the motion. Mrs. Mattern made the motion to close nominations.  
Election of Vice President, Mr. Banks.

Motion by DJ Watson, second by Kristen Willis.

Final Resolution: Motion Carried

Yes: DJ Watson, Deborah Kenny, Tracy Mattern, Kristen Willis

Abstain: Edward Banks III

*Procedural: 4. Administer Oath of Office to President and Vice President*

The Treasurer, Mrs. Harding, administered the oath of office to Mr. Watson, president and Mr. Banks, vice-president.

**Action: 3. Set date and time for Regular Board Meetings**

The following dates were set for the regular meetings of the board of education. All meetings are to start at 6:00 p.m. and held in the Press Box at the Wagner Field.

February 27

March 27

April 16

May 28

June 30

July 31

August 20

September 25

October 30

November 20  
December 18

Motion by Deborah Kenny, second by Edward Banks III.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 4. Adoption of the Annual Budget Request for FY 2026**

The Treasurer and Superintendent recommended that the Board of Education approve/adopt the proposed Annual Tax Budget (asking budget) for FY2026 (as presented at the Budget Hearing on January 15), send it to the county auditor and authorize its submission to the Harrison County Budget Commission for the fiscal year commencing July 1, 2025.

Motion by Kristen Willis, second by Tracy Mattern.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 5. Establish Service Fund**

ORC provides for the setting aside from the general fund a sum of money 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 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. The Board of Education will appropriate the sum of \$20,000.00 into the Service Fund for the 2025 calendar year.

Motion by Deborah Kenny, second by Edward Banks III.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 6. Participation in District Benefit Program**

Authorize for each Board Member to participate (at his/her own expense) in the group benefit plans as provided to employees of the district.

Motion by DJ Watson, second by Deborah Kenny.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 7. Standing Authorization-Treasurer**

The Board authorizes the Treasurer to make payment of invoices and to take advantage of all discounts on a regular basis, provided approval of payment has been submitted via SCView. All invoices paid will be presented to the Board of Education at each regular monthly meeting.

Motion by Tracy Mattern, second by Edward Banks III.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 8. Standing Authorization-Treasurer**

The Board authorizes 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, and borrow funds to meet payroll and accounts payable.

Motion by Deborah Kenny, second by Kristen Willis.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 9. Standing Authorization-Superintendent**

he Board authorizes 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.

Motion by Edward Banks III, second by Tracy Mattern.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 10. Spending to serve public purpose**

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.

Motion by Deborah Kenny, second by DJ Watson.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 11. Authorize Superintendent resignations**

Authorize the Superintendent, to accept/reject resignations on behalf of the Board of Education (all decisions will be shared with the Board of Education).

Motion by Tracy Mattern, second by Edward Banks III.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Action: 12. Authorize Superintendent use of facilities**

Authorize the 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).

Motion by DJ Watson, second by Kristen Willis.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

**Adjournment**


**Action: 1. Move to Adjourn**

To adjourn the organizational meeting.

Motion by DJ Watson, second by Edward Banks III.

Final Resolution: Motion Carried

Yes: DJ Watson, Edward Banks III, Deborah Kenny, Tracy Mattern, Kristen Willis

  
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Approve

  
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Attest