

**Harrison Hills City Board of Education**  
Organizational Meeting Held January 10, 2019

The Harrison Hills City Board of Education held its organizational meeting on January 10, 2019 at 6:00 p.m. at the administrative office in Cadiz, OH. The following members were present: Mrs. Kenny, Mr. Allen, Mr. Madzia, Mrs. Mattern and Mr. Watson.

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

**Election of Officers**

Mr. Madzia made the motion to open nominations of president. Mr. Allen then nominated Mrs. Kenny. Mrs. Mattern then seconded the nomination. Mr. Watson 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; Mr. Watson, yes; Mrs. Kenny, abstain. Mrs. Kenny is named president.

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

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

The oath of office was administered by the treasurer 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. Watson, that the board meetings be held at the administrative office in Cadiz, OH. Meetings should not go beyond 3 hours unless extended by a majority vote. The following dates and times were set:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Meeting Type</u></b>
January 31, 2019	6:00 p.m.	Regular
February 28, 2019	6:00 p.m.	Regular
March 28, 2019	6:00 p.m.	Regular
April 25, 2019	6:00 p.m.	Regular

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May 30, 2019	7:00 p.m.	Regular
June 27, 2019	7:00 p.m.	Regular
July 25, 2019	7:00 p.m.	Regular
August 29, 2019	7:00 p.m.	Regular
September 26, 2019	7:00 p.m.	Regular
October 31, 2019	6:00 p.m.	Regular
November 21, 2019	6:00 p.m.	Regular
December 19, 2019	6:00 p.m.	Regular

On roll call: Mrs. Mattern, yes; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, 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. Allen made the motion, seconded by Mrs. Mattern, that the Board of Education will appropriate the sum of \$10,000.00 into the Service Fund for the 2018 calendar year. On roll call vote: Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, 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; Mr. Watson, yes. The president declared the motion approved.

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**Participation in District Benefit Program**

Mrs. Mattern made the motion, seconded by Mr. Watson, 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. Mattern, yes; Mr. Watson, yes; Mrs. Kenny, yes. The president declared the motion approved.

**Standing Authorization-Treasurer**

Mr. Watson made the motion, seconded by Mr. Allen, 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. Madzia, yes; Mrs. Mattern, yes; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, 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: Mrs. Mattern, yes; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes. The president declared the motion approved.

**Spending to serve public purpose**

Mr. Allen made the motion, seconded by Mr. Watson, 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: Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern. The president declared the motion approved.

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**Adoption of the Annual Budget Request for FY2020**

Mrs. Mattern made the motion, seconded by Mr. Allen, that upon the recommendation of the Treasurer and Superintendent that the Board of Education approve/adopt the proposed Annual Tax Budget (asking budget) for FY2020 (as presented at the Budget Hearing on January 10), send it to the county auditor and authorize its submission to the Harrison County Budget Commission for the fiscal year commencing July 1, 2019. On roll call vote: Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes; Mr. Watson, yes; Mrs. Mattern, yes. The president declared the motion approved.

**Authorize Superintendent**

Mr. Allen made the motion, seconded by Mr. Madzia, 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; Mr. Watson, yes; Mrs. Kenny, yes. The president declared the motion approved.

**Authorize Superintendent**

Mr. Watson made the motion, seconded by Mrs. Mattern, 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; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes. The president declared the motion approved.

**Board Communication**

Mrs. Harding shared that the board would updating the board policy. She said she would email a link for them to review the policies. Administration will also be reviewing the policies. The revised manual will be approved at the February board meeting.

Mrs. Kenny thanked the board for one more year as the president.

Mrs. Snider shared the time capsules are in on her table. Board appreciation is this month. She will not be at the regular meeting and wanted to thank them for their service.

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**Adjourn**

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

  
Approved

  
Attest