

**BOARD OF EDUCATION  
SPRINGFIELD LOCAL SCHOOL DISTRICT  
MINUTES OF THE ORGANIZATIONAL MEETING OF  
January 7, 2020**

The Board of Education of the Springfield Local School District met at Springfield Local Administration Building, January 7, 2020, for the Organizational Meeting. The meeting was called to order at 6:30 P.M. Board members present were Mr. Hofer, Mrs. Dodson, Mr. Petry, Mr. Hess, and Mr. Lance. The Superintendent, Business Manager, and Treasurer were also present.

Pledge of allegiance recited.

**20-001** Oath of office for re-elected board members: Larry Petry, Neal Hess, and Dave Hofer  
**Oath of Office**

**20-002** Nominations were accepted for President of the Board for 2020. Mrs. Dodson nominated Mr. Hofer to serve as President of the Board for 2020.  
**Nominations for President**

Motion by Mr. Petry Ayes: Mr. Hofer, Mr. Petry, Mrs. Dodson, Mr. Hess, and Mr. Lance.

**Mr. Hofer was declared Board President for 2020.**

**20-003** Nominations were accepted for Vice President of the Board for 2020. Mr. Hofer nominated Mr. Hess to serve as Vice-President of the Board for 2020.  
**Nominations for Vice President**

Motion by Mr. Lance. Ayes: Mr. Hofer, Mr. Petry, Mrs. Dodson, Mr. Hess, and Mr. Lance.

**Mr. Hess was declared Board Vice-President for 2020.**

**Mr. Hofer assumed the duties of Board President at this time.**

**20-004**  
**Committee Appointment**

The President appointed the 2020 committees as follows:

Athletic/Student Activities:	To be appointed as needed.
Building & Grounds/Finance:	To be appointed as needed.
Curriculum/Policy Review:	To be appointed as needed.
Personnel/Public Relations:	To be appointed as needed.
Transportation:	To be appointed as needed.
Portage Lakes CC Board of Education:	Mrs. Dodson & Mr. Hofer
Legislative Liaison:	To be appointed as needed.
Student Achievement Liaison:	To be appointed as needed.

**20-005**  
**Meeting Dates**

**Board of Education Meeting Dates**

Mr. Hess made a motion that the regular meetings of the Springfield Local Board of Education be held on the third Tuesday of each month (unless otherwise noted) at 6:00 P.M. with locations to be determined.

<b>February 18, 2020</b>	<b>August 18, 2020</b>
<b>March 17, 2020</b>	<b>September 15, 2020</b>
<b>April 21, 2020</b>	<b>October 20, 2020</b>
<b>May 19, 2020</b>	<b>November 17, 2020</b>
<b>June 16, 2020</b>	<b>December 15, 2020</b>
<b>July 21, 2020</b>	<b>January 12, 2021 (2nd Tuesday)</b>

Second by Mr. Lance. Ayes: Mr. Hofer, Mr. Petry, Mrs. Dodson, Mr. Hess, and Mr. Lance. Mr. Hofer declared the motion passed.

**20-006**  
**Yearly Procedures**

Mr. Petry made a motion that the Board approve the following yearly procedures as recommended for adoption by the Board of Education:

- A. That the Treasurer be authorized to pay all bills as presented, providing there are sufficient funds and purchase orders have been properly issued. A monthly report shall be presented to the Board of Education.
- B. That Mr. Charles Sincere, Superintendent, be named purchasing agent.
- C. That the Superintendent, Mr. Charles Sincere, be authorized to apply for and serve as coordinator of Federal and State Programs as deemed necessary during the calendar year 2020. It is understood that a staff member coordinates the programs and reports to the Superintendent.
- 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.
- F. That the Board President, Superintendent, Treasurer, and Business Manager be bonded in the amount of \$50,000 for faithful performance bonds. ORC 5705.412, ORC 3313.25, and ORC 3319.05.
- G. That the Treasurer or designee be approved to do banking transactions.
- H. That the Superintendent be authorized to approve professional meeting attendance and expense for the district personnel as deemed appropriate during 2020.
- I. That the Superintendent be authorized to approve unpaid leave requests for the district personnel as deemed appropriate during 2020.
- J. That the Treasurer be authorized to make appropriations and amend the certificate of estimated resources as necessary throughout the year.
- K. That the rate of pay previously approved for Board Members (maximum per Ohio Revised Code) continue at that rate during 2020. (ORC 3313.12)
- L. That Mr. Charles Sincere, Superintendent, be authorized to serve as district representative to acquire federal surplus property from the Ohio State Agency for Surplus Property.
- M. That the Treasurer be authorized to dispense with the reading of the minutes at Board meetings, provided the minutes are presented to the Board in advance of the Board meeting.
- N. That the Board establish a records commission as provided by law, made up of the Board President, Superintendent, and Treasurer.
- O. That the Treasurer be designated as the public records designee for all elected officials.

Second by Mrs. Dodson. Ayes: Mr. Hofer, Mrs. Dodson, Mr. Petry, Mr. Hess, and Mr. Lance. Mr. Hofer declared the motion passed.

**20-007**  
**Board Service Fund**

Mr. Hess made a motion that the Board approve the establishing of a Board Service Fund in the amount of \$7,500, as provided by the Ohio Revised Code.

Second by Mr. Lance. Ayes: Mr. Hofer, Mr. Petry, Mrs. Dodson, Mr. Hess, and Mr. Lance. Mr. Hofer declared the motion passed.

**20-008**  
**Adjournment**

Mr. Hofer made a motion for adjournment.

Second by Mr. Hess. Ayes: Mr. Hofer, Mr. Petry, Mrs. Dodson, Mr. Hess, and Mr. Lance. Mr. Hofer declared the motion passed.

Meeting adjourned at 7:04 P.M.

Certified that the above minutes is a true record of proceedings of the Organizational Meeting held January 7, 2020.

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President

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Treasurer