

**SPRINGFIELD LOCAL SCHOOLS  
BOARD OF EDUCATION**

**PRESIDENT PRO TEM:** Mary Lou Dodson

**SUPERINTENDENT:** Mr. William Stauffer

**MEMBERS:** Cynthia Collins

**TREASURER:**

Christopher Adams

Bobby Dinkins

**BUSINESS MANAGER:**

Daniel E. Laskos

Neal Hess

Dave Hofer

**ORGANIZATIONAL MEETING – 6:00 P.M.**

**ADMINISTRATIVE BOARD ROOM**

**JANUARY 3, 2012**

- I. CALL TO ORDER**
- II. OATH OF OFFICE FOR NEW BOARD MEMBER**
- III. ROLL CALL**
- IV. PLEDGE OF ALLEGIANCE**
- V. ELECTION OF PRESIDENT**
- VI. ELECTION OF VICE-PRESIDENT**
- VII. APPOINTMENT OF BOARD COMMITTEES**
- VIII. SET DATE, TIME, AND PLACE OF MEETINGS**
- IX. YEARLY PROCEDURES**
- X. BOARD SERVICE FUND**

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- XI. ADJOURNMENT**

**II. OATH OF OFFICE FOR NEW BOARD MEMBER**

**III. ROLL CALL**

Mrs. Collins \_\_\_\_\_, Mr. Dinkins \_\_\_\_\_,

Mrs. Dodson \_\_\_\_\_, Mr. Hess \_\_\_\_\_,

Mr. Hofer \_\_\_\_\_.

**IV. PLEDGE OF ALLEGIANCE**

**V. ELECTION OF PRESIDENT**

Nominations will be accepted for President of the Board for 2012.

NOMINATION: \_\_\_\_\_, BY \_\_\_\_\_

NOMINATION: \_\_\_\_\_, BY \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

ROLL CALL: Mrs. Collins \_\_\_\_\_, Mr. Dinkins \_\_\_\_\_,

Mrs. Dodson \_\_\_\_\_, Mr. Hess \_\_\_\_\_,

Mr. Hofer \_\_\_\_\_.

MOTION CARRIED \_\_\_\_\_

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**VI. ELECTION OF VICE-PRESIDENT**

Nominations will be accepted for Vice-President of the Board for 2012.

NOMINATION: \_\_\_\_\_, BY \_\_\_\_\_

NOMINATION: \_\_\_\_\_, BY \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

ROLL CALL: Mrs. Collins \_\_\_\_\_, Mr. Dinkins \_\_\_\_\_,

Mrs. Dodson \_\_\_\_\_, Mr. Hess \_\_\_\_\_,

Mr. Hofer \_\_\_\_\_.

MOTION CARRIED \_\_\_\_\_

**The newly elected President assumes duties at this time.**

**VII. APPOINTMENT OF BOARD COMMITTEES**

The President shall appoint 2012 committees as follows:

- |                                      |       |                    |
|--------------------------------------|-------|--------------------|
| Athletic/Student Activities          | _____ | <u>Chairperson</u> |
|                                      | _____ |                    |
| Buildings and Grounds/Finance        | _____ | <u>Chairperson</u> |
|                                      | _____ |                    |
| Curriculum/Policy Review             | _____ | <u>Chairperson</u> |
|                                      | _____ |                    |
| Personnel/Public Relations           | _____ | <u>Chairperson</u> |
|                                      | _____ |                    |
| Transportation                       | _____ | <u>Chairperson</u> |
|                                      | _____ |                    |
| Portage Lakes JVS Board of Education | _____ |                    |
|                                      | _____ |                    |
| Legislative Liaison                  | _____ |                    |
|                                      | _____ |                    |
| Student Achievement Liaison          | _____ |                    |

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**VIII. SET DATE, TIME, AND PLACE OF MEETINGS**

It is recommended that regular meetings of the Springfield Local Board of Education be held on the third Tuesday of each month at 6:00 p.m. in the Board Room of the Administration Building or at another pre-arranged location. The dates would be as follows:

- |                   |                    |                   |
|-------------------|--------------------|-------------------|
| February 21, 2012 | June 19, 2012      | October 16, 2012  |
| March 20, 2012    | July 17, 2012      | November 20, 2012 |
| April 17, 2012    | August 21, 2012    | December 18, 2012 |
| May 15, 2012      | September 18, 2012 | January 15, 2013  |

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

ROLL CALL: Mrs. Collins \_\_\_\_\_, Mr. Dinkins \_\_\_\_\_,  
Mrs. Dodson \_\_\_\_\_, Mr. Hess \_\_\_\_\_,  
Mr. Hofer \_\_\_\_\_.

MOTION CARRIED \_\_\_\_\_

**IX. YEARLY PRODECURES**

The following yearly procedures are 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. William Stauffer, Superintendent, be named purchasing agent.
- C. That the Superintendent, Mr. William Stauffer, be authorized to apply for and serve as coordinator of Federal and State Programs as deemed necessary during the calendar year 2012. 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, and Treasurer be bonded in the amount of \$20,000 for faithful performance bonds. REF. 5755.412 ORC.
- 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 2012.
- I. That the Superintendent be authorized to approve unpaid leave requests for the district personnel as deemed appropriate during 2012.
- 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 2012. (ORC 3313.12)
- L. That Mr. William Stauffer, 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.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

ROLL CALL: Mrs. Collins \_\_\_\_\_, Mr. Dinkins \_\_\_\_\_,  
Mrs. Dodson \_\_\_\_\_, Mr. Hess \_\_\_\_\_,  
Mr. Hofer \_\_\_\_\_.

MOTION CARRIED \_\_\_\_\_

**X. BOARD SERVICE FUND**

It is recommended that a Board Service Fund be established in the amount of \$7,500, as provided by the Ohio Revised Code.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

ROLL CALL: Mrs. Collins \_\_\_\_\_, Mr. Dinkins \_\_\_\_\_,

Mrs. Dodson \_\_\_\_\_, Mr. Hess \_\_\_\_\_,

Mr. Hofer \_\_\_\_\_.

MOTION CARRIED \_\_\_\_\_

**XI. ADJOURNMENT**

It is recommended that the meeting be adjourned at this time.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

ROLL CALL: Mrs. Collins \_\_\_\_\_, Mr. Dinkins \_\_\_\_\_,

Mrs. Dodson \_\_\_\_\_, Mr. Hess \_\_\_\_\_,

Mr. Hofer \_\_\_\_\_.

MOTION CARRIED \_\_\_\_\_

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