

# Springfield Local Schools Board of Education Organizational Meeting

Springfield Local Schools Board of Education  
Springfield Administration Building & Preschool Center  
Tuesday, January 13, 2026  
6:00pm

## 1 CALL TO ORDER

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## 2 ROLL CALL

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## 3 PLEDGE OF ALLEGIANCE

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## 4 OATH OF OFFICE FOR NEWLY RE-ELECTED AND ELECTED BOARD MEMBERS

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## 5 ELECTION OF PRESIDENT

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Nominations will be accepted for President of the Board for 2026.

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

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

## 6 ELECTION OF VICE-PRESIDENT

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Nominations will be accepted for Vice-President of the Board for 2026.

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

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

## 7 APPOINTMENT OF BOARD COMMITTEES

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The President shall appoint 2026 committees as follows:

Athletic/Student Activities \_\_\_\_\_ Chairperson

Buildings and Grounds/Finance \_\_\_\_\_ Chairperson

Curriculum/Policy Review \_\_\_\_\_ Chairperson

Personnel/Public Relations \_\_\_\_\_ Chairperson

Transportation \_\_\_\_\_ Chairperson

Portage Lakes Career Center Board of Education 2 members for 3 year terms

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## 8 SET DATE, TIME, AND PLACE OF MEETINGS

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It is recommended 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:

- February 17, 2026
- March 17, 2026
- April 21, 2026
- May 19, 2026
- June 16, 2026
- July 21, 2026
- August 18, 2026
- September 15, 2026
- October 20, 2026
- November 17, 2026
- December 15, 2026
- January 12, 2027 (2nd Tuesday)

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## 9 YEARLY PROCEDURES

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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 the Superintendent be named purchasing agent.

C. That the Superintendent be authorized to apply for and serve as coordinator of Federal and State Programs as deemed necessary during the calendar year 2026. 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 2026.

I. That the Superintendent be authorized to approve unpaid leave requests for the district personnel as deemed appropriate during 2026.

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 2026. (ORC 3313.12)

L. That the 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.

P. That the Superintendent be authorized to accept retirements and resignations on behalf of the Board of Education.

Q. That the Superintendent be authorized to employ staff as deemed necessary to keep the district running efficiently.

## 10 BOARD SERVICE FUND

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

## 11 ADJOURNMENT

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