

# RECORD OF PROCEEDINGS

January 7

Board of Education 2025 Organizational Meeting

2025

The Board of Education of the Mansfield City Schools District met in an organizational meeting at 5:30 p.m., on Tuesday, January 7, 2025 in the Lowell T. Smith Boardroom of the Ramelton Administration Building.

The meeting was called to order by Chris Elswick presiding as President Pro Temp for the 2025 Organizational meeting.

The pledge of allegiance was recited.

Mrs. Hamilla called the roll for the 2025 Organizational Meeting

Mr. Elswick, present; Mrs. Golden, present; Mr. Feagin, present, Mrs. Kime, present; Ms. Ward, present

25 – 01                    Resolution to approve the Agenda

Mr. Elswick moved, Mrs. Golden seconded the resolution to adopt the agenda

Roll call: Mr. Elswick, Yes; Mrs. Golden, Yes; Ms. Ward, Yes; Mr. Feagin, Yes; Mrs. Kime, Yes

25 - 02                    Nomination of a President

Mr. Elswick called for nominations for President of the 2025 Board of Education

Mr. Feagin nominated Mrs. Kime for President, the motion did not receive a second

Mrs. Golden nominated Chris Elswick as President, Ms. Ward seconded the motion.

The vote recorded on the nomination of Chris Elswick for President as follows

Roll call: Mrs. Golden, Yes; Ms. Ward, Yes; Mr. Feagin, No, Mr. Elswick, Yes; Mrs. Kime, Yes

25 – 03                    Nomination of a Vice- President

Mr. Elswick nominated Mrs. Golden as Vice President of the 2025 Board of Education

There were no additional nominations

Mr. Elswick moved, seconded by Ms. Ward to elect Linda Golden for Vice President.

The vote recorded on the nomination of Linda Golden as Vice- President as follows

Roll call: Mr. Elswick, Yes; Mrs. Golden, abstain; Ms. Ward, Yes; Mr. Feagin, No; Mrs. Kime, Yes

Tammy Hamilla, Treasurer, administered the following oath of office to Chris Elswick the elected President

“Do you solemnly swear that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as President of the Board of Education of the Mansfield City Schools District, Richland County, Ohio, to the best of your ability and in accordance with the laws now in effect and hereinafter to be enacted, during

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your continuance in said office, and until your successor is elected and qualified? If so, please answer "I do"

I do

\_\_\_\_\_  
-, President

## Oath of Office for the Vice - President

Tammy Hamilla, Treasurer, administered the following oath of office to Linda Golden, the elected Vice - President

"Do you solemnly swear that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Vice-President of the Board of Education of the Mansfield City Schools District, Richland County, Ohio, to the best of your ability and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is elected and qualified? If so, please answer "I do"

I do

\_\_\_\_\_  
Vice President

## 25 – 04 Approval of Board of Education Meeting Schedule.

Mr. Elswick moved, seconded by Mrs. Kime to establish the time of the board meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 5:30 p.m. in the Mansfield City Schools Raemelon Administration building.

Roll call: Mr. Elswick, Yes; Mrs. Kime, Yes; Mr. Feagin, Yes; Ms. Ward, Yes; Mrs. Golden, Yes

## 25 – 05 Resolution to establish Service Fund

Mr. Elswick moved, seconded by Ms. Ward to approve this resolution

WHEREAS, Amended ORC 3315.15 provides for the setting aside from the general fund a sum not to exceed two dollars (\$2.00) for each child enrolled or twenty thousand dollars (\$20,000.00), whichever is greater; such sum of money to be known as the "Service Fund" to be used in paying the expenses of members of the board actually incurred in the performance of their duties when sent out of the school district.

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Mansfield City Schools does hereby establish a Service Fund. Such fund to be set aside as an account within the General Fund, and there is hereby appropriated for the purpose of said Service Fund, the amount of \$20,000.00.

Roll call: Mr. Elswick, Yes; Ms. Ward, Yes; Mr. Feagin, Yes; Mrs. Kime, Yes; Mrs. Golden, Yes

## 25 - 06 Appointments to the Administrative Committee Representatives

Representatives for the 2025 calendar year

Board President Chris Elswick appointed the following Committees and representatives

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- |    |                                |            |
|----|--------------------------------|------------|
| A) | Athletic Council               | L. Golden  |
| B) | District Leadership Team (DLT) | J. Kime    |
| C) | Policy Review                  | G. Feagin  |
| E) | Buildings/Grounds/Facilities   | L. Ward    |
| K) | Finance/Benefits/Insurance     | C. Elswick |

## 25 - 07      Resolution to adopt the Standing Authorizations

Mr. Elswick moved, seconded by Mrs. Golden to adopt the above noted standing authorizations to allow for efficient financial management and full execution of duties by the Treasurer, President and Superintendent.

### Standing Authorizations 2025

- A) Advances on Tax Settlements: Authorization for the Treasurer to secure advances on local taxes from the County Auditor when funds are available and payable to the district.
- B) Investment of Inactive Funds: Authorization for the Treasurer to invest inactive funds at the market rate of return whenever inactive funds are available.
- C) Payment of Bills: Authorization for the Treasurer to pay all bills within the limits of the appropriations resolution as bills are received and when, if applicable, the merchandise has been received in good condition.
- D) Borrowing Authority: Authorization for the Treasurer and President to borrow funds, if needed, within the limitations established by state and federal law.
- E) Purchasing Agent: Authorize the Superintendent to serve as purchasing agent for the district.
- F) Appointment of Jennifer Kime as Delegate and Leslie Ward as Alternate Delegate to the 2025 OSBA Business Meeting.
- G) Designate Treasurer to attend Public Records training on behalf of the Board of Education
- H) Employment of Personnel: Authorization for the Superintendent to employ such personnel as is needed subject to being presented for Board approval at the next scheduled meeting upon approval by this Board, the employment shall be considered effective as of the date and time of the employee's acceptance of the Superintendent's offer.
- I) Resignations of Personnel: Authorization for the Superintendent to accept resignations which have been submitted by employees as is needed subject to being presented for Board approval at the next scheduled meeting upon approval by this Board, such resignations shall be considered effective as of the date and time of the Superintendent's acceptance.
- J) Approve Transfers, Advances, and Appropriation Modifications: Authorize the treasurer to make transfers, advances and modifications to appropriations, as needed.
- K) Prevailing Wage Coordinator: Authorize Treasurer to serve as prevailing wage coordinator for the school district.

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- L) Consulting Service, Construction and Purchasing Contracts: Authorize the Treasurer and Superintendent to enter into consulting service, construction contracts, and purchasing contracts up to the amount allowed by law.
- M) Suspension Hearing Designee: Appoint Superintendent or designee to handle suspension/expulsion hearings.
- N) Designate the Treasurer to serve as the representative to the Central Ohio School Stop-Loss Organization and related insurance organizations.
- O) Professional meetings release time- authorize the Superintendent or his/her designee to release from regular duties and approve the sending of certified and classified staff to professional meetings or other designated situations.
- P) Authorization granted to the Superintendent or his/her designee to authorize all extracurricular in-state field trips and to issue bus permits the same during 2025
- Q) Authorize the Treasurer and/or Superintendent to attend professional meetings and to be reimbursed for any expenses incurred as necessary for the execution of their positions.
- R) Agents of the Board: Designated and authorize the Superintendent, of his designee, and the Treasurer to act as agents of the Board of Education in the application of all grants; to authorize the completion of all grant applications; and to authorize the Treasurer to appropriate funds for grants awarded, including the advancement of funds for later reimbursement when required by grant terms, without further Board approval.
- S) Debt Service Resolution: Authorize the Treasurer to complete all necessary fund-to-fund transfer to pay debt obligations.
- T) Donations to the District: Authorize the Superintendent and the Treasurer to accept all donations to the school district on behalf of the Board of Education.
- U) Five-Year Forecasts: Authorize the Treasurer to file Five-Year Forecasts with the proper State authorities.
- V) Payroll Processing: The Treasurer shall prepare the payrolls for all teaching and non-teaching personnel biweekly or as directed. The Treasurer is further instructed to secure certification of the Civil Service Commission on the classified service employees' payroll. He/she shall also prepare and issue vouchers in favor of the retirement system, United States Treasury Department Depository for withholding tax, etc., and all other authorized deductions made from the pay of the Board.
- W) Signing Checks and Vouchers: Approve the use of a check signing process. The process will be prepared by which all checks are to be signed by the Treasurer; the name of the Treasurer shall be used to sign such checks.
- X) Allocation of Investment Interest: Authorize the Treasurer to allocate interest on such annual basis as earned to the following funds, and to so allocate in the future to such funds as may be established or that may be eligible under state requirements effective with the January distribution:

Mehock Fund (003-9101)

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Food Service Fund (006)  
Brinkerhoff Fund (008-9912)  
Presidential Classroom Fund (008-9913)  
Ling Scholarship Fund (008-9914)  
Diez Scholarship Fund (008-9915)  
Auxiliary Service Funds (401-xxxx)

- Y) Authorize administration to purchase Liability/Property insurance through RFME
- Z) Authorize administration to purchase Cyber insurance from Travelers Insurance
- AA) Authorize administration to purchase Sentinel Device software protection a monthly subscription for City Mills Technology

Roll call: Mr. Elswick, Yes; Mrs. Golden, Yes; Ms. Ward, Yes; Mr. Feagin, Yes; Mrs. Kime, Yes

## 25 – 08      Resolution to designate Local Media Outlets

Mr. Elswick moved, seconded by Mrs. Golden to approve the Mansfield News Journal and Richland Source as the district's official local media outlets.

Roll call: Mr. Elswick, Yes; Mrs. Golden, Yes; Ms. Ward, Yes; Mr. Feagin, Yes; Mrs. Kime, Yes

## 25 - 09      Approval of Insurance for Board Members

Mr. Elswick moved, seconded by Mrs. Golden to approve insurance for Board members on a per request basis. Board Members will reimburse the district for the cost of this insurance.

Roll call: Mr. Elswick, Yes; Mrs. Golden, Yes; Feagin, Yes; Mrs. Kime, Yes; Ms. Ward, Yes

## 25 - 10      Resolution to retain Legal Counsel

Mr. Elswick moved, seconded by Mrs. Kime to retain the following law firms:

Renwick, Welsh & Burton LLC  
Bricker and Eckler LLP  
Rich & Gillis Law Group, LLC  
Peters Kalail & Markakis Co, LPA  
Roetzel & Andress  
Burns Law, LLC  
Dinsmore & Shohl, LLP  
Pepple and Waggoner LTD  
INCompliance  
Sivaraman Immigration Law  
Weston Hurd

Roll call: Mr. Elswick, Yes; Mrs.Kime, Yes; Mr Feagin, Yes; Ms. Ward, Yes, Mrs. Golden, Yes

## 25 – 11      Resolution to approve payment for hours worked

Mr. Elswick moved, seconded by Mrs. Kime to approve payment for hours worked beyond the regular work day for all staff, With Administrative approval and per time sheet submission

Roll call: Mr. Elswick, Yes; Mrs. Kime, Yes; Mrs. Golden, Yes; Mr. Feagin, Yes; Mrs. Ward, Yes

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25 - 12              Resolution to appoint a suspension/expulsion appeal hearing officer

Mr .Elswick moved, seconded by Ms. Ward to appoint Attorney Corie Marty as the Board's designee as Hearing Officer in appeals of student suspensions and expulsions by the Superintendent or his designee.

Roll call: Mrs. Golden, Yes; Ms. Ward, Yes; Mr. Feagin, Yes; Mr. Elswick, Yes; Mrs. Kime, Yes

25 – 13              Resolution to approve the Tax Budget for the year commencing July 1, 2025

Mr. Elswick moved, seconded by Mrs. Golden to approve the annual Tax Budget commencing July 1, 2025

Roll call: Mr. Elswick, Yes; Mrs. Golden, Yes; Mr. Feagin, Yes; Ms. Ward, Yes; Mrs. Kime, Yes

25 - 14              Resolution to Adjourn

Mr. Elswick moved, seconded by Mrs. Golden to adjourn the Organizational meeting at 5:38 p.m.

Roll call: Mr. Elswick, Yes; Mrs. Golden, Yes; Mr. Feagin, Yes; Ms. Ward, Yes; Mrs. Kime, Yes

Meeting adjourned at 5:38 p.m.

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Chris Elswick, President

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Tammy Hamilla, Treasurer