

# Galion City Schools Board of Education

Galion Middle School Computer Lab

Wednesday, February 20, 2013

6:15pm - 6:30pm

Records Commission - Board Committee Meeting

Attendees: Board President Dennis Long, Treasurer Terri Day, Superintendent Kathy Jenney

**Present:** Mr. Dennis Long, Board of Education President; Ms. Terri Day, Treasurer; Dr. Kathleen Jenney, Superintendent

**Absent:** Mrs. Jennifer Kuns, Board of Education Vice President; Mr. George McElligott, Board of Education Member; Mr. Brian Owens, Board of Education Member; Mr. Robert Zeisler, Board of Education Member; Dr. Sandra Powell, Director of Curriculum, Instruction and Federal Grants

## 1 PRELIMINARY ITEMS

### 1.1 ROLL CALL

Minutes

Approved

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		
Dr. Kathleen Jenney, Superintendent	X		

### 1.2 ADOPT AGENDA

Minutes

Approved

**Motioned:** Mr. Dennis Long, Board of Education President

**Seconded:** Dr. Kathleen Jenney, Superintendent

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		
Dr. Kathleen Jenney, Superintendent	X		

### 1.3 APPROVE MINUTES

Approve February 9, 2012 minutes.



[RC-02-20-2013 minutes from prev mtg.pdf](#)

Minutes

**Motioned:** Dr. Kathleen Jenney, Superintendent

**Seconded:** Mr. Dennis Long, Board of Education President

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		
Dr. Kathleen Jenney, Superintendent	X		

## 2 REVIEW ORC

Review Ohio Revised Code Section 149.41 & 149.381



[RC 02-20-2013 ORC review.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Dennis Long, Board of Education President

**Seconded:** Dr. Kathleen Jenney, Superintendent

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		
Dr. Kathleen Jenney, Superintendent	X		

## 3 REVIEW FORM RC-2

Review existing Schedule of Records Retention and Disposition (RC-2)



[RC 02-20-2013 Current Schedule for review.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Dennis Long, Board of Education President

**Seconded:** Dr. Kathleen Jenney, Superintendent

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		
Dr. Kathleen Jenney, Superintendent	X		

## 4 APPROVE FORM RC-3

Approve Certificate of Records Disposal (Form RC-3) for submission to Ohio Historical Society and Auditor of State



[RC 02-20-2013 RC-3 2013 records disposal.pdf](#)

### Minutes

#### Approved

**Motioned:** Dr. Kathleen Jenney, Superintendent

**Seconded:** Mr. Dennis Long, Board of Education President

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		

## 5 APPROVE UPDATED FORM RC-2

Review and approve updated Form RC-2 to reflect change in Responsible Official and Chairman, Records Commission from Linda Kidwell to Mary T. Day.



[RC 02-20-2013 - updated RC2 for filing.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Dennis Long, Board of Education President

**Seconded:** Dr. Kathleen Jenney, Superintendent

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		
Dr. Kathleen Jenney, Superintendent	X		

## 6 ADJOURN

### Minutes

Adjourned at 6:20 p.m.

#### Approved

**Motioned:** Mr. Dennis Long, Board of Education President

**Seconded:** Dr. Kathleen Jenney, Superintendent

Voter	Yes	No	Abstaining
Mr. Dennis Long, Board of Education President	X		
Ms. Terri Day, Treasurer	X		
Dr. Kathleen Jenney, Superintendent	X		