

# Records Commission Meeting Minutes

## Records Commission

Coshocton Elementary School Library, 1203 Cambridge Rd.

Tuesday, November 21, 2023

6:15pm - 6:30pm

**Present:** Ms. Terri Eyerman, Treasurer; Mr. Phil Hunt, President, Board of Education; Mark Kowalski, Superintendent

### 1 001-2023 Call to Order

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**Minutes:**

The meeting was called to order at 6:00 p.m.

**Resolution:** 001-2023

### 2 002-2023 Approval of Agenda

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It is recommended that the Coshocton City Schools Records Commission approve the agenda.

**Result:** Approved

**Resolution:** 002-2023

**Motioned:** Mr. Phil Hunt

**Seconded:** Ms. Terri Eyerman

Voter	Yes	No	Abstaining
Ms. Terri Eyerman, Treasurer	X		
Mr. Phil Hunt, President, Board of Education	X		
Mark Kowalski, Superintendent	X		

### 3 003-2023 Approval of Meeting Minutes

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It is recommended that the Coshocton City Schools Records Commission approve the following Meeting Minutes:

- Records Commission Meeting - July 21, 2022

**Result:** Approved

**Resolution:** 003-2023

**Motioned:** Mr. Phil Hunt

**Seconded:** Mark Kowalski

Voter	Yes	No	Abstaining
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Ms. Terri Eyerman, Treasurer	X		
Mr. Phil Hunt, President, Board of Education	X		
Mark Kowalski, Superintendent	X		

**Attachments:**

[2022 July 21 Meeting Minutes.pdf](#)

## 4 004-2023 Business Items

**Result:** Approved

**Resolution:** 004-2023

### 4.1 004.1-2023 Destruction of Records

It is recommended that the Coshocton City Schools Records Commission approve the Destruction of Records per the attached Certificate of Records Disposal RC-3.

**Result:** Approved

**Resolution:** 004.1-2023

**Motioned:** Ms. Terri Eyerman

**Seconded:** Mr. Phil Hunt

Voter	Yes	No	Abstaining
Ms. Terri Eyerman, Treasurer	X		
Mr. Phil Hunt, President, Board of Education	X		
Mark Kowalski, Superintendent	X		

**Attachments:**

[RC3 BOE 11-21-23.pdf](#)

## 5 005-2023 Next Meeting(s)

Note: Meetings must be held at least once annually.

**Minutes:**

Terri recommended that moving forward, the Records Commission meeting will be held on the same day as the Organizational Meeting each year beginning in January of 2024.

**Resolution:** 005-2023

**Motioned:** Ms. Terri Eyerman

**Seconded:** Mark Kowalski

Voter	Yes	No	Abstaining
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Ms. Terri Eyerman, Treasurer	X		
Mr. Phil Hunt, President, Board of Education	X		
Mark Kowalski, Superintendent	X		

## 6 006-2023 Adjournment

**Minutes:**

The meeting was adjourned at 6:04 p.m.

**Result:** Approved

**Resolution:** 006-2023

**Motioned:** Mr. Phil Hunt

**Seconded:** Mark Kowalski

Voter	Yes	No	Abstaining
Ms. Terri Eyerman, Treasurer	X		
Mr. Phil Hunt, President, Board of Education	X		
Mark Kowalski, Superintendent	X		

ATTESTATION:

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Terri Eyerman, Treasurer

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Mr. Mark Kowalski, Superintendent