

Records Commission Meeting

Records Commission

Coshocton Elementary School Library, 1203 Cambridge Rd.

Monday, January 13, 2025

6:25pm

Present: Ms. Terri Eyerman, Treasurer; Mark Kowalski, Superintendent; Mrs. Susan Mann, Board Member

1 Call to Order

Minutes:

The meeting was called to order at 6:28 p.m.

2 Roll Call

Ms. Terri Eyerman, Treasurer/CFO

Minutes:

All members of the commission were in attendance.

3 Adoption of Agenda

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

Result: Approved

Motioned: Mrs. Susan Mann

Seconded: Ms. Terri Eyerman

Voter	Yes	No	Abstaining
Ms. Terri Eyerman, Treasurer	X		
Mark Kowalski, Superintendent	X		
Mrs. Susan Mann, Board Member	X		

4 Approval of Meeting Minutes

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

- Records Commission Meeting - October 31, 2024

Result: Approved

Motioned: Mark Kowalski

Seconded: Mrs. Susan Mann

5 Business Items

Minutes:

No business items were presented.

5.1 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.

Minutes:

No destruction of records requests were presented.

6 Next Meeting(s)

Minutes:

The next scheduled meeting will be just before the Organizational meeting in 2026 unless there is a need prior. Then a meeting will be scheduled.

7 Adjournment

Minutes:

The meeting adjourned at 6:32 p.m.

Motioned: Mrs. Susan Mann

Seconded: Mark Kowalski

Voter	Yes	No	Abstaining
Ms. Terri Eyerman, Treasurer	X		
Mark Kowalski, Superintendent	X		
Mrs. Susan Mann, Board Member	X		