

RECORDS COMMISSION MEETING

Meeting Minutes

Portage Lakes Career Center
4401 Shriver Rd. Uniontown, OH 44685
Thursday, September 18, 2025
5:50pm

Present: Lisa Tripney, Superintendent; Lillian Johnson, Assistant Treasurer; Dave Hofer, (Springfield)

1 Call to Order

Minutes:

Meeting was called to order at 5:50 PM.

2 Treasurer Pro Tempore

The Board President appoints Lillian Johnson to serve as the Treasurer Pro Tempore during this meeting.

3 Roll Call

Dave Hofer
Lillian Johnson
Lisa Tripney

Minutes:

All members present.

Motioned: Dave Hofer

Seconded: Lisa Tripney

4 Treasurer's Recommendation

Motioned: Dave Hofer

Seconded: Lisa Tripney

4.1 Records Retention Schedule

It is recommended that the records commission approve the updated Records Retention Schedule (RC-2), as presented this September 18, 2025.

_____ Ms. Johnson (on behalf of Laurel Young, Treasurer)

_____ Mr. Hofer, Records Commission Chair

_____ Mrs. Tripney, Superintendent

Result: Approved

Resolution: 25-110

Motioned: Dave Hofer

Seconded: Lisa Tripney

Voter	Yes	No	Abstained
Lisa Tripney, Superintendent	X		
Lillian Johnson, Assistant Treasurer	X		
Dave Hofer, (Springfield)	X		

5 Adjournment

Minutes:

Meeting adjourned at 5:51 PM.

Result: Approved

Resolution: 25-111

Motioned: Dave Hofer

Seconded: Lisa Tripney

Voter	Yes	No	Abstained
Lisa Tripney, Superintendent	X		
Lillian Johnson, Assistant Treasurer	X		

Portage Lakes Career Center (PLCC) is committed to equal opportunity for all governed by the protections of Title IX, IDEA, Title VI (Civil Rights), Title VII (Civil Rights) and the Americans with Disabilities Act (ADA). The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Title IX Coordinator, Portage Lakes Career Center, 4401 Shriver Road, Uniontown, OH 44685, phone: 330-896-8200 or email: gclark@plcc.edu.