

CORPORATE RESOLUTION

BE IT RESOLVED by the Board of Directors of _____

(NAME OF CORPORATION)

that they hereby authorize said Corporation to enter into a Lockbox Mail Deposit Agreement with The Delaware County Bank & Trust Company permitting said Bank to operate a lockbox as outline in the Lockbox Agreement.

RESOLVED, FURTHER, that the _____

(NAME AND TITLE OF AUTHORIZED OFFICE)

is hereby authorized to execute said Agreement and any other documents required to facilitate the program with The Delaware County Bank and Trust Company.

CERTIFICATE AS TO PASSAGE OF RESOLUTION

I, _____, hereby certify that I am Secretary of _____, an Ohio Corporation, or a Corporation licensed to do business in Ohio, that the foregoing resolution is a true copy of the resolution duly adopted by the Board of Directors of said corporation at a regular special meeting duly held on the _____ day of _____, 20____, at which quorum for the transaction of business was present at and throughout the meeting; that said resolutions have not been rescinded or changed and are not in full force and effect. IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20____.

Secretary

Corporate Name

This Memo of Understanding is made between the Delaware County Probate and Juvenile Court and the Big Walnut Schools as a means of defining the relationship shared with the regard to the School Liaison Program.

1. It is understood that the Delaware County Juvenile and Probate Court shall provide the service known as School Liaison Program as outlined in the attached document.
2. It is understood that the court will provide this service for the Academic year 2012-2013.
3. It is understood the Big Walnut Schools will financially contribute Eight thousand five hundred dollars(\$8,500.00) as well as providing the youth referrals.

Mr. Steve Mazzi

Date

Judge Kenneth J. Spicer

Date

BIG WALNUT LOCAL SCHOOLS

TITLE:	Student Activities Clerk
QUALIFICATIONS:	<ul style="list-style-type: none">- High School Diploma or Equivalent- Accounting or bookkeeping training and/or experience- Computer knowledge and/or experience preferred- Such alternative to the above qualifications as the Board may find appropriate and acceptable
REPORTS TO:	Building Principal/District Treasurer
JOB GOAL:	To assure the smooth and efficient operation of the building and/or department offices so that a positive impact on the education of children can be realized.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Maintains a complete and systematic set of account records (Fund 200 and Fund 300)2. Prepares all requisitions for building/department assigned3. Assists with preparation and processing of check runs4. Sells workbooks and supplies5. Assessing, collecting, posting, and depositing all monies received.6. Health Services – first aid and medication distribution7. Office Duties<ul style="list-style-type: none">• Clerical• Duplicating• Substitute in the absence of the building secretary• EMIS/attendance/accounting input8. Performs additional duties as assigned by the Supervisor
TERMS OF EMPLOYMENT:	Salary and work year to be established by the Board.
EVALUATION:	Performance of the job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Support Services personnel.

(Adoption Date: September 10, 2001)
(Revised December 2002)
(Adopted January 6, 2003)
(Revised July 26, 2012)