

West Muskingum Board of Education
Organizational Meeting Agenda
January 10, 2024
West Muskingum Middle School – 5:00 p.m.

Board Members:

Dan Ankrum, Marcus Farley, Julie MacLaine, Bryan Melsheimer, Ab Vousden

Note:

This is a meeting of the Board of Education for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting. The portion of the meeting which the participation of the public is invited shall be limited to 30 minutes. All statements shall be directed to the presiding officer; no person may address or question Board member individually. All cell phones should be turned off during board meetings.

Citizens of the West Muskingum School District and employees who wish to speak with the Board are requested to keep items presented as brief as possible. Items are limited to five minutes. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.

Call to Order:

Pledge: The President Pro-Tem will lead the Board in the Pledge of Allegiance.

Roll Call: The President Pro-Tem will have the Treasurer take the Roll Call of the Board Members at the Annual Organizational Meeting of January 10, 2024.

Mr. Ankrum ____ Mr. Farley ____ Mrs. MacLaine ____ Mr. Melsheimer ____ Mr. Vousden ____

Additions to the Agenda:

Ankrum ____ Farley ____ MacLaine ____ Melsheimer ____ Vousden ____

I. Oath of Office

The Oath of Office is the swearing in and the official seating on newly elected and re-elected board members.

Kimberly Downs, Treasurer, will administer the Oath of Office to Albert Vousden, Marcus Farley and Julie MacLaine.

II. Election of Board President

The Board will nominate and elect a Board President for 2024.

At least one member should be nominated for this position. A second is not needed for the nomination and a roll call vote is to be taken.

Nomination _____

Roll Call: Ankrum ____ Farley ____ MacLaine ____ Melsheimer ____ Vousden ____

III. Election of Board Vice President

The Board will nominate and elect a Board Vice President for 2024.

At least one member shall be nominated for this position. A second is not needed for the nomination and a roll call vote is to be taken.

Nomination _____

Roll Call: Ankrum ____ Farley ____ MacLaine ____ Melsheimer ____ Vousden ____

IV. Board Standing Committees

The Board President, in conjunction with the Board, will appoint members to the following Board Standing Committees and Liaisons:

- **Legislative Liaison** – 1 Board Member – To assist the Board in staying current with legislative issues and legislation. To assist the Board with identifying their response to legislative issues and legislation.

- **Special Project Liaisons** – 2 Board Members – To assist the administration in the development and implementation of special projects.

- **Board Representative on the Academic Fund Executive Committee** – 2 Board Members – Board President and 1 board member serve as the Board’s representatives on the Academic Fund Board.

- **Negotiations (Classified)** – 2 Board Members – Participate on the Board’s negotiation team during the contract years.

- **Negotiations (Certified)** – 2 Board Members – Participate on the Board’s negotiation team during the contract years.

- **Teacher of the Year Selection Committee** – 1 Board Member – Serves on the committee that selects the West Muskingum Teacher of the Year.

- **Textbook Selection** – 2 Board Members – Will meet with the superintendent and curriculum director to review textbooks and educational resource materials used to support the District’s academic programs.

- **Student Achievement Liaison** – 1 Board Member – To assist the Board in staying current with student achievement issues and legislation.

- **Audit and Finance Committee** – 2 Board Members – Will meet with treasurer and superintendent to review the District Budget, Five-Year Forecast, and other finances of the District. Participates in the annual review of the District’s Audit Report from the State Auditor.
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- **Policy Committee** – 2 Board Members – Will work with the superintendent in reviewing board policies to be presented to the Board.
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V. Board Meetings

The Board will establish the meeting dates, times, and location for the West Muskingum Board of Education meetings from February 2024 through December 2024. Board meetings will be held on the second Thursday of each month. Meetings will be held at 5:00 p.m. in the West Muskingum Middle School Library.

February 8, 2024	August 8, 2024
March 14, 2024	September 12, 2024
April 11, 2024	October 10, 2024
May 9, 2024	November 14, 2024
June 13, 2024	December 12, 2024
July 11, 2024	

Ankrum ____ Farley ____ MacLaine ____ Melsheimer ____ Vousden ____

VI. Representative to Tax Incentive Review Council

The Board will appoint Representatives to Tax Incentive Review Council, Zanesville-Muskingum County Port Authority. At least one member should be appointed for this position.

VII. Appointment of Board Designees Public Records Act

Recommendation to appoint Kimberly Downs, Treasurer, and Chad J. Shawger, Superintendent, as designees to receive the required three hours of Public Record Training for current term of Board of Education members for calendar year 2024.

Ankrum ____ Farley ____ MacLaine ____ Melsheimer ____ Vousden ____

VIII. President Calls for Approval of Resolutions

A. Resolution for Board Service Fund and Attendance at Professional Meetings

Recommendation to adopt resolution to approve Board Service Fund and Attendance at Professional Meetings.

B. Resolution for Superintendent/Superintendent Designee as Purchasing Agent

Recommendation to adopt resolution designating the Superintendent/Superintendent Designee as Purchasing Agent.

C. Resolution for Authorization to Accept Resignations

Recommendation to adopt resolution to authorize the superintendent to accept resignations, subject to board ratification.

- D. Resolution for Authorization to Make Offers of Employment**
Recommendation to adopt resolution to authorize the superintendent to make offers of employment directly to candidates, subject to board ratification.
- E. Resolution to Approve Legal Services**
Recommendation to approve resolution for legal services on as needed basis in addition to the legal counsel appointed by statute.
- F. Resolution to Authorize the Treasurer to Pay Bills, Sign E-Rate Documentations, Invest Funds, and Enter into Limited Contracts**
Recommendation to approve resolution to authorize the Treasurer to pay bills, sign E-Rate documentations, invest funds, and enter into limited contracts.
- G. Resolution to Authorize the Treasurer to Manage Federal Micro-Purchase Procurement**
Recommendation to approve resolution to authorize the Treasurer to manage federal self-certifying \$50,000.00 micro-purchase threshold for use of federal funds.
- H. Resolution for the Superintendent and Treasurer to sign LACA Agreements**
Recommendation to approve resolution authorizing the Superintendent and Treasurer to sign LACA agreements on as needed basis.
- I. Resolution to Authorize the Treasurer and Board President to Secure Advances from the County Auditor**
Recommendation to approve resolution authorizing the Treasurer and Board President to secure advances from the county auditor when funds are available and payable to the district.
- J. Resolution for the Superintendent/Superintendent Designee to represent the district for purposes of federal program applications, state grants, and local grants**
Recommendation to approve resolution to authorize the Superintendent and/or Superintendent's designee to represent the district for the purposes of federal program applications, state grants and local grants and to make initial application for these programs which include Special Education IDEA, Title I, Title IIA, Title IID, Title IVA, Title VB, Title VI and other grants as deemed appropriate.
- K. Resolution to make the Zanesville Times Recorder as the newspaper in which official and legal notices are placed**
Recommendation to approve resolution to make Zanesville Times Recorder as the newspaper in which official and legal notices are placed.
- L. Resolution to permit the building administrators and athletic director to sign contracts for extracurricular purposes of their buildings**
Recommendation to approve resolution to permit the building administrators and athletic director to sign contracts for extracurricular purposes of their buildings. Examples: referee contracts for athletic contests, class rings, publications, etc.
- M. Resolution to permit the superintendent to approve professional in-service meetings**
Recommendation to approve resolution to permit the superintendent to approve professional in-service meetings within the county, state and out of state.

N. Resolution to adopt agenda format for 2024

Recommendation to approve resolution to adopt agenda format for 2024

- Call to Order
- Pledge
- Roll Call
- Additions to the Agenda
- Public Participation
- Presentations
- Treasurer's Report
- Superintendent's Report
- Board Member Reports and Concerns
- Executive Session
- Adjournment

Ankrum ____ Farley ____ MacLaine ____ Melsheimer ____ Vousden ____

IX. Adjournment of the Annual Organizational Meeting

Meeting Adjournment at _____ P.M.

Ankrum ____ Farley ____ MacLaine ____ Melsheimer ____ Vousden ____