

**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**ROLL CALL**

The West Muskingum Board of Education held its organizational and regular meeting on January 9, 2025 at 5:00 p.m. in the West Muskingum Administration Center. Mr. Melsheimer, president pro-tem, called the meeting to order.

Roll Call: Mr. Ankrum, present; Mr. Farley, present; Mrs. MacLaine, present; Mr. Melsheimer, present; Mr. Vousden, present.

Everyone participated in the pledge to the American Flag.

**(ORGANIZATIONAL MEETING)**

**45-106 Election of Board President for 2025**

**WHEREAS** statutes require the board members to elect one of the board members to be president of the board for the calendar year; and

**WHEREAS** under the provisions of Roberts Rules of Order Revised, nominations for the office of president were made by the board members with the following being nominated: Mr. Marcus Farley; and

**WHEREAS** under the provisions of Roberts Rules of Order Revised, the board voted on the nominees for the president of board of education for the calendar year resulting in Mr. Marcus Farley receiving a majority of the votes.

**NOW THEREFORE BE IT RESOLVED** under the provisions of ORC 3313.14, the board member herein named received the majority of votes cast by the board and is hereby declared president of the board of education for the 2025 calendar year.

President: Mr. Marcus Farley

Mr. Farley assumed the duties of president.

**45-107 Election of Board Vice President for 2025**

**WHEREAS** statutes require the board members to elect one of the board members to be vice president of the board for the calendar year; and

**WHEREAS** under the provisions of Roberts Rules of Order Revised; nominations for the office of vice president were made by the board members with the following nomination: Mr. Bryan Melsheimer; and

**WHEREAS** under the provisions of Roberts Rules of Order Revised, the board voted on the nominees for the position of vice president of the board of education for the calendar year with Mr. Bryan Melsheimer receiving a majority of the votes.

**NOW THEREFORE BE IT RESOLVED** under the provisions of ORC 3313.14, the board member herein named received a majority of votes cast by the board and is hereby declared vice president of the board of education for the 2025 calendar year.

Vice President: Mr. Bryan Melsheimer

**Board Standing Committees**

**WHEREAS** to enhance efficient board personship, the board members are appointed by the board president to serve on standing committees; and

**WHEREAS** the term of such appointment is one year or until December 31, whichever occurs first;

**NOW THEREFORE** under the provisions of Roberts Rules of Order Revised, the following board members are appointed to the standing committees as stated:

**RECORD OF PROCEEDINGS  
MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION  
ORGANIZATIONAL AND REGULAR MEETING  
JANUARY 9, 2025**

Legislative Liaison:	Mrs. MacLaine
Academic Fund Executive Committee:	Mr. Farley / Mr. Vousden
Negotiations (Classified):	Mr. Ankrum / Mr. Vousden
Negotiations (Certified):	Mr. Ankrum / Mr. Vousden
Teacher of the Year Selection:	Mrs. MacLaine
Textbook Selection:	Mr. Farley / Mrs. MacLaine
Student Achievement	Mr. Melsheimer
Audit & Finance Committee:	Mr. Farley / Mr. Melsheimer
Policy Committee:	Mr. Farley / Mr. Vousden

**FURTHERMORE**, from time to time the board members shall be called upon to make reports to the board as a whole and to the public in regard to such standing committees' work and;

**FINALLY**, the members of the board are reminded that under the provisions of ORC 121.22, the members of the board are prohibited from making any decisions obligating the board as a whole or obligating public funds, when acting outside a regular or special board meeting.

**45-108 Board Meeting Schedule for 2025**

Motion made by Mr. Vousden, seconded by Mr. Melsheimer to establish the dates, times and locations for calendar year 2025 Board of Education meetings as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>TYPE OF MEETING</u>
February 11, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
March 13, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
April 10, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
May 15, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
June 12, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
July 10, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
August 14, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
September 11, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
October 9, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
November 11, 2025	5:00 p.m.	West Muskingum Administration Center	Regular
December 11, 2025	5:00 p.m.	West Muskingum Administration Center	Regular

Roll Call: Mr. Vousden, yea; Mr. Melsheimer, yea; Mr. Ankrum, abstain; Mrs. MacLaine, yea; Mr. Farley, yea. Motion carried.

**45-109 Representative to Tax Incentive Review Council**

Mr. Melsheimer was appointed to serve as the Board's representative on the Zanesville-Muskingum County Port Authority Tax Incentive Review Council.

**45-110 Appointment of Board Designees Public Records Act**

Motion made by Mr. Melsheimer, seconded by Mrs. MacLaine to appoint Kimberly Downs, Treasurer, and Chad Shawger, Superintendent, as designees to receive the required three hours of Public Record training for current term Board of Education members for calendar year 2025. Roll Call: Mr. Melsheimer, yea; Mrs. MacLaine, yea; Mr. Ankrum, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**45-111 Organizational Board Resolutions – Consent Agenda**

Motion made by Mr. Vousden, seconded by Mrs. MacLaine to approve the following:

**A. Board Service Fund & Attendance at Professional Meetings**

**WHEREAS** Ohio statutes provide for setting aside from the general fund a sum not to exceed \$2.00 for each child enrolled, or \$20,000, whichever is greater, such sum of money to be known as the “service fund” to be used only in paying the expenses of members of the board actually incurred in the performance of their duties, or of their official representatives, or in paying the expenses of members-elect of such boards of education actually incurred in training and orientation to the performance of their duties from the date of election to the date of administration of the oath of office.

**NOW THEREFORE BE IT RESOLVED** under the provisions of ORC 3315.15, the board hereby appropriated for the purpose of said service fund the amount as set forth herein: \$20,000.

**AND BE IT FINALLY RESOLVED** under the provisions of ORC 5705.40, that any unspent unencumbered balance in the service fund at the end of the current fiscal year shall revert to the general fund or permanent improvement fund and shall be subject to appropriations for the next fiscal year.

**B. Designation of Superintendent/Superintendent’s Designee as Purchasing Agent**

**WHEREAS** the superintendent is the chief executive officer for the board of education; and

**WHEREAS** the acquisition of supplies, equipment, and services is centralized in the superintendent’s office and through whose office all purchasing transactions are conducted.

**NOW THEREFORE BE IT RESOLVED** under the provision of ORC 3313.47 and ORC 3319.01, the board assigns the superintendent the responsibility for the quality and quantity of purchases; and

**BE IT FURTHER RESOLVED** under the provisions of ORC 3313.47 and ORC 5705.41, the superintendent/superintendent’s designee are hereby designated purchasing agents and authorized to approve purchases within the appropriated amounts up to \$25,000 per item in so far as such purchases are consistent with the approved educational goals and programs of the district.

**C. Authorization of Superintendent to Accept Resignations**

Authorize the Superintendent, on behalf of the Board of Education, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent’s acceptance.

**D. Authorization of Superintendent to Make Offers of Employment**

Authorize the Superintendent, during periods when this board of education is not in session, to make offers of employment directly to candidates for either teaching or nonteaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee’s acceptance of the Superintendent’s offer.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy.

**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**E. Legal Services**

**WHEREAS** specialized legal services are necessary from time to time for the management, control, defense or other purposes of the school district's schools, employees, and assets; and

**WHEREAS** statutes and the board's discretionary powers permit employment or retention of temporary, as needed, on call, on-demand legal counsel in addition to the council appointed by statute;

**NOW THEREFORE BE IT RESOLVED** under the provisions of ORC 3313.203, ORC 3317.171, and ORC 3313.47, the legal services herein named are retained on an as-needed, on demand, on-call basis to assist with the management, control, and defense of this school district and its employees and board members;

**BE IT FURTHER RESOLVED** such legal services shall be available on-call, on-demand, and at the request of the board president (or other members of the board upon verbal approval by the president) and the superintendent (or other district administrators upon verbal approval by the superintendent).

Bricker Graydon, LLP  
100 South Third Street  
Columbus, Ohio 43215-4291

Pepple & Waggoner, Ltd.  
Crown Centre Building  
5005 Rockside Rd., Ste 260  
Cleveland, Ohio 44131

Gottlieb, Johnson, Beam, & Dal Ponte, PLL  
320 Main Street  
P.O. Box 190  
Zanesville, OH 43702-0190

Scott Scriven LLP  
250 West Broad Street  
Suite 900  
Columbus, OH 43215

Squire Patton Boggs  
2000 Huntington Center  
41 South High Street  
Columbus, OH 43215-6197

Effective date January 1, 2025 and continuing for specialized legal services as indicated below and as may be requested in other matters:

Personnel Concerns/Litigation;  
Financial: Elections, Bonds, etc.

**F. Authorize the Treasurer**

To pay all bills within the limits of the appropriations as invoices are received and the merchandise has been received or services rendered. List of such bills paid or payable will be presented at the next regular board of education meeting.

To sign E-rate documentation on behalf of the school district.

To invest board funds at the most productive interest rate in keeping with the requirements of the Ohio Revised Code and board policy.

To join, within the limits of the appropriations, in and for the West Muskingum Board of Education or for its administrators as their contracts state, the Ohio School Board Association and its related services, OSBA Legal Assistance Fund, META Solutions (formerly MEC), Sourcewell, Ohio Department of Administrative Services Cooperative Purchasing Program, American Association of School Administrators, the Association for Supervision and Curriculum Development, Educators Research Services, Ohio Middle School League, Educational Technology Association for Southeastern Ohio, (ETSEO), East Central Ohio Special Education Regional Resource Center (ECOSERRC), OME-RESA, Licking Area Computer Association and related services, Ohio Public Expenditure Council, Council for Instructional Improvement, Ohio Coalition for Equity and Adequacy of School Funding, Coalition of Rural and Appalachian School Districts, and others as the superintendent deems will be in the best interest of the West Muskingum students and the board of education.

**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**G. Federal Micro-Purchase Procurement**

Authorize the Treasurer to manage federal self-certifying \$50,000.00 micro-purchase threshold for use of federal funds.

**H. Licking Area Computer Association**

Authorize the superintendent or treasurer to sign LACA agreements on an as needed basis.

**I. Advances**

Authorize the treasurer and board president to secure advances from the county auditor when funds are available and payable to the district.

**J. Grants**

Authorize the superintendent and/or superintendent's designee to represent the district for 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 others grants as deemed appropriate.

**K. Zanesville Times Recorder**

Approve the Zanesville Times Recorder as the newspaper in which official and legal notices will be posted.

**L. Extra-Curricular Contracts**

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. Professional Leave**

Authorize the superintendent to approve professional in-service meetings within the limits of the appropriations – meetings within the county, state and out-of-state.

**N. Agenda Format**

- 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

Roll Call: Mr. Vousden, yea; Mrs. MacLaine, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

**45-112 Adjourn**

Motion made by Mr. Ankrum, seconded by Mr. Vousden to adjourn the organizational meeting.

Roll Call: Mr. Ankrum yea; Mr. Vousden, yea; Mrs. MacLaine, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**(REGULAR MEETING)**

**ROLL CALL**

The West Muskingum Board of Education's regular meeting was called to order by President Farley.  
Roll Call: Mr. Ankrum, present; Mr. Farley, present; Mrs. MacLaine, present; Mr. Melsheimer, present; Mr. Vousden, present.

**45-113 Additions to the Agenda**

Motion made by Mr. Melsheimer, seconded by Mr. Vousden to approve the Addendum to the Agenda.  
Roll Call: Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Farley, yea. Motion carried.

**TREASURER'S REPORT**

**45-114 Minutes**

Motion made by Mrs. MacLaine, seconded by Mr. Ankrum to approve the minutes from the Regular Board Meeting on December 17, 2024. Roll Call: Mrs. MacLaine, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

**45-115 Financial Reports**

Motion made by Mr. Ankrum, seconded by Mr. Vousden to approve the financial reports, including the annual credit card report, for December 2024, as presented. Roll Call: Mr. Ankrum, yea; Mr. Vousden, yea; Mrs. MacLaine, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

**45-116 Amended Certificate Appropriation Modifications**

Motion made by Mr. Vousden, seconded by Mr. Ankrum to approve the amended certificate and appropriation modifications as presented. Roll Call: Mr. Vousden, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

**SUPERINTENDENT'S REPORT - PERSONNEL**

**45-117 Classified New Employee Contract(s)**

Motion made by Mrs. MacLaine, seconded by Mr. Vousden to approve the following new classified contract(s) for the FY25 school year, pending proper completion of personnel requirements:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lori Rowlands	Bus Aide	January 13, 2025

Roll Call: Mrs. MacLaine, yea; Mr. Vousden, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried

**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**45-118 Leave(s) of Absence**

Motion made by Mr. Melsheimer, seconded by Mr. Vousden to approve FMLA leave for the following employee(s). FMLA request will include paid leave of absence until depletion of accrued sick, personal and birthday leave. If applicable, remainder of FMLA will be unpaid leave.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Barbara Snider	Cook	February 5, 2025

Roll Call: Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Farley, yea. Motion carried.

**45-119 Resignation(s)**

Motion made by Mrs. MacLaine, seconded by Mr. Ankrum to approve the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Vince Tolson	Boys Assistant Varsity Basketball Coach	January 3, 2025

Roll Call: Mrs. MacLaine, yea; Mr. Ankrum yea; Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

**45-120 Classified New Employee Contract(s)**

Motion made by Mr. Vousden, seconded by Mr. Melsheimer to approve the following new classified contract(s) for the FY25 school year, pending proper completion of personnel requirements:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Christy Bateson	Floating Bus Driver	January 6, 2025

Roll Call: Mr. Vousden, yea; Mr. Melsheimer, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Farley, yea. Motion carried

**45-121 Unpaid Leave of Absence**

Motion made by Mrs. MacLaine, seconded by Mr. Ankrum to approve unpaid leave for the following employee(s). Accumulated personal and birthday days will be used before unpaid leave.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Paula Davis	Bus Driver	February 26, 27, 28 and March 3, 2025

Roll Call: Mrs. MacLaine, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

**45-122 WMLSD Classified Substitute List**

Motion made by Mr. Melsheimer, seconded by Mrs. MacLaine to approve the WMLSD Classified substitute list as maintained by the Superintendent's Office. Additions will be approved monthly as needed, pending proper completion of personnel requirement.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lori Rowlands	Cook; Custodian	January 10, 2025

Roll Call: Mr. Melsheimer, yea; Mrs. MacLaine, yea; Mr. Ankrum, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.



**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**45-123 MVESC Master Certificate Substitute List**

Motion made by Mr. Vousden, seconded by Mr. Melsheimer to approve the January 2025 MVESC Master Certificated Substitute List as approved and prepared by the Muskingum Valley Educational Service Center. Roll Call: Mr. Vousden, yea; Mr. Melsheimer, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Farley, yea. Motion carried.

**SUPERINTENDENT'S REPORT**

**45-124 District Calendar**

Motion made by Mr. Vousden, seconded by Mrs. MacLaine to approve the grading period date changes on 2024-2025 calendar. Roll Call: Mr. Vousden, yea; Mrs. MacLaine, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

**45-125 Authorize OSBA to Review Policies**

Motion made by Mr. Vousden, seconded by Mrs. MacLaine to approve the resolution to authorize OSBA to review policies in light of HB33 legislative changes impacting Ohio Department of Education (ODE) and State Board of Education (SBOE). Roll Call: Mr. Vousden, yea; Mrs. MacLaine, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

**45-126 META Bus Bid**

Motion made by Mr. Melsheimer, seconded by Mr. Vousden to authorize META Solutions (META) to advertise and receive bids on behalf of the West Muskingum Board of Education as per the specification submitted for the cooperative purchase of one (1) 81 passenger conventional bus. Roll Call: Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Farley, yea. Motion carried.

**45-127 Bus Purchase**

Motion made by Mrs. MacLaine, seconded by Mr. Vousden to approve the purchase of one (1) 81 passenger 2025 Thomas Saf-T-Liner C2 bus for \$130,313.00, as outlined by Complete Bus and Specialty Vehicles, based on META Bus Bid. The cost of the purchase will be reimbursable by insurance following determination of total loss on 2023 Bus # 19, as originally purchased on February 15, 2024. Roll Call: Mrs. MacLaine, yea; Mr. Vousden, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried

**45-128 Salvage of Bus**

Motion made by Mr. Vousden, seconded by Mr. Melsheimer to approve Hylant Insurance salvage of Bus # 19, 2023 Saf-T-Liner. Roll Call: Mr. Vousden, yea; Mr. Melsheimer, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Farley, yea. Motion carried



**RECORD OF PROCEEDINGS**  
**MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION**  
**ORGANIZATIONAL AND REGULAR MEETING**  
**JANUARY 9, 2025**

**45-129 Donations**

Motion made by Mr. Ankrum, seconded by Mrs. MacLaine to approve the following Donations:

- West Muskingum Athletic Boosters – Charter Bus transportation to Football Playoff Game - \$4,520.00
- James and Bethani Gasparine to West Muskingum Schools - \$4,000.00 donation for facility improvements

Roll Call: Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

**45-130 Adjourn**

Motion made by Mr. Melsheimer, seconded by Mr. Vousden to adjourn at 5:41 p.m.

Roll Call: Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Ankrum, yea; Mrs. MacLaine, yea; Mr. Farley, yea. Motion Carried.

---

Treasurer

---

Board President