RECORD OF PROCEEDINGS
Minutes of the Northern Local Schools Board of Education
Regular Meeting – August 21, 2025

The Northern Local Schools Board of Education met in regular session in the District Office Board Room.

The Pledge of Allegiance was said.

Call to Order - President Dale DeRolph called the meeting to order at 6:30 p.m.

Roll Call – Treasurer Jennie Clifton called the roll:

Members Present:	Members Absent:
Sharon Cains	Patrick Hogan
Dale DeRolph	
Levi Dupler	
Megan Miller	

Mr. DeRolph welcomed Mrs. Lisa Householder as a visitor.

Recommendation for Approval – Mrs. Cains moved to approve the following meeting minutes:

1. Regular Meeting, June 19, 2025
2. Special Meeting, June 30, 2025

Mr. Dupler seconded the motion.
Roll call: Mrs. Cains, aye; Mr. Dupler, aye; Mrs. Miller, aye; Mr. DeRolph, aye.
Motion carried 4-0.

Mid-East Vocational School Report – Mr. DeRolph stated that Mr. France would not be in attendance this evening as he had a conflict.

Superintendent's Report – Mrs. Gussler shared that it has been a busy start to the year! She will be out of the office for a few days for meetings and/or professional meetings. Lifewise is back and active and the middle school has been able to work Lifewise participation into students' schedules during flex or study hall. We are contracting again this year with Triple Threat K-9 to conduct random narcotics and explosive searches among all five buildings. Mrs. Gussler also praised Mrs. Lena Moore for getting the new e-Sports team up and running, stating that she has already conducted several fundraisers. E-Sports have a lot of college scholarship opportunities and she is glad we are able to offer this program at SHS. The Muskingum Valley ESC recently hosted a START training for school bus drivers to address and deescalate an active shooter or threat on a school bus or vehicle. Transportation Manager, Catina Brown, and 2 drivers attended and are now planning a Professional Development to share what they learned with the rest of the transportation department. Lori Larimer is doing a great job as the new Food Service Coordinator. She is already finding a lot of areas for potential savings and implementing some creative recipes. Mrs. Gussler shared that she has been involved in several conversations regarding the football turf replacement. The Motz Group performed their annual turf testing this week and she will share those results once received. Mrs. Gussler, Mrs. Clifton, and the Board discussed the turf replacement and the various Title IX considerations associated with a large capital improvement project which solely benefits the football program and how to provide equity among other sports for both male and female participation.

Business and Finance

Treasurer's Report – Mrs. Clifton presented the Treasurer's Report highlighting the June 30, 2025 fiscal year-end reports and the July 2025 monthly reports. Mrs. Clifton pointed out the final fiscal year 2025 interest earnings totaled $396,753 for all funds, an increase of $362,873.38 from fiscal year 2024.

Mrs. Clifton informed the Board that Julian & Grube is preparing the district's first GAAP Financial Statement which meets a compliance requirement for the Ohio Auditor of State and provides a necessary tool for the district if a bond issuance is sought in the future.

Federal Grant awards for fiscal year 2026 have been released. Overall, our federal allocations have been reduced by nearly $100,000 from fiscal year 2025.

The forecast filing dates have been changed with the budget bill. This year, instead of November and May filings, the forecast is due to ODEW by October 15th and February 28th. Next year, it will be due by August 31st and February 28th. Additionally, the State only wants to see 3 years in the forecast vs. 5 years. However, it is the general consensus among school treasurers and the Ohio Association for School Business Officials that continuing to prepare and present a 5-year forecast is a vital planning tool for districts.

The budget bill contained a provision capping district administrative expenses at 15%. Based on fiscal year 2024 data, Northern Local Schools administrative costs were 6.7%, well below the allowable threshold. Mrs. Clifton presented the administrative costs from fiscal year 2024 data of surrounding Districts which were as follows:

- Southern Local – 9.6%
- New Lexington – 4.1%
- Lakewood – 7.2%
- Licking Valley – 8.8%
- Fairfield Union – 10.6%
- Walnut Township – 11.2%
- Liberty-Union – 9.3%

Mrs. Clifton believes with the account code correction of several expenses previously categorized as administrative expenses that the 6.7% indicated for fiscal year 2024 is inflated and our true administrative expenses will decrease for fiscal year 2025.

There will be a Records Commission meeting held immediately preceding the regular September meeting to review the Records Disposal requests submitted.

Athletic pass and reserve seat sales so far this year have exceeded the same period sales last year by approximately $10,010. We have also seen higher than anticipated gate receipts so far, so we are hopeful that the Athletic Fund will show an improvement in its cash balance this year.

Recommendation for Approval – Mr. Dupler moved to approve the following:

1. June and July Financial Reports — Attachment

   Recommend the Board approve the June 2025 and July 2025 financial reports, as presented.

2. Budget Adjustments

Recommend the Board approve the following budget adjustments:

Revenue:

a.)	FY25 STARS, Glenford (509-9125)	$1,890.64
b.)	FY25 STARS, Somerset (509-9225)	($1,890.64)
c.)	FY25 Expanding Opportunities (572-9226)	($1,903.92)
d.)	FY24 Stronger Connections (584-9224)	($12.71)
e.)	FY25 School Improvement (536-9225)	($86,681.81)
f.)	FY26 IDEA Title VI-B (516-9226)	$533,373.30
g.)	FY26 Title I-A (572-9227)	$399,559.37
h.)	FY26 Title II-A (590-9226)	$67,840.32
i.)	FY26 Title IV-A (584-9226)	$33,716.09
j.)	FY26 School Improvement & Support (536-9226)	$183,488.45
k.)	FY26 Expanding Opportunities (572-9228)	$89,729.89
l.)	FY26 21st Century STARS - Somerset (509-9226)	$200,000.00

Appropriations:

a.)	Middle School Cheerleaders (300-950W)	$502.58
b.)	Washington DC (200-920J)	$62,500.00
c.)	FY25 Safety Grant (499-9225)	$38,483.80
d.)	FY25 IDEA (516-9225)	$125,766.35
e.)	FY25 Title I-A (572-9225)	$144,461.26
f.)	FY25 Title II-A (590-9225)	$11,876.72
g.)	FY25 School Improvement (536-9225)	$8,958.21
h.)	FY26 IDEA Title VI-B (516-9226)	$533,373.30
i.)	FY26 Title I-A (572-9227)	$399,559.37
j.)	FY26 Title II-A (590-9226)	$67,840.32
k.)	FY26 Title IV-A (584-9226)	$33,716.09
l.)	FY26 School Improvement & Support (536-9226)	$183,488.45
m.)	FY26 Expanding Opportunities (572-9228)	$89,729.89
n.)	FY26 21st Century STARS - Somerset (509-9226)	$200,000.00

3. Then & Now Certificates

Recommend the Board approve the following Then & Now Certificates:

a.)	PO# 132430	Aqua Science, Boiler Testing
b.)	PO# 132424	Barnes & Noble, CCP Books
c.)	PO# 132465	Matheny Motor, Bus Parts & Supplies
d.)	PO# 132458	Elizabeth Gibson, Mileage
e.)	PO# 132470	JD Walters, Team Meal Reimbursement
f.)	PO# 132461	Showcase Lawn & Landscape, HS/MS Lawn Treatment
g.)	PO# 132611	Affordable Portables, Biddy League Cheer Port-A-Johns
h.)	PO# 132589	American Pride, Grounds Parts & Supplies
i.)	PO# 132679	Crisis Prevention Institute, Annual Instructor Fee
j.)	PO# 132443	Jenna McCandlish, Mileage
k.)	PO# 132639	Kirsten Hone, Licensure Reimbursement
l.)	PO# 132744	Laura's Custom Embroidery, Boys Soccer Youth Camp Shirts
m.)	PO# 143901	Lisa Duerson, Licensure Reimbursement
n.)	PO# 132665	Modern Office Methods, Copier & Printer Lease
o.)	PO# 132495	COSI, Family Memberships (Grant Funded)
p.)	PO# 132633	Eastern Truck & Trailer, Bus Parts & Supplies

q.) PO# 132494 Franklin Park Conservatory, Family Memberships (Grant Funded)
r.) PO# 132606 Johnson Controls, HVAC Parts & Supplies
s.) PO# 132743 Kinsel Embroidery, MS Cheer Sponsor Shirts
t.) PO# 132717 Landmark Auto Parts, CTE Supplies
u.) PO# 132581 Laura's Custom Embroidery, Girls Soccer Youth Camp Shirts
v.) PO# 132762 Ohio Health, Bus Driver Physical
w.) PO# 132799 Gordon Food Service, Summer STARS Food
x.) PO# 132767 Gofer Parts, Custodial Parts & Supplies
y.) PO# 132769 Gofer Parts, Custodial Parts & Supplies
z.) PO# 132800 Licking County ESC, OT & PT Services

4. 2025-26 Statements of Intent & Purpose — Attachment

   Recommend the Board the 2025-26 Student Activity and Support Fund Statements of Intent & Purpose, as presented.

5. Perry County Transit — Attachment

   Recommend the Board approve a contract with Perry County Transit for student transportation, as presented.

6. Licking Regional Educational Service Center — Attachment

   Recommend the Board approve a contract with Licking Regional Educational Service Center for Gifted Services, as presented.

7. Reach Educational Services, LLC — Attachment

   Recommend the Board approve a contract with Reach Educational Services, LLC for the 2025-26 school year, as presented.

8. Resolution to Participate — Attachment

   Recommend the Board adopt a Resolution to Participate in the META Bus Purchasing Program for the 2025-26 school year, as presented.

9. Licking Rehabilitation Services, Inc. — Attachment

   Recommend the Board approve a contract with Licking Rehabilitation Service, Inc., DBA Rehab Associates – Newark, for the 2025-26 school year, as presented.

10. Bus Routes for 2025-2026 School Year — Attachment

    Recommend the Board approve the 2025-2026 Bus Routes, as presented.

11. Adult Meal Prices

    Recommend the Board approve the following meal prices for the 2025-26 school year:
    a.) Adult Meals - $3.50

12. Donations

    Recommend the Board approve the following donations:
    a. Somerset American Legion; 4x6 American Flag to Somerset Elementary
    b. Somerset American Legion; 4x6 American Flag to Glenford Elementary
    c. Levi Dupler; 3x5 American Flag to Sheridan Middle School
    d. Cheryl Salyers; various school supplies to Glenford Elementary
    e. Amber Blackwell; science supplies to Sheridan High School
    f. Athletic Boosters; food serving and prep supplies to Sheridan High School
    g. Grace Lutheran Church; clothing and school supplies to Sheridan High School
    h. Jacob Casto Family; Nintendo Switch console to High School Esports team

i. Lisa Casto; Mario Kart 8 Deluxe to High School Esports team.

Mrs. Miller seconded the motion.
Roll call: Mr. Dupler; aye; Mrs. Miller, aye; Mrs. Cains, aye; Mr. DeRolph, aye.
Motion carried 4-0.

Employment

Recommendation for Approval – Mrs. Miller moved to approve the following:

1. Resignations

   Recommend the Board accept the following resignations:
   a) Brittany Butcher, Bus Driver, effective July 25, 2025
   b) Jamie Reichley, Educational Assistant, July 28, 2025
   c) Isaiah Peck, Custodian, effective July 28, 2025
   d) Ambir McDonald, Assistant Cook, effective August 7, 2025
   e) Courtney Helser, One-On-One Attendant, effective August 11, 2025
   f) Kelly Dupler, Gymnastics, Head Coach, effective immediately
   g) Connor Larimer, Assistant Coach, 7th Grade Boys Basketball, effective immediately
   h) Aubrie White, Assistant Coach, 8th Grade Girls Basketball, effective immediately

2. Paternity Leave

   Recommend the Board approve the following paternity leave request:
   a.) Caleb Bennett, 6 weeks, beginning approximately November 14, 2025

3. Termination of Employment

   Recommend the Board approve the following termination of employment, effective August 21, 2025:
   a.) Kelly Ferguson, Vehicle Transporter

4. Administrator / District Office Contract Attachment

   Recommend the Board approve the following administrator/district office contracts:
   a) Lori Larimer, Food Service Coordinator, 3-year contract
   b) Andrea Emmert, Workforce Development Coordinator, 1-year contract, funded by the Supplemental School Improvement grant.

5. Certified Employees

   Recommend the Board approve the following certified employees for the 2025-26 school year:
   a) Ashley Norman, Glenford 2nd Grade, MA, Step 10

6. Long-Term Certified Substitutes

   Recommend the Board approve the following 1-year long-term substitute for the 2025-26 school year with automatic non-renewal:
   a) Morgan Boch, Thornville Intervention Specialist, BA, Step 0

7. Certified Substitutes

   a) Tom Willison (pending certification)
   b) MVESC Substitutes, as presented

8. Classified Employees

Recommend the Board approve the following classified employees for the 2025-26 school year:

a) Gina Kaetzel, Vehicle Transporter, Step 0, 5.5 hours per day
b) Darrin Blosser, Bus Driver, Step 0, 6.75 hours per day
c) Brandi Ridenour, One-on-One Assistant, Step 0, 7 hours per day
d) Dawn Reichley, Nurse Assistant, Step 9, 7.5 hours per day
e) Heather Brumage, Educational Assistant, Step 1, 7 hours per day

9. Classified Substitutes

Recommend the Board approve the following classified substitutes for the 2025-26 school year:

a) Matthew Linkous, Substitute Custodian, effective August 5, 2025
b) Mary Smith, Substitute Secretary
c) Stephanie Ryder, Substitute Secretary
d) Jennifer Wiseman, Substitute Cook, effective August 13, 2025
e) Samantha Johnson, Substitute Custodian, effective July 14, 2025
f) Brittany Butcher, Substitute Custodian, effective July 14, 2025
g) Alyson Hay, Substitute Educational Aide, effective August 13, 2025
h) Brittany Butcher, Substitute Bus Driver, effective August 13, 2025
i) Phillip Dodson, Substitute Bus Driver, effective August 13, 2025
j) Sharon Wise, Substitute Secretary (Bus Garage), effective August 13, 2025
k) Sharon Wise, Substitute Bus Driver, effective August 13, 2025
l) Julie Solomon, Substitute Bus Driver, effective August 13, 2025
m) Daniel Leasure, Substitute Custodian, effective August 21, 2025
n) Brandy Chubb Swickard, Substitute Bus Driver, pending certification
o) Britteny Sigler, Substitute Cook

10. Degree Advancements

Recommend the Board approve the following degree advancement for the 2025-26 school year:

a.) Kari Stute, MA+
b.) Brady Blattner, BA5
c.) Elizabeth Hoover, BA5
d.) Melissa Thompson, BA5
e.) Hunter McCartney, BA5
f.) Stephanie Cologie, MA+
g.) Grace Conrad, BA5

11. Step Correction

Recommend the Board approve the following step correction for the 2025-26 school year:

a.) Melissa Thompson, Step 4

12. Supplemental Contracts

Recommend the Board approve the following supplemental contracts for the 2025-26 school year:

a.) Alicia Stockler, After-School Detention, $35 per session
b.) Matt Kinnaird, Assistant Coach, Freshman Boys Basketball, Step 0
c.) Craig Axline, Assistant Coach, 8th Grade Girls Basketball, Step 23
d.) Kim Thomas, Head Coach, Gymnastics, Step 3

13. Supplemental Contracts

Recommend the Board approve the following supplemental contract for the 2024-25 school year:

a.) Alicia Stockler, After-School Detention, $35 per session

14. Student Athletic Event Workers

Recommend the Board approve payment for Student Athletic Event workers at the current minimum wage rate for the 2025-26 school year.

15. Work Study Students

Recommend the Board approve payment for Work Study Students at the current minimum wage rate for the 2025-26 school year.

16. Volunteers

Recommend the Board approve the following volunteers for the 2025-26 school year:

a.) Collin Hill, Football
b.) Brady Blattner, Football
c.) Wendy Eby, Glenford Elementary
d.) Bonita Leach, Glenford Elementary
e.) Sharon Bailey, Glenford Elementary
f.) Marilyn Downour, Somerset Elementary

Mrs. Cains seconded the motion.
Roll call: Mrs. Miller, aye; Mrs. Cains, aye; Mr. Dupler, aye; Mr. DeRolph, aye.
Motion carried 4-0.

Curriculum & Instruction

Recommendation for Approval – Mrs. Cains moved to approve the following:

1. Field Trips

Recommend the Board approve the following field trips for the 2025-26 school year:

a.) April 7/8, 2026 Choir to Ohio Theatre in Columbus
b.) October 1/29, 2025 Freshman to Hocking College
c.) October 28, 2025 Sophomores to COTC
d.) November 13, 2025 Mideast, Buffalo Campus
e.) November 21, 2025 Mideast, Zanseville Campus

2. Memorandum of Understanding with Future Plans Attachment

Recommend the Board approve a MOU with Future Plans for the 2025-26 school year, as presented.

3. Memorandum of Understanding with COAD Attachment

Recommend the Board approve a MOU with corporation for Ohio Appalachian Development for the 2025-2026 school year, as presented.

4. Title I Parent and Family Engagement Policy Attachment

Recommend the Board approve the Title I District Parent and Family Engagement policy, as presented.

Mr. Dupler seconded the motion.
Roll call: Mrs. Cains, aye; Mr. Dupler, aye; Mrs. Miller, aye; Mr. DeRolph, aye.

Motion carried 4-0.

Board Policy & Procedure

Recommendation for Approval – Mr. Dupler moved to approve the following:

1. Board Policies – First Reading — Attachment

   Recommend the Board approve the following Board policies upon First Reading:
   a.) PO# 2464; Gifted Education and Identification
   b.) PO# 5410; Promotion, Academic Acceleration, Placement, and Retention

   Mrs. Miller seconded the motion.
   Roll call: Mr. Dupler, aye; Mrs. Miller, aye; Mrs. Cains, aye; Mr. DeRolph, aye.
   Motion carried 4-0.

Executive Session

Mrs. Cains moved to enter Executive Session at 7:26 p.m. for the appointment, dismissal, promotion, demotion or compensation of an employee or the investigation of charges or complaints against an employee or student unless the employee or official or student requests a public hearing and matters required to be kept confidential by federal law or rules or statutes.

Mrs. Miller seconded the motion.
Roll call: Mrs. Cains, aye; Mrs. Miller, aye; Mr. Dupler, aye; Mr. DeRolph, aye.
Motion carried 4-0.

The Board returned from Executive Session at 7:58 p.m

Adjournment – Mr. Dupler moved to adjourn the meeting. Mrs. Cains seconded the motion.
Roll call: Mr. Dupler, aye; Mrs. Cains, aye; Mrs. Miller, aye; Mr. DeRolph, aye.

President DeRolph declared the meeting adjourned.

ATTEST:

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President

_____
Treasurer