

**West Muskingum Board of Education  
Organizational Meeting Agenda  
January 8, 2026  
West Muskingum Administration Center, 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 a board member individually. All cellphones 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 8, 2026.

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 Dannil Ankrum, Julie MacLaine and Bryan Melsheimer.

**II. Election of Board President**

The Board will nominate and elect a Board President for 2026.

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 \_\_\_\_\_

**III. Election of Board Vice President**

The Board will nominate and elect a Board Vice President for 2026.

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** \_\_\_\_\_

**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.

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- **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.

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

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

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

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- **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.

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

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- **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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**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.

**V. Board Meetings**

The Board will establish the meeting dates, times, and location for the West Muskingum Board of Education meetings from February 2026 through December 2026. Board meetings will be held on the second Thursday of each month. Meetings will be held at 5:00 p.m. at the West Muskingum Administration Center.

February 12, 2026	August 13, 2026
March 12, 2026	September 10, 2026
April 9, 2026	October 8, 2026
May 14, 2026	November 12, 2026
June 11, 2026	December 10, 2026
July 9, 2026	

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.

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**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 2026.

Ankrum \_\_\_\_ Farley \_\_\_\_ MacLaine \_\_\_\_ Melsheimer \_\_\_\_ Vousden \_\_\_\_

## **VIII. President Calls for Approval of Resolutions**

- A. Resolution for Board Service Fund and Attendance at Professional Meetings** -Attachment  
Recommendation to adopt resolution to approve Board Service Fund and Attendance at Professional Meetings.
- B. Resolution for Superintendent/Superintendent Designee as Purchasing Agent** -Attachment  
Recommendation to adopt resolution designating the Superintendent/Superintendent Designee as Purchasing Agent.
- C. Resolution for Authorization to Accept Resignations** -Attachment  
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** -Attachment  
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** -Attachment  
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 2026**

Recommendation to approve resolution to adopt agenda format for 2026

- 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 \_\_\_\_