

West Branch Local School District Board of Education - Organizational Meeting Agenda (Thursday, January 8, 2026)*Generated by Adam J Fisher on Tuesday, January 13, 2026***Location:** West Branch High School Media Center, 14277 S. Main Street, Beloit, Ohio 44609**Members present**

Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

*Also present were Interim Superintendent Matt Manley and Treasurer Adam Fisher.***Meeting called to order at 4:30 PM****A. Meeting Opening**

1. Pledge of Allegiance
2. Oath of Office - Mrs. Dean, Mrs. DeShields, Mrs. Helm, and Mrs. Shaver were sworn in individually by Treasurer Adam Fisher.
3. Roll Call

B. Election of Officers**1. 2026-001 Nomination and Election of President of the Board**

President Pro Temp opened the floor for nominations for President. Mrs. Kanagy nominated Debbie Helm for President, Mrs. Shaver seconded the nomination.

There being no further nominations, the President Pro Temp declared the nominations closed and called for roll.

Motion by Mikki Kanagy, second by Peggy Shaver.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

2. 2026-002 Nomination and Election of the Vice President of the Board

President opened the floor for nominations for Vice President. Mrs. DeShields nominated Peggy Shaver for Vice President, Mrs. Kanagy seconded the nomination.

There being no further nominations, the President Pro Temp declared the nominations closed and called for roll.

Motion by Penny DeShields, second by Mikki Kanagy.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

C. New Business**1. 2026-003 Set Dates & Times for Regular Meetings**

Recommend the West Branch Local Board of Education approve dates and times of its regular meeting schedule for the 2026 calendar year. (3313.15)

January 29, 2026
 February 19, 2026
 March 19, 2026
 April 20, 2026
 May 18, 2026
 June 15, 2026
 July 20, 2026
 August 17, 2026
 September 21, 2026
 October 19, 2026
 November 16, 2026
 December 21, 2026

The January meeting will remain January 29, 2026. The February and March meetings will be held the 3rd Thursday of the month. The remainder of the year will be the 3rd Monday of the month.

Meeting time will be 6 PM unless otherwise stated.

Motion by Mikki Kanagy, second by Penny DeShields.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

2. Intent to Participate in District's Group Health and/or Life Insurance

A. All board members elected to take part in the life insurance plan.

3. 2026-004 Authorization of Treasurer

Authorize the Treasurer to secure needed tax advances, invest funds, obtain amended certificates and pay bills. Also grant authority to the Treasurer to make fund to fund transfers; advances and advance returns throughout the fiscal year with presentation to the Board of Education for approval at each

monthly meeting.

Motion by Mikki Kanagy, second by Peggy Shaver.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

4. 2026-005 Service Fund

Recommend that the board of education establish a Service Fund for the Board of Education in the amount of \$15,000.00 for 2026.

Motion by Debbie Helm, second by Tonya Dean.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

5. 2026-006 Authorization of the Superintendent

Authorize the Superintendent to fill all vacancies, serve as purchasing agent for the District, and dispose of obsolete equipment and materials as required.

Motion by Mikki Kanagy, second by Peggy Shaver.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

6. 2026-007 Legal Counsel

Recommend approval to retain the law firms of Ennis Britton Co. LPA, Roetzel and Andress, Bricker Graydon LLP, and Pepple & Waggoner Ltd as independent legal counsel in educational matters. These firms are not on a retainer but rather used on an as needed basis.

Motion by Debbie Helm, second by Peggy Shaver.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

7. 2026-008 Public Records Officer

Recommend approval for Board of Education to designate the Treasurer to be the board designee for public records training as required for 2026.

Motion by Tonya Dean, second by Debbie Helm.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

8. 2026-009 Records Officer

Recommend approval to name the Treasurer as Records Officer on behalf of the Board of Education for 2026.

Motion by Peggy Shaver, second by Debbie Helm.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

9. 2026-010 Maintenance Supervisor Resignation

Recommend approval to accept the resignation of Matt Bratcher as Maintenance Supervisor effective immediately.

Motion by Debbie Helm, second by Mikki Kanagy.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

10. 2026-011 Custodian

Recommend approval to employ Matt Bratcher as a custodian effective January 9, 2026.

Motion by Debbie Helm, second by Tonya Dean.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

11. 2026-012 Interim Maintenance Supervisor

Recommend approval to appoint Doug Kress as Interim Maintenance Supervisor effective January 9, 2026.

Motion by Mikki Kanagy, second by Debbie Helm.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

Mr. Fisher left the meeting at 5:52 PM. Mr. Manley assumed role of secretary to tally votes.

D. Executive Session

1. 2026-013 Executive Session

Recommend the West Branch Board of Education go into Executive Session at 5:52 PM for the purpose of discussion with regard to:

Matters permitted under Ohio Revised Code Section 121.22(G)(2), specifically to consider negotiations for economic development assistance, including information related to marketing plans, business strategies, and potential extensions of utility services, to protect the interests of the applicant and potential public investment.

Motion by Mikki Kanagy, second by Debbie Helm.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

2. 2026-014 Exit Executive Session

Recommend the West Branch Board of Education exit Executive Session and return to the Organizational Meeting at 6:19 PM.

Motion by Debbie Helm, second by Tonya Dean.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

E. Adjournment

1. 2026-015 Adjourn

Recommend motion to adjourn the meeting at 6:23 PM.

Motion by Debbie Helm, second by Tonya Dean.

Final Resolution: Motion Carried

Yes: Mikki Kanagy, Penny DeShields, Peggy Shaver, Tonya Dean, Debbie Helm

Meeting adjourned at 6:23 PM.

President

Attest:

Treasurer