

RECORD OF PROCEEDINGS
MINUTES OF WEST MUSKINGUM BOARD OF EDUCATION
ORGANIZATIONAL AND REGULAR MEETING
JANUARY 8, 2026

ROLL CALL

The West Muskingum Board of Education held its organizational and regular meeting on January 8, 2026 at 5:00 p.m. in the West Muskingum Administration Center. Mr. Farley, president pro-tem, called the meeting to order.

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

Everyone participated in the pledge to the American Flag.

(ORGANIZATIONAL MEETING)

46-113 Election of Board President for 2026

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 2026 calendar year.

President: Mr. Marcus Farley

Mr. Farley assumed the duties of president.

46-114 Election of Board Vice President for 2026

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 2026 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:

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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.

46-115 Board Meeting Schedule for 2025

Motion made by Mr. Melsheimer, seconded by Mr. Vousden 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 12, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
March 10, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
April 9, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
May 14, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
June 11, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
July 9, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
August 13, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
September 10, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
October 15, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
November 12, 2026	5:00 p.m.	West Muskingum Administration Center	Regular
December 10, 2026	5:00 p.m.	West Muskingum Administration Center	Regular

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

46-116 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.

46-117 Appointment of Board Designees Public Records Act

Motion made by Mr. Melsheimer, seconded by Mr. Ankrum 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 2026. Roll Call: Mr. Melsheimer, yea; Mr. Ankrum, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

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46-118 Organizational Board Resolutions – Consent Agenda

Motion made by Mr. Melsheimer, seconded by Mr. Aknrumb 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.

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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

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

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

Effective date January 1, 2026 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.

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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. Melsheimer, yea; Mr. Ankrum, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

46-119 Adjourn

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

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

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(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, absent; Mr. Melsheimer, present;
Mr. Vousden, present.

TREASURER’S REPORT

46-120 Minutes

Motion made by Mr. Vousden, seconded by Mr. Ankrum to approve the minutes from the Regular Board Meeting on December 3, 2025. Roll Call: Mr. Vousden, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

46-121 Financial Reports

Motion made by Mr. Ankrum, seconded by Mr. Melsheimer to approve the financial reports, including the annual credit card report, for December 2025, as presented. Roll Call: Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Farley, yea. Motion carried.

46-122 Amended Certificate and Appropriation Modifications

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

SUPERINTENDENT’S REPORT - PERSONNEL

46-123 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>
Kendra Lucas	WMES Teacher	January 5, 2026

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

46-124 Gate Workers – Winter Sports

Motion made by Mr. Ankrum, seconded by Mr. Vousden to approve the following gate workers for the winter sports season:

Lynda Whetstone

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

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46-125 MVESC Master Certificate Substitute List

Motion made by Mr. Vousden, seconded by Mr. Ankrum to approve the January 2026 MVESC Master Certificated Substitute List as approved and prepared by the Muskingum Valley Educational Service Center. Roll Call: Mr. Vousden, yea; Mr. Ankrum, yea; Mr. Melsheimer, yea; Mr. Farley, yea. Motion carried.

46-126 Executive Session

Motion made by Mr. Melsheimer, seconded by Mr. Ankrum to go into executive session at 5:21 p.m. for the purpose of specialized details of security arrangements. The Board invited Jeff Fowler, Director of Operations and Brady Harrison, High School Building Principal into Executive Session.

Members returned from executive session at 6:21 p.m. with the following members answering roll call: Mr. Ankrum, present, Mr. Farley, present, Mrs. MacLaine, absent, Mr. Melsheimer, present, Mr. Vousden, present.

46-127 Adjourn

Motion made by Mr. Melsheimer, seconded by Mr. Vousden to adjourn at 6:21 p.m. Roll Call: Mr. Melsheimer, yea; Mr. Vousden, yea; Mr. Ankrum, yea; Mr. Farley, yea. Motion Carried.

Treasurer

Board President