

**Windham Board of Education
Organizational Board Meeting
January 13, 2026
5:30 PM**

I. CALL TO ORDER

- President Pro Tempore Melissa Knight called the annual Organizational Meeting of the Windham Exempted Village School District Board of Education to order at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

- Mr. St. John was asked to lead the Pledge of Allegiance.

III. MOMENT OF SILENCE

- Ms. Knight asked for a Moment of Silence.

IV. ROLL CALL

- Megan Fisher – Present
- Melissa Knight – Present
- Mandy Minnick – Present
- Ted St. John – Present

V. OATHS OF OFFICE

- Treasurer Todd Puster administered the Oath of Office for the following Board members who stood for election in November 2025:
 - Melissa Knight
 - Mandy Minnick

VI. ELECTION OF PRESIDENT (Resolution 2026-1)

- Ms. Knight moved to elect Melissa Knight as President of the Windham Exempted Village School District Board of Education for 2026; Ms. Fisher seconded the motion.

Vote Record

Ayes: Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

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VII. ELECTION OF VICE PRESIDENT (Resolution 2026-2)

- Ms. Minnick moved to elect Ted St. John as Vice President of the Windham Exempted Village School District Board of Education for 2026; Ms. Fisher seconded the motion.

Vote Record

Ayes: Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

VIII. EXECUTIVE SESSION (Resolution 2026-3)

- Ms. Minnick moved to enter Executive Session for the purpose of considering the appointment of a Board member; Ms. Fisher seconded the motion.

Vote Record

Ayes: Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

Time Record

Entered: 5:33 p.m.

Returned: 5:35 p.m.

IX. APPOINTMENT OF BOARD MEMBER (Resolution 2026-4)

- Ms. Minnick moved to appoint Sarah Dye to the vacancy on the Board of Education created by the resignation of Elaine Grant; Ms. Fisher seconded the motion.

Vote Record

Ayes: Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

X. OATH OF OFFICE

- Treasurer Todd Puster administered the Oath of Office to newly appointed Board member Sarah Dye.

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XI. STANDING AUTHORIZATIONS (Resolution 2026-5)

- Ms. Minnick moved to approve the following Standing Authorizations for calendar year 2026 as listed below:
 - Approve continuing to compensate Board Members at the maximum amount authorized by the Ohio Revised Code with no limitations on the number of meetings per year not imposed by statute. Board members will be compensated for attendance at professional development meetings at a rate of \$60 per day for meetings less than 3 hours and at a rate of \$125 per day for meetings of 3 hours or more.
 - Approve establishment of a \$7,500.00 service fund for expenses incurred by the Windham Board of Education.
 - Designate legal counsel for 2026: Pepple & Waggoner as primary legal counsel and Harpst Becker LLC as secondary counsel along with the Portage County Prosecutor's Office.
 - Authorize the Treasurer to invest all funds at the most productive interest rate whenever investable funds are available.
 - Authorize the Superintendent to employ such personnel as needed for emergency situations; such employment to be presented for approval by the Board of Education at the next regular meeting.
 - Authorize the Superintendent or his designee(s) to serve at the purchasing agent for the school district.
 - Appoint the Superintendent as primary representative to the Portage Area Schools Consortium and the Treasurer as the alternate.
 - Appoint the Superintendent as the representative to the Tax Incentive Review Council.
 - Appoint the Treasurer as the Board designee for Ohio Public Records and Open Meetings Laws training.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

XII. TAX BUDGET (Resolution 2026-6)

- Ms. Minnick moved to adopt the Annual Tax Budget for Fiscal Year 2027 and authorize the Treasurer to file the document with the proper Portage County officials and to secure tax advances as available; Mr. St. John seconded the motion.

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Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

XIII. REGULAR MEETING SCHEDULE (Resolution 2026-7)

- Ms. Minnick moved to set Windham Junior/Senior High School as the location for regular Board meetings in 2026 and to schedule them on the third Tuesday of the month, according to the following schedule; Ms. Fisher seconded the motion.

Tuesday, February 17, 2026, 6:00 p.m.

Tuesday, March 17, 2026, 6:00 p.m.

Tuesday, April 21, 2026, 6:00 p.m.

Tuesday, May 19, 2026, 6:00 p.m.

Tuesday, June 16, 2026, 7:00 a.m.

Tuesday, July 21, 2026, 7:00 a.m.

Tuesday, August 18, 2026, 7:00 a.m.

Tuesday, September 15, 2026, 6:00 p.m.

Tuesday, October 20, 2026, 6:00 p.m.

Tuesday, November 17, 2026, 6:00 p.m.

Tuesday, December 15, 2026, 6:00 p.m.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

XIV. FISCAL YEAR END REGULAR MEETING SCHEDULE (Resolution 2026-8)

- Ms. Knight moved to set the regular Fiscal Year End Board meeting in 2026 for 7:00 a.m. on Tuesday, June 30, 2026, at Windham Junior/Senior High School; Mr. St. John seconded the motion.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

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XV. LEGISLATIVE LIAISON (Resolution 2026-9)

- Ms. Minnick moved to designate Megan Fisher as the Board's Legislative Liaison for calendar year 2026; Ms. Knight seconded the motion.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

XVI. STUDENT ACHIEVEMENT LIAISON (Resolution 2026-10)

- Ms. Fisher moved to designate Mandy Minnick as the Board's Student Achievement Liaison for calendar year 2026; Mr. St. John seconded the motion.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

XVII. OHIO SCHOOL BOARDS ASSOCIATION MEMBERSHIP (Resolution 2026-11)

- Mr. St. John moved to approve membership in the Ohio School Boards Association for calendar year 2026; Ms. Minnick seconded the motion.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

XVIII. OHIO SCHOOLS COUNCIL MEMBERSHIP (Resolution 2026-12)

- Ms. Minnick moved to approve membership in the Ohio Schools Council for calendar year 2026; Ms. Fisher seconded the motion.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

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XIX. SUPERINTENDENT LIAISONS (Resolution 2026-13)

- Ms. Minnick moved to designate Board Superintendent Committee Liaisons for calendar year 2026 according to the following schedule; Ms. Fisher seconded the motion.
 - Policy - All Board members
 - Buildings and Grounds - All Board members
 - Athletics - All Board Members
 - Levy - All Board Members
 - Transportation - All Board Members
 - Goal Setting - All Board Members
 - Personnel - All Board Members
 - Audit & Finance - All Board Members
 - OAPSE Negotiations - Participant, Melissa Knight; Observer, Ted St. John
 - WTA Negotiations - Participant, Melissa Knight; Observer, Ted St. John

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

MOTION CARRIED.

XX. REVIEW OF FEDERAL FUNDS

- Treasurer Todd Puster informed the Board that the District receives federal funding from five grant programs administered through the Ohio Department of Education, including IDEA-B funding, Title I Funding, Title II-A funding, Title IV-A Funding and IDEA-B Preschool funding. The District also receives federal funds through the National School Lunch Program. Additionally, as the federal government has a major military facility within the District, the District receives Impact Aid.

XXI. ADJOURNMENT (Resolution 2026-14)

- Ms. Minnick moved to adjourn the meeting; Mr. St. John seconded the motion.

Vote Record

Ayes: Dye, Fisher, Knight, Minnick, St. John

Nays: None

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- The meeting adjourned at 5:47 p.m.


Melissa Knight, Board President


Todd Puster, Treasurer

