

**ZANESVILLE BOARD OF EDUCATION
SPECIAL BOARD MEETING**

October 30, 2025

Mrs. Clark, President called the meeting to order @ 4:30 p.m. Those answering roll call: Mr. Baldwin, Mrs. Buchanan, Mrs. Clark, Mrs. Lee, Mrs. Waite was absent. Also present were Ms. Tompkins, Superintendent and Mr. Young, Treasurer.

Reading Notice

The purpose of the special board meeting is (#1) to discuss personnel, and (#2) to approve roof repairs at National Road Elementary.

Open session will be held to approve any resolutions.

#25-359 RESIGNATION – MATH LITERACY COACH

Mrs. Buchanan moved and Mr. Baldwin seconded to approve the resignation of Trisha Bell, Math Literacy Coach 2025-2026 effective December 31, 2025. Reason for resignation is personal.

Those voting aye: Mrs. Buchanan, Mrs. Clark, Mrs. Lee, Mr. Baldwin. President declared motion carried.

#25-360 EMPLOYMENT – ADMINISTRATIVE

Mrs. Clark moved and Mrs. Buchanan seconded to approve the employment of Deanne R. Hiles as a Payroll Specialist effective December 1, 2025. Rate of pay will be the prorated amount through July 31, 2026, from NLS (10-14), Step 13, 2 year contract term on the Administrative Salary Schedule pending proper certification and background check.

Those voting aye: Mrs. Clark, Mrs. Lee, Mr. Baldwin, Mrs. Buchanan. President declared motion carried.

#25-361 EMPLOYMENT – SUBSTITUTES

Mrs. Lee moved and Mrs. Clark seconded to approve the following Substitutes as listed, as and when needed, pending appropriate certification and background checks for the 2025-2026 school year:

Substitutes Teachers	
Izabella Erlenbach	Laura Patterson

Those voting aye: Mrs. Lee, Mr. Baldwin, Mrs. Buchanan, Mrs. Clark. President declared motion carried.

#25-362 SUPPLEMENTAL CONTRACTS

Mr. Baldwin moved and Mrs. Lee seconded to approve the resignation of Kailee Howe as Varsity Assistant Girls Basketball Coach for the 2025-2026 season effective October 22, 2025. Reason for resignation is personal.

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Approve the following Supplemental contracts as listed for the 2025-2026 school year pending required certification and background check:

Name	Season	Sport	Position	Class
Kyle Woerner	Winter	Basketball - Girls	Varsity Assistant Coach	VI
Jordan Bouterse	Winter	Basketball -Boys	ZHS Equipment Manager	X
Raheem Forman	Winter	Basketball - Boys	JV Head Coach	VI

Those voting aye: Mr. Baldwin, Mrs. Buchanan, Mrs. Clark, Mrs. Lee. President declared motion carried.

#25-363 RESOLUTION – NATIONAL ROAD ROOFING REPAIRS

Mr. Baldwin moved and Mrs. Lee seconded to approve the following Resolution:

A Resolution Declaring That an Urgent Necessity Exists and Authorizing the Execution of a Contract with Edwards Roofing, LLC, Outside of Statutory Competitive Bidding Procedures, For Roof Repairs at National Road Elementary

WHEREAS, Section 3313.46 of the Revised Code requires boards of education to advertise for bids for a period of two weeks when they determine to make certain improvements, the cost of which will exceed \$77,250, and to award contracts to the lowest responsible bidder, except in cases of urgent necessity; and

WHEREAS, the existing roof at National Road Elementary School has experienced severe problems with leaking as a result of recent heavy rain; and

WHEREAS, the Board has been advised that repairs to the roof must be commenced as soon as possible in order to prevent water damage to the building, to minimize disruption to school operations and to ensure the completion of the repairs prior to the onset of winter weather; and

WHEREAS, this Board finds that such circumstances warrant the declaration of urgent necessity and the awarding of a contract for the repairs outside of the two-week bid advertisement and other procedures otherwise required under Section 3313.46 of the Revised Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Zanesville City School District, Muskingum County, Ohio, that:

Section 1. Finding of Urgent Necessity. For the aforesaid reasons, this Board hereby finds, determines and declares that an urgent necessity exists with respect to the work as set forth in the preambles to this Resolution, that compliance with the relatively lengthy procedures prescribed by Section 3313.46 of the Revised Code could compromise the educational mission of the District, and that said Section 3313.46 does not apply to the contract approved under Section 2 herein.

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Section 2. Approval of Contract. The Treasurer of this Board is hereby authorized and directed to enter into a contract for the repairs with Edwards Roofing, LLC in accordance with the vendor's proposal currently on file for a contract sum not exceeding \$240,000.00 which amount is hereby appropriated for the purpose and authorized to be advanced.

Section 3. Modifications. This Board hereby authorizes the Treasurer to act on behalf of the Board with respect to decisions required by the Board for the project, including the authority to approve the project schedule and amendments to the project schedule, resolution of claims, and approval of modifications (including change orders, construction change directives and increases in the contract sum) up to an aggregate cap of ten percent (10%) of the contract sum set forth set forth in Section 2 herein. No modification shall be approved, signed or delivered that would require the Board to spend an additional amount for costs of the project unless the Treasurer of this Board certifies that there is available, or in the process of collection, to the credit of an appropriate fund and not encumbered for any other purpose the amount needed to meet the Board's additional obligations incurred by the modification.

Section 4. Approval and Execution of Related Documents and Related Actions. The President or Vice-President and Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions and carry out the work contemplated by this Resolution and the contract.

Section 5. Prior Acts Ratified and Confirmed. Any actions previously taken by School District officials or agents of this Board in furtherance of the matters set forth in and related to this Resolution are hereby approved, ratified and confirmed.

Section 6. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board of Education concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board of Education that resulted in such formal actions were held in meetings in compliance with the law.

Section 7. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Resolution unless otherwise indicated.

Section 8. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Those voting aye: Mr. Baldwin, Mrs. Buchanan, Mrs. Clark, Mrs. Lee. President declared motion carried.

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#25-364 ADJOURNMENT

Mrs. Lee moved and Mrs. Clark seconded that the Zanesville City Schools Board of Education meeting is adjourned @ 4:51 p.m.

Those voting aye: Mrs. Lee, Mr. Baldwin, Mrs. Buchanan, Mrs. Clark. President declared motion carried.



President



Treasurer