

West Holmes Knights



Board of Education

September 15, 2025

WEST HOLMES HIGH SCHOOL

ERIC JURKOVIC, SUPERINTENDENT
JAMIE MULLET, TREASURER

MEMBERS: ANDREW JONES, HANS RAMSEYER, PATRICIA SAGE,
ERIC STROUSE, TINA ZICKEFOOSE

**BOARD OF EDUCATION
WEST HOLMES LOCAL SCHOOLS
AGENDA - REGULAR MEETING
NEW STAFF RECEPTION – 5:30 p.m.
SEPTEMBER 15, 2025 – 6:00 p.m.
WEST HOLMES HIGH SCHOOL**

I. CALL TO ORDER

II. ROLL CALL

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL/ADJUSTMENTS TO AGENDA

Motion by _____ Seconded by _____
Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

V. APPROVAL OF MINUTES

- A. Minutes of the Regular Meeting held August 18, 2025 attached to this agenda.
- B. Minutes of the Records Commission Meeting held on August 18, 2025 attached to this agenda.

Motion by _____ Seconded by _____
Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

VI. CORRESPONDENCE & DONATIONS

- A. Nashville Elementary would like to thank Bigelow United Methodist Church for their donation of \$200 to purchase headphones for students.
- B. Lakeville Elementary would like to thank Bigelow United Methodist Church for their donation for playground balls, composition notebooks, and chapstick for students.
- C. Lakeville Elementary would like to thank the following organizations for their donations to the Friday food bag program: Love Inc., Lakeville and Loudonville United Methodist Church and Millersburg Eagles Aerie.
- D. Nashville Elementary would like to thank the following organizations for their donations to the Friday food bag program: Millersburg Eagles Aerie 2418, Northside Church, Nashville Church of Christ, Ripley Church of Christ, NewPointe Community Church, Buckeye Deli, and Holmes Wayne Electric Foundation.

Motion by _____ Seconded by _____

Discussion:

Roll Call:

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

VII. TREASURER’S REPORT

- A. Month End Reconciliation and Investments as of August 31, 2025 – Enclosed sheet marked “A”.
- B. Financial Report by Fund of Expenditures and Unencumbered Balances as of August 31, 2025 – Enclosed report marked “B”.
- C. Approval of Financial Summary for Month ending August 31, 2025 – Enclosed report marked “C”.
- D. Approval of the forecast.

Motion by _____ Seconded by _____

Discussion:

Roll Call:

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

VII. SUPERINTENDENT’S REPORT

- 1. Committee Reports of the West Holmes Board of Education
- 2. FFA Update
- 3. Curriculum Update
- 4. New Staff Update
- 5. K-5 Building Update

Austin Brannon	Katelyn Eppley	Thaddeus Weaver
D. Tyler Masters	Katelyn Fraley	Megan Warne
Kiana Leppla	Malinda Johnson	Clayton Zimmerly
Rosanna Miller	Kenna Warner	Chloe Ueltschy
Nicole Ervin	William Cox	Gary Lehr
Tamie Conkle	Debora Vance	Kristina Flener
Megan Arnold	Tracy Hahn	Katelyn Schwartz
Peyton McKinney	Pamela Dowling	

VIII. ACKNOWLEDGMENT OF GUESTS - PUBLIC PARTICIPATION (Policy Attached)

IX. OLD BUSINESS

Motion by _____ Seconded by _____

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

X. NEW BUSINESS

- A. Approval of Bus Routing Plan – Approval of the bus routes and stops, and authorizes the Superintendent or his designee to designate or relocate stops as deemed necessary.
- B. Request authorization to function as district representatives for West Holmes Schools for the following people:
 - Scott Musser, Principal and Jennifer Moore, Assistant Principal at Ashland County-West Holmes Career Center
 - Crystal Payne, Education Director at Holmes County Training Center
 - Laurie Hall and Chase Rosser, ECOESC Pre School Director
 - Shannon Lange, Director of Education Dale Roy School
- C. Approval of the following FFA trips:
 - a. Greenhand FFA Camp, September 28-30, 2025
 - b. National FFA Convention, October 28 – November 1, 2025
 - c. Greenhand Lock In, November 7-8, 2025
 - d. Greenhand Initiation, November 17, 2025
 - e. Mission Impact Leadership Conference, January 17-18, 2026
 - f. National Western Livestock Exhibition, January 14-19, 2026
 - g. State FFA Convention, April 30 – May 1, 2026
 - h. Annual FFA Banquet, May 9, 2026
 - i. Ohio Leadership Camp, June 19-22, 2026
 - j. Officer Retreat, Mid July 2026
- D. Approval of the OMUN overnight trip December 7-9, 2025 in Columbus, Ohio.
- E. Approval of the FCCLA Officer Conference October 20-22, 2025 in Perrysville, Ohio
- F. Approval of the 2025-2026 Cafeteria Handbook.
- G. Approval of a Resolution declaring the impracticality of transportation for student Kinsley Galford to Wooster Christian School, 1701 Dover Rd., Wooster, Ohio 44691 and to provide the family payment in lieu of transportation in the amount of \$1100.00 per student per year.

Motion by _____

Seconded by _____

Discussion:

Roll Call:

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

XI. PERSONNEL ACTIONS

APPROVAL OF THE FOLLOWING:

- A. Approval of one-year contract for the 2025-2026 school year:
Robert Porter - **Truancy Officer**

Middle School – PBIS Stipend

Sara Sponsellor-Uhl (1/2)

Mindy Hans (1/2)

- B. HIRING

Nicole Ervin – Custodian – effective pending background check

Gary Lehr – Bus Driver – effective 8/18/25

Tamie Conkle – Cook – effective 8/19/25

Kristina Flener – Cook – effective 8/19/25

Debora Vance – Cook – effective 8/20/25

Megan Arnold – Cook – effective 8/19/25

Tracy Hahn – Cook – effective 9/2/25
Pamela Dowling – Bus Driver – effective 8/18/25
Peyton McKinney – Paraprofessional – effective 9/8/25

C. RESIGNATION

Cody Starr – Paraprofessional – effective 8/8/25
Megan Stocker – Cook – effective 8/10/25
Valentine Spencer – Cook – effective 8/18/25
Bruce Murphy – Mechanic – effective 8/14/25
Lisa Lang – Teacher – effective 9/12/25

D. SUBSTITUTES

Jacob Goudy – Non-Degree Teacher Sub – effective 8/20/25
Tina Pringle – Cook – effective 9/4/25
Pattie Kidney – Temporary Substitute Teacher – effective 9/4/25

E. UNIVERSITY STUDENT OBSERVATION and/or STUDENT TEACHER

Aila Miller – Millersburg Elementary - observation
Katelynn Wade – Millersburg Elementary - observation
Crystal Lovell – Killbuck Elementary – student teacher
Molly Snyder – WHHS – student teacher

F. SUPPLEMENTAL

LPDC

Brian Baughman	Kiana Leppla	Brian Lash	Loren Williams
Suzanne Goudy	Josh Wengerd	Courtney Cooper	

Motion by _____ Seconded by _____

Discussion:

Roll Call:

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

XIII. EXECUTIVE SESSION

- A. Motion to go into Executive Session for the purpose of discussing the employment of personnel, no action taken in Executive Session.

Motion by _____ Seconded by _____

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

XIV. RETURN FROM EXECUTIVE SESSION

- A. Motion to return from Executive Session to Regular Session.

Motion by _____ Seconded by _____

Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

XV. NEXT MEETING

October 20, 2025
Millersburg Elementary

XVI. ADJOURNMENT

Motion by _____ Seconded by _____
Jones _____ Ramseyer _____ Sage _____ Strouse _____ Zickefoose _____

Future Meetings

November 10	Lakeville ** Date changed from original date**
December 15	High School
January 12	High School
February 17	Killbuck ** Date changed from original date**
March 16	Nashville
April 20	Middle School
May 18	High School
June 15 – 7:30 a.m.	High School
July 20 – 7:30 a.m.	High School

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted five minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board, present and voting.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings.

[Adoption date: June 19, 2000]

[Re-adoption date: August 15, 2016]

LEGAL REFS.: ORC 121.22(C)
3313.20(A)

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
BDDC, Agenda Preparation and Dissemination

WEST HOLMES LOCAL SCHOOLS 2025-2026 SCHOOL CALENDAR

<p>15 – New Staff Orientation/Teacher Work Day 18 – All Staff In-Service Day 19 – Teacher Work Day 20 – First Day of School</p> <p>11 Staff Days 8 Student days</p>	<p style="text-align: center;">AUGUST 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p style="text-align: center;">SEPTEMBER 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p>1 – Labor Day 19 - Midterm</p> <p>21 Staff Days 21 Student Days</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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AUGUST 18, 2025
WEST HOLMES BOARD OF EDUCATION
REGULAR MEETING MINUTES

1. CALL TO ORDER
 2. ROLL CALL
 3. PLEDGE OF ALLEGIANCE
 4. MOTION TO APPROVE MINUTES
 5. MOTION TO APPROVE TREASURER'S REPORT
 6. SUPERINTENDENT'S REPORT
 7. GUEST PARTICIPATION
 8. MOTION TO APPROVE NEW BUSINESS
 9. MOTION TO APPROVE PERSONNEL ACTIONS
 10. MOTION TO ADJOURN
-

1. The regular meeting of the West Holmes Board of Education was called to order at West Holmes High School.
2. Roll Call: Andrew Jones, Hans Ramseyer, Patricia Sage, Joel Yoder, Tina Zickefoose

ABSENT: None

3. Pledge of Allegiance
4. Andrew Jones made a motion that was seconded by Tina Zickefoose to approve the minutes of the following meeting as follows:

A. Minutes of the Regular Meeting held July 21, 2025 attached to this agenda.

Yeas: Jones, Ramseyer, Sage, Yoder, Zickefoose

Nays: None

Motion: Carried

5. Patricia Sage made a motion that was seconded by Joel Yoder to approve the Treasurer's Report as follows:

- A. Month End Reconciliation and Investments as of July 31, 2025 – Enclosed sheet marked "A".
- B. Financial Report by Fund of Expenditures and Unencumbered Balances as of July 31, 2025 – Enclosed report marked "B".
- C. Approval of Financial Summary for Month ending July 31, 2025 – Enclosed report marked "C".
- D. Commercial Paper report from July 2024 through June 2025.

Yeas: Jones, Ramseyer, Sage, Yoder, Zickefoose

Nays: None

Motion: Carried

6. Superintendent's Report

1. Committee Reports of the West Holmes Board of Education

Tina Zickefoose shared the newly named Ashland West Holmes Career Center, now known as Heartland Tech, is receiving the OSBA Purple Star Award this year. They are also delaying the start of school for construction purposes as a cautionary measure.

Pat Sage shared the music boosters will be opening and operating the visitor side concessions for the Friday night home football games. The proceeds they make will offset the band trip cost.

2. Golden Age Passes

Any resident of the West Holmes Local School District who is 62 years of age or older may obtain a Golden Age Pass by calling West Holmes High School (330-674-6085).

3. Staffing Update

4. Review of the 2025-2026 Cafeteria Handbook

5. Discussion of changing the following future Board meeting dates

- Monday, November 17, 2025 (OSBA)
- Monday, February 16, 2026 (President's Day- move to Tuesday, February 17)

The board changed dates for meetings in November and February to November 10, 2025 and to February 17, 2025.

6. K-5 Building Update

The building is on time and in budget. Staff tours have been held this past week. Field House Update

7. School Instructional Fee/Activity Fee

8. Preschool Update

The district had 42 students served last year and are now serving over 70 students this year.

7. Guests/Public Participation:

None

Guests:

Mitch Neece

Scott Pringle

Kevin Wolf

Ezra Day

8. Andrew Jones made a motion that was seconded by Tina Zickefoose to approve the following new business:

A. Approval of Alternate Transportation

Alternate transportation to be used for special education or handicapped students when it is determined impractical to transport by regular routes and it is deemed necessary to transport by other means.

B. Approval to name Jenny Barnhart and Pattie Kidney as surrogate parents.

C. Approval to participate in MEC Consortium.

D. Appointment of Board Member, Andrew Jones as Delegate for the Ohio Schools Boards Association Annual Business Meeting.

E. Approval of the 2025-26 West Holmes Killbuck Staff Handbook

F. Approval to update Board Policy JFCK – Use of Electronic Communications Equipment by Students.

G. Approval of the updated Sub Pay Rate changes for 2025-2026 – effective August 1, 2025
2025-2026 Sub Pay Rates

CAFETERIA SUB	\$	11.00 HR - HOURS VARY
ALL AIDES	\$	12.00 HR - 7.5 HR DAYS
SECRETARY	\$	13.00 HR - 8 HR DAYS
CUSTODIAL	\$	14.00 HR - 8 HR DAYS
BUS DRIVERS	\$	20.00 HR
BUS DRIVER LAYOVER TIME	\$	12.00 HR
STUDENT WORKERS	\$	4.00 HR - HOURS VARY
HOME INSTRUCTION	\$	20.00 HR – *UNLESS APPROVED
OTHERWISE		

SATURDAY SCHOOL

BS/AS TUTOR

TEACHER ADD'L TIME

SUBSTITUTE TEACHER \$ 100.00 DAY PER DAY (7.5 HOURS)

RETIRED TEACHERS \$ 110.00 DAY - (STRS Proof Required)

- H. Approval of the Wellness/Success funding for 2025-2026 outlining continued use of social workers, guidance counselors, school nurse, and school resource officer services.
- I. Approval to waive instructional fees for all students for the 2025-2026 school year. All students will have a \$10 activity fee and high school will have an additional \$20 class of 2026, 2027, 2028, and 2029 fee (replacing prior class fee structure).
- J. Pursuant to board policy JECBA, the board approves the enrollment of foreign exchange students into West Holmes High School for the 2025-2026 school year.
- K. The board grants authority to Eric Jurkovic, Superintendent, and/or Jamie Mullet, Treasurer, to sign any easement with the Ohio Department of Transportation with regards to the property on State Route 754.
- L. Resolution that the West Holmes Local Schools Board of Education will be selling the elementary schools at public auction once they are no longer in use and are ready for sale.

Discussion: With regards to letter L above - Joel Yoder shared that the interested parties at Nashville and Millersburg were contacted and did not provide timely responses.

Yeas: Jones, Ramseyer, Sage, Yoder, Zickefoose

Nays: None

Motion: Carried

- 9. Patricia Sage made a motion that was seconded by Andrew Jones to approve the following Personnel Actions:

A. HIRING

William Cox – Custodian – effective 8/5/25

Katelyn Schwartz – MS Guidance Counselor – pending graduation in December 2025

Bruce Murphy – Bus Mechanic – effective 8/11/25

Katelyn Fraley – Elementary Music – pending passing of licensure test

B. RESIGNATION

Mathan “Trevor” Miller – Assistant Girls Tennis Coach/Head Boys Tennis Coach – effective 8/1/25

Cody Starr – Paraprofessional – effective 8/8/25

C. ATHLETICS

Girls Basketball – Volunteer Coach – Joel Yoder, pending background check

Softball – Volunteer Coach – Joel Yoder, pending background check

D. TRANSFER

Alan Swinehart – Custodian – from Nashville to Millersburg – effective 7/29/25

Jacob Hendershot – Custodian to Custodian/Groundskeeper – effective 8/1/25

E. SUBSTITUTES

Teacher/Non- Degree Teacher Substitutes ~ pending licensure

Mark Alexander	Kristine Angle	Dan Anthony
Allison Beun	Steve Bianchini	Christa Clark
Kelli Clemens	Rebecca Croft	Mary Day
Melissa Gallion	Cynthia Herman	Kelly Hunsberger Snow
Carice Joy Jameson	Tessa Kanuckel	Jacqueline Kiefer
Charlotte Klein	Amy Kuscsik	Judy Lamp
James Long	Taylor Maibach	Jim Park
Peyton Regan	Jeff Rettig	Gail Rosales
Zaylie Shultz	Merry Lynn Sigrist-Straits	
Doralice Smith	Jason Snyder	Alicia Starcher
Alyssa Swinehart	Donald Weimer	Kali Woods
Joanna Zimmerly	Katelyn Schwartz*	Katelyn Fraley*
Rosanna Miller*		

Classified Substitutes (Aides) ~pending licensure

Christine Carter	Shilah Kelly
Rebecca Croft	Julie Lytle

Classified Substitutes (Custodian, Cook, Secretary)

Kenneth Canterbury	Custodian	Tiffany Conner	Cook
Rebecca Croft	Cook, Secretary	Cindy Elias	Cook
Jennifer Eppley	Custodian	Elizabeth Kinney	Cook
Judy Lamp	Cook, Secretary	Melanie Lowe	Custodian
Julie Lytle	Secretary	Cheryl McCluggage	Cook, Custodian
Christina Miller	Cook	Shalyn Morr	Cook, Custodian
James Morrison	Custodian	Sandy Patterson	Cook
Robert Porter	Custodian	Julia Proper	Secretary
Priscilla Sprang	Cook	Melissa Starnier	Cook, Custodian, Secretary
Rosemary Taggart	Secretary	Ilene Troyer	Cook
Tammie Truit	Cook		

Bus Drivers

Larry Getchey	Kurt Garver	Steve Waltman	Josh Raymond
Michelle Taggart	Duane Galbraith	Mandy Myers	Josh Wengerd
Mike Molnar	Darla Jones	Brent Young	
Ruth Vaughn			

Discussion: Joel Yoder abstains from letter C above.

Yeas: Jones, Ramseyer, Sage, Yoder, Zickefoose

Nays: None

Motion: Carried

10. Motion was made by Joel Yoder and seconded by Tina Zickefoose to adjourn.

Yeas: Jones, Sage, Yoder, Zickefoose

Nays: None

Motion: Carried

/s/ *Walter Ramseyer*

President, Board of Education

/s/ *Jamie Mullet*

Treasurer

AUGUST 18, 2025
WEST HOLMES BOARD OF EDUCATION
REGULAR MEETING MINUTES PUBLIC RECORDS COMMISSION

1. CALL TO ORDER
 2. ROLL CALL
 3. MOTION TO APPROVE NEW BUSINESS
 4. NEXT MEETING
 5. MOTION TO ADJOURN
-

1. The regular meeting of the West Holmes Board of Education Public Records Commission was called to order at West Holmes High School.

2. Roll Call: Eric Jurkovic, West Holmes Superintendent
 Jamie Mullet, West Holmes Treasurer
 Walter Ramseyer, West Holmes Board President

ABSENT: None

3. Walter Ramseyer made a motion that was seconded by Eric Jurkovic to approve the following new business:
 - A. RESOLUTION TO ESTABLISH MEETING PLACE, TIME AND DATES
 1. Meeting Place for Public Records Meetings – West Holmes School Buildings
 2. Time 7:30 A.M. – following the regular meeting held that morning
 3. Third Monday of July
 - B. Approval of the Records Retention Scheduled submitted in August 2025.
 - C. Approval to make proposed changes to the previously submitted Records Retention Schedule.
 - D. Approval to adopt the updated Records Retention Schedule once it has been approved by the Ohio History Connection State Archives of Ohio.
 - E. Approval to dispose of paper copies of records once the required documents have been scanned.

Yeas: Jurkovic, Mullet, Ramseyer
Nays: None
Motion: Carried

4. NEXT MEETING
July 20, 2026
West Holmes High School

5. Motion was made by Jamie Mullet and seconded by Walter Ramseyer to adjourn.

Yeas: Jurkovic, Mullet, Ramseyer
Nays: None
Motion: Carried

/s/ *Walter Ramseyer*
President, Board of Education

/s/ *Jamie Mullet*
Treasurer