

**RECORD OF PROCEEDINGS MINUTES
OF
ADENA LOCAL BOARD OF EDUCATION
ORGANIZATIONAL MEETING
January 12, 2026
HELD AT 5:00 P.M.**

The Adena Local Board of Education met for the Organizational Meeting on January 12, 2026 at 5:00 p.m. in the media center with the following members responding to roll call: Mr. Brice Acton, Mr. Josh McQuiniff, Mr. Brady Ratzlaff, Mr. Tim Newberry and Mr. Roy Robinson

The Pledge of Allegiance was recited.

The oath of office was given to newly elected and re-elected board members Brice Acton, Brady Ratzlaff, and Josh McQuiniff.

APPROVAL OF AGENDA

Moved by Mr. McQuiniff, seconded by Mr. Ratzlaff, to approve the agenda.

Roll call: Mr. Ratzlaff, yea; Mr. McQuiniff, Mr. Newberry, yea; Mr. Acton, yea; Mr. Robinson, yea;

NOMINATION OF OFFICERS

Moved by Mr. McQuiniff, seconded by Mr. Newberry, that Mr. Roy Robinson be nominated for the office of president.

Roll call: Mr. McQuiniff, yea; Mr. Newberry, yea; Mr. Acton, yea; Mr. Robinson, yea; Mr. Ratzlaff, yea

Moved by Mr. Newberry, seconded by Mr. McQuiniff, that Mr. Brady Ratzlaff be nominated for the office of Vice President.

Roll call: Mr. Newberry, yea; Mr. McQuiniff, yea; Mr. Acton, yea; Mr. Ratzlaff, yea; Mr. Robinson, yea

CLOSE NOMINATIONS

Moved by Mr. Acton, seconded by Mr. McQuiniff, to close board officer nominations.

Roll call: Mr. Acton, yea; Mr. McQuiniff, yea; Mr. Ratzlaff, yea, Mr. Newberry, yea; Mr. Robinson, yea;

OFFICERS FOR CALENDAR YEAR 2023

Moved by Mr. McQuiniff, seconded by Mr. Newberry, to approve the officers for calendar year 2023 as follows:

Mr. Roy Robinson, President
Mr. Brice Acton, Vice President

Roll call: Mr. McQuiniff, yea; Mr. Newberry, yea; Mr. Acton, yea; Mr. Mr. Ratzlaff, yea; Mr. Mr. Robinson, yea

SET DATES, TIMES AND PLACE OF MEETINGS

Moved by Mr. Newberry, seconded by Mr. Ratzlaff that the date, time and place of the Board meetings be as follows:

DATE: Third Tuesday of each month
TIME: 5:30 P.M.
PLACE: Media Center except the months of June and October will be held at the Clarksburg United Methodist Church and March's regular meeting will be held on March 16, 2026

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AUTHORIZATIONS FOR ADMINISTRATION

Moved by Mr. McQuiniff, seconded by Mr. Newberry, to approve the following authorizations:

Grant permission to Adena district administrators to apply for and accept State/Federal programs on an available basis

Grant permission to the Superintendent and other administrators to apply for and accept grants as they become available.

Authorize Treasurer to pay all bills when presented provided funds are available and report such payments to the Board monthly.

Establish Board Service Fund in the amount of \$2,500.00.

Grant Permission to the Treasurer to invest interim funds and ask for tax advances when such become available.

Authorize the Superintendent to employ temporary personnel as are needed for emergency situations, as provided in the appropriations resolution and subject to being presented for Board approval at the next regular meeting.

Authorize the Superintendent as the district Purchasing Agent.

Authorize the Superintendent to enter into contracts or agreements that have a value or cost not to exceed \$25,000 when necessary to address health, safety, security or program-related concerns that cannot reasonably be delayed for Board approval, and which are presented to the Board for approval/ratification by the Board, the contract/agreement shall be deemed effective as of the date and time of the Superintendent's approval.

Authorize the Superintendent, during periods when the Board is not in session, to make offers of employment to candidates for either teaching or non-teaching positions on behalf of the Board, and to acknowledge acceptance of such offers on behalf of the Board subject to a subsequent vote of ratification by the Board; provided, however, that upon ratification by the Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.

Authorize the Superintendent to accept resignations on behalf of the Board, to accept resignations from personnel during times when the Board is not in session, subject to ratification by the Board; provided however, that upon ratification by the Board such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance. Such resignations may be deemed irrevocable by the Superintendent. Resignations shall be presented to the Board for ratification at the next scheduled Board meeting.

Authorize the Superintendent to dispose of obsolete materials, equipment, and other Board property that is no longer needed by the district in accordance with Adena Local Schools policies 7300, 7310 and 7455.

Authorize the Superintendent to ban or exclude individuals from school property and/or school activities in accordance with Ohio Revised Code.

Approve the appointment of the Treasurer to attend public records training on behalf of all elected and/or appointed Board members.

Discussion:

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Mr. Acton requested Robert’s Rules of Order motion be moved as a separate item and urged the use of Robert’s Rules of Order for Small Boards in its place.

Mr. Acton also tabled the agenda item to waive the reading of the minutes by the treasurer due to Ohio Revised Code stating this needs to be a resolution, whereas what was presented to the board was a verbal motion.

Roll call: Mr. McQuiniff, yea; Mr. Newberry, yea; Mr. Acton, yea; Mr. Ratzlaff, yea; Mr. Robinson, yea

ROBERT’S RULES OF ORDER FOR SMALL BOARDS
Moved by Mr. Acton, seconded by Mr. Newberry, that the adopt Robert’s Rules of Order for Small Boards.

Roll call: Mr. McQuiniff, yea; Mr. Newberry, yea; Mr. Acton, yea; Mr. Ratzlaff, yea; Mr. Robinson, yea

ADJOURNMENT
Moved by Mr. Newberry seconded by Mr. Ratzlaff, that the Board adjourn.

Roll call: Mr. Newberry, yea; Mr. Ratzlaff, yea; Mr. McQuiniff, yea; Mr. Acton, yea; Mr. Robinson, yea;

PRESIDENT

TREASURER