

Board of Education Regular Meeting

Board of Education
Coshocton City Schools
Thursday, March 26, 2026
6:30pm - 7:30pm

Present: Mrs. Susan Mann, President; Mr. David Shutt, Vice-President; Mr. Sam Bennett, Board Member; Mrs. Stacey Ganz, Board Member; Mr. Michael Kohler, Board Member; Mr. Matthew Nicholas, Interim Superintendent; Ms. Terri Eyerman, Treasurer

1 Call to Order

President

Minutes:

The meeting was called to order at 6:30 p.m.

2 Pledge of Allegiance

3 Mission Statement

Coshocton City Schools, in partnership with families and community, will empower individuals to become literate, respectful, responsible, and independent lifelong learners in an ever-changing global society.

Minutes:

The mission statement was read by Aaron Mencer.

4 Roll Call

Ms. Terri Eyerman, Treasurer

Minutes:

All members of the board were in attendance at the start of the meeting.

Mr. David Shutt mentioned at the beginning of the meeting that he may need to leave at approximately 7:30 for a required business call. Mr. Shutt left during the first executive session and did not participate in any votes thereafter.

Stacey Ganz had an emergency at home and left the meeting just before the vote to adjourn.

5 043.0-2026 Adoption of the Agenda

It is recommended that the Board of Education adopt the agenda.

Result: Approved

Motioned: Mrs. Stacey Ganz

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

Attachments:

[addendum to agenda -treasurer s report item 9.5.pdf](#)

6 044.0-2026 Approval of Meeting Minutes

It is recommended that the Board of Education approve the following meeting minutes:

Minutes:

The vote for the February meetings are recorded on each meeting listed.

6.1 Special Meeting - February 2, 2026

Minutes:

Mr. Bennett abstained, he was not present for the Febuary 2nd meeting.

Result: Approved

Motioned: Mr. Sam Bennett

Seconded: Mr. Michael Kohler

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member			X
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

Attachments:

[February 2 2026 Special Board Mtg Minutes.pdf](#)

6.2 Special Meeting/Work Session -February 11, 2026

Result: Approved

Motioned: Mrs. Stacey Ganz
Seconded: Mr. David Shutt

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

Attachments:

[February 11 2026 Special Board Mtg Work Session Minutes.pdf](#)

6.3 Regular Session - February 26, 2026

Result: Approved

Motioned: Mr. Sam Bennett
Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

Attachments:

[February 26 2026 Regular Board Mtg Minutes.pdf](#)

7 Board Commendations

Board of Education presentation of an Emergency Response Commendation to Aaron Mencer

Minutes:

Mr. Mencer was at the scene of the recent bus accident to assist and support the driver and the students. Aaron hopped on the bus took charge of the bus, took attendance, calming students, It was a big deal, fire trucks came on the scene. He managed the situation and kept all involved calm during the situation. Mr. Nicholas thanked Mr. Mencer for his much initiative to get involved and his concern for all concerned in this situation and presented him with a certificate of appreciation from the Board.

8 Hearing of the Public

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School Districts

business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated. Those addressing the Board will be allotted three (3) minutes.

None scheduled for this meeting.

Minutes:

There was not public participation scheduled.

9 045.0-2026 Treasurer's Report and Recommendations

It is recommended that the Board of Education approve the following items:

Minutes:

The vote recorded on this item is inclusive of items 9.2 through 9.5.

Result: Approved

Motioned: Mr. David Shutt

Seconded: Mrs. Stacey Ganz

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

9.1 Updates

9.2 045.1-2026 Monthly Financial Report

It is recommended that the Board of Education approve the February Monthly Financial Reports as presented.

Minutes:

The vote for this item is recorded on item 9.0.

Ms. Eyerman reviewed the February Financial Summary with the board.

She stated the following:

The cost to operate for the month of February was \$55,044.

Total GF revenue in February - \$1,291,751, Total February expenditures - \$1,706,361. Expenditures exceeded revenue by \$414,610.

FYTD GF revenue in February - \$13,418,717. Total FYTD expenditures - \$14,812,546. Expenditures exceed revenue by \$1,393,829. which is a \$35,573 difference from the budget.

GF February beginning Cash balance - \$3,795,775. The February ending GF cash balance is \$3,381,165.

We are 67% of the way through the 2025-2026 fiscal year. Revenue and expenditures align with what we would expect at this point in the year

Feb 2026-27 revenue is \$23,374, less than FY2025-26 revenue. Feb 2026-2027 expenditures were \$91,230 less than FY2025-2026 Expenditures.

Total GF interest in Feb was \$16,461. Total Ins Fund interest in Feb was \$5,444.

Total reconciled amount of all funds in February was \$12,500,737.35.

The last report in the packet is a list of February disbursements presented for approval.

Result: Approved

Attachments:

[2026.02.28 0-February 2026 Financial Summary.pdf](#)

9.3 045.2-2026 Donations

It is recommended that the Board of Education approve the donations presented.

- \$500 donation from Amy McClister, Chris Myers, Patty Williams (children of the deceased) and Mr. Mike Gross, (spouse of the deceased). In memory of Billie Jo Gross.
- \$150 donation from Ruth Bush for the Class of 2027 Prom

Minutes:

The vote for this item is recorded on item 9.0.

Result: Approved

9.4 045.3-2026 Approval of Tax Year 2025 Tax Rates to be collected in 2026

It is recommended that the Board of Education accept the Summary of Amounts and Rates Required from General Property Tax as determined by the Budget Commission and Authorizing the Necessary Tax Levies and certify them to the County Auditor per the attached Schedules A&B for the fiscal year commencing on July 1, 2026

Minutes:

The vote for this item is recorded on item 9.0.

Result: Approved

Attachments:

[Schedule A B.pdf](#)

9.5 045.4-2026 Appropriations and Estimated Resources

It is recommended that the Board of Education approve the attached FY2025-2026 Appropriations and Estimated Resources to be filed with the County Auditors Office and presented after County Auditor Approval.

Minutes:

The vote for this item is recorded on item 9.0.

The board approved the amended appropriations and estimated resources. Ms. Eyerman will present highlights of the appropriations and resources during the April meeting after County Auditor approval.

Ms. Eyerman explained that the Revenue changes predominantly include 1.) the appropriation of 4.6 mills that we should receive when we receive property taxes in April, and deduct the amount from the General Fund. 2.) Adjust Federal Grants to include Rollover and Reallocated funds provided by the state last month. 3.) Adjust any funds that may need to be adjusted at this point in the year. 1.) Expenditures include the estimated amount of any payments that may need to be paid from permanent improvements. 2.) Adjust Federal Grants appropriations to include rollover and reallocated funds provided by the state last month so they may be encumbered. 3.) Adjust any funds that need to be adjusted to encumber through the end of the year.

Result: Approved

Motioned: Mr. David Shutt

Seconded: Mrs. Stacey Ganz

Attachments:

[Amended Appropriations Resolution 3.26.2026- 3.pdf](#)

[Amended Official Certificate of Estimated Resources 2026.03.26- 3.pdf](#)

10 046.0-2026 Business Items

It is recommended that the Board of Education approve the following business items:

10.1 046.1-2026 MOU with City Rec and Kids America

It is recommended that the Board of Education approve the attached Memorandum of Understanding with Coshocton City Recreation and Kids America to support our youth programs over the summer months. This understanding has been in place for more than 10 years, but this MOU now documents the agreement and requires that the agreement be revisited and approve every 3 years.

Minutes:

Mr. Michael Kohler abstained from this vote due to a conflict of interest - he is an officer on the City Rec board.

Result: Approved

Motioned: Mrs. Stacey Ganz

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member			X

Attachments:

11 047.0-2026 Superintendent Report and Recommendations

It is recommended that the Board of Education approve the following items:

Minutes:

The vote recorded on this item is inclusive of items 11.2 through 11.12.

Mr. Nicholas stated that the personnel seem to use harsh language when we use the words "reduction in force," but all 4 teachers will have jobs with us. We are rearranging a few positions. The daycare teacher will be a preschool teacher. At this time, we are not eliminating any jobs, tomorrow morning we will be posting positions that the 4 teachers will be able to bid on; they are not losing their jobs.

Aide position, we are posting quite a few positions, and may need to hire more due to retirements. The student monitor position was a short-term.

Personnel: we have the renewal of Becky Fletcher's EMIS contract.

We have several retirements. Troy and Stephanie are fantastic employees; we wish them the best.

The staff who are resigning are moving on to other districts.

Unpaid leave is for various reasons.

Mr. Smith's stipend is a result of working extended hours beyond and outside his contract.

There was a school calendar hearing last month. This is the official vote determined by a committee of staff members that we are asking the board to approve this month.

Motioned: Mr. Sam Bennett

Seconded: Mrs. Stacey Ganz

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

11.1 Updates

11.2 047.1-2026 2026 CCEA Reduction In Force Resolution

It is recommended that the Board of Education approve the following resolution

RESOLUTION

WHEREAS, Ohio Revised Code Section 3319.17 as well as Article 11 of the Master Agreement between the Coshocton City School District Board of Education ("Board") and the Coshocton City Education Association ("CCEA"), 2023-2026 ("Master Agreement") provide for the Board's ability to layoff, abolish and/or reduce in force teaching employees due to decline in student enrollment, return to duty of regular teachers after leave of absence, suspension of schools, territorial changes, or lack of funds; and

WHEREAS, the Superintendent has determined that due to lack of funds and decline in student enrollment, teaching employees need to be reduced and/or their positions otherwise abolished; and
WHEREAS, Article 11 of the Master Agreement provides that in implementing reductions in force of teaching employees within the CCEA bargaining unit, the Superintendent shall make recommendations based upon teaching field(s) impacted by such reductions; and

WHEREAS, the Superintendent has determined, for the reasons set forth above, that four (4) positions within the teaching fields of Intervention Specialist - 6th Grade Teacher on Special Duty Assigned Duties (1), Preschool Teacher with Special Assigned Duties (1), Daycare Program Teacher (1), and Home Instructor/ Behavior Intervention Classroom Instructor (1) within the CCEA bargaining unit need to be reduced in force effective May 22, 2026, and the Superintendent is now bringing forth this recommendation for official action and approval by the Board;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Ohio Revised Code Section 3319.17 and Article 11 of the Master Agreement between the Coshocton City School District Board of Education and the Coshocton City Education Association (2023-2026), the Coshocton City School District Board of Education hereby approves the Superintendent's recommendation to reduce in force four (4) positions within the teaching fields of Intervention Specialist - 6th Grade Teacher on Special Duty Assigned Duties (1), Preschool Teacher with Special Assigned Duties (1), Daycare Program Teacher (1), and Home Instructor/ Behavior Intervention Classroom Instructor (1) of the Coshocton City Education Association' bargaining unit, with such action to be effective May 22, 2026;

BE IT FURTHER RESOLVED that the Coshocton City School District Board of Education hereby directs its Superintendent and Treasurer to issue written notice of same to the affected teaching employees forthwith with an accompanying explanation of any rights and/or reconciliations as required.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[Resolution CCEA RIF 2026.pdf](#)

11.3 047.2-2026 2026 OAPSE Reduction In Force Resolution

It is recommended that the Board of Education approve the following resolution:

RESOLUTION

WHEREAS, Ohio Revised Code Section 3319.172 as well as Article 11 of the Negotiated Agreement between the Coshocton City School District Board of Education ("Board") and the Ohio Association of Public School Employees and Its Local #387 ("OAPSE"), (2025-2027) ("Negotiated Agreement") provide for the Board's ability to reduce in force employees for reasons of abolishment of positions, and for financial reasons; and

WHEREAS, Ohio Revised Code Section 3319.172 in conjunction with Article 11 of the Negotiated Agreement provides that in implementing reductions in force of employees within the OAPSE bargaining unit, the Superintendent shall make recommendations within each job classification affected by the need to reduce in force; and

WHEREAS, the job classifications of Educational Assistant (Student Monitor 3 hours) is recognized as part of the OAPSE bargaining unit per the terms of Article 2 of the Negotiated Agreement; and

WHEREAS, the Superintendent has determined, for the reasons set forth above, that one (1) Educational Assistant (Student Monitor 3 hours) classification of the OAPSE bargaining unit needs to be reduced in force and the Superintendent is now bringing forth this recommendation for official action and approval by the Board;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Ohio Revised Code Section 3319.172 and Article 11 of the Negotiated Agreement between the Coshocton City School District Board of Education

("Board") and the Ohio Association of Public School Employees and Its Local #387 ("OAPSE"), (2025-2027), ("Negotiated Agreement") the Coshocton City School District Board of Education hereby approves the Superintendent's recommendation to reduce in force one (1) Educational Assistant (Student Monitor 3 hours) classification of the OAPSE bargaining unit with such action to be effective May 29, 2026;

BE IT FURTHER RESOLVED that the Coshocton City School District Board of Education hereby directs its Superintendent and Treasurer to issue written notice of same to the affected non-teaching employee forthwith with an accompanying explanation of any rights and/or reconciliations as required.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[Resolution OAPSE RIF 2026.pdf](#)

11.4 047.3-2026 Personnel

It is recommended that the Board of Education approve the following personnel items pending required paperwork, licensure, and BCI/FBI Background checks. Salary placement is per the negotiated agreement subject to verification of degree and experience:

- New Employees
- Non-Bargaining Personnel Contracts
 - Rebecca Fletcher - EMIS Coordinator-1 year Contract, July 1, 2026-June 30, 2027-235 Work Days
- Resignations/Retirements
 - Stephanie Ruby - Retirement - effective August 31, 2026
 - Troy Spang - Retirement - effective May 28, 2026
 - Shelby Smith - Resignation - effective August 12, 2026
 - Jordan Haumschild - Resignation - effective May 31, 2026
 - Cody Weese - Resignation - effective March 26, 2026
- 2026 Reduction In Force
 - OAPSE
 - Tess Freetage
 - CCEA
 - Katelyn Minosky
 - Kelly McCrea
 - Carinna Weaver
 - Jessica Mencer
- Salary Adjustments
- Reassignments and Transfers
- Supplemental Contracts
- Pupil Activity Contracts - Non-Staff
- Pupil Activity Contracts - Classified Staff
- Athletic Service Contracts
 - 2025-2026 OHSAA Winter Tournament Manger (basketball & wrestling)
 - Justin Smith \$2,000.00
- Unpaid (Dock) Leave
 - Brianna Young - 1.5 days - 1/2 day March 12, 2026 & 1 day March 13, 2026
 - Molly Thomas - 2 days - April 27 & 28, 2026
 - Cody Weese - 2 days - March 16 & 17, 2026
 - Paul Bowman - 3 days - March 18, 19 & 20, 2026

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[Unpaid Leave Dock Molly Thomas 2 days 2026.04.27 28.pdf](#)
[Unpaid Leave Dock Brianna Young 1.5 days 2026.03.12 13.pdf](#)
[Unpaid Leave Dock Paul Bowman 3 days 2026.03.18 19 20.pdf](#)
[Resolution CCEA RIF 2026.pdf](#)
[Resolution OAPSE RIF 2026.pdf](#)
[Resignation - Smith Shelby 2026.08.12.pdf](#)
[Resignation - Haumschild Jordan 2026.05.31.pdf](#)
[Retirement - Stephanie Ruby 2026.08.31.pdf](#)
[Retirement Troy Spang - 2026.05.28.pdf](#)
[Fletcher Becky-EMIS Coordinator Non Bargaining Contract 2026-2027SY.pdf](#)

11.4.1047.4-2026 Stipend for 2025-2026 for Additional Duties/Extended Hours Assigned

It is recommended that the Board of Education authorize a stipend payment of \$7500 to Justin Smith for additional assigned hours/days worked to help fill the void of an assistant principal at CES while continuing to carry full time hours/duties as Athletic Director during the 2025-2026 School year.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

11.5 047.5-2026 2026-2027 School Calendar

It is recommended that the Board of Education approve the attached 2026-2027 school year calendar as presented.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[26 27 Traditional Calendar.pdf](#)
[2026 - 2027 School Calendar Days and Hours.pdf](#)

11.6 047.6-2026 Overnight Field Trip Request-FCCLA State Leadership Conference

It is recommended that the Board of Education approve an overnight field trip for the FCCLA State Leadership Conference at the Ohio Expo Center, Kasich hall, 717 East 17th Avenue, Columbus, Ohio 43211 - April 16-17/2026.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[FCCLA Overnight Field Trip 2026.04.16-17.pdf](#)

11.7 047.7-2026 April 1, 2026 - July 31, 2029 Superintendent Contract

It is recommended that the Board of Education approve the attached Superintendent Contract for Mr. Matthew Nicholas for the period of April 1, 2026 through July 31, 2029 as presented.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[M. Nicholas Supt Contract 26-29.pdf](#)

11.8 047.8-2026 Interim Superintendent Resignation

It is recommended that Board of Education approve the resignation of the Interim Superintendent effective March 31, 2026.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[M. Nicholas Interim Sup. Resignation Letter.pdf](#)

11.9 047.9-2026 Creation of Assistant Superintendent Position and Job Description

It is recommended that the Board of Education approve the Position and the Job Description of Assistant Superintendent moving forward. This position will replace and absorb the duties of the Director of Curriculum and Federal Programs.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[Assistant Superintendent Job Description.docx.pdf](#)

11.10 047.10-2026 Remove Job File #119 Director of Curriculum and Federal Programs from Board Approved District Job Descriptions.

It is recommended that the Board of Education approve the removal of the Director of Curriculum and Federal Programs from the Board Approved Job Descriptions,(file 119). This position has been absorbed into the Job Description of the Assistant Superintendent.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

11.11 047.11-2026 April 1, 2026 - July 31, 2029 Assistant Superintendent Contract

It is recommended that the Board of Education approve the attached Assistant Superintendent Contract for Dr. Trista Claxon for the period of April 1, 2026 through July 31, 2029 as presented.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[T. Claxon Asst Supt Contract 26-29.pdf](#)

11.12 047.12-2026 Interim Director of Curriculum and Federal Programs and Middle School Principal Resignation

It is recommended that the Board of Education approve the resignation of the Interim Director of Curriculum and Federal Programs and Middle School Principal effective March 31, 2026.

Minutes:

The vote for this item is recorded on item 11.0.

Result: Approved

Attachments:

[T. Claxon Interim Dir. Fed. Programs Resignation Letter.pdf](#)

12 Public Termination Hearing

Minutes:

Ms. Jessica Smith had an option to have her hearing held in private, during an executive session, or in an open session of the board. Ms. Smith opted for a public session hearing.

The official language of the hearing was recorded and is on file at the Board office. The notes recorded here are close to the actual conversations and presentations to the Board, for public record, but this is not a transcript of the conversations during the meeting.

Ms. Jessica Smith opted for a public hearing.

Interim Superintendent Matthew Nicholas presented the board's case in great detail, including dates and times of the current and past offenses as well as meeting dates and times related to these charges. He also discussed the rules required in an investigation, and multiple past related cases of related/similar cases in her file to defend just cause at this time. After providing the incident information and brief details of past offenses and how they were addressed, Mr. Nicholas stated that, based on the evidence that he presented, he was making his recommendation for approval of the termination of Jessica Smith's non-teaching contract, effective immediately.

Keith Stiverson, the OAPSE field representative who serves the district staff that has non-teaching contracts, then spoke in Jessica Smith's defense. He began stating that he had met most of the board members before, if not all of them. -He stated that he wants to focus on the day at hand. He knows the

Superintendent brought facts about absenteeism, but he wants to focus on the day at hand. On March 10th, when discussing this, there is no argument for Jessica. She admits that she did come in at 8:03. She texted the teacher that she would be late. What she did, as in the past, there was an agreement with the principal to work through lunch to make up time. He asked Mr. Loomis if that was true, and Mr. Loomis acknowledged that this is true. There is no set rule, but it is a practice. The day in question, Jessica did come in 28 minutes late, and she did work through her lunch. She was under the impression that she had made up the 28 minutes that were in question. She did not intentionally falsify that. If she was habitual showing a pattern of falsifying time, then we have an issue. But there is no pattern. We are going to admit that there are some steps we did wrong. Keith stated that he thinks we are jumping several steps in progressive discipline to get here. He thinks this is a teaching moment, not a reason for termination. He stated that they can appeal to arbitration and will have a long, drawn-out process. He can get the corrective actions. She may not have followed the handbook and let the proper person know she was going to be late, but she did let the teacher know.

The accusation of falsifying time - they are objecting to that completely. Under the assumption, when you have a pattern, and you sometimes assume, and then the pattern becomes normal. She did not falsify her sick time intentionally. That did not happen. I will address the absenteeism that Mr. Nicholas mentioned. Jessica has been on FMLA time for several years. When she missed, it was in play. Her doctor filled out the paperwork, and it was approved. She had intermittent FMLA. Look at the facts that it was in play. The main reason we are here is the accusation of falsifying time. We are okay with discipline to get to the right area; we just don't think falsification is the right thing right now. She is a 23-year employee and has not falsified time before this. There was no intent - not purposely done. There is no pattern to this; if there were, we would have something to fully investigate. This was a one-time thing that was an understanding with her principal. There was no intent to falsify time. The 28 minutes were made up.

Mr. Stiverson stated that Ms. Jessica Smith now had a statement to the Board.

12.1 Jessica Smith

Minutes:

Jessica - passed out a typed document to the board members and district leadership at the table. (attached to the minutes.)

Jessica stated that she has so much to say in a short time - what her heart feels after 24 years of service. It is hard to put into words how many children's lives have touched mine. More than they will ever know. I want to mention just a glimpse of the many, many things that I have witnessed through the years. I was here in 2003, coaching the cheerleaders, when Marty was coaching boys' football, and Hilge was coaching the boys' basketball team. I have changed the diapers of students who have gone through, as well as a few teachers who teach here. I have watched preschoolers walk across the stage and graduate to be kindergarteners, and 13 years later, those tiny tots walk across the stage to graduate high school. I have watched 24 years of kids add a few more years under their belts at trade schools, career centers, military post-secondary colleges, universities, as well as watch some of them head into the workforce to start their careers successfully, and so on. I have been here with students from preschool through 12 who have needed a tissue, something to eat, a shoulder to cry on, and know without a doubt they are safe and that people care, I care. They know they can go to the cafeteria, punch my lunch number in, so when they are hungry, they can eat. They don't have to find me to ask me and be embarrassed to have to ask. When my account gets low on money, someone lets me know from the kitchen. They become like family, and they know it. They know when trauma strikes in their lives, most of us are willing to do whatever is necessary for the child-students' safety because that is one of the most important things, in my opinion. I have provided you all with a letter from my physician. You will see the first item on that list of ailments is irritable bowel syndrome. On the day in question, Feb 26, 2026, I was having major issues that morning from said ailment. At 7:29 am, I realized that I would not be able to make it on time, due to that ailment. So I texted Mrs. Tiffany Gardner, who is the teacher that I work with closely in a multi-categorical room where we have students with us the entire time we are there, and told her that I had to take my son to school since he had missed the bus due to my situation at home, and would be there as soon as possible. He takes the bus from the high school to the Christian school that leaves at 7:30 am. Therefore, being at work by 7:20 am is crucial for me to park and get my son to his bus on time. On said day, Feb 26, 2026, apparently

my key fobbed in at 8:03. Past practice has always been "sure work through your lunch," which was admitted by Mr. Scott Loomis. I asked him, "Scott, how many times have I said to you Bret, my son had something I would like to be at or Jacks my son had something that I needed to be available for and he would respond, "yea, just work through your lunch". How many times have you said this to me? His answer in the meeting with Lisa Bursleson, Mr. Matt Nicholas, Mrs. Trista Claxon, Mr. Scott Loomis, Mr. Stiverson Ms. Brenda Miller and myself was, "quite a few times". Maybe I made a mistake by not reaching out to Mrs. Molly Thomas to inform her about it, but from the bottom of my heart, I would never be late if there wasn't something wrong. That morning, there was something wrong, very wrong, and I made a decision that I thought was the best for myself and the safety of my students, which is why I had the communication with the other person that my students rely on. That is also one of the reasons the FMLA was in effect, or I thought it was in effect. I want to address some of the items in the notice about the finding that was emailed to me. 1.)I did not admit to falsifying my time sheet. I wasn't trying to hide anything. Why would I admit to something that I didn't do wrong? Did I put 7:35 on there? Yes, I did, but I didn't do it maliciously; I did it because I was working through my lunch, and that is what we have always done in the past. 2.) We are told we are not to put any extra time on our time sheet, so every day we put our times on there that we are contractually told to put on there, whether we work them or not. I work through my lunch 9 times out of 10, along with 2 fifteen-minute breaks that are null and void. 3.)I did not indicate anything during the due process hearing on March 10, 2026. You state in the email that I knew I couldn't use leave per the discussion on February 18th, speaking on the February 26, 2026 date. Yet, we had not met on that March 10th date, and those things were discussed at that meeting after we discussed that I had falsified my timesheet. However, we discussed at that meeting that I had 3 personal days and some sick time. So why would I be worried about using that? 4.)You state in the email that we are to report off to Scott and Molly. I have never contacted Scott to call off. Not one time that I can remember. I have always contacted Molly Thomas and Tony McVay prior to Molly, and prior to her, Kaylee Andrews. I wasn't calling off. I just had a situation that I could not control, and a child in my care. I guess the district should make that clear for all of their staff, because we are all doing it wrong. 5.) Mr. Nicholas, when you told me that I was dishonest and neglectful at my duties- Do you know me? Do you know my morals and values? Have you ever watched me in a school setting with our students? I sir, am not dishonest and most certainly am not neglectful of my duties. 6.) You speak of the days I have been off in the last few years. I was under a physician's care, and FMLA was granted to me in 2023 and 2024. I was under the impression that I had been approved for FMLA in the 2025 school year, but it was brought to my attention on February 18, 2026, that I did not qualify for FMLA this year, and I was not informed until the year was almost over. So the days that you were talking about that I was absent from duties were covered under FMLA. 7.) Mr. Nicholas, you state that I am not dependable or trustworthy. Students rely on me for stability and consistency, and my attendance issues, even if they were covered under FMLA, were detrimental to the operations of the district. Are my days not as important as anyone else's? There have been plenty of staff who have been off way more than I have. 8.) Last, Mr. Nicholas, you sent me this email on March 16, 2026, at 1:45 p.m. It was the 7th period. I had kids in my care. 24 years of service and get an email stating that because I had an ailment that my doctor has clearly stated, still came to work that day and worked through my lunch, which I do all the time, you were going to recommend me for termination. I read that in front of students. How did you think that I was going to react? I was devastated. Then, expected to go to the 8th period as though nothing was wrong. I had no idea whether I was to come back to work until March 26, 2026, or not. Three hours later, I received another email stating that I am now on paid administrative leave. Usually, that email happens first. I do know that Mrs. Tiffany Gardner talked to Mr. Scott Loomis and Mr. Matt Nicholas after this occurred. She informed them both that I had indeed texted her that morning, came to work as soon as I took my son to school, and that my student, whom I am with in the morning, was not there that day. That is the end of my letter. Um, I do have letters from other people that I can read. They are emails from other people in the district. Do you want me to read them?

Mrs. Mann asked for the letters so the Board could look at them.

Jessica tried to figure out a way to get them to the board. She said she was under the impression that she could read them. Mr. Nicholas told her to email them to him, and he could print them.

Mr. Nicholas then spoke. This is a reminder that this is not just about the time missed on February 26th; there is also a history of absences going back quite a few years. Dr. Hire was very specific in an email and a very similar conversation, so it is not just about the time sheet. There is also the issue that she did not call off to Mr Loomis or Molly, therefore she did not get permission from either. This is not the

first time that she has had corrective action. There are several incidents in the past, some of which are in the exhibits, and some are not. Some of those included unpaid leave as well. I know FMLA was brought up, and that is something that in the district in the past was not necessarily the way it should be. Before 2025, the FMLA was approved, but that should not have happened. In order to be approved for FMLA, you have to have 1250 hours in. She did not have those hours for the past two school years. Even though the district allowed FMLA, that should not have happened. Originally, the subject was negative leave days. We received, I believe it was in November, a note from her doctor that FMLA should be part of the conversation. We researched how many hours she worked, and it was not 1250. One of the things I wanted to discuss is that FMLA will no longer be accepted. It was before; it should not have been. At this point, FMLA should not even be part of the conversation. I do want to point out that this is not the first time that she has put the wrong times on her time sheet. I went back a few months and looked at other times; there were a handful of times where that was the case, so this is not the first time. This was not in the investigation, but because Mr Stiverson stated that this was the first time, that is not the case. There is nothing on that particular timesheet that indicates that she worked through lunch. If we came in late and worked through lunch. Put 8:03, then no time for lunch, and the time she left. Again, she didn't call Molly. We have attempted corrective action; there have been other instances of behaviour correction. We have attempted a graduated corrective action.

Mrs. Mann asked, I see on your time sheet, and you say you work through lunch every day. Are you told to write down that you are taking a lunch? As I look at this, I see that you've written that you are out at 10:20 and back in at 10:50, so I am assuming that is your lunch time. Jessica confirmed. Mrs. Mann continued, If you are working through lunch, why don't you just leave that out. Jessica responded that it is embedded in our brains that we are not allowed to have any extra time. So if we put that time on, Molly calls us back down because Vikki will say this is not correct, you have to put it correctly on the paperwork. Even if we put the time on there, it will be sent back down to us. Molly is going to call us to the office and say it's wrong. We are not allowed to be paid for it, so we cannot put it on our time sheet.

Mr. Nicholas asked, "Have you ever been told to work through your lunch?" Jessica said absolutely not, but in a multicategory room, you are very busy. It is a non-stop situation. I eat with children at my desk, I test kids, I test typical kids in my room during my lunch. I am working.

Mrs. Mann stated that the board has what it needs and will move to executive session. Mrs. Gantz stated that she wants to be sure the board has everything that Jessica brought and asked about the letters and emails. It was determined they would be delivered to the board electronically while in the Executive Session for review.

13 048.0-2026 Executive Session

It is recommended that the Board of Education enter into Executive Session to consider the employment and/or dismissal of a public employees.

Minutes:

Mrs Mann stated that once the board exits the executive session, they will take official public action by way of a roll call vote on a resolution for termination pursuant to Ohio Revised Code Section 3319.081 as recommended by our superintendent.

Upon exiting the executive session, Mrs. Mann announced that Mr. Shutt had to leave during the executive session for business reasons, as he had informed us before the meeting, and we noted at the beginning of the minutes. She also stated that the board did receive the copies of the email and text messages from Adam and Carrie Clark, Theresa Brown, and Molly Thomas(coworkers).Christie Ogle (friend), while in executive session.

Upon exiting the executive session, Mrs. Mann also said the board had a couple of questions for Jessica related to the intermittent FMLA. Mrs. Mann asked Jessica - Is intermittent FMLA what you were approved for. Jessica said yes, that is what Terri and Vikki told me I could qualify for. Terri clarified that when Jessica met with Terri and Vikki for intermittent FMLA, it was for counseling for her and her son, due to the recent pregnancy. Not for the illnesses reported on the physician list.

Mrs. Mann also stated that Terri obtained clarifying information from Vikki while they were in executive session that she wanted the board to hear. Terri stated that she reached out to Vikki, the assistant treasurer,

responsible for completing all district payroll, to ask her what she tells people to put on time sheets - Terri read what she texted: What do you tell people to put on time sheets - contractual time and nothing else? If someone put that they came in late and worked through their lunch, would you return their time sheet to be adjusted? Vikki responded that employees are to report their actual hours on their time sheets; if not, it is an audit issue. No, I do not reject time sheets and send them back because they work different hours than their normal schedule. That is for the supervisor to approve a different work schedule. All I verify is that they work their total 6.5 hours each day, and if not, they report an absence.

Result: Approved

Motioned: Mr. Sam Bennett

Seconded: Mrs. Stacey Ganz

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. David Shutt, Vice-President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

Attachments:

[Form 3.11 Executive Session Checklist.pdf](#)

14 049.0-2026 Resolution for Termination

RESOLUTION

WHEREAS, Ohio Revised Code Section 3319.081 provides that the contract of a nonteaching employee may be terminated by a majority vote of the board of education for the employee's violation of written rules and regulations as set forth by the board of education, or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance; and

WHEREAS, the Coshocton City School District Board of Education ("Board") employs Jessica Smith ("Smith") as an Educational Assistant under a nonteaching continuing contract pursuant to Ohio Revised Code Section 3319.081; and

WHEREAS, the classification of Educational Assistant is represented in the OAPSE and Its Local #387 bargaining unit pursuant to Article 2, Recognition, of the Negotiated Agreement between OAPSE and the Board (2025-2027) ("Negotiated Agreement"); and

WHEREAS, Article 13, General Employee Provisions, Section 9, of the Negotiated Agreement provides that bargaining unit employees may be suspended or terminated for just cause; and

WHEREAS, on March 16, 2026, Smith was notified in writing by the Interim Superintendent of the Interim Superintendent's intent to recommend to the Board that Smith's nonteaching continuing contract with the District be terminated, effective immediately, pursuant to Ohio Revised Code Section 3319.081 and Article 13, Section 9 of the Negotiated Agreement; and

WHEREAS, the notice issued by the Interim Superintendent to Smith on March 16, 2026, included the grounds for the Interim Superintendent's recommendation to the Board that Smith's nonteaching continuing contract be terminated, which are dishonesty and neglect of duty, and as more specifically set forth in said notice; and

WHEREAS, the notice issued by the Interim Superintendent to Smith on March 16, 2026, included notice that Smith was entitled to a due process hearing before the Board at the Board's regular public meeting on March

26, 2026, regarding the grounds set forth in the March 16, 2026, notice, prior to the Board taking any official public action on the Interim Superintendent's recommendation for termination; and

WHEREAS, Smith appeared for the due process hearing before the Board at the Board's regular public meeting on March 26, 2026, and was afforded a full opportunity to be heard on the grounds as stated above and as set forth in the written notice issued March 16, 2026, prior to the Board taking any official public action on the Interim Superintendent's recommendation that the Board terminate Smith's nonteaching continuing contract effective immediately pursuant to Ohio Revised Code Section 3319.081 and Article 13, Section 9 of the Negotiated Agreement; and

WHEREAS, the Board has reviewed and fully considered the recommendation of the Interim Superintendent regarding these matters, as well as all evidence and testimony presented to the Board during the due process hearing, and Smith's record of employment as a whole; and

WHEREAS, the Board has determined upon said review and consideration that the conduct of Jessica Smith as established during the due process hearing, is sufficient grounds to support the termination of Smith's nonteaching continuing contract with the District effective immediately on the grounds of dishonesty and neglect of duty, both of which are grounds for termination of Smith's nonteaching continuing contract under Ohio Revised Code Section 3319.081 and Article 13, Section 9 of the Negotiated Agreement;

NOW THEREFORE BE IT RESOLVED that pursuant to Ohio Revised Code Section 3319.081 and Article 13, Section 9 of the Negotiated Agreement, the Coshocton City School District Board of Education hereby acts to approve the Interim Superintendent's recommendation to terminate the nonteaching continuing employment contract of Jessica Smith effective immediately on the grounds set forth above herein and as set forth in the notice issued by the Interim Superintendent to Jessica Smith on March 16, 2026;

BE IT FURTHER RESOLVED that the Coshocton City School District Board of Education hereby directs its Treasurer to issue written notice of this action forthwith to Jessica Smith by certified U.S. mail, and further directs its Superintendent and Treasurer to resolve any remaining items under the administration's control with respect to the employment of Jessica Smith with the Coshocton City School District.

Minutes:

Mrs Mann stated that, based on their discussion, we need a motion to terminate.

Mrs. Stacey Ganz made a motion to approve the termination resolution for Jessica Smith. Mrs. Mann seconded the motion and called for a roll call vote.

Result: Approved

Motioned: Mrs. Stacey Ganz

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

15 Board Discussion Items

Minutes:

There were no board discussion items.

Announcements

16 Minutes:

Mrs. Mann asked for any announcements; there were none.

17 050.0-2026 2nd Executive Session

It is recommended that the Board of Education enter into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

Minutes:

Mrs. Mann called for a motion and a second to enter into executive session.

The board exited the executive session at 8:57 p.m. and resumed the meeting.

Result: Approved

Motioned: Mr. Sam Bennett

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. Sam Bennett, Board Member	X		
Mrs. Stacey Ganz, Board Member	X		
Mr. Michael Kohler, Board Member	X		

18 Next Meeting(s)

Regular Meeting - April 30, 2026

Special Meeting -

19 051.0-2026 Adjournment

It is recommended that the Board of Education adjourn the meeting.

Minutes:

Mrs. Stacey Ganz had to leave for an emergency before this vote to adjourn.

Mrs. Mann called for a vote to adjourn the meeting. The meeting adjourned at 8:40 p.m.

Result: Approved

Motioned: Mrs. Susan Mann

Seconded: Mr. Michael Kohler

Voter	Yes	No	Abstained
Mrs. Susan Mann, President	X		
Mr. Sam Bennett, Board Member	X		

Voter	Yes	No	Abstained
Mr. Michael Kohler, Board Member	X		