



OTTOVILLE LOCAL SCHOOL DISTRICT

Board of Education Organizational Meeting

January 14, 2026

7:00 P.M. – Board of Education Conference Room (Room No. 101)

*** ORGANIZATIONAL MEETING AGENDA ***

I. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE - PRESIDENT PRO-TEMP

II. ROLL CALL

Mrs. Wannemacher _____ Mrs. Kortokrax _____ Mr. Markward _____
Mrs. Knippen _____ Mrs. Hoersten _____

III. RECOGNITION OF GUESTS

Mr. Jon Thorbahn – High School Principal; Mr. Keith Utendorf – Elementary Principal; Mrs. Shelley Mumaw – Director of Technology; Mrs. Nancy Spencer – The Delphos Herald.

Guests: _____

IV. OATH OF OFFICE - TREASURER

Mrs. Michelle Kortokrax & Mrs. Dena Knippen

V. ELECTION OF BOARD OF EDUCATION PRESIDENT 2026-001

Nominations: _____

Motion to close nominations and elect _____ for Calendar Year 2026
Board of Education President.

MOTION _____ SECOND _____
Mrs. Wannemacher _____ Mrs. Kortokrax _____ Mr. Markward _____ Mrs. Knippen _____ Mrs. Hoersten _____

VI. ELECTION OF BOARD OF EDUCATION VICE-PRESIDENT 2026-002

Nominations: _____

Motion to close nominations and elect _____ for Calendar Year 2026
Board of Education Vice-President.

MOTION _____ SECOND _____
Mrs. Wannemacher _____ Mrs. Kortokrax _____ Mr. Markward _____ Mrs. Knippen _____ Mrs. Hoersten _____

VII. APPOINTMENT OF LEGISLATIVE LIAISON & ALTERNATE 2026-003

Motion to appoint the Ottoville Local Board of Education Legislative Liaison and their alternate for Calendar Year 2026. *The Legislative Liaison or their alternate shall represent the Board at the OSBA Capital Conference and Trade Show, if available.*

Legislative Liaison: _____ Alternate: _____

MOTION _____ *SECOND* _____
Mrs. Wannemacher ____ *Mrs. Kortokrax* ____ *Mr. Markward* ____ *Mrs. Knippen* ____ *Mrs. Hoersten* ____

VIII. APPOINTMENT OF STUDENT ACHIEVEMENT LIAISON **2026-004**

Motion to appoint _____ as the Ottoville Local School District Student Achievement Liaison for Calendar Year 2026.

MOTION _____ *SECOND* _____
Mrs. Wannemacher ____ *Mrs. Kortokrax* ____ *Mr. Markward* ____ *Mrs. Knippen* ____ *Mrs. Hoersten* ____

IX. APPOINTMENT OF AUDIT COMMITTEE, INTERNAL AUDIT REPRESENTATIVE, & FINANCE COMMITTEE **2026-005**

Motion to appoint the following committees for Calendar Year 2026:

- **School District's Audit Committee:** *Ottoville Local School District Board of Education*
- **Board of Education's Internal Audit Representative (1):** _____.
- **Finance Committee Members (2):** *along with the Superintendent & Treasurer*
_____ & _____.

MOTION _____ *SECOND* _____
Mrs. Wannemacher ____ *Mrs. Kortokrax* ____ *Mr. Markward* ____ *Mrs. Knippen* ____ *Mrs. Hoersten* ____

X. BOARD OF EDUCATION MEETINGS - CALENDAR YEAR 2026 **2026-006**

Motion to approve the Board of Education Meetings for the third Wednesday of the month for Calendar Year 2026, *with exception to the January & June Board of Education meetings:

January 14, 2026*	7:00 PM	BOE Conference Room (No. 101)
February 18, 2026	7:00 PM	BOE Conference Room (No. 101)
March 18, 2026	7:00 PM	BOE Conference Room (No. 101)
April 15, 2026	7:00 PM	BOE Conference Room (No. 101)
May 20, 2026	7:00 PM	BOE Conference Room (No. 101)
June 29, 2026* (last Monday of month)	7:00 PM	BOE Conference Room (No. 101)
July 15, 2026 [Tentative]	7:00 PM	BOE Conference Room (No. 101)
August 19, 2026	7:00 PM	BOE Conference Room (No. 101)
September 16, 2026	7:00 PM	St. Barbara Parish Center - Cloverdale
October 21, 2026	7:00 PM	BOE Conference Room (No. 101)
November 18, 2026	7:00 PM	BOE Conference Room (No. 101)
December 16, 2026 [Tentative]	7:00 PM	BOE Conference Room (No. 101)

MOTION _____ *SECOND* _____
Mrs. Wannemacher ____ *Mrs. Kortokrax* ____ *Mr. Markward* ____ *Mrs. Knippen* ____ *Mrs. Hoersten* ____

XI. APPROVAL OF AGENDA 2026-007

The Ottoville Local School District Board of Education is being asked to consider a number of items together in one motion (following a consent agenda format). Board members should review these items and request any item(s) he or she would like to have considered separately removed from the consent recommendation and included for a separate Board decision.

MOTION _____ **SECOND** _____

Mrs. Wannemacher _____ *Mrs. Kortokrax* _____ *Mr. Markward* _____ *Mrs. Knippen* _____ *Mrs. Hoersten* _____

XII. CONSENT AGENDA - STANDING AUTHORIZATIONS 2026-008

Motion to approve the Consent Agenda containing the Standing Authorizations for 2026:

- **Advances on Tax Settlements** - authorization for the Treasurer to request and secure advances of tax settlements from the County Auditor when funds are available and payable to the school district.
- **Investment of Public Funds** - authorization for the Treasurer to invest active, inactive and interim funds with banks that have a depositor agreement with the Board of Education.
- **Public Depository Authorizations** - authorization for the Treasurer and Superintendent to complete and sign Public Depository Agreements with all financial institutions that the Ottoville Local School District has invested public monies with.
- **Records Control Officer** - appoint the Treasurer as the Records Control Officer and to serve as the Board's designee to attend required public records training per O.R.C. 109.43(b) and acknowledge that the public records policy was given to the Treasurer.
- **Payment of Bills** - authorize the Treasurer to pay outstanding bills as presented and to make general fund transfers - financial reports reflecting these transactions to be presented at regularly scheduled board meetings subsequent to the transactions.
- **Cashiers** - designate the following positions as cashiers for Ottoville Local School Board of Education and authorize individuals holding these positions to make bank deposits for Ottoville Local Schools: Treasurer, Assistant Treasurer, High School Secretary, Elementary Secretary, and Cafeteria Manager.
- **Athletic Checking Account** - authorize the Treasurer to set the Athletic Checking Account to a maximum of \$5,000 to be used for payment of officials at the applicable per game amount. The Treasurer and Athletic Director are the designated custodians. The Treasurer will replenish the account as needed.
- **Petty Cash Funds** - authorize the Treasurer to establish petty cash funds for the High School Office, Book bills, Book Fair and Cheerleader Fundraisers throughout the year. Custodian of each petty cash fund shall be the Supervisor or Instructor in charge.
- **Legal Counsel** - authorizes the Superintendent and Treasurer to contact Scott Scriven & Wahoff LP as the legal counsel for the Board of Education and to employ specialized legal assistance for the Board of Education as needed.
- **Appointment of Purchasing Agent** - authorize the Superintendent to serve as the purchasing agent for the school district with a threshold set per O.R.C. §9.17 - Competitive Bidding Threshold
- **Employment Contracts** - authorize the Superintendent to extend employment contracts between regularly scheduled board meetings when necessary for efficient operation of the school district - ratification to take place at the next regularly scheduled board meeting.

- **Resignations** - authorization for the Superintendent, on behalf of this Board, to accept resignations, which have been submitted by staff during times when this Board is not in session. These will be presented for ratification at the next regularly scheduled board meeting.
- **Professional Meetings and Conferences** - authorize the Superintendent and Treasurer to attend any professional meetings and/or conferences deemed beneficial to the school district.
- **Staff Meetings and Conferences** - authorize the Superintendent to approve all professional meetings and conferences for the administration, teaching and non-teaching staffs.
- **Participation in State or Federal Projects** - authorization for the Superintendent and Treasurer, without further action by said Board, to apply on behalf of said district to participate in any Federal and State projects or programs for which approval by said Board is required.
- **Incentive Review Council** – authorization for the Treasurer to represent Ottoville Local Schools on the Putnam County Tax Incentive Review Council.
- **Allocation and Distribution of Interest Received** – authorization for the Treasurer in accordance with Ohio Revised Code, Section 3315.01(A), to distribute interest earnings to the following funds on a percentage basis of fund balance starting with the January 2025 financial close: General Fund (001) and Lunchroom Fund (006).
- **Staff Mileage Reimbursement** – authorization for the Treasurer to compensate staff for mileage for school related mileage at the current IRS mileage reimbursement rate published.
- **Sales Tax Items** – authorization for the Treasurer to authorize the payment of reasonable sales tax for approved purchases or expenses when a tax exemption certificate cannot be used or its use is impractical under the circumstances.

MOTION _____ SECOND _____

Mrs. Wannemacher _____ Mrs. Kortokrax _____ Mr. Markward _____ Mrs. Knippen _____ Mrs. Hoersten _____

XIII. ADJOURNMENT OF ORGANIZATIONAL BOARD MEETING 2026-009

Motion to adjourn the Organizational Board of Education Meeting.

MOTION _____ SECOND _____

Mrs. Wannemacher _____ Mrs. Kortokrax _____ Mr. Markward _____ Mrs. Knippen _____ Mrs. Hoersten _____

*Regular Board of Education Meeting to begin following
the conclusion of the Organizational Meeting*