

7:30 P.M.

Board of Education Conference Room (Room No. 101)

January 10, 2024

**OATH OF OFFICE – MRS. HOERSTEN & MR. MARKWARD**

**MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE:** Moment of silence for the Siefker Family and the Columbus Grove Community

President Kevin Landin called the meeting to order.

*Roll Call: Mrs. Wannemacher, present; Mrs. Calvelage, present; Mr. Markward, present; Mrs. Hoersten, present; Mr. Landin, present.*

**INTRODUCTION/WELCOME TO ALL GUESTS**

Mr. Landin welcomed Mr. Jon Thorbahn, High School Principal; Mr. Blake Walker, Elementary Principal; Mrs. Shelley Mumaw, Technology Coordinator; Mrs. Donna German, Teaching Staff; Mr. Kyle Kumfer, Teaching Staff; Ms. Kelsey Miller, Staff to the meeting.

**ELECTION OF BOARD OF EDUCATION OFFICERS**

Motion by Mrs. Calvelage, seconded by Mrs. Wannemacher to nominate Kevin Landin for Calendar Year 2024 Board of Education President, and to close the nominations. *Roll Call: Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Wannemacher, yes; Mrs. Calvelage, yes; Mr. Landin, pass. Motion Carried*

Motion by Mrs. Wannemacher, seconded by Mrs. Calvelage to nominate Mrs. Hoersten for Calendar Year 2024 Board of Education Vice President, and to close the nominations. *Roll Call: Mrs. Hoersten, pass; Mr. Markward, yes; Mrs. Calvelage, yes; Mrs. Wannemacher, yes; Mr. Landin, yes. Motion Carried*

Motion by Mrs. Hoersten, seconded by Mrs. Wannemacher to appoint Mrs. Calvelage as the Ottoville Local Board of Education Legislative Liaison for Calendar Year 2024 and Mr. Markward as the alternate. The Legislative Liaison, or their alternate, shall represent the Board at the 2024 OSBA Capital Conference and Trade Show, if available. *Roll Call: Mrs. Calvelage, pass; Mr. Markward, pass; Mrs. Wannemacher, yes; Mrs. Hoersten, yes; Mr. Landin, yes. Motion Carried*

Motion by Mrs. Wannemacher, seconded by Mrs. Calvelage to appoint Mrs. Hoersten as the Ottoville Local School District Student Achievement Liaison for Calendar Year 2024. *Roll Call: Mrs. Hoersten, pass; Mr. Markward, yes; Mrs. Calvelage, yes; Mrs. Wannemacher, yes; Mr. Landin, yes. Motion Carried*

Motion by Mrs. Hoersten, seconded by Mrs. Calvelage to appoint the Ottoville Local School District Board of Education Members as the School District's Audit Committee, and to appoint Mrs. Wannemacher as the Board of Education's Internal Audit Representative and Mrs. Wannemacher & Mr. Markward as Finance Committee members along with the Superintendent and Treasurer for Calendar Year 2024. *Roll Call: Mrs. Wannemacher, pass; Mr. Markward, pass; Mrs. Calvelage, yes; Mrs. Hoersten, yes; Mr. Landin, yes. Motion Carried*

**ADOPTION OF AGENDA:**

Motion by Mrs. Hoersten, seconded by Mr. Markward to approve the agenda as presented. *Roll Call: Mrs. Wannemacher, yes; Mrs. Calvelage, yes; Mr. Markward, yes; Mrs. Hoersten, yes; Mr. Landin, yes. Motion Carried*

**APPROVAL OF MINUTES FROM NOVEMBER 15, 2023 BOARD MEETING:**

Motion by Mrs. Wannemacher, seconded by Mrs. Calvelage to approve the minutes as presented. *Roll Call: Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Calvelage, yes; Mrs. Wannemacher, yes; Mr. Landin, yes. Motion Carried*

**APPROVAL OF BILLS:**

Motion by Mrs. Hoersten, seconded by Mrs. Wannemacher to approve bills paid during the months of November & December 2023 as presented by the Treasurer. *Roll Call: Mrs. Calvelage, yes; Mr. Markward, yes; Mrs. Wannemacher, yes; Mrs. Hoersten, yes; Mr. Landin, yes. Motion Carried*

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**APPROVAL OF OSBA DUES**

Motion by Mrs. Calvelage, seconded by Mr. Markward to approve the Annual Membership Dues (January-December 2024) for the Ohio School Boards Association in the amount of \$3,944.00. In addition the board will receive two publications electronically – OSBA Briefcase (Free) and School Management News for (\$150.00) Mr. Landin will need to pass due to being a trustee for the Ohio School Boards Association *Roll Call: Mrs. Wannemacher, yes; Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Calvelage, yes; Mr. Landin, pass.*

**TREASURER’S REPORT:**

Motion by Mrs. Calvelage, seconded by Mrs. Hoersten to approve the consent agenda of the Treasurer as presented:

Financial Reports Included:

Monthly Cash Reconciliation, Cash Summary Report, Summary Detailed Check Register, Receipt Account Activity Report, Revenue Summary Report, Spending Plan Monthly Report, and Monthly Graph Reports

Financial Documentation:

Interest Allocated:

November 2023:

Ottoville Bank Company – November 2023 = \$196.94  
General Fund - \$187.09  
Lunchroom Fund - \$5.91  
Classroom Facilities Maintenance Fund - \$3.94

The Fort Jennings State Bank  
Miller Scholarship Fund - \$69.68

December 2023:

Ottoville Bank Company – December 2023 = \$123.30  
General Fund - \$117.14  
Lunchroom Fund - \$3.70  
Classroom Facilities Maintenance Fund - \$2.46

The Fort Jennings State Bank  
Miller Scholarship Fund - \$67.44

Ottoville Bank Company – CD #12146 - \$12,727.09  
General Fund - \$12,004.33  
Lunchroom Fund - \$266.38  
Classroom Facilities Maintenance Fund - \$456.38

Ottoville Bank Company – CD #12147 - \$10,181.67  
General Fund - \$9,603.47  
Lunchroom Fund - \$365.10  
Classroom Facilities Maintenance Fund - \$213.10

Donations/Memorials/Grants:

Ottoville Bank Company	\$280.00	Online QuickBooks Subscription
Janet Niedecken	\$100.00	Ottoville Art Department
Hannah Ray, FCCLA	\$1,250.00	FACTS Grants – FCCLA
Ottoville Telephone Company	\$4,441.03	Capital Credit Retirements
NW Ohio District Athletic Board	\$660.00	Boys Sectional Soccer Fee
Big Green Athletic Boosters	\$25,000.00	Baseball/Softball Fieldwork
Ottoville Local Schools	\$4,810.07	Book Fair Sales
J&M Excavating	\$500.00	Art Department – Mr. Boecker
J&M Excavating	\$250.00	Cross Categorical Classroom
General Mills Company	\$64.50	Box Top for Education
Hometown Designs	\$258.00	FCCLA Spirit Wear Donation

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Then & Now Certificates:

PO #	Vendor	Description	Amount
240547	Shirley's Popcorn	Popcorn Fundraiser – Junior Class	\$4,484.40
240539	Field Source LLC	Field work on BB/SB Fields	\$34,230.00

Amendments to 2024 Official Certificate of Estimated Resources and 2024 Permanent Appropriation Resolution:

None

Standing Authorizations for 2024:

Advances on Tax Settlements - authorization for the Treasurer to secure advances from the Auditor when funds are available and payable to school district.

Investment of Public Funds - authorization for the Treasurer to invest active, inactive and interim funds.

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.

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.

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.

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 2024 financial close: General Fund (001), Lunchroom Fund (006), and Classroom Facilities Maintenance Fund (034).

Staff Mileage Reimbursement – authorization for the Treasurer to compensate staff for mileage for school related mileage at the current IRS mileage reimbursement rate published.

Regular Board of Education Meetings – Calendar Year 2024

January 10, 2024	7:00 pm	BOE Conference Room (No. 101)
February 21, 2024	7:00 pm	BOE Conference Room (No. 101)
March 20, 2024	7:00 pm	BOE Conference Room (No. 101)
April 17, 2024	7:00 pm	BOE Conference Room (No. 101)
May 15, 2024	7:00 pm	BOE Conference Room (No. 101)

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June 26, 2024	7:00 pm	BOE Conference Room (No. 101)
July 17, 2024 (Tentative)	7:00 pm	BOE Conference Room (No. 101)
August 21, 2024	7:00 pm	BOE Conference Room (No. 101)
September 18, 2024	7:00 pm	St. Barbara's Parish, Cloverdale
October 16, 2024	7:00 pm	BOE Conference Room (No. 101)
November 20, 2024	7:00 pm	BOE Conference Room (No. 101)
December 18, 2024 (Tentative)	7:00 pm	BOE Conference Room (No. 101)

Increase the standard employee mileage reimbursement rate for 2024 to \$0.67 per mile driven for business use as changed by the IRS.

Approve and adopt the Alternative Tax Budget Information Form for Fiscal Year 2025, effective July 1, 2024. (presented at meeting)

*Roll Call: Mrs. Wannemacher, yes; Mr. Markward, yes; Mrs. Hoersten, yes; Mrs. Calvelage, yes; Mr. Landin, yes. Motion Carried*

**SUPERINTENDENT'S REPORT:**

Motion by Mrs. Wannemacher, seconded by Mrs. Calvelage to accept the consent agenda of the Superintendent as presented:

**New & Recommended Matters/Superintendent Discussion:**

- Approval the 2024-2025 Ottoville School Calendar
- Approval of an April 8th Waiver Day. Students will not have school. Staff will be having a Professional Development day until 1:00.
- Substitute Workers Listings for the 2023-2024 school year – provided by the Putnam County ESC
- Approval of a 1 year Non-Bachelors Temporary Sub License for Katie Ulm
- Approval of Beth Horstman and Jen Brandeberry as Co-Musical Directors
- Approval of Ashley Crossgrove as Assistant Softball Coach

**Reports (Academic, Athletic, Building & Grounds, & Grants):**

- Athletic
  - January 19th, 2024 - 1983 Golf Team's 40th Anniversary Recognition
- Building and Grounds
  - Looking into restoring power lines into school building
- Grants
  - Received Technology Linking Grant from Attorney General
  - Clean Bus Grant Update
- School Board Recognition
- Media Recognition

*Roll Call: Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Calvelage, yes, Mrs. Wannemacher, yes; Mr. Landin, yes. Motion Carried*

**STAFF HIRES, RESIGNATIONS, RETIREMENTS, & SALARY INDEX PLACEMENTS:**

Motion Mrs. Hoersten, seconded by Mr. Markward to approve Kelsey Miller as new Assistant Treasurer/Administrative Assistant with 0 years of experience. *Roll Call: Mrs. Wannemacher, yes; Mrs. Calvelage, yes; Mr. Markward, yes, Mrs. Hoersten, yes; Mr. Landin, yes. Motion Carried*

Motion by Mrs. Wannemacher, seconded by Mrs. Calvelage to approve Crista Swint as new High School Secretary with 0 years of experience. *Roll Call: Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Calvelage, yes, Mrs. Wannemacher, yes; Mr. Landin, yes. Motion Carried*

Motion by Mr. Markward, seconded by Mrs. Hoersten to approve Andrea Smith as the Special Education Van with 0 years of experience. *Roll Call: Mrs. Wannemacher, yes; Mrs. Calvelage, yes; Mrs. Hoersten, yes, Mr. Markward, yes; Mr. Landin, yes. Motion Carried*

Motion by Mrs. Calvelage, seconded by Mrs. Wannemacher to accept the retirement of Elaine Schimmoller, 2nd grade teacher, following the conclusion of the 2023-2024 school year. *Roll Call: Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Wannemacher, yes; Mrs. Calvelage, yes, Mr. Landin, yes. Motion Carried*

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**DISCUSSION ITEMS:**

- Vantage Career Center Update – Mrs. Wannemacher informed the BOE on Vantage’s Board Meeting.
- High School Update - Mr. Thorbahn discussed current and upcoming events in the high school.
- Elementary School Update – Mr. Walker discussed current and upcoming events in the elementary.
- Technology Update – Mrs. Mumaw updated the BOE on technology updates for current school year.

**BOARD MEMBER COMMENTS/DISCUSSION:**

NONE

**EXECUTIVE SESSION:**

Motion by Mrs. Calvelage, seconded by Mrs. Wannemacher to go into executive session to discuss the appointment, employment, dismissal, promotion, or compensation of public employees. *Roll Call: Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Wannemacher, yes; Mrs. Calvelage, yes, Mr. Landin, yes. Motion Carried* Executive Session Entered at 8:24 pm.

Motion by Mrs. Wannemacher, seconded by Mrs. Hoersten to come out of executive session and join the regular board of education meeting. *Roll Call: Mrs. Calvelage, yes; Mr. Markward, yes; Mrs. Hoersten, yes; Mrs. Wannemacher, yes, Mr. Landin, yes. Executive Session Ended 9:37 pm.*

**ADJOURNMENT**

Motion by Mrs. Wannemacher, seconded by Mr. Markward to adjourn. *Roll Call: Mrs. Calvelage, yes, Mrs. Hoersten, yes; Mr. Markward, yes; Mrs. Wannemacher, yes; Mr. Landin, yes*

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Carlee L Mox, Treasurer/CFO

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Kevin Landin, Board President