

# Board Meeting Summary September, 15, 2021

## E. TREASURER'S REPORT

- 1-1 Motion to approve the minutes from the Regular Board of Education meeting held August 18, 2021, and accept the August Treasurer reports which include the Monthly Cash Reconciliation, Cash Summary Report, Detailed Check Register, Revenue Account Activity Report, Revenue Summary Report, Spending Plan Monthly, and Monthly Graphs Reports which were included with the board member's packets. (See Attachments) **Mrs. Bendele will need to abstain from voting because of bills paid to Ottoville Do-It Center.**
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 1-2 Motion to distribute interest earned in the Ottoville Bank Super NOW Savings Account from the month of August 2021 in the amount of \$129.58 as follows: \$120.96 to the General Fund, \$5.99 to the Classroom Facilities Maintenance Fund, and \$2.63 to the Lunch Room Fund. In addition, \$2.13 interest to Miller Scholarship Fund.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 1-3 Motion to distribute interest earned on CD #12928 with Ottoville Bank in the amount of \$1,252.85 as follows: \$1,170.21 to the General Fund, \$23.54 to the Lunchroom Fund, and \$59.10 to the Classroom Facilities Maintenance Fund.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- | P.O. # | Vendor          | Fund         | Amount     | Description |
|--------|-----------------|--------------|------------|-------------|
| 220031 | Paulding Putnam | 001-2700-451 | \$7,737.00 | Electricity |
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 1-5 Motion to accept and thank the following individuals/organizations for their donations to Ottoville Local Schools:
- | Amount   | Organization                         | Use                           |
|----------|--------------------------------------|-------------------------------|
| \$275.00 | NW District Athletic Board           | Sectional Baseball Tournament |
| 100.00   | Memory of Donald "Tiner" Altenburger | Special Needs Classroom       |
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- 1-6 Motion to accept the Tax Increment Financing Agreement with Ebar Xor, LLC, 289 Progressive Drive, Ottoville, Ohio 45876 and accepting Option B outlined on the Real Property Incentive Schedule. (See Attachments)
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Treasurer Discussion Items:

## F. Superintendent's Recommendations

- 2-1 Motion to approve the attached list of Ottoville LSD substitute workers for the 2021-2022 school year. (See Attached)
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 2-2 Motion to approve the Putnam County ESC substitute teacher listing for the 2021-2022 school year.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 2-3 Motion to approve Melanie Thorbahn as Volunteer Assistant Volleyball Coach.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 2-4 Motion to approve Kevin Horstman as the High School Scholastic Bowl Advisor. Mr. Horstman has 0 years' experience and will follow the negotiated rate of pay for his supplemental contract.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 2-4 Motion to approve Jared Horstman as the Junior High Scholastic Bowl Advisor. Mr. Horstman has 0 years' experience and will be paid 1.5% of the negotiated rate of pay for his supplemental contract.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 2-5 Motion to approve Joseph Hohlbein as Vantage Route Bus Driver for the 2021-2022 school year.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_
- 2-6 Motion to approve the Memorandum of Understanding with the Ottoville Education Association to amend Article VI Section E under Substitute Teachers to read as follows:  
The daily rate of pay for substitute teachers will be One Hundred Dollars (\$100). A substitute teacher with an assignment to one specific position for twenty (20) consecutive days shall be paid one hundred twenty-five dollars (\$125)\* per day for days twenty-one (21) through sixty (60). After sixty (60) days of service in the same assignment, the substitute will be paid a salary commensurate with their training experience according to the adopted teacher salary schedule.
- Motion \_\_\_\_\_ Second \_\_\_\_\_
- Mrs. Wannemacher \_\_\_ Mrs. Calvelage \_\_\_ Mrs. Hoersten \_\_\_ Mrs. Bendele \_\_\_ Mr. Landin \_\_\_

# Behind the Green Doors – October 2021

## Pink Out!

The Ottoville Lady Green volleyball team hosted Kalida and a Pink-Out benefit for Courtney Ehrnsberger and her family. Several raffle items were donated to raise funds for the event and a donation was given to the family.

The varsity team won 3-0, and the junior varsity team fell 0-2.

Come out and support our Ottoville Lady Green at future events!



## NHS Blood Drives

The National Honor Society will be hosting several blood drives at the Parish Center this school year. Please mark your calendars and contact Mrs. Jones (sjones@ottovilleschools.org) if you would like to be on our blood donation list.

Wednesday, October 27, 2021

Tuesday, December 28, 2021

Tuesday, March 29, 2022

Thursday, May 19, 2022



National Honor Society Induction:  
Wednesday, October 13th, 1:00 PM



## Show and Tell

Kindergarteners have a chance to practice speaking in front of others and describing objects during Show and Tell.

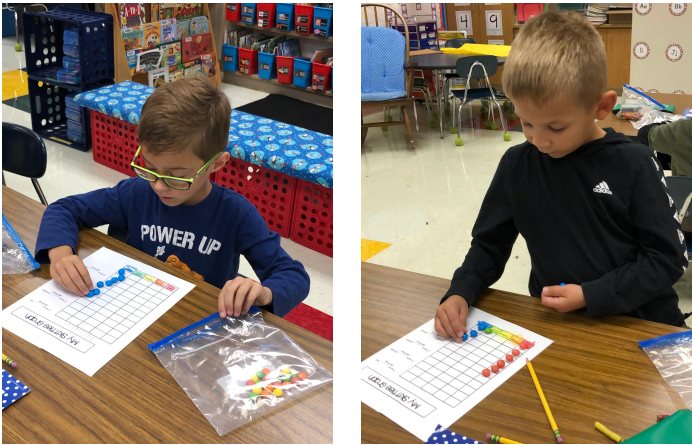


## New Elementary Principal, Jarrod Wehri

Hello Ottoville Community,  
The school year is off to a tremendous start. I am excited to serve as your Elementary Principal this school year. For the past 5 years, I was the Middle School Principal at Allen East. Before that, I taught either second or fifth grade. I thoroughly enjoy elementary because the students bring so much enthusiasm and passion to each day. My family and I reside within the Ottoville School district. Our twins are currently in the second grade and our one-year old keeps things busy at home. When I am not at school, we enjoy farming, playing in the backyard, or working on small projects.

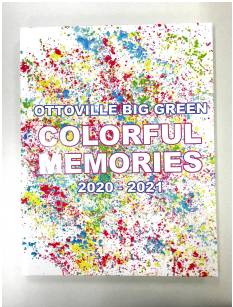
## Graphing

Kindergarten is working on graphing. We used skittles to make a graph to see which one was the greatest, the least and if any were equal. Then the students were able to enjoy the skittles!



## Yearbooks Are In!

2021 Yearbooks have been passed out to those that have ordered a book. If you are still wanting a 2021 Yearbook, please send \$50 (check made out to Ottoville Schools) with your child, or stop by the office. Have them see Mr. Kumfer. Get your copy before we run out!



Ottoville Schools  
PO Box 248  
Ottoville, OH 45876

PRSRRT STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM RETAIL

Postal Customer

# Behind the Green Doors – October 2021



## Sweet Potato Experiment

Last school year, Mrs. Koester's first grade class did a science experiment with a sweet potato. They suspended the potato in a jar of water and excitedly watched as roots began to grow! Soon, the sweet potato sprouted vines. They watched it grow and grow until finally it was too big for the container and they planted it in soil in a pot. It kept vining and vining! At the end of the school year, Mrs. Koester took the pot home and planted the vine in her landscaping! Recently she dug to see if any potatoes had grown! She found three cute little sweet potatoes and one giant sweet potato!!! She brought them to school to show her past class as well as her present class! They were amazed!

## Kitchen Safety

In Mrs. Ray's Principles of Food class, the students learned about kitchen safety. Different stations were set up around the classroom and kitchen area where students learned the basics of health and sanitization in a food preparation area.



## More New Faces

JH/HS Math



### Kevin Horstman

I'm a 1990 graduate of Ottoville High School. I'm married to my wife Beth and we've had five children enrolled in the Ottoville school system (Ben, William, Reese, Matthew, and John). I've had 27 years of teaching experience, and I've spent 26 of those years teaching at Fort Jennings.

Special Ed



### Tonya Buss

I'm entering my 16th year of teaching and I was previously employed by the Putnam County ESC. I'm used to working with a large variety of students from different districts in the county. I live in Ottoville with my husband Charlie, and my children Jonah, Annabelle, and Magdalynn. My goal is for children to enjoy coming to school, feeling safe, and being themselves. I hope to spread autism awareness within the school community.

Paraprofessional



### Dawn Mansfield

For the last 16 years, I've been a paraprofessional with the Putnam County ESC, and I've worked in Continental's school district for the past 9 years. I graduated from Port Clinton High School, and I've lived with my husband Tim in Continental for 31 years. I have 8 grown children: Greg, Ryan, Jessica, Kyle, Quintin, Nacole, Austin, and Ashley.

## Important October Dates

Wednesday, October 13: Juniors, PSAT

Friday October 22: End of 1st Quarter

Thursday, October 28: Fall Parade, 1:30 PM

Friday, October 29: No School, Fall Break

## Annual Newsletter Notice

Required by Law

Ottoville Local Schools

\_\_\_ Name and telephone number of Civil Rights Compliance Officer on District web site (Student Handbook, Policy 5517, or Form 2260 F2 and Form 2260.01A F3)

\_\_\_ Title IX Coordinator's(s') contact information, including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

\_\_\_ Nondiscrimination in education (see Policy 2260) – newspapers, course catalogs  
\_\_\_ Nondiscrimination in employment - staff handbooks, newspapers (see Policy 1422/3122/4122)

\_\_\_ Genetic Information Nondiscrimination posting and Safe Harbor notification (see Policy 1422.02/3122.02/4122.02)

\_\_\_ Annual review of the District/School Parent and Family Engagement Policy (Policy 2111) and the District's plan and each school's plan using evaluation findings to improve effectiveness.

\_\_\_ Parent and Family Engagement Policy must be reviewed and approved annually and distributed to parents of children receiving Title I services (see Policy 2111/2261.01)

\_\_\_ Review and update, as necessary, Career Advising Policy at least once every two (2) years. Make available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and post on the District web site (Policy 2413)

\_\_\_ Parent's right to request educational program and professional qualifications of teacher and applicable paraprofessional assigned to provide instruction (Policy 3120/4120)

\_\_\_ Copy (to each student's parent) of student's diagnostic assessment, assessment results, and accompanying documents used in the assessment (see Policy 2623.02)

\_\_\_ Directory information on students (see Form 8330 F9) or Generic Student Handbook) student/parent handbook, District newsletter, and/or local media

\_\_\_ Drug prevention memorandum to parents (see Form 5530 F2 or Generic Student Handbook) student/parent handbook, District newsletter, or direct mailing

\_\_\_ Written statement describing the District's bullying policy (including cyberbullying) (5517.01) and the consequences for violations of the policy sent to each student's custodial parent/guardian

\_\_\_ Copy of Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion Policy (see Policy 5630.01) to all parents annually and published on District website

\_\_\_ Memorandum to staff on Federal drug regulations (see Form 3122.01 F3/4122.01 F3) - pay envelopes or direct mailing

\_\_\_ Submit summary reports of alcohol and controlled substances testing results as required by the Secretary of Transportation, any Department of Transportation (DOT) agency, or as required by law (Policy 4162)

\_\_\_ Copy of educational materials and a drug-free awareness program for each CDL license holder and other qualified employees who perform safety-sensitive functions (Policy 4162)

\_\_\_ Staff acknowledgement of information concerning toxic hazards (see Form 8431 F4) - staff orientation prior to the start of school

\_\_\_ Request for or waiver of vaccination for Hepatitis B (see Form 8453.01 F1 or F4) - new staff orientation prior to the start of school

\_\_\_ Acknowledgement of training in blood-borne pathogens (see Form 8453.01 F2) – new staff orientation prior to the start of school; annual training for identified staff physical examinations (see Policy 5310 and Form 8330 F9)rectory Information to Military Recruiters (see Form 8330 F9a)

\_\_\_ Notification of pesticide application at times of application (see P8431/AG 8431A)

\_\_\_ Physician, and possibly parent, authorization for each staff member and any student who may be using a respirator (see Form 7430 F1, F2, and F3) – direct contact with appropriate staff members and mailing to appropriate parents

\_\_\_ Rules regarding entry on school grounds or premises by persons other than students, staff, and faculty (see Policy 9150) – at or near the entrance to school grounds or premises and at the main entrance to each school building

\_\_\_ Notice (prior to start of school year) to each enrolled student and his/her parent(s) of procedures to be used to notify parents in the event of an emergency or a serious threat to safety (Policy 8400, 8420)

\_\_\_ Notification to parent/guardian of student absence within 120 minutes of start of school day (Policy 5200)

\_\_\_ Student privacy and parental access to information including surveys, analyses, and evaluations (see Policy 2416 and Form 8330 F9) – notice to parents – special note: Policy 2416 also requires notification of any substantive changes to this policy as well as the schedule of any upcoming "activities" (surveys, etc.)

\_\_\_ Notice of nonemergency invasive physical examinations (see Policy 5310 and Form 8330 F9) – if such exams occur, notice to parents

\_\_\_ Notification to public regarding inspection of instructional materials (see Policy 9130, Policy 2416, Policy 5780, and Form 9130 F4) – notice of rights to inspect instructional materials

\_\_\_ Notice of opportunity for parents to review textbooks, reading lists, instructional materials, and academic curriculum used in the District

\_\_\_ Provide information about the College Credit Plus (CCP) Program prior to February 1st to all students enrolled in grades six through eleven and their parents (AG 2271). Post CCP program information on District website, including the details of current agreements with partnering IHEs

\_\_\_ Parents' rights to inspect, review and request amendments to student educational records (see Policy 8330 and Form 8330 F9)

\_\_\_ Address where parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated (see Form 8330 F9)

\_\_\_ Posting of tobacco prohibition in accordance with R.C. 3794.06

\_\_\_ Prohibition on carrying a deadly weapon or dangerous ordnance in a school safety zone – paragraph from Policy 3217/4217/5772/7217 – conspicuously posted at each entrance of a school or building and in areas inside the building where visitors are required to report; at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land; in each school bus and other Board owned vehicle, including a school van

\_\_\_ Posting and Distribution of Public Records Policy (see Policy 8310); approve and submit

signed Records Retention Schedule State Archives and State Auditor's Office (AG 8310A)

\_\_\_ Employee Rights & Responsibilities under FMLA (see Policy 1630.01/3430.01/4430.01)

\_\_\_ Check for current forms on U.S. Department of Labor website - <http://webapps.dol.gov/>

\_\_\_ Employee notification of the Uniformed Services Employment and Reemployment Rights Act (USERRA) rights and benefits – Federal law posters should include this information

\_\_\_ Participant notification (by group health plan) of privacy practices to each new health plan participant upon enrollment and every participant within sixty (60) days of a material revision to the notice (see AG 1619.01/3419.01/4419.01)

\_\_\_ Notification of valid license confirmation prior to employee payment

\_\_\_ Employee notification of the Fair Labor Standards Act (FLSA) rights (see Policy 6700);

Minimum Wage Notification; Employee Polygraph Protection Act (EPPA) – Federal law posters include this information

\_\_\_ Employee notification of "rebuttable presumption" (see Policies 3170/4170) – notification that the results of, or the employee's refusal to submit to, an alcohol or other drug test may affect the employee's right to receive workers' compensation benefits – posting document provided by the Bureau of Workers' Compensation

\_\_\_ Annual review of District Professional Development Plan (Policy 3220, 3223)

\_\_\_ Annual report of State certification and licensure status for every teacher and applicable paraprofessional (Policy 3120/4120)

\_\_\_ Annual report to ODE regarding teacher evaluation utilizing ODE-prescribed guidelines (Policy 3220)

\_\_\_ Annual report to ODE regarding the procurement of asthma inhalers (Policy 5330.03)

\_\_\_ Annual report to ODE, by December 31, information prescribed by ODE regarding students with diabetes (Policy 5336)

\_\_\_ Annual review and update of Student Assessment and Academic Intervention policy (Policy 2623)

\_\_\_ Annual report to the State Board of the number of students who have not taken one (1) or more of the State-mandated tests

\_\_\_ Report required information regarding student attendance/absence and absence intervention team actions to the Ohio Department of Education in a format and manner determined by the Department (Policy 5200)

\_\_\_ Written notification to all designated staff regarding Standards of Ethical Assessment Practice and Assessment Security Procedures (see AG 2623D)

\_\_\_ A copy of Ohio's Ethics Law to all new employees within fifteen (15) days of employment

\_\_\_ Information about the Ohio fraud-reporting system (Auditor of State) and the means of reporting fraud to each new employee at the time of employment

\_\_\_ A minimum of two (2) food safety inspections per school year; posting of most recent inspection report

\_\_\_ Review adopted Emergency Management Plans (EMPs) and certify in writing to the ODE that the EMPs are current and accurate. Submit an electronic copy of each EMP developed and adopted to ODE and specified local law enforcement and related agencies not less than once every three (3) years (Policy 8400)

\_\_\_ Annual report to the Board detailing all rewards received based on the use of the District's credit card account.

\_\_\_ Annual review and report to the Board regarding District Wellness Policy; assessment of the policy at least once every three (3) years, with results published (Policy 8510)

\_\_\_ File Business Advisory Council plan with the Ohio Department of Education and file with the Ohio Department of Education compliance statement by March 1st each year

\_\_\_ Policy and guidelines on sexual and other forms of harassment (see Policies 1662, 2266, 3362, 4362, and 5517)

\_\_\_ Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) training materials

\_\_\_ Policy on bullying/aggressive behavior toward students (including cyberbullying) (see Policy 5517.01)

\_\_\_ Report on verified incidents of harassment, intimidation or bullying (including cyberbullying) (semi-annual) (Policy 5517.01)

\_\_\_ Notice of use of video surveillance/electronic monitoring of school facilities (see Policy 7440.01)

\_\_\_ Code of conduct/student discipline code

\_\_\_ Warning regarding steroids (revised notice AG 5530A) (must be posted in locker rooms of school buildings with students in grades 7 or above)

\_\_\_ Removal, suspension, expulsion and permanent exclusion of students (see Policies 5610 and 5610.01)

\_\_\_ Suspension of bus riding/transportation privileges (see Policy 5610.04)

\_\_\_ Prohibition from extra-curricular activities (see Policy 5610.05)

\_\_\_ Due process rights (see Policy 5611)

\_\_\_ Locker searches (see Policy 5771)

\_\_\_ Handicapped Access (Policy 9160)

\_\_\_ Meal charge procedures (AG 8500D); copy to all households at the start of the school year and to transfer/new enrollees during the school year

Recommended by Board Policy or District's AG's

\_\_\_ Post information about enrollment requirements and procedures. Access to such information shall be available on the District's web site (Policy 5111)

\_\_\_ Emergency medical authorization - Students (see Form 5341 F1) - send home or direct mailing

\_\_\_ Emergency medical authorization – Staff (see Form 1460 F1/3160 F1/4160 F1) – back-to-school orientation or school memo; keep in office and/or personnel files

\_\_\_ Parent signatures authorizing student early dismissal (see Form 5230 F1) and access to student records (see Form 8330 F4) – send home or direct mailing

\_\_\_ Denial of Permission to Release Student Directory Information to Military Recruiters (see Form 8330 F9a)

\_\_\_ Parent/student acknowledgement of risk when participating in interscholastic athletics (see Form 2431 F1/F2) - during sign-up or send home

\_\_\_ Parent/student acknowledgement of receipt of concussion and head injury information as prepared by the Ohio Department of Health (see Form 2431 F1/F2)

\_\_\_ Annual review and report to the Board regarding Food/Nutrition Services Policy and program

\_\_\_ Blanket authorization by parents for child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc. (see Form 2340 F2/F2A) – during signup or send home

\_\_\_ Notice to Parents Regarding Waiver of Fees (see Policy 6152.01)

\_\_\_ Verification of insurance coverage for student accidents (see Form 8760 F1) – during sign-up or send home

\_\_\_ Parent notification regarding blood-borne pathogens (see Form 8453.01 F5 - District newsletter or student/parent handbook)

\_\_\_ Reminders to staff on student supervision/health/safety matters (Policy/AG 3213/4213)

\_\_\_ Board policy on zero tolerance, violence, disruptive behavior, and excessive truancy

student/parent handbook

\_\_\_ Designation of District-approved social media platforms/sites

© Neola 20201