

# Crestline Exempted Village Schools Board of Education

Regular Meeting - MINUTES  
August 12, 2024 at 5:30 p.m.  
Crestline High School Library  
435 Oldfield Road  
Crestline, Ohio 44827



**District Mission Statement:** Students, educators, families, and the community achieve excellence through education, dedication, communication, teamwork, and pride.

**Board of Education Members:** Jeff Wilhite, President  
Robyn Almanson, Vice President  
James Glauer  
Kevin Sipes  
Clayton Herold

**Employees of the Board:** James Saxer, Superintendent/CEO  
Janice Wyckoff, Acting Treasurer

**The Regular Meeting of the Crestline Exempted Village Board of Education was called to order at 5:30 p.m. by Board of Education President, Jeff Wilhite.**

**Roll Call was taken, the following members were present: Mr. Jeff Wilhite, Mrs. Robyn Almanson, Mr. James Glauer, Mr. Clayton Herald and Mr. Keven Sipes.**

**Moment of Silence**

**Pledge of Allegiance**

**Hearing of the Public**

- o Agenda Items - None
- o Non-Agenda Items - None

**Information Items**

- 1) Board Committee - No Report
- 2) Superintendent Committees
  - a) Building and Grounds – Mr. Sipes and Mr. Russell reviewed summer projects: Outdoor Learning Areas, Window Wrap on Library Windows and Lactation Room, Painting Entrance on Front of Building, Tennis Courts are Completed, Sod is in on Football Field (Some needs replacement and some needs reseeding), New Culvert in Front of Building, Drain Basin has been evened out, Concrete Replacements completed, Resealed turnouts of Parking lot, and New signs and painting drives.
  - b) Curriculum – Mrs. Almanson commented positively on the District Newsletter.
- 3) Board Liaison Reports
  - a) Pioneer CTC - No Report

- b) Student Achievement - No Report
  - c) Legislative - Mr. Wilhite highlighted HB214 regarding Religious Day Release
- 4) Board Member Comments - No Comments

**Discussion Items: Superintendent Saxer**

- 1.) Start of the School Year Comments – Convocation for Staff with Breakfast and Lunch paid for by the Board. Thursday is Open House. The Crestline Fire Department have donated backpacks full of school supplies.

**Board of Education Motions and Authorizations**

**Upon motion by Mr. Sipes and seconded by Mrs. Almanson, the Board:**

**291-24** Approved and authorized payment for the following Crestline Exempted Village Board of Education members for FY24 conference attendance and any related reimbursements, in accordance with Board Policy 0147: Compensation:

Jeff Wilhite	OSBA Capital Conference	November 12-14, 2023	
	OSBA Negotiations Training	January 10, 2024	
	OSBA Board Management 201: A Deeper Dive	February 17, 2024	
	OSBA Central Spring Conference	March 6, 2024	
	Annual Board Member Administration Dinner @ Pioneer CTC	March 21, 2024	
	OSBA Legislative Training	April 23, 2024	
	OSBA Board Leadership Institute	May 3- 4, 2024	
	Small Schools Network Advisory Network		
	Robyn Almanson	OSBA Capital Conference	November 12-14, 2023
		OSBA Board Leadership Institute	May 3- 4, 2024
Annual Board Member Administration Dinner @ Pioneer CTC		March 21, 2024	
James Glauer	OSBA Capital Conference	November 12-14, 2023	
	OSBA Negotiations Training	January 10, 2024	
	OSBA Central Spring Conference	March 6, 2024	
	Annual Board Member Administration Dinner @ Pioneer CTC	March 21, 2024	
	OSBA Capital Conference	November 12-14, 2023	
Kevin Sipes	Annual Board Member Administration Dinner @ Pioneer CTC	March 21, 2024	
	OSBA Capital Conference	November 12-14, 2023	
	Annual Board Member Administration Dinner @ Pioneer CTC	March 21, 2024	
Clayton Herold	OSBA New Member Training	February 3-4, 2024	
	OSBA Central Spring Conference	March 6, 2024	
	Annual Board Member Administration Dinner @ Pioneer CTC	March 21, 2024	
	OSBA Board Leadership Institute	May 3- 4, 2024	
	OSBA Capital Conference	November 12-14, 2023	

**292-24** Approved the attendance, payment, and any associated reimbursements for Crestline Exempted Village Board of Education members attending the OSBA FY25 Capital Conference at the Greater Columbus Convention Center from November 10th through 12th, 2024.

**293-24** Authorized the Memorandum of Addendum to add a van driver classification to the negotiated

agreement with OASPE Local #416, effective FY25. This addendum includes language regarding van drivers, compensation, and benefits as outlined in Appendices 1 and 2.

- 294-24** Authorized Superintendent James Saxer to serve as a substitute bus or van driver on an as-needed basis for the 2024/25 school year.
- 295-24** Approved a five percent (5%) salary increase for all administrative and confidential personnel listed below, effective for the Fiscal Year 2025 (FY25) contract year.

Jeremiah Johnson	Director of Technology
Scott Russell	Director of Facilities / Maintenance / Transportation
James Saxer	Superintendent
Chandler Wilhelm	Athletic Director / Dean of Students
Babette Ronk	Administrative Assistant
Patty Arnett	Assistant to the Treasurer
Jason Knight	HS Principal

- 296-24** Approved Policy 5136: Personal Communication Devices (Cell Phones) as outlined in the Appendix 3.

The vote was: Mr. Jeff Wilhite	Yes	Passed 5-0
Mrs. Robyn Almanson	Yes	
Mr. James Glauer	Yes	
Mr. Kevin Sipes	Yes	
Mr. Clayton Herold	Yes	

#### **Additional Board of Education Motion**

**Upon motion by Mrs. Almanson and seconded by Mr. Sipes, the Board:**

- 297-24** Approves a five percent (5%) salary increase for Kerri Wilhite, Director of Food Service / EMIS Coordinator effective for the Fiscal Year 2025 (FY25) contract year.

The vote was: Mr. Jeff Wilhite	Abstain	Passed 4-0-1
Mrs. Robyn Almanson	Yes	
Mr. James Glauer	Yes	
Mr. Kevin Sipes	Yes	
Mr. Clayton Herold	Yes	

#### **Treasurer's Recommendations, Acknowledgements, and Notices**

**Upon motion by Mrs. Herold and seconded by Mr. Sipes, the Board:**

- 298-24** Approved and waived the reading of the minutes for the July 8, 2024 Special Meeting (Appendix 4), July 8, 2024 Regular Meeting (Appendix 5), July 24, 2024 Special Meeting (Appendix 6) and August 5, 2024 Special Meeting (Appendix 7).
- 299-24** Approved the July 2024 Financial Report, which includes the Cash Summary Report (Appendix 8), the Disbursement Summary (Appendix 9) and the Receipt List (Appendix 10).
- 300-24** Knowledgeed the Crestline Exempted Village School District General Fund US Bank Custodian Account Income Earned from Commercial Paper and Banker Acceptances (Appendix 11) in accordance with Ohio Revised Code Section 135.142(C), which states:

*“(C) The treasurer of the board of education shall prepare annually and submit to the board of education, the director of education and workforce, and the auditor of state, on or before the thirty-first day of August, a report listing each investment made pursuant to division (A) of this section during the preceding fiscal year, income earned from such investments, fees and commissions paid pursuant to division (D) of this section, and any other information required by the board, the director, and the auditor of state...”*

**301-24** Approved charging the following rates for electronic fingerprinting:

BCI	\$30.00
FBI	\$30.00
BCI & FBI	\$60.00

**302-24** Notice: The Crestline Exempted Village School District’s Records Commission met on June 10, 2024 to review and update records retention schedule and disposal.

**303-24** Approved and waived the reading of the minutes for the July 10, 2024 Records Commission Meeting (Appendix 12).

**304-24** Approved Acting Treasurer Janice Wyckoff as the Board of Education’s representative for Ohio Sunshine Training under Ohio Revised Code Section 109.43.

The vote was: Mr. Jeff Wilhite	Yes	Passed 5-0
Mrs. Robyn Almanson	Yes	
Mr. James Glauer	Yes	
Mr. Kevin Sipes	Yes	
Mr. Clayton Herold	Yes	

**Superintendent’s Recommendations**

**Upon motion by Mr. Glauer and seconded by Mr. Herold, the Board:**

**305-24** Approved the following resignations:

Patrick Okyere	Student Service Director	August 16, 2024 End of Business
Tabitha Marsden	Elementary Library Aide	August 4, 2024 End of Business

**306-24** Approved, in accordance with the Master Agreement between the Crestline Board of Education and the Crestline Education Association, Article VIII: Salary and Fringe Benefits; Section B: Benefits #5, for Lauren Keesee, First Grade Teacher, to move to the Masters Column at the appropriate step level due to the obtainment of a Master’s Degree.

**307-24** Approved the following certified and classified substitute personnel for the 2024/25 school year:

David Kossick	Teacher
Vanessa Cruz	Aide / Cook / Secretary / Custodian / Van Driver
Paula Esno	Van Driver
Doug Rader	Bus Driver / Van Driver
Hunter Gibbons	Cook / Custodian / Secretary

**308-24** Approved rescinding the following athletic supplemental contracts for the 2024/25 school year which were inadvertently hired under motion 256-24 at the July 8, 2024 regular meeting of the Crestline Exempted Village Board of Education:

MS Football Head Coach	Tony Horning
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MS Football Assistant Coach	Josh Hall
HS Track Assistant	Trevor Phillips
JV Bowling Head Coach	Jeff Teeple
HS Track Throwing Coach	Steve Gibbons
MS track Throwing Coach	Hunter Gibbons

*\*Positions list above are not established under the Master Agreement between the Crestline Board of Education and the Crestline Education Association, Article VIII: Salary and Fringe Benefits, Section I: Supplemental Contract Salary.*

**309-24** Approved the following supplemental positions for the 2024/25 school year:

Assistant Girls Track Coach	Steve Gibbons
Middle School Boys Track Coach	Hunter Gibbons
Assistant Bowling Coach	Jeff Teeple
7th Grade Football Coach	Josh Hall
8th Grade Football Coach	Tony Horning
Varsity Baseball Coach	Cameron Wilt

**310-24** Approved the following Resident Educator Mentors / Mentees for the 2024/25 school year:

Mentor	Mentee
Abbi Grau	Britney Lykins
Jared Sowash	Hunter Kamann
Amanda Sowash	Amy Wissel
Amy Hocker	Amanda Case

**311-24** Approved the following administrative contracts for the 2024/25 and 2025/26 school years:

Delila Schupbach	K-12 Assistant Principal	214 Days
Devon Johnson	Director of Student Services / Federal Programs	220 Days

**312-24** Approved the employment of the following personnel for the 2024/25 school year:

Doug Rader	On Board Instructor – Transportation Department
Tasha Kelso	1:1 Student Aide
Hunter Kamann	Social Studies Teacher

**313-24** Approved using the Mid-Ohio Educational Service Center's certified substitute list for the 2024/25 school year.

**314-24** Approved the following Marching Band volunteer helpers and chaperones:

Helpers and Chaperones	Chaperones for Kelly's Island Trip
Edith Primm	Edith Primm
Steve Primm	Vanessa Cross
Hunter Gibbons	Bill Eckenrode
Lisa Gibbons	Nicole Ferrer
Steve Gibbons	Shari Ajian

Anne Marie Mateer	Hunter Gibbons
Bill Eckenrode	Theresa Quail
Theresa Quail	

**315-24** Approved the voluntary transfer of Shannon LeMasters from 1:1 Student Aide to Elementary Library Aide.

The vote was: Mr. Jeff Wilhite                      Yes    Passed 5-0  
                          Mrs. Robyn Almanson                      Yes  
                          Mr. James Glauer                              Yes  
                          Mr. Kevin Sipes                                Yes  
                          Mr. Clayton Herold                          Yes

**New/Old Business**

**Upon motion by Mrs. Almanson and seconded by Mr. Sipes, the Board:**

**316-24** Approved entering into an agreement between Crestline Exempted Village Schools and Imperial Autism Connection, LLC for the 2024/25 school year (Appendix 13).

**317-24** Approved entering into an agreement with HomeTown Premium Services / HomeTown Ticketing, LLC for the 2024/25 school year (Appendix 14).

**318-18** Approved entering into an agreement with Pioneer Career and Technology Center for Career Coaching Services for the 2024/25 school year (Appendix 15).

**319-24** Approved entering into an agreement with the Educational Service Center of Northeast Ohio and Capstone Academy for services for the 2024/25 school year (Appendix 16).

**320-24** Approved the disposal and sale of obsolete textbooks and books (Appendix 17).

**321-24** Approved the transportation (bus/van) routes and stops in accordance with Ohio Administrative Code 3301-83-13 for the 2024/25 school year. (Available at the meeting for Board of Education only review.)

**322-24** Approved the amendment to the agreement with Interim Healthcare of Columbus to include nursing services for the 2024/25 school year (Appendix 18).

**323-24** Approved the Frontline Education proposal for substitute personnel for the 2024/25 school year (Appendix 19).

**324-24** Approved an additional *update of the* Crestline Exempted Village Schools Student Handbook for the 2024/25 school year regarding cellphones (Appendix 20).

**325-24** Approved the disposal quotes for Bus #9 (Appendix 21).

**326-24** Approved a three (3) year sub-rental agreement (lease) with Turf Tank USA Inc. (Appendix 22).

The vote was: Mr. Jeff Wilhite                      Yes    Passed 5-0  
                          Mrs. Robyn Almanson                      Yes  
                          Mr. James Glauer                              Yes  
                          Mr. Kevin Sipes                                Yes  
                          Mr. Clayton Herold                          Yes

**Executive Session**

**Upon motion by Mr. Glauer and seconded by Mr. Herold, the Board:**

**327-24**      Approved entering into executive session at 6:06 p.m. for the purpose of discussing the employment of public officials.

The vote was:	Mr. Jeff Wilhite	Yes	Passed 5-0
	Mrs. Robyn Almanson	Yes	
	Mr. James Glauer	Yes	
	Mr. Kevin Sipes	Yes	
	Mr. Clayton Herold	Yes	

**Exit Executive Session**

**Upon motion by Mr. Glauer and seconded by Mr. Sipes, the Board:**

**328-24**      Approved returning from Executive Session and enter into Public Session at 6:31 p.m.

The vote was:	Mr. Jeff Wilhite	Yes	Passed 5-0
	Mrs. Robyn Almanson	Yes	
	Mr. James Glauer	Yes	
	Mr. Kevin Sipes	Yes	
	Mr. Clayton Herold	Yes	

**329-24**      **Adjourned at 6:31 p.m.**

**Upon motion by Mrs. Almanson and seconded by Mr. Sipes.**

The vote was:	Mr. Jeff Wilhite	Yes	Passed 5-0
	Mrs. Robyn Almanson	Yes	
	Mr. James Glauer	Yes	
	Mr. Kevin Sipes	Yes	
	Mr. Clayton Herold	Yes	

*Note: Employment or volunteer placement at Crestline Exempted Village School District is contingent upon clear results of a thorough background check. Background checks will, at minimum, include prior employment verification, personal and professional references, education attainment verification, licensure/certification verification (where applicable), and appropriate BCI and FBI background checks.*

**Next Regular Crestline Board of Education Meeting is September 9, 2024 at 5:30 p.m. in the  
Crestline High School Library  
435 Oldfield Road  
Crestline, Ohio 44827**

  
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Jeff Wilhite, President

  
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Janice Wyckoff, Acting Treasurer