

# Crestline Exempted Village Schools Board of Education

Regular Meeting  
July 8, 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

**1.0 Call to Order at \_\_\_\_\_.**

**2.0 Roll Call:** \_\_\_\_ Mr. Glauer \_\_\_\_ Mr. Herold. \_\_\_\_ Mr. Sipes. \_\_\_\_ Mrs. Almanson. \_\_\_\_ Mr. Wilhite

**3.0 Moment of Silence**

**4.0 Pledge of Allegiance**

**5.0 Student and Staff Recognition**

**6.0 Hearing of the Public**

*Public discussion is limited to 30 minutes per meeting. Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, only a person may speak twice once all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public speaking may be extended by a vote of the majority of the Board.*

- Agenda Items
- Non-Agenda Items

**7.0 Information Items**

- 1) Board Committee
- 2) Superintendent Committees
  - a) Building and Grounds
  - b) Curriculum
- 3) Board Liaison Reports

- a) Pioneer CTC
  - b) Student Achievement
  - c) Legislative
- 4) Board Member Comments

**Discussion Items - Superintendent Saxer**

- 1) Facility Naming Committee and Policy
- 2) Outdoor Learning Spaces

**8.0 Treasurer’s Report**

Moved by \_\_\_\_\_ Second by \_\_\_\_\_

- 8.1 Recommendation: The Board approves and waives the reading of the minutes for the June 20, 2024 Regular Meeting (Appendix 1) and the June 27, 2024 Special Meeting (Appendix 2).
- 8.2 Recommendation: The Board approves the June 2024 Financial Report, which includes the Cash Summary Report (Appendix 3), the Disbursement Summary (Appendix 4) and the Receipt List (Appendix 5).
- 8.3 Recommendation: The Board approves the following “Then and Now” certificates for payment:

|                                      |            |
|--------------------------------------|------------|
| Pioneer CTC SPARK Agreement for FY24 | \$6,983.61 |
| Mid Ohio ESC Summer Autism Program   | \$4,600.00 |

Roll Call: \_\_\_\_ Mr. Glauer \_\_\_\_ Mr. Herold. \_\_\_\_ Mr. Sipes. \_\_\_\_ Mrs. Almanson. \_\_\_\_ Mr. Wilhite

**9.0 Superintendent’s Report**

Moved by \_\_\_\_\_ Second by \_\_\_\_\_

- 9.1 Recommendation: The Board approves the following long-term substitute teachers for the 2024/25 school year:
 

|                  |                                     |
|------------------|-------------------------------------|
| Kelsey Deane     | High School Intervention Specialist |
| Michaela Jeffrey | Elementary Art                      |
- 9.2 Recommendation: The Board approves the following voluntary certified transfer for the 2024/25 school year:
 

|               |  |
|---------------|--|
| Amanda Sowash | From Middle School ELA to High School Guidance Counselor |
|---------------|--|
- 9.3 Recommendation: The Board approves the following certified personnel for the 2024/25 school year:

|                  |                 |           |         |
|------------------|-----------------|-----------|---------|
| Adam Frizzel     | High School Art | BA Column | Step 9  |
| Stephanie Kirkum | Vocal Music     | MA Column | Step 10 |

Marilyn Brown  
Jared McPeek

5<sup>th</sup> Grade Science/Math  
HS Physical Education

MA Column  
MA Column

Step 3  
Step 0

- 9.4 Recommendation: The Board approves the following athletic supplemental contracts for the 2024/25 school year:

|   |                    |
|---|--------------------|
| Varsity Football Assistant              | Bailey Wollard     |
| Varsity Assistant Football              | Craig Burkhart     |
| MS Football Head Coach                  | Tony Horning       |
| MS Football Assistant Coach             | Josh Hall          |
| Varsity Volleyball Head Coach           | Erika Burkhart     |
| JV Volleyball Coach                     | April Phillips     |
| 8th Grade Volleyball Head Coach         | Denise Jeffrey     |
| 7th Grade Volleyball Head Coach         | Michaela Jeffrey   |
| HS Cross Country Head Coach             | Trevor Phillips    |
| Boys Varsity Basketball Head Coach      | Paul Webb          |
| Boys Varsity Basketball Assistant Coach | Eric Wellman       |
| Boys JV Basketball Head Coach           | Stephen Coffman    |
| Boys 7th Grade Basketball Head Coach    | Ryan Stover        |
| Girls Varsity Basketball Head Coach     | Mickie Spears      |
| Varsity Swim Head Coach                 | Denise Jeffrey     |
| Varsity Bowling Head Coach              | Joe Borders        |
| JV Bowling Head Coach                   | Jeff Teeple        |
| HS Track Head Coach                     | Chandler Wilhelm   |
| HS Track Assistant Coach                | Trevor Phillips    |
| HS Track Throwing Coach                 | Steve Gibbons      |
| MS Track Throwing Coach                 | Hunter Gibbons     |
| Varsity Assistant Baseball Coach        | Troy Perry         |
| HS Cheer Advisor                        | Brielle Martelle   |
| MS Cheer Advisor                        | Britney Lykins     |
| Weight Room Advisor                     | Hastings Robinette |
| Assistant Athletic Director             | Jared Sowash       |

- 9.5 Recommendation: The Board approves the resignation of Timothy Tompkins as Assistant Football Coach for the 2024/25 school year.

- 9.6 Recommendation: The Board approves the following athletic volunteers for the 2024/25 school year:

|                 |                  |
|-----------------|------------------|
| MS Football     | Matt Bickert     |
| Cross Country   | Chandler Wilhelm |
| Boys Basketball | Tyler Albright   |
| Boys Basketball | Branden Collins  |
| MS Football     | Ryan Stover      |

|             |                |
|-------------|----------------|
| HS Football | Jeff Trent     |
| Bowling     | Hunter Gibbons |
| HS Football | Tim Tompkins   |

9.7 Recommendation: The Board approves the following administrative contracts for the 2024/25 and 2025/26 school years:

|               |                          |          |
|---------------|--------------------------|----------|
| Kaz Pata      | K-12 Assistant Principal | 214 Days |
| Carolyn Labay | Middle School Principal  | 214 Days |

Roll Call: \_\_\_\_ Mr. Glauer \_\_\_\_ Mr. Herold. \_\_\_\_ Mr. Sipes. \_\_\_\_ Mrs. Almanson. \_\_\_\_ Mr. Wilhite

**Additional Athletic Personnel**

Moved by \_\_\_\_\_ Second by \_\_\_\_\_

9.8 Recommendation: The Board approves the following athletic supplemental contract for the 2024/25 school year:

|                          |               |
|--------------------------|---------------|
| HS Assistant Track Coach | Gary Almanson |
|--------------------------|---------------|

Roll Call: \_\_\_\_ Mr. Glauer \_\_\_\_ Mr. Herold. \_\_\_\_ Mr. Sipes. \_\_\_\_ Mrs. Almanson. \_\_\_\_ Mr. Wilhite

**10.0 New/Old Business**

Moved by \_\_\_\_\_ Second by \_\_\_\_\_

10.1 Recommendation The Board approves entering into an agreement between Crestline Exempted Village Schools and Steve Helbert to provide attendance and truancy support services for the 2024/25 school year (Appendix 6).

10.2 Recommendation: The Board approves entering into an agreement with K-12 Business Consulting, Inc. for the purpose of consulting and developing Ohio Five-Year Forecast for the Crestline Exempted Village School District for FY25 (Appendix 7).

10.3 Recommendation: The Board approves entering into an agreement with Maxim Health for 1:1 nursing service for the 2024/25 school year (Appendix 8).

10.4. Recommendation: The Board approves entering into an agreement with Interim HealthCare of Columbus for the purpose of student services for the 2024/25 school year (Appendix 9).

10.5 Recommendation: The Board approves entering into an agreement with Fairway Preschool for a substitute aide pay rate for the 2024/25 school year (Appendix 10).

10.6 Recommendation: The Board approves entering into an interagency agreement with Heartland Community Action Commission Head Start Program for the 2024/25 school year (Appendix 11).

10.7 Recommendation: The Board approves entering into an agreement with Diligent for BoardDoc Light for the purpose of maintaining Crestline Exempted Village Schools Board of Education policies online (Appendix 12).

- 10.8. Recommendation: The Board approves entering into an agreement with Strategic Solutions for Professional Services and Imaging Software for the following (Appendix 13):

Promotional Bundle - \$10,895.00 per year (1<sup>st</sup> year discounted a \$1,000.00)

- Annual Support, Maintenance and Upgrades
- SCView Site License (Unlimited Users)
- 1 SCScan Station License
- 1 Desktop Scanner
- Requisition/Workflow Module with Invoice Routing
- Check Printing Module
- AR Invoice & Receipt Module
- Tax Docs Module
- Milage and Expense Reimbursement with Google Integration

Scanning and Shredding of Records

- Scanning of All Records required to be maintained by Section 149.381 of the Ohio Revised Code - Cost includes web hosting fee - Est. \$98,874.00
- Shredding Services once documents have been scanned - \$1,488.00

- 10.9 Recommendation: The Board approves entering into an agreement with bim: Biometric Information Management for an electronic finger print system for \$6,500.00 with and additional warranty for \$800.00 for a total cost of \$7,300.00 (Appendix 14).
- 10.10 Recommendation: The Board approves the *updated* Crestline Exempted Village Schools Student Handbook for the 2024/25 school year (Appendix 15 and Appendix 16).
- 10.11 Recommendation: The Board approves the disposal of technology items listed in Appendix 17.

Roll Call: \_\_\_\_ Mr. Glauer \_\_\_\_ Mr. Herold. \_\_\_\_ Mr. Sipes. \_\_\_\_ Mrs. Almanson. \_\_\_\_ Mr. Wilhite

### **11.0 Board of Education Policy**

- 11.1 First Reading for revision of Policy 5136 Personal Communication Devices (Cell Phones) (Appendix 18- Original Policy – Appendix 19 – Revised Policy)

### **12.0 Executive Session**

Moved by \_\_\_\_\_ Second by \_\_\_\_\_

- 12.1. The Board approves entering into executive session at \_\_\_\_\_ for the purpose of discussing the employment and compensation of public officials.

Roll Call: \_\_\_\_ Mr. Glauer \_\_\_\_ Mr. Herold. \_\_\_\_ Mr. Sipes. \_\_\_\_ Mrs. Almanson. \_\_\_\_ Mr. Wilhite

### **13.0 Exit Executive Session**

Moved by \_\_\_\_\_ Second by \_\_\_\_\_

- 13.1 The Board approved returning from Executive Session and enter into Public Session at \_\_\_\_\_.

Roll Call: \_\_\_\_ Mr. Glauer \_\_\_\_ Mr. Herold. \_\_\_\_ Mr. Sipes. \_\_\_\_ Mrs. Almanson. \_\_\_\_ Mr. Wilhite

**14.0. Adjourn at \_\_\_\_\_.**

Moved by \_\_\_\_\_ Second by \_\_\_\_\_

Roll Call: \_\_\_\_\_ Mr. Glauer \_\_\_\_\_ Mr. Herold. \_\_\_\_\_ Mr. Sipes. \_\_\_\_\_. Mrs. Almanson. \_\_\_\_\_ Mr. Wilhite

**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.*