

Crestline Exempted Village Schools Board of Education

Regular Meeting - MINUTES
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

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

Student and Staff Recognition: None at this time.

Hearing of the Public

- Agenda Items – Barb Lee - Employment of a Middle School Principal
- Non-Agenda Items – Barb Lee – Student Behavior and Consequences

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, Playground Mulch, Waxing of Floors, Football Field Re-doming/surfacing/sodding, Caging the Scoreboards, Curbing, Fixing Tiles, Storage Barn, Tennis Courts resurfacing, Parking lot Islands, Clearing Pile of Dirt, Window Coverings, Replacement of Fire Doors, Retention Pond, Painting Bus Garage, Painting Bus11, Room Moves, Water Fountain in 500 Hall, Upgrading Control System, New Discus/Shotput Pads, and Possible Veterans Memorial.
 - b) Curriculum - No Report

- 3) Board Liaison Reports
 - a) Pioneer CTC - No Report
 - b) Student Achievement - No Report
 - c) Legislative - No Report
- 4) Board Member Comments - No Report

Discussion Items - Superintendent Saxer

- 1) Facility Naming Committee and Policy – Reviewed Policy
- 2) Outdoor Learning Spaces – Previously Discussed during Buildings and Grounds Report

Treasurer’s Report

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

249-24 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).

Mr. Herold requested the June 20, 2024 Regular Minutes be changed to reflect his abstention to motion 204-24

250-24 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).

251-24 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

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 Report

252-24. Upon motion by Mr. Glauer and seconded by Mr. Sipes Recommendation 9.7 was amended to only list the recommended employment of Carolyn Labay for Middle School Principal in the consent recommendation grouping. Kaz Pata was removed from Recommendation 9.7.

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	

Motion by Mr. Glauer and seconded by Mr. Sipes, the Board:

253-24 Approved the following long-term substitute teachers for the 2024/25 school year:

Kelsey Deane High School Intervention Specialist
 Michaela Jeffrey Elementary Art

254-24 Approved the following voluntary certified transfer for the 2024/25 school year:

Amanda Sowash From Middle School ELA to High School Guidance Counselor

255-24 Approved 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	5 th Grade Science/Math	MA Column	Step 3
Jared McPeek	HS Physical Education	MA Column	Step 0

256-24 Approved 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

257-24 Approved the resignation of Timothy Tompkins as Assistant Football Coach for the 2024/25 school year.

258-24 Approved 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

259-24 Approved the following administrative contracts for the 2024/25 and 2025/26 school years:

Carolyn Labay Middle School Principal 214 Days

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 Athletic Personnel

260-24 Upon motion by Mr. Sipes and seconded by Mr. Herold, the Board approved Gary Almanson as High School Assistant Track Coach for the 2024/25 school year.

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

New/Old Business

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

261-24 Approved 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).

262-24 Approved 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).

263-24 Approved entering into an agreement with Maxim Health for 1:1 nursing service for the 2024/25 school year (Appendix 8).

- 264-24 Approved entering into an agreement with Interim HealthCare of Columbus for the purpose of student services for the 2024/25 school year (Appendix 9).
- 265-24 Approved entering into an agreement with Fairway Preschool for a substitute aide pay rate for the 2024/25 school year (Appendix 10).
- 266-24 Approved entering into an interagency agreement with Heartland Community Action Commission Head Start Program for the 2024/25 school year (Appendix 11).
- 267-24 Approved 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).
- 268-24 Approved 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 (1st year discounted a \$1,000.00)

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

Scanning and Shredding of Records

- o 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
- o Shredding Services once documents have been scanned - \$1,488.00

- 269-24 Approved 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).
- 270-24 Approved the *updated* Crestline Exempted Village Schools Student Handbook for the 2024/25 school year (Appendix 15 and Appendix 16).
- 271-24 Approved the disposal of technology items listed in Appendix 17.

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	

Board of Education Policy

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

ADDENDUM

Superintendent's Report

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

- 272-24** Approved the resignation of Shelley Langdon for Fifth Grade Math/Science teacher for the 2024/25 School year.
- 275-24** Approved the employment of John Stewart as a High School Intervention Specialist for the 2024/25 school year at Bachelors Step 0.

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 Mr. Glauer and seconded by Mrs. Almanson, the Board:

- 276-24** Approved an agreement with the Village of Crestline for a School Resource Officer for 2024/25, 2025/26 and 2026/27 school years, which includes a 3% cost increase for each year of the contract.

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

- 277-24** Upon motion by Mrs. Almanson and seconded by Mr. Herold, the Board approved entering into executive session at 6:45 p.m. for the purpose of discussing the employment and compensation 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

- 278-24** Upon motion Mr. Herold and seconded by Mr. Sipes, the Board approved returning from Executive Session and enter into Public Session at 7:16 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	

Adjourn

279-24 Upon motion by Mr. Sipes and seconded by Mr. Wilhite, the Board adjourned at 7:16p.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	

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.



Jeff Wilhite, President



Janice Wyckoff, Acting Treasurer