



Ottawa Hills

Local Schools

Policy Committee Meeting
January 15, 2025 8:15 a.m.
Village Green Conference Room

AGENDA/MINUTES

1. Meeting Called to Order @ 8:16 AM

Present: Rob Gnepper, Katie Timmers, Adam Fineske, and Tom Siloy

2. Items for discussion

A. Records retention schedule update from Tom

- a. Tom presented the yearly recommendations of record retention for discussion to make sure there were not any changes to the timing of retention. Tom recommends that we follow the suggested records retention schedule as directed by the Ohio Historical Society.

B. Discussion on revised policy 6220 V 43 No. 1- Budget Preparation

- a. Tom talked through this policy and discussion took place on what option from NEOLA would be recommended moving forward. Tom is recommending to have at least 60 days of operating expenditures on hand and if not, there needs to be a plan in place. A discussion will be had every year to evaluate this, especially in November when the five year forecast is reviewed.

C. Questions on other policy updates for January 2025

- a. Other policies are ready for a second reading and approval.

3. Adjournment @ 8:45 AM