

RECORD OF PROCEEDINGS

Minutes of Norwayne Local School District
Board of Education
Regular Meeting

Held at 4:00 PM Norwayne High School Library March 23, 2020

The March 2020 Regular Meeting of the Norwayne Board of Education was held on Monday, March 23, 2020 at Norwayne High School. Having due notice the following board members were present: Ross Cochrell, Doug Ingold, Earl Rupp, Angie Smith and Jon Widmer.

CALL TO ORDER – President Ross Cochrell

Pledge of Allegiance (Official Opening of the Business Meeting)

2020-26

NORWAYNE LOCAL SCHOOL DISTRICT BOARD RESOLUTION

The Board of Education of the Norwayne Local School District, Wayne County, Ohio, met in regular session this 23rd day of March, 2020, with the following members present:

Ross Cochrell

Doug Ingold

Earl Rupp

Angie Smith

Jon Widmer

Mr. Widmer moved the adoption of the following Resolution:

WHEREAS, on Monday, March 9, 2020, Governor Mike DeWine issued Executive Order 2020-01D Declaring a State of Emergency concerning COVID-19 to help contain the spread of the disease; and

WHEREAS, on Thursday, March 12, 2020, Ohio Department of Health Director Amy Acton, MD, MPH, issued an Order banning mass gatherings bringing together more than one hundred (100) or more persons in a single room or single space at a time in Ohio in order to prevent the spread of COVID-19 in the State of Ohio such as a such as an auditorium, stadium, arena, large conference room, meeting hall, theater, or any other confined indoor or space, and subsequently amended the order first to limit such gatherings to no more than fifty (50) persons, and then indicated that Ohioans should comply with the federal government’s recommendation that no more than ten (10) people gather; and

WHEREAS, ODH Director Acton further stated that “For the purpose of clarity, a mass gathering does not include normal operations at airports, bus and train stations, medical facilities, libraries, shopping malls and centers, or other spaces where 100 or more persons may be in transit. It also does not include typical office environments, schools, restaurants, factories, or retail or grocery stores where large numbers of people are present, but it is unusual for them to be within arm's length of one another;” and

WHEREAS, on Thursday, March 12, 2020, Governor Mike DeWine announced that due to the ongoing COVID-19 crisis, he has ordered the closure of all kindergarten through 12th grade schools to students for a period of three (3) weeks effective at the end of the school day on Monday, March 16, 2020, through Friday April 3, 2020; and

WHEREAS, Governor DeWine also announced that during the extended period of closure, school districts should work to provide education through alternative means, school district leadership may make decisions on whether to use their school buildings, and staff members should continue to report to school as directed by school district administrators; and

WHEREAS, the Ohio Department of Education has developed guidance for K-12 schools to ensure the continuity of important student services, including a strategy for providing meals to students who receive free and/or reduced breakfast and lunch through K-12 schools; and

WHEREAS, consistent with Governor DeWine's Order of March 12, 2020, the Administration closed the District's school buildings to students from effective at the end of the school day on Monday, March 16, 2020, through Friday April 3, 2020, and will provide students with instruction through alternative methods during the building closure; and

WHEREAS, the Administration has also directed teaching staff to continue to provide education to students using alternative methods and has directed non-teaching staff to continue to report to duty; and

WHEREAS, pursuant to Ohio Revised Code Section 5502.24(B), "[w]hen due to an emergency it becomes imprudent, inexpedient, or impossible to conduct the affairs of local government at the regular or usual place or places thereof, the governing bodies may meet at those previously designated sites or places, or at any other convenient site or place, on the call of the presiding officer or any two members of the governing bodies" and "[s]uch powers and functions may be exercised in the light of the exigencies of the emergency without regard to or compliance with time-consuming procedures and formalities prescribed by law pertaining thereto, and all acts of that body and officers shall be as valid and binding as if performed within the territorial limits of their political subdivision;" and

WHEREAS, on March 13, 2020, Ohio Attorney General Dave Yost issued written guidance concerning the fact that members of a public body, including members of a board of education, may fully participate in a board meeting by remote means (e.g., by telephone, by video conference) if certain requirements are met; in particular, Attorney General Yost stated that "it is reasonable to read the OMA's "in person" requirement as permitting a member of a public body to appear at a public meeting via teleconference [electronic means]. This interpretation gives effect to both R.C. 121.22 and R.C. 3701.13. It is also consistent with the United States Centers for Disease Control's recent guidance, issued in response to the national COVID-19 epidemic, to use videoconferencing for meetings when possible." and that "if a member of a public body chooses to appear via teleconference or telephone [or electronic means], it is imperative that all other requirements of the OMA be fulfilled;" and

WHEREAS, Attorney General Yost's March 13, 2020 also addresses the issue of public attendance at board meetings, and suggested that a meeting can be made open to the public by remote means, such as by live-streaming over the internet or by television broadcast; in particular, Attorney General Yost stated that "[i]f a public body gives the public access to a meeting electronically and the members of the body appear telephonically [or electronically], the body must still ensure that the public is able to hear the discussions and deliberations of *all* of the members, even those who are present via telephonic [or electronic] means."

NOW, THEREFORE, BE IT RESOLVED, that the Board deems it prudent and in the best interests of the School District's students, staff, and residents to implement measures to help contain the spread of COVID-19.

BE IT FURTHER RESOLVED, that the Board adopts and affirms the actions taken by the Administration to comply with Governor DeWine's Order of March 12, 2020, by closing the District's school buildings to students effective at the end of the school day on Monday, March 16, 2020, through Friday April 3, 2020, and providing students with instruction through alternative methods during the building closure.

BE IT FURTHER RESOLVED, that the Board adopts and affirms the actions taken by the Administration to direct teaching staff to continue to provide education to students using alternative methods and direct non-teaching staff to continue to report to duty, if feasible.

BE IT FURTHER RESOVLED, that the Board authorizes the Superintendent and Treasurer and/or their Designees, during the time period that the School District's buildings are closed to students due to COVID-19, to take any and all actions necessary to maintain educational programming for students, comply with Federal and State Orders and Guidance issued concerning COVID-19, and provide for the safety and security of all students and staff, including, but not limited to assigning and directing students, teachers, and non-teachers, as appropriate; continuing to compensate teachers and non-teachers, as appropriate; continuing to implement curriculum and instruction, as appropriate; and ensuring the District has all the necessary services, supplies, technology, and equipment necessary for education of students through alternative methods and purchasing, leasing, and otherwise obtaining such items within the Board's current budget/financial appropriations.

BE IT FURTHER RESOLVED, that in accordance with R.C. §5502.24(B) and the March 13, 2020 written guidance from Ohio Attorney General Dave Yost, and as a result of the State of Emergency and closure of school buildings, the Board suspends its normal requirements to comply with the meeting location, notice, public attendance, and public participation requirements set forth in the Open Meetings Act (R.C. §121.22). In particular, the Board may, as it deems necessary:

- A. Hold meetings at the Board Office, one of the school buildings, another location within the County, via telephone, or via other electronic means.
- B. Solely post the notice of its meetings on its website.
- C. Only take formal actions to address matters related to COVID-19 if the Board decides to conduct meetings remotely. The Board will act on matters related to normal operations only when the Board conducts an in-person meeting.
- D. Limit physical attendance at Board meetings to Board Members and Administrators only, if the Board decides to meet in person. Staff members, parents, students, and members of the public will be permitted to attend Board meetings through electronic means. In other words, to avoid large crowds of individuals from being able to come in contact with one another, the Board will open the meeting to the public solely through remote means, such as by live-streaming over the internet or by television broadcast.
- E. If otherwise not able to provide public participation by electronic means, limit public participation at Board meetings by requiring individuals to submit written questions for the Board's consideration via email to the Treasurer at least 24 hours prior to the Board meeting, for which the Board will undertake its best efforts to answer.

BE IT FURTHER RESOLVED, that in accordance with R.C. §5502.24(B) and the March 13, 2020 written guidance from Ohio Attorney General Dave Yost, and as a result of the State of Emergency and closure of school buildings, the Board also suspends:

A. Its procedures for reviewing and adopting policies in two (2) readings. Policies specifically related to COVID-19 will go before the Board to be enacted immediately as it determines.

BE IT FURTHER RESOLVED, that the Board authorizes the above-referenced procedures to take effect immediately and remain in place through Friday, April 3, 2020, unless the Governor's Order concerning the closure of school buildings is extended beyond such date, and that if the Governor's Order is extended this resolution shall automatically be extended to the new end date.

BE IT FURTHER RESOLVED, that it is hereby found and determined that all formal action of this Board concerning and/or relating to the adoption of this Resolution was taken in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Mr. Rupp seconded the adoption of the foregoing Resolution with the vote resulting as follows:

Ross Cochrell	Yes
Doug Ingold	Yes
Earl Rupp	Yes
Angie Smith	Yes
Jon Widmer	Yes

MOTION CARRIED 5-0.

WELCOMING AND ACKNOWLEDGMENT OF GUESTS - President Ross Cochrell

Due to the Corona Virus Outbreak, there were no guests present, but precautions were made to allow for social distancing of Board Members, Superintendent, and Treasurer.

Monthly Reports to the Board

Principal Reports were emailed to board members prior to the meeting.

Principal Dave Dreher, Norwayne Elementary School
Principal Kevin Leatherman, Norwayne Middle School
Principal Doug Zimmerly, Norwayne High School

2020-27 Smith moved and Ingold seconded the motion to adopt the March 23, 2020 agenda as modified.

Vote: Yes: Widmer, Rupp, Cochrell, Ingold, Smith

2020-28 Widmer moved and Smith seconded the motion to table Treasurer's Item I. Administrative Salary Package for FY21.

Vote: Yes: Ingold, Smith, Widmer, Cochrell, Rupp.

2020-29 Ingold moved and Widmer seconded the motion to approve the Treasurer’s business as Modified:

TREASURER’S BUSINESS – Sandy Hadsell

A. Approve the minutes of the February 24, 2020 Regular Board Meeting.

B. Approve the February 29, 2020 Bank Reconciliation and Financial Reports:

Receipts: \$ 2,735,786.99 Expenses: \$1,414,079.15

C. Accept the following donations:

Barry Romich	\$ 200	HS Boys Soccer
Moose Breakfast	\$ 539	HS Boys Soccer
Moose Breakfast	\$ 483	HS Girls Track
Creston – Canaan United	\$ 100	HS Mrs. Followay’s Class
Creston Senior Citizens	\$ 56	HS Drama
Donald & Joyce Rhamy	\$ 20	Boys Soccer
Barry Romich Family WCCF	\$ 1,000	HS STEAMRobotics Class Supplies
Anonymous Donation	\$ 200	ES Principal’s Fund
Karen and Terry O’Hare	\$ 500	Turf Project
Norwayne Athletic Boosters	\$ 700	Turf Project
Sandy and Cheryl Hadsell	\$ 1,000	Turf Project
Cheryl Oswald	\$ 50	Gr 8 DC Trip
Craig & Stacy Simmons	\$ 100	Gr 8 DC Trip
Adam & Marcia Martin	\$ 25	Gr 8 DC Trip
Brad & Michelle Young	\$ 50	Gr 8 DC Trip

D. Approve payment to Game Workers:

Boys Sectional Final 2/28/2020
Beth Lea Site Manager \$150

Girls Basketball District IV 2/26/2020 and 2/29/2020
Andy Froelich Tournament Manager \$666.62
Beth Lea Facilities Manager \$210.00
Adam Indorf Scoreboard \$150.00
Scott Coy Timer \$150.00
Fran Hansen Pass Gate \$105.00
Dave Dreher Announcer \$150.00
Kathy Kent Custodian \$ 90.00

E. Approve “Continuation of Pay during Public Health Emergency” for hourly employees: Van Drivers and Aides: Nicole Wincek, Kristyn Johnson, Jennifer Moyer, Renee Graves, Tonia Arnold, Carolyn Balis-Wilfong during this time of school building restrictions.

F. Approve the STRS Resolution for Pick-Up of Rehired-retired Superintendent Karen O’Hare effective August 15, 2020.

G. Approve the 2021 OSBA Group Rating Quote from Comp Management, projected cost \$20,537 (a 9.25% reduction) with an \$845 administration fee.

- H. Approve the Fiscal Shared Services Agreement with Liberty Preparatory School for Fiscal Year 2021.
- J. Approve the February 29, 2020 Interest Payment Transfer of \$94.79 from the Athletic Facility Improvement Fund (300-935A) to the General Fund (001), and the March 15, 2020 Return of Advance of \$5,000 from the Athletic Facility Improvement Fund (300-935A) to the General Fund (001). Principal Balance is \$60,000.

Vote: Yes: Rupp, Cochrell, Ingold, Smith, Widmer.

PRESIDENT’S BUSINESS – Ross Cochrell

- A. Announcements/Correspondence/Introductions/Recognition
 - 1. Congratulations to Mrs. Beth Smith and the Norwayne Players drama group for their excellent and entertaining production of *The Sound of Music*.
 - 2. Congratulations to Alfredo Gray, Wrestling Coach and wrestlers Kaden Kidd Jarrison Moore and Austin Shepherd for advancing to State.
 - 3. Congratulations to Coach West and the NHS Boys’ Basketball team for being District Champs.
 - 4. We wish NHS Secretary, Cindy Slater an enjoyable retirement. Cindy is retiring at the end of the 2019-20 school year after 25 years of service to the Norwayne Local School District.

BOARD COMMITTEE REPORTS/RECOMMENDATIONS

2020-30 Smith moved and Rupp seconded the motion to add the Vaughn Concrete Quote for High School Improvements to the Agenda under Buildings and Grounds Committee Recommendations.

Vote: Yes: Rupp, Cochrell, Widmer, Smith, Ingold.

2020-31 Widmer moved and Ingold seconded the motion to accept the Committee Rpeorts and Approve Recommendations and Policies on Second Reading.

- A. Buildings & Grounds Committee – Chairperson, Earl Rupp
 - 2. a. Approve the quote from Vaughn Concrete for concrete work at high school at a cost of \$6,936.**
- B. Communications & Continuous Improvement Plan Committee (CIP) – Chairperson, Angie Smith
 - 1. Norwayne Local Schools have closed in compliance with Governor Mike DeWine’s order. The order at this time is to close the schools until April 3. We will also be closed for our planned Spring Break April 6 – 10.
 - 2. Students have been given school assignments to complete over this time.
- C. Transportation & Safety Committee – Chairperson, Ross Cochrell
 - 1. The transportation department will be delivering meals to families on the free and reduced meal roster while school is closed for 3 weeks.
- D. Policy Committee – Chairperson, Doug Ingold

(Copies of all policy proposals are available for public review and/or input per Board Policy BFC.)

**Policies on second reading/adoption:
Norwayne Local Schools Gifted Education Policy
IJA, Career Advising**

Policies on first reading:

BDDG, Minutes

GBCB, Staff Conduct

GBH, Staff-Student Relations (Also JM)

IKFC, Graduation Plans and Students at Risk Of Not Qualifying For A High School Diploma

IND/INDA, School Ceremonies and Observances/Patriotic Exercises

JED, Student Absences and Excuses

JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JFCF-R, Hazing and Bullying (Harassment, Intimidation and Dating Violence)

JM, Staff-Student Relations (Also GBH)

E. Audit/Finance/Technology Committee – Chairperson, Jon Widmer

1. The teaching staff will be using Google Meet & Screencastify as one of the means to get lessons to students during the break.

F. Superintendent’s Report – Karen O’Hare

1. March 1st enrollment by building:

Elementary School	617	(+ 80 Preschoolers)
Middle School	323	
High School	376	
Career Center	<u>49</u>	
Total	1,365	

Vote: Yes: Cochrell, Ingold, Smith, Widmer, Rupp

2020-32 Rupp moved and Widmer seconded the motion to approve the Superintendent’s Agenda – New Business.

SUPERINTENDENT’S AGENDA – NEW BUSINESS – Superintendent Karen O’Hare

- A. Regular Board Meeting
Personnel Items
March 23, 2020

Contract Renewals for 2020-21:

Administrative Contracts

Dave Dreher – Principal – Three Year

Vince Sette – Assistant Principal – Three Year

Coordinator Contracts

Terry Valentine – Transportation Coordinator – One Year

Exempt Staff Contracts

Matthew Smith – Technology Support – One Year

Lori Weinman – Assistant to Transportation – One Year

Non-Renewal of Tutor Contracts:

(Non-renewal due to federally or state funded positions; this action does not reflect job performance but is a matter of state law):

Elementary School: Kris Gerber, Lynn Hershberger, Karlee Wyckoff

Middle School: Jill Buklad, Sheri Csapo, Josue Perez

High School: Alfredo Gray

Professional Staff

R.I.F. (Reduction in Force) List:

Megan Raber

Support Staff

R.I.F. (Reduction in Force) List:

Aides: Kaitlyn Brant, Joe Chaffin, Sarah Coy, Misty Snow

Cafeteria: Mindy Watson

Supplemental:

Accept letter of resignation from Annie Yoder as NHS Color Guard Advisor effective the end of the 2019-20 school year.

- C. Reports from last month’s conferences – please refer to attachment.
- D. Approval of the planned activities for the 2020 Norwayne Prom scheduled for Saturday, May 2, 2020. This year’s itinerary will be as follows: Students arrive at 4:00 p.m. Grand March in the High School Gym at 5:00 p.m. with crowning of King, Queen, Prince and Princess to follow. Dinner dance at 6:30 p.m in Middle School Gym. Buses leave at 10:30 p.m. to travel to Kalahari Waterpark in Sandusky. Buses return to High School at 4:30 a.m.

Vote: Yes: Ingold, Smith, Widmer, Rupp, Cochrell

2020-33 Rupp moved and Ingold seconded the motion to adjourn at 4:55 PM.

ADJOURNMENT

The April Regular Meeting of the Norwayne Local Board of Education is scheduled to meet in the Norwayne High School Library on Monday evening April 27, 2020 at 4:00 p.m.

Vote: Yes: Smith, Widmer, Rupp, Cochrell, Ingold.

Board President

Treasurer