

# RECORD OF PROCEEDINGS

Minutes of Norwayne Local School District  
Board of Education  
Budget Hearing, Public Records,  
Organizational and Regular Meeting

Held at 3:45 PM Norwayne High School Library January 8, 2024

The Budget Hearing, Public Records and Organizational and Regular Meeting of the Norwayne Local Board of Education was held on Monday, January 8, 2024 at Norwayne High School. Having due notice the following board members were present: Doug Ingold, Kirk Gasser, Earl Rupp, Angie Smith and Winston Wyckoff III.

## I. SWEARING IN OF NEW BOARD MEMBERS - MRS. NICOLE PETERS, TREASURER

Mrs. Peters administered the oath of office to: Kirk Gasser, Doug Ingold and Angie Smith.

## II. THE 2024 NORWAYNE LOCAL BOARD OF EDUCATION MEETING

Call to order – President Pro-Tem, Earl Rupp

Pledge of Allegiance to the Flag

## III. ROLL CALL BY MRS. NICOLE PETERS, TREASURER

Mr. Doug Ingold \_\_\_\_\_ Here\_\_\_\_\_

Mr. Kirk Gasser \_\_\_\_\_ Here\_\_\_\_\_

Mr. Earl Rupp \_\_\_\_\_ Here\_\_\_\_\_

Mrs. Angie Smith \_\_\_\_\_ Here\_\_\_\_\_

Mr. Winston Wyckoff, III \_\_\_\_\_ Here\_\_\_\_\_

## IV. PUBLIC RECORDS HEARING

No public records were presented for disposal.

## V. BUDGET HEARING

Treasurer Nicole Peters presented the 2024 tax budget, and answered questions.

## VI. ELECTION OF OFFICERS

### A. Office of President

**2024-01 Mr. Wyckoff nominated Doug Ingold for the Office of President for 2024.**

**Mrs. Smith moved and Mr. Wyckoff seconded the motion that nominations be closed.**

**Vote to Close nominations: Yes: Rupp, Smith, Wyckoff, Gasser, Ingold.**

<b>Vote for President:</b>	<b>Mr. Ingold</b>	<b>Abstained</b>
	<b>Mr. Gasser</b>	<b>Doug Ingold</b>
	<b>Mr. Rupp</b>	<b>Doug Ingold</b>
	<b>Mrs. Smith</b>	<b>Doug Ingold</b>
	<b>Mr. Wyckoff, III</b>	<b>Doug Ingold</b>

**B. Office of Vice-President**

**2024-02 Mr. Ingold nominated Angie Smith for the Office of Vice-President for 2024.**

**Mr. Wyckoff moved and Mr. Gasser seconded the motion that nominations be closed.**

**Vote to Close nominations: Yes: Smith, Wyckoff, Gasser, Ingold, Rupp.**

<b>Vote for Vice-President:</b>	<b>Mr. Ingold</b>	<b>Angie Smith</b>
	<b>Mr. Gasser</b>	<b>Angie Smith</b>
	<b>Mr. Rupp</b>	<b>Angie Smith</b>
	<b>Mrs. Smith</b>	<b>Abstained</b>
	<b>Mr. Wyckoff, III</b>	<b>Angie Smith</b>

**Mrs. Peters administered the Oath of Office for Board President to Mr. Ingold, and for Vice-President to Mrs. Smith.**

**VII. SETTING OF MEETING DATES FOR 2024 – AS PRESCRIBED BY LAW**

**2024-03 Smith moved and Rupp seconded the motion to set the regular meeting dates for 2024 as follows:**

The Norwayne Board of Education Meetings will be held in the Norwayne High School Library except as noted on the following dates:

\*Monday, February 26, 2024 – 4:00 p.m. Business Meeting 5:00 p.m. Public Input  
*\*(the February Board meeting will be held at the Elementary School)*

Monday, March 25, 2024 – 4:00 p.m. Business Meeting 5:00 p.m. Public Input

Monday, April 22, 2024 – 4:00 p.m. Business Meeting 5:00 p.m. Public Input

Monday, May 20, 2024 – 4:00 p.m. Business Meeting 5:00 p.m. Public Input

Monday, June 24, 2024 – 4:00 p.m. Business Meeting 5:00 p.m.. Public Input

Monday, July 22, 2024 – 4:00 p.m. Business Meeting 5:00 p.m. Public Input

Monday, August 26, 2024 – 4:00 p.m. Business Meeting; 5:00 p.m. Public Input

Monday, September 23, 2024 – 4:00 p.m. Business Meeting; 5:00 p.m. Public Input

Monday, October 28, 2024 – 4:00 p.m. Business Meeting; 5:00 p.m. Public Input

Monday, November 25, 2024 – 4:00 p.m. Business Meeting; 5:00 p.m. Public Input

Monday, December 16, 2024 – 4:00 p.m. Business Meeting; 5:00 p.m. Public Input

**Vote: Yes: Wyckoff, Gasser, Ingold, Rupp, Smith.**

### **VIII. BLANKET RESOLUTIONS**

**2024-04 Wyckoff moved and Gasser seconded the motion to approve the following items in**

#### **Section VIII:**

The Treasurer recommends the adoption of the following resolutions for the expeditious transaction of the business of the Norwayne Board of Education for calendar year 2024:

- Section 1* Approval for the Treasurer to seek advance of tax monies.
- Section 2* Approval for the Treasurer to invest monies when available at the best interest rate.
- Section 3* Approval for the Treasurer to advertise for routine bids as required by law.
- Section 4* Approval for the Treasurer to allocate monthly interest for the Permanent Improvement Fund, Food Service Fund, and Classroom Facilities Maintenance Fund based upon month-end cash balances. The remaining interest will go in the general fund. Interest for Specific Interest funds will be allocated to those funds as specified. (Scholarships, Capital Reserve, etc...)
- Section 5* Approval for the Treasurer to pay bills within appropriations approved by the Board and to pay salaries, fixed charges and metered services.
- Section 6* Approval for the Treasurer to transfer and advance monies among the accounts of any fund and between accounts of differing funds as authorized by law.
- Section 7* Approval for the Treasurer to serve as the Public Records Officer and attend public records training as a designee on behalf of the Board of Education members.

**Vote: Yes: Gasser, Ingold, Rupp, Smith, Wyckoff.**

**2024-05 Rupp moved and Wyckoff seconded the motion to approve the following items in**

#### **Section IX:**

The Superintendent recommends the adoption of the following resolutions for the expeditious transaction of the business of the Norwayne Board of Education for calendar year 2024:

- Section 1* Approval for the Superintendent of Schools to serve as purchasing agent.
- Section 2* Approval for the law firms Squire, Patton, Boggs LLP and Peters Kalail & Markakis Co., L.P.A. to provide legal counsel as needed.

- Section 3* Approval for the Superintendent of Schools to apply and participate in any federal or state project or program and to make application for such funds as are available from state, federal and other sources.
- Section 4* Approval for the Superintendent to employ staff in accordance with Board approved salary schedules on a temporary basis pending the next Board meeting.
- Section 5* Approval for the Superintendent to enter into agreements to implement student placements in accordance with federal and state statutes and their requirements for Student Individual Education Plans.

**Vote: Yes: Ingold, Rupp, Smith, Wyckoff, Gasser.**

**X. MAINTENANCE OF SERVICE FUND**

**2024-06 Smith moved and Rupp seconded the motion to establish a service fund for 2024 in the amount of \$5,000 to be used to pay the expenses that members of the Board of Education actually incurred in the performance of their duties or the duties of their official representatives.**

**Vote: Yes: Rupp, Smith, Wyckoff, Gasser, Ingold.**

The Organizational meeting concluded at 4:15 PM.

**NORWAYNE LOCAL BOARD OF EDUCATION MEETING**  
**REGULAR MEETING AGENDA**  
**Monday, January 8, 2024**  
**Business Meeting**  
**Norwayne High School Library**  
**President Doug Ingold**

**I. CALL TO ORDER - President Doug Ingold**

**2024-07 Wyckoff moved and Rupp seconded the motion to move into executive session for the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 4:15 PM.**

**Vote: Yes: Gasser, Rupp, Wyckoff, Smith, Ingold.**

**2024-08 Wyckoff moved and Gasser seconded the motion to reconvene the open meeting at 4:56 PM.**

**Vote: Yes: Rupp, Wyckoff, Smith, Ingold, Gasser.**

**II. MEMBERSHIP/RECOGNITION**

**A.** January 2024 - School Board Recognition Month  
Mr. Leatherman presented Board Members with Certificates of Appreciation.

**III. ADDITIONS TO THE AGENDA - President Doug Ingold**

Page 7, Section VIII Item H. Approve bid for purchase of one new bus from Cardinal Bus Sales.

Page 7, Section VIII Item I. Approve purchase of track hurdles from First to the Finish.

Page 9 Section XI. Item B. Professional Development: Jacob Morgan \$90 1/26/24 Track Coaching Clinic.

**IV. RECOMMENDATION TO ADOPT NORWAYNE BOARD OF EDUCATION JANUARY 8, 2024 AGENDA**

The format for board meeting agendas is a modified consent agenda whereby approval of motions will be presented at the end of each agenda section. Procedure does allow for any specific item to be voted on separately.

**2024-09 Rupp moved and Gasser seconded the motion to adopt the January 8, 2024 agenda as modified.**

**Vote: Yes: Wyckoff, Smith, Ingold, Gasser, Rupp.**

**V. TREASURER’S BUSINESS – Nicole Peters**

**2024-10 Wyckoff moved and Rupp seconded the motion to approve the Treasurer’s Business as presented:**

- A. Approve the minutes of the December 18, 2023 Regular Board Meeting.
- B. Approve the December 31, 2023, Bank Reconciliation and Financial Reports:  
Receipts: \$1,402,538.03 Expenses: \$2,169,705.90
- C. Accept the following donations:

Tim & Janna Cansler/Sheila Buckeye	\$150	Yarnell Scholarship Fund
Ralph & Kathy Stanley	\$100	NHS JustWrite Ohio Team
Creston Community Service Club	\$2,000	NHS Wrestling
The Romich Foundation	\$200	NHS Wrestling
Karen Wood	\$150	Band
Karen Wood	\$150	Drama
Karen Wood	\$75	Yarnell Scholarship
Norwayne Athletic Boosters	\$10,000	Bleacher Addition
- D. Approve the 2024 Tax Budget for submission to the Wayne County Auditor.
- E. Approve disposal of 5 Kindle eReaders from the NMS Library.
- F. Approve Ohio Floor Company resurfacing NHS/NMS gym floors at a cost of \$8920.
- G. Approve the MOU with ANAZAO for their FY24 services for a total cost of \$29,617.28.
- H. Approve bid purchase of one bus from Cardinal Bus Sales.
- I. Approve purchase of new track hurdles from First to the Finish.

**Vote: Yes: Smith, Ingold, Gasser, Rupp, Wyckoff.**

**VI. PRESIDENT’S BUSINESS**

- A. Announcements/Correspondence/Introductions/Recognition
  - 1. We welcome new Norwayne Board Member, Kirk Gasser
  - 2. Congratulations to the NHS JustWrite Team for placing Third at the Regional Competition.

**VII. BOARD COMMITTEE REPORTS/RECOMMENDATIONS**

**2024-11 Smith moved and Gasser seconded the motion to approve the items in Section VII.**

**A. Committees for 2024 (Policy BCE and BCF)**

**B. Appointment of Committee Chairpersons – The following appointments:**

**Earl Rupp, Building & Grounds**

**Angie Smith, Communications/One Needs Assessment**

**Winston Wyckoff, III, Transportation/Safety**

**Kirk Gasser, Policy**

**Doug Ingold, Audit/Finance/Technology**

**Lori Weinman, District OSHA Liaison**

**Nicole Peters, Fixed Assets Manager**

**Doug Ingold, County Legislative Liaison**

**Angie Smith, Student Achievement Liaison (OSBA)**

**Zach Bolinger, WCSCC Board Representative (3 yr. Term - Second Year)**

**C. Buildings & Grounds Committee – Chairperson Earl Rupp**

1. The Building & Grounds Committee tours Norwayne Middle/High and Elementary Schools yearly.
2. Maintenance and repair projects are continually under review and recommendations (except for emergency repair situations) will be brought to the Board after bids and price quotes are received.

**D. Communications & One Needs Assessment (ONA) Committee – Chairperson Angie Smith**

1. Norwayne Local is currently accepting nominations for the 2024 Distinguished Service Award Recipient. Information is available on the District Web Page.
2. Drama rehearsals are underway for the Spring Production of *Hello Dolly!*
3. Scholastic Book Fair is scheduled for Feb. 12-15 in the Middle School lobby for NHS/NMS students. Family night evening hours are 5:00 – 7:00 p.m. on Monday, Feb. 12th.

**E. Transportation & Safety Committee – Chairperson Winston Wyckoff, III**

1. The goal of the Norwayne School District is to provide each child with a full day of school instruction and related activity for each day of the adopted

school calendar. This goal is based on the assumption that weather and road conditions are not hazardous.

Under conditions of hazardous weather or roads, school may be delayed or cancelled for the day. Wooster radio, WQKT 104.5 FM and WKVX 960 AM will broadcast school delay or closing information by 6:00 a.m. Information will also be broadcast on Cleveland TV stations, Channels 3, 5, 8 and 19. If conditions indicate that a delay will permit school to open (fog, ice, etc.) bus runs may be delayed for one or two hours. If conditions do not improve during the delay, schools may be dismissed for the day. Please stay tuned to the radio or television for updates.

2. If you wish to join the new District alert notification system, text YES to 87569 or 79041, and your number will be added.

- F. Policy Committee – Chairperson Kirk Gasser  
*(Copies of all policy proposals are available for public review and/or input per Board Policy BFC.)*

Policies on first reading:  
KGB, Public Conduct on District Property

- G. Audit/Finance/Technology Committee – Chairperson Doug Ingold

1. The ACT test will be given to Norwayne Juniors on February 27th.

- H. Superintendent’s Report – Kevin Leatherman

1. January 1st enrollment by building:

Elementary School	568
Middle School	313
High School	401
Career Center	<u>37</u>
Total	1,319

**Vote: Yes: Ingold, Gasser, Rupp, Wyckoff, Smith.**

**VIII. SUPERINTENDENT’S AGENDA – NEW BUSINESS - Superintendent Kevin Leatherman**

**2024-12 Rupp moved and Wyckoff seconded the motion to approve the Superintendent’s Agenda – New Business:**

- A. Personnel Items

**Professional Staff**

Melanie Hawley – NES Kindergarten Teacher, accept letter of resignation effective May 31, 2024.

**Support Staff –**

Josh Chaffin - Approve hire as district Bus Driver

**Supplemental Staff** – pending proper certification/licensure

**Baseball:**

Eric Kachline - Varsity Assistant Coach  
Trent Barstow - Volunteer Varsity Assistant  
Cory Fankhauser - JV Assistant – Split Stipend

**Softball:**

Bree Gill – Varsity Head Coach  
Mike Gill – Varsity Assistant  
Alli Cherry – JV Coach - Split Stipend  
Jenna Geiser – JV Coach - Split Stipend

**Track**

High School

Bri Indorf – Head Girls Coach  
Brevin Harris – Assistant Girls Coach  
Jacob Morgan - Head Boys Coach  
Tiah Wingate - Assistant Boys Coach  
Logan Studer - Pole Vault Coach

Middle School

Scott Norman – Grade 7/8 Boys Coach  
Michelle Vance – Grade 7/8 Girls Coach

**Tennis:**

Joe Chaffin – Head Coach

**eSports**

Matt Smith - Spring Advisor

- B. Professional and/or support staff professional leave requests (according to Board Policy GCBD):

<u>Employee</u>	<u>Conference</u>	<u>Date</u>	<u>Reg. Fee</u>
Jacob Morgan	Track & Field Coach’s Clinic	1/26/24	\$90

- C. Board’s consideration/approval of the Norwayne Grade 8 trip to Washington, DC This trip is planned for May 22 – 25, 2024. Keith Kerns trip coordinator is seeking Board approval of this out-of-state trip as per Board Policy IICA-R.

**Vote: Gasser, Rupp, Wyckoff, Smith, Ingold.**

**ADJOURNMENT**

*The February Regular Meeting of the Norwayne Local Board of Education is scheduled to meet in the Norwayne Elementary School Library on Monday evening February 26, 2024 at 4:00 p.m. Hearing of the Public 5:00 p.m.*

**2023-13 Rupp moved and Gasser seconded the motion to adjourn.**

**Vote: Yes: Rupp, Wyckoff, Smith, Ingold, Gasser.**

With no further business, the meeting adjourned at 5:34 PM.

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**Board President**

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**Treasurer**