

# RECORD OF PROCEEDINGS

Minutes of Norwayne Local School District  
Board of Education  
Regular Meeting

Held at 4:00 PM Norwayne High School Library March 25, 2024

The March 2024 Regular Meeting of the Norwayne Local Board of Education was held on Monday, March 25, 2024 at Norwayne High School. Having due notice, the following board members were present: Kirk Gasser, Doug Ingold, Earl Rupp, Angie Smith and Winston Wyckoff, III.

## **CALL TO ORDER – President Doug Ingold**

### **Pledge of Allegiance (Official Opening of the Business Meeting)**

**2024-21 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 and matters required to be kept confidential at 4:01 pm.**

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

**2024-22 Smith moved and Wyckoff seconded the motion to reconvene the open session at 5:01 pm.**

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

## **WELCOMING AND ACKNOWLEDGMENT OF GUESTS - President Doug Ingold**

The Norwayne Local Board of Education is pleased to officially welcome guests attending the meeting. Each guest is asked to identify him/herself to the Board by signing the meeting attendance sheet. Those who desire to address the Board under the 'Hearing of the Public' portion of the meeting agenda are asked to place an (X) beside their name.

The Board wishes to thank you for attending the meeting and for your interest in our schools. Those who have indicated their desire to address the Board may do so under Item IV (Hearing of the Public). Per Board Policy BDDH.

Lydia Stahl addressed the board with questions that included how the district handles the death of a student, the April 8th Eclipse day and the processes in place for the district's therapy dog.

**2024-23 Smith moved and Wyckoff seconded the motion to move back into executive session for the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and matters required to be kept confidential at 5:19 pm.**

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

**2024-24 Wyckoff moved and Gasser seconded the motion to reconvene the open session at 5:25 pm.**

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

**2024-25 Rupp moved and Gasser seconded the motion to adopt the March 25, 2024 agenda as modified.**

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.

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

**2024-26 Wyckoff moved and Smith seconded the motion to approve the Treasurer's Business items as presented:**

**TREASURER'S BUSINESS – Nicole Peters**

A. Approve the minutes of the February 26, 2024 Regular Board Meeting.

B. Approve the February 29, 2024 Bank Reconciliation and Financial Reports:

Receipts: \$ 2,710,516.78                      Expenses: \$ 1,610,475.52

C. Accept the following donations:

|  |          |                              |
|--|----------|------------------------------|
| Norwayne Athletic Boosters                       | \$957.99 | NHS Track Camera Pole Timing |
| System Edward, Arlene & Kaye<br>Maibach Fund     | \$873.21 | Norwayne Elementary Library  |
| Loyal Order of Moose                             | \$1,662  | Norwayne HS Girls Soccer     |
| Murray Funeral Home<br>In Memory of Larry Hanzie | \$200    | Norwayne HS Boys Basketball  |
| Chevy of Wooster, Dale Wolf                      | \$620.30 | Norwayne HS Baseball Program |
| Loyal Order of Moose                             | \$475    | NHS Boys Track Team          |

D. Approve Game Workers for Winter Season:

Girls Basketball

|                    |                  |       |
|--------------------|------------------|-------|
| Brian West         | Site Manager     | \$100 |
| NHS Girls Soccer   | Ticket Scanners  | \$40  |
| NHS Robotics Class | Ticket Takers    | \$300 |
| Alyssa Shoup       | Clock Operator   | \$300 |
| Donald Shoup       | Scorebook Keeper | \$660 |

Boys Basketball

|                  |                          |       |
|------------------|--------------------------|-------|
| NHS Girls Soccer | Ticket Takers            | \$390 |
| Mary Besancon    | Scorebook, 22 Games      | \$660 |
| Tyler Hanzie     | Clock Operator, 10 Games | \$300 |

Boys Basketball Sectional Semi, 2/27/24

|                  |                     |       |
|------------------|---------------------|-------|
| Tyler Hanzie     | Scoreboard Operator | \$30  |
| Mary Besancon    | Scorebook           | \$30  |
| Beth Lea         | Site Manager        | \$100 |
| Brianne McHugh   | Trainer, 3 hours    | \$60  |
| NHS Girls Soccer | Ticket Scanner      | \$40  |

Boys Basketball Sectional Final, 3/1/24

|                |                  |      |
|----------------|------------------|------|
| Brianne McHugh | Trainer, 3 hours | \$60 |
| Tyler Hanzie   | Clock Operator   | \$30 |

|                                     |                                 |         |
|-------------------------------------|---------------------------------|---------|
| Mary Besancon                       | Scorebook                       | \$30    |
| NHS Girls Soccer                    | Ticket Scanning                 | \$40    |
| Beth Lea                            | Site Manager                    | \$100   |
| <u>Girls Division IV Tournament</u> |                                 |         |
| Beth Lea                            | Facilities Manager              | \$400   |
| Adam Indorf                         | Scoreboard                      | \$100   |
| Scott Coy                           | Timer, Announcer,<br>Scoreboard | \$150   |
| Jenna Rupp                          | Ticket Taker                    | \$150   |
| Mary Besancon                       | Score Keeper                    | \$150   |
| Tim Heckler                         | Custodian                       | \$200   |
| Tyler Hanzie                        | Scoreboard-Timer                | \$75    |
| Andy Froelich                       | District Manager                | \$1,175 |
| Brianne McHugh                      | Trainer                         | \$150   |
| Girls Basketball                    | (Donation)                      | \$150   |

- E. Approve a \$500 stipend to Denise Grimes for completing LETRS2 Training and Case Study.
- F. Approve Workers Comp Administration for 2025 with Sedgwick at a cost of \$1,000.
- G. Approve the Resolution to increase the Budget Reserve Fund from \$500,000 to \$1,250,000.

The Board of Education of the Norwayne Local School District met in regular session on March 25, 2024, commencing at 4:00 p.m., in the library at Norwayne High School, Creston, Ohio, with the following members present:

Kirk Gasser    Doug Ingold  
Earl Rupp    Angie Smith  
Winston Wyckoff , III

The notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Wyckoff moved the adoption of the following resolution:

RESOLUTION

**A RESOLUTION TO INCREASE THE DISTRICT’S GENERAL FUND CASH RESERVE IN THE INTERESTS OF SOUND FISCAL MANAGEMENT.**

WHEREAS, Ohio school district revenues and expenditures can fluctuate significantly over time, depending on matters that cannot always be foreseen and/or that may not be completely within a school district's control, including, among other things: the biennial State budget; macroeconomic forces affecting property values, tax delinquency rates, foreclosure rates, health care costs, and rates of return on invested funds; tax levy election outcomes; actions of the federal government such as budget sequestration; property tax abatements; settlements of claims; special education needs; and permanent improvement needs; and

WHEREAS, this Board has previously determined it to be in the best interests of the District and consistent with general principles of sound fiscal management to establish and maintain a General Fund cash reserve (the "General Fund Reserve") in the amount of \$500,000;

WHEREAS, this Board seeks to further reduce or avoid the material disruption and contraction of this District's educational program, including staffing reductions, that may be caused by such significant fluctuations, as well as ancillary effects such as a negative impact upon a credit rating that could ultimately increase borrowing costs to taxpayers by increasing the General Fund Reserve from \$500,000 to \$1,250,000 to cover General Fund operating expenses for a 30-day period of time, commencing in Fiscal Year 2024,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Norwayne Local School District, Counties of Wayne and Medina, State of Ohio, that:

Section 1. To help further stabilize the District's budgets against changes in revenues and expenditures and to provide for 30 days of General Fund operating expenses, this Board hereby increases the appropriation of the reserve balance account within the General Fund of the District from \$500,000 to \$1,250,000 and directs that it be funded with additional unencumbered General Fund deposits, thus constituting the General Fund Reserve for Fiscal Year 2024. The General Fund Reserve shall be maintained at \$1,250,000 at the outset of each fiscal year, unless and until this Board takes further action.

Section 2. This Board hereby directs the Treasurer to undertake any and all actions that may be necessary and appropriate to carry out the intent and purpose of this Resolution, including but not limited to making provision for the General Fund Reserve in budgets, appropriations measures and forecasts, otherwise reflecting the aforesaid reserve balance account (or "special cost center") on the books and records of the District, and transferring District funds and making associated accounting entries, all within the parameters herein established. Whenever the Treasurer forecasts that the balance of the General Fund Reserve will need to fall below the level set forth in this Resolution in order to meet forecasted General Fund expenses within the then-current or subsequent fiscal year, the Treasurer shall immediately inform the Board of same and shall provide the Board with alternatives for consideration. Funds constituting the General Fund Reserve shall be expended only upon a majority vote of the Board for instructional purposes as recommended by the Superintendent.

Section 3. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 4. This Resolution shall be in full force and effect from and immediately upon its adoption.

Smith seconded the motion.

Upon roll call on the adoption of the resolution, the vote was as follows:

|                    |            |                             |            |
|--------------------|------------|-----------------------------|------------|
| <u>Earl Rupp</u>   | <u>Yes</u> | <u>Winston Wyckoff, III</u> | <u>Yes</u> |
| <u>Angie Smith</u> | <u>Yes</u> | <u>Doug Ingold</u>          | <u>Yes</u> |
|                    |            | <u>Kirk Gasser</u>          | <u>Yes</u> |

### **TREASURER'S CERTIFICATION**

The above is a true and correct excerpt from the minutes of the regular meeting of the Board of Education of Norwayne Local School District, Ohio, held on March 25, 2024, 4:00 p.m., in the library at Norwayne High School, Creston, Ohio of which having been established at the Board's organizational session in January 2024, showing the adoption of the resolution hereinabove set forth.

Dated: March 25, 2024

  
\_\_\_\_\_  
Treasurer of the Board of Education  
Norwayne Local School District, Ohio

- H. Approve 2-year contract with Frontline Education for the Absence & Substitute Management System for \$8,897.64 for year 1 and \$9,387.01 for year 2.
- I. Approve contract agreement with LLA Therapy to service students placed at LEAP for the 2024-2025 school year.
- J. Approve 2-year contract with EJ Therapy for professional licensed therapists/specialists services to Norwayne Local School District students for the 2024-2025 and 2025-2026 school years.

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

### **PRESIDENT'S BUSINESS – Doug Ingold**

- A. Announcements/Correspondence/Introductions/Recognition

1. Congratulations to Mrs. Beth Smith, Mr. Lance Larrison and the Norwayne Players drama group for their excellent and entertaining production of *Hello Dolly!* Thank you to the following Orchestra members who graciously donated their time for rehearsals and performances: Barb Bowers, Mary Larrison, Steve Krak and John Weyrauch.
2. Congratulations to Ms. VanTyne, Mrs. Noyes-Johnson and the following students: Scott Armstrong, Kya Csapo, Caleb Haynes, Blake Simmons, Olivia Stoudmire, Halea Taylor, Zavier Wenninger, Morgan Wiles and Jady N Winkler for earning their State FFA Degree. This is a Norwayne FFA Chapter Record!
3. Congratulations to Mr. Larrison and the Norwayne Middle School Academic Challenge Team for their 1st Place Finish at the recent Tri-County Tournament.

**2024-27 Wyckoff moved and Rupp seconded the motion to accept the committee reports and approve the recommendations.**

#### **BOARD COMMITTEE REPORTS/RECOMMENDATIONS**

- A. Buildings & Grounds Committee – Chairperson, Earl Rupp
  1. 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.
  2. Permanent Improvement (P.I.) items for the Board’s approval:
    - a. None at this time
- B. Communications & One Needs Assessment Committee (ONA) – Chairperson, Angie Smith
  1. Ohio Department of Education & Workforce Spring Testing will begin April 16th.
- C. Transportation & Safety Committee – Chairperson, Winston Wyckoff, III
  1. Trial of the stop arm (exterior) cameras is over. It was very successful as we reported over 10 violations for just 2 buses over 2 months’ time.
  2. The Safety Committee Meeting is scheduled for April 10.
  3. We are always looking for new persons to put through bus driver training.
  4. Approve sale of Bus #5 to Mike & B’s (bus junkyard) for \$1,800.
- D. Policy Committee – Chairperson, Kirk Gasser

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

Policy on second reading:  
IKF Graduation Requirements

Policy on first reading:  
DBE General Fund Cash Balance Reserve  
EEACC-E School Bus Discipline Notification (Also JFCC-E)  
IGBEA-R Reading Skills Assessment and Intervention

E. Audit/Finance/Technology Committee – Chairperson, Doug Ingold

1. The ACT testing of Grade 11 student was completed on February 27th

F. Superintendent’s Report – Kevin Leatherman

1. March 1st enrollment by building:

|                   |           |
|-------------------|-----------|
| Elementary School | 570       |
| Middle School     | 312       |
| High School       | 396       |
| Career Center     | <u>37</u> |
| Total             | 1,315     |

G. Other Board Matters

1. WCSCC Board Representative’s (Zach Bolinger) report on the Career Center Board events and/or meeting(s).
2. Acknowledge receipt of the Tri-County ESC Business Advisory Council Consortium Annual Joint Statement

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

**SUPERINTENDENT’S AGENDA – NEW BUSINESS – Superintendent Kevin Leatherman**

**2024-28 Gasser moved and Rupp seconded the motion to approve the superintendent’s agenda:**

A. Personnel Matters

**Professional Staff**

Cassandra Mey – Norwayne Middle School Language Arts Teacher - approve request for extension of Maternity Leave of Absence from 4/29/24 – 5/24/24.

Bethany Lehman – Norwayne High School Art Teacher - approve letter of resignation effective June 30, 2024.

Laura Brown – Norwayne Elementary School Music Teacher – approve letter of resignation effective June 1, 2024.

**Support Staff**

Roberta Heckler – Middle School Custodian - approve letter of resignation for retirement effective July 31, 2024.

Kayla Gray – Elementary School Cafeteria Assistant – approve letter of resignation effective March 28, 2024.

**Supplemental Staff** – pending proper certification/licensure  
Beth Smith – NHS Speech Contest Advisor

Approve the following Service Contracts for the *Hello Dolly!* Musical:  
Andrea Gerber - \$850 Pianist for rehearsals and performances  
Ashley Armstrong - \$100 for playing trumpet for 2 performances  
Douglas Patton - \$250 for playing trombone for rehearsals and performances

- B. Board's consideration/approval of the planned activities for the 2024 Norwayne High School Prom scheduled for Saturday, May 4th. This year's itinerary will be as follows: Grand March in the High School Gym at 5:00 p.m. with crowning of King, Queen, Prince and Princess to follow. Dinner dance from 6:00 to 10:00 p.m. in the Middle School Gym. After prom at Scene 75 – leave school at 10:30 p.m., return to school at 3:00 a.m.
- C. Approve Principal Dave Dreher's request for the 6th grade students to attend outdoor education at Camp Nuhop on September 4 – 6, 2024.
- D. Approve Norwayne School District School Fees and Lunchroom Fees for the 2024-25 School Year.
- E. Board's consideration/approval of the Norwayne High School Boys Basketball Program request to take a trip to Florida for 3 games on December 27 – 30, 2024. Head Coach Brian West is seeking Board approval of this out-of-state trip as per Board Policy IICA-R.

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

#### **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 22, 2024 Business Meeting 4:00 p.m.; Hearing of the Public 5:00 p.m.*

**2024-29 Smith moved and Wyckoff seconded the motion to adjourn the meeting at 6:00PM.**

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

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**Board President**

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**Treasurer**