

**STRONGSVILLE BOARD OF EDUCATION  
NOVEMBER 5, 2020  
REGULAR MEETING**

The Regular Meeting of the Strongsville Board of Education and any other items germane to the Board of Education was called to order at 7:00 p.m. on Thursday, November 5, 2020, at the **Administration Building, Meeting Room, 18199 Cook Avenue, Strongsville, Ohio**, by President, Richard O. Micko.

All members of the Board and media were notified of this meeting in compliance with Section 121.22 O.R.C., effective November 28, 1975.

The following Board Members answered Roll Call: Mrs. Bissell, Mrs. Housum, Mrs. Buckner-Sallee, Mr. Micko and Mr. Roberts.

Others present were: Dr. Cameron Ryba, Superintendent; Mr. Kyle Kiffer, Assistant-Treasurer; and Mr. David Binkley, Director of Technology.

This meeting was videotaped and is part of the official minutes.

**PLEDGE OF ALLEGIANCE**

**APPOINTMENT OF TREASURER PRO TEMPORE FOR NOVEMBER 5, 2020 BOARD OF EDUCATION MEETING**

**20-11-01** Moved by Mr. Roberts to appoint Mr. Kyle Kiffer as Treasurer Pro Tempore for the November 5, 2020 Board of Education Meeting, seconded by Ms. Housum and approved on a roll call vote as follows:

Mr. Roberts, yes; Mrs. Housum, yes; Mrs. Bissell, yes;  
Mrs. Buckner-Sallee, yes; Mr. Micko, yes.  
Motion carried 5-0

**DISTRICT GOALS**

Student Achievement is the District's number one goal and is balanced against Financial Prudence. Helping with both goals is Community Engagement.

**PUBLIC COMMENT**

Heena Shah, parent, spoke in support of hybrid learning especially for secondary students. She shared her reasons such as there are too many students in the high school and middle school so cannot social distance as needed. She agrees elementary students need to be in school. She asks the District to go to hybrid learning.

Shefali S. Parikh, parent, is very nervous to have students in school. She doesn't understand why secondary school is open. Neighboring communities have gone remote.

Wisam Yaghmour, high school student, expressed his concerns about being in school and shared there is an increased level of anxiety. He stated there is a lack of mask enforcement and a lack of social distancing in hallways and lunchrooms. He would like the District to go to hybrid learning. If school remains open, rules should be enforced. He has noticed teachers pulling their masks down or taking them off and they should be reprimanded as well.

## **PUBLIC COMMENT** (continued)

Vardaan Shah, student, shared a student's perspective about being in school. He said there are too many people not enough room. Social distancing is extremely difficult to enforce. There is no social distancing in hallways. Many do wear masks properly, but many take them off. His largest concern is some teachers are not wearing masks and are not enforcing students to wear masks. He believes hybrid is the best scenario.

Aryan Parikh, student, also shared his concern about social distancing in hallways and classrooms. Early in the day, staff members are there telling students which way to go. Late in day, there is no staff member directing hallway traffic. It is very difficult for social distancing during lunch. He feels there is a lack of communication between teachers and administration.

Autumn Offenberger, student, is enrolled in the SOLO program. She comes in for one period a day for music. Her concern is teachers not wearing masks. She reported it to the principal. She feels there should be reprimands for both teachers and students.

Param Oswal, student, stated although we don't know how many cases are reported he is aware of one student and one staff member. Lunch monitors do not enforce masks. Tables are not cleaned properly. Air is not sanitized. He would like the District to go to hybrid learning.

Scott Storm, parent, stated the District has come a long way in a short period of time. He is hopeful that the new SCS Connects platform will be successful in providing the students with a premium educational experience. Thank you to Board for listening, responding, engaging, taking responsibility. Thank you for advocating for the remote students and for providing the tools they need. We know you will continue to listen. Thank you to Administration and all who have helped. Thank you to teachers. Thank you to the community.

In response, Dr. Ryba stated the students' messages have already been shared with the Principal as some of the students speaking this evening are in his Superintendent's Advisory group. Dr. Ryba thanked the speakers for sharing their experiences. There are areas that need improvement and everyone needs to do their part. Dr. Ryba told the students that it would be helpful if they would reach out to an administrator when they see anyone repeatedly not following rules. This will help to solve pervasive problems where conversations or corrective actions can take place for the benefit of health and safety. Dr. Ryba stated we will continue to work on issues. Dr. Ryba shared that the Board of Health contacts Administration when a student tests positive so he/she won't be coming to school. Dr. Ryba shared there is not a communication breakdown in cases the District is aware of. However, what is happening is students are self-quarantining so Administration doesn't always know. Dr. Ryba asks parents to let Administration know if they are quarantining. There is an anonymous online reporting system. Dr. Ryba assured the community that there has not been a positive case of COVID that has originated within the school and as of tonight, we have not seen any spread within the school district, but there is a significant increase in students and staff testing positive because of spread from outside activities. Dr. Ryba will follow up with the Principals to let them know of the comments. He asks that everyone continue to work together to help ensure we have a safe environment for all.

Mr. Micko thanked the students for stepping up and sharing their comments. The District will be rigorous with contact tracing and will quarantine as necessary to help protect the entire community.

## **SUPERINTENDENT'S REPORT**

### **A. SUPERINTENDENT**

Dr. Ryba shared an update on the SCS Connects program which was also shared during his Community Conversation earlier today. The livestream can be found on the District's website - <https://www.strongnet.org/Page/12692>. Approximately 230 families started the school year with Remote Learning 2.0, but midway through the first quarter when students returned to in-person, they wanted an asynchronous learning option. Lincoln Learning was not allowing for new students, so the District started a new learning platform, SOLO 2.0. Approximately 40% of the families want to stay in the SOLO 2.0 program.

## **SUPERINTENDENT'S REPORT** (continued)

### **A. SUPERINTENDENT** (continued)

One thing heard throughout the focus group feedback is that more live instruction and connections to the classroom was needed, so the SCS Connects program was developed. SCS teachers will be paired with an SCS Connects teacher to collaborate and connect in-person students with those learning virtually through a combination live streamed/remote learning experience. The SCS teacher and SCS Connects teacher will collaborate to support all learning, with the SCS teacher taking the lead in facilitating learning for in-person students and the SCS Connects teacher facilitating learning for students at home. Dr. Ryba shared a list of student benefits with this new program. Every student in the SOLO 2.0 program, if interested, can have a spot in the SCS Connects program. Currently, there are nine SOLO 2.0 classrooms and nine SCS Connects classrooms.

Dr. Ryba explained a few program variations. Half day Kindergarten will not include an SCS Connects partnership or livestreaming, but there is a tuition-free full day kindergarten SCS Connects option. Third/Fourth grade will begin with an SCS Connects experience in ELA and Mathematics. Science and Social Studies will begin as a Remote Learning 2.0 experience with the SCS Connects teacher only. Live streaming of Science and Social Studies will be phased in. Fifth grade will provide an SCS Connects experience in ELA and Social Studies. Mathematics and Science will be a Remote Learning 2.0 experience with the SCS Connects teacher only.

The SCS Connects teachers will be newly hired teachers who are mostly working in the district already fulfilling long-term positions. They will be employed by the District for the remainder of the 2020-21 school year.

Dr. Ryba shared a timeline and next steps for the implementation of the SCS Connects program. The parent enrollment survey must be completed by Monday, November 9, 2020 at 8:00 a.m. Class sections will be finalized by November 11 and teachers finalized by November 10. SCS Connects teacher shadowing and introductory virtual meetings with students will be done November 12 and 13. The SCS Connects start date will be November 16. Teacher assignments will be communicated no later than November 11.

The Parent enrollment survey for students in the SOLO 2.0 must also be completed by Monday, November 9. Students can remain in SOLO 2.0 for the remainder of the school year, they can return to In-Person learning on November 16<sup>th</sup>, or they can enroll in the SCS Connects program that also begins on November 16<sup>th</sup>. There is a grace period where a student can withdraw from SOLO 2.0 which is December 18<sup>th</sup>. After December 18<sup>th</sup>, the student must remain in the SOLO 2.0 program for the remainder of the year.

The Parent enrollment survey for students in the Lincoln Learning program must also be completed by Monday, November 9. Students can remain in Lincoln Learning for the second semester, they can return to In-Person learning beginning January 4, 2021, or they can enroll in the SCS Connects program that begins on November 16<sup>th</sup> if openings are available after SOLO 2.0 enrollment.

For In-Person Learners who would like a virtual learning program, the parent enrollment survey must be completed by Monday, November 9. Students can enroll in either SOLO 2.0 or SCS Connects as long as openings are available after SOLO 2.0 and Lincoln Learner enrollment is complete. Both virtual learning programs begin November 16<sup>th</sup> and assignments will be communicated no later than November 11<sup>th</sup>.

Once enrollment is finalized – it is finalized.

An FAQ was shared in an email and slides from this evening's presentation will be shared tomorrow - [www.strongnet.org](http://www.strongnet.org).

## **SUPERINTENDENT'S REPORT** (continued)

### **A. SUPERINTENDENT** (continued)

Dr. Ryba fielded questions from the Board.

#### 1. Discussion Item – 2020-2021 School Year Restart Plan

Board discussion was had on the learning framework for the week of November 9<sup>th</sup>. Mr. Micko started by sharing the number of COVID cases reported by the Governor today by county. All three counties, Cuyahoga, Medina, and Lorain are now in red.

Dr. Ryba shared the Strongsville City Schools COVID-19 dashboard numbers which show nine active isolations and 99 quarantines. Social interactions outside of school and outside of work are causing the cases to spread.

Mrs. Buckner-Sallee voiced her opinion to change the learning framework. She would prefer remote learning but will accept hybrid. She shared her reasons.

Dr. Ryba explained his statement regarding the virus has not originated within the school. When contact tracing is done, there is a clear pathway showing the virus started outside the school.

Dr. Ryba responded to Mr. Micko's question about how the District can make hybrid learning a better educational experience for our students. Both the middle school and high school principals have a plan developed and will meet with their teachers tomorrow to start looking at how to enhance and evolve blended learning. Dr. Ryba has confidence in the leadership and staff that given the charge to make blended learning better, they will do it. A decision has not been finalized as to what will happen on Fridays; i.e. instructional days or asynchronous days. Dr. Ryba needs to follow up with secondary principals.

Mrs. Bissell asked if students in the audience could be invited to speak on their experiences.

Two students, Aryan Parikh and Autumn Offenberger, shared their experiences and comments and both prefer the blended/hybrid framework. They both appreciated having Fridays available for office hours and also using Fridays to recuperate/mental health days. Both felt blended learning was an excellent framework and a good compromise. Of the three learning frameworks - totally remote, five full days in person, or blended/hybrid learning - they feel blended/hybrid is the best way to go.

Discussion continued and each member of the Board shared comments and concerns regarding the Corona Virus and the best framework to implement for our students and families. After much discussion, Mr. Roberts recommended moving to the hybrid framework through the Thanksgiving break.

Dr. Ryba stated that should the Board vote to move to blended learning, the staff will continue to provide the best possible experience for the students. The Administration will continue to problem solve issues such as mask compliance, crowded hallways and lunchroom. The Student Code of Conduct Committee met and created a progressive discipline plan to address consequences for not wearing masks.

The conversation in regards to moving to blended learning applies to middle school and high school students only. The framework for preschool and elementary students will continue as in-person. The learning framework will be reevaluated at the November 19<sup>th</sup> Board of Education meeting.

**SUPERINTENDENT'S REPORT** (continued)

**A. SUPERINTENDENT** (continued)

1. Discussion Item – 2020-2021 School Year Restart Plan (continued)

**20-11-02** Moved by Mr. Roberts to move high school and middle school students to the hybrid/blended learning framework from November 9 through November 24<sup>th</sup>. All preschool/elementary school students will continue to stay in school five days a week from November 9<sup>th</sup> through November 24<sup>th</sup>. The learning framework will be reevaluated at the November 19<sup>th</sup> meeting, seconded by Ms. Buckner-Sallee and approved on a roll call vote as follows:

Mr. Roberts, yes; Mrs. Buckner-Sallee, yes; Mrs. Bissell, yes;  
Mrs. Housum, no; Mr. Micko, no.  
Motion carried 3-2

**B. BUSINESS SERVICES**

1. Discussion Item – Facility Rental Procedures

In Mr. Breckner's absence, Dr. Ryba presented the Business Service's report.

Dr. Ryba explained that the District has Board Policy and Administrative Guidelines that detail rental fees based on what type of organization is requesting use of a facility. Dr. Ryba explained the rates and reason for fees. The recommendation for facility rentals is to keep the rates the same as last year but to add a \$50 charge as a COVID expense for weekend events that are longer than two hours in duration. This will cover the cost of sanitizing occupied spaces and bathrooms during the event and after the event is completed. This charge will also pay for the additional chemicals that will be used to sanitize and disinfect. There will be specific procedures and policies specific to COVID for both non-athletic groups and for athletic groups. Dr. Ryba shared the details. Anyone applying to use a facility will be given the guidelines.

2. District Rental Fee Rates

Per Board Policy, District Rental Fee Rates must be approved annually. The money collected for custodial fees is used to reimburse the District for custodial costs incurred and the rental rates go towards building maintenance and repairs.

**20-11-03** Moved by Mr. Roberts that the Board of Education accepts the Schedule of Rental Fees for the 2020-2021 school year for the District, as listed in the Exhibit, seconded by Ms. Housum and approved on a roll call vote as follows:

Mr. Roberts, yes; Mrs. Housum, yes; Mrs. Bissell, yes;  
Mrs. Buckner-Sallee, yes; Mr. Micko, yes.  
Motion carried 5-0

(Exhibit A)

**SUPERINTENDENT'S REPORT** (continued)

**C. CURRICULUM**

- \*1. Service Agreement – McKeon Education Group (MEG), Inc. (572-Title I Fund, Pass Through Portion)

**Resolution 20-11-04**

Be it resolved upon the recommendation of the Superintendent that the Board of Education enters into an agreement with McKeon Education Group (MEG), Inc. in the amount of \$14,307.00 for one Part-Time Title I Instructor to service pupils attending Sts. Joseph and John School under Title I Federal Funding administered to approved non-public schools by local districts.

(Exhibit B)

- \*2. Service Agreement – McKeon Education Group (MEG), Inc. (572-Title I Fund, Pass Through Portion)

**Resolution 20-11-05**

Be it resolved upon the recommendation of the Superintendent that the Board of Education enters into an agreement with McKeon Education Group (MEG), Inc. in the amount of \$7,153.71 for one Part-Time Title I Instructor to service pupils attending Bethel Christian Academy under Title I Federal Funding administered to approved non-public schools by local districts.

(Exhibit C)

- \*3. Service Agreement – McKeon Education Group (MEG), Inc. (572-Title I Fund, Pass Through Portion)

**Resolution 20-11-06**

Be it resolved upon the recommendation of the Superintendent that the Board of Education enters into an agreement with McKeon Education Group (MEG), Inc. in the amount of \$3,576.86 for one Part-Time Title I Instructor to service pupils attending Incarnate Word Academy under Title I Federal Funding administered to approved non-public schools by local districts.

(Exhibit D)

4. Overnight Trip – Strongsville High School Boys' Varsity and Junior Varsity Basketball Teams

**Removed from agenda. No overnight trips during the virus until further notice.**

**CONSENT CALENDAR**

**20-11-07** Moved by Mr. Roberts to approve the Consent Calendar, with the removal of Curriculum Item C4, Overnight trip for boys' basketball teams, seconded by Mrs. Housum and approved on a roll call vote as follows:

Mr. Roberts, yes; Mrs. Housum, yes; Mrs. Buckner-Sallee, yes;  
Mrs. Bissell, yes; Mr. Micko, yes.  
Motion carried 5-0

**BOARD OF EDUCATION / OTHER**

None

**EXECUTIVE SESSION**

**20-11-08** Moved by Mr. Roberts to enter into Executive Session to consider the employment of a public employee, to consider the sale of property at competitive bidding, and to prepare for negotiations with public employees concerning their compensation or other terms and conditions of their employment, seconded by Mrs. Housum and approved on a roll call vote as follows:

Mr. Roberts, yes; Mrs. Housum, yes; Mrs. Bissell, yes;  
Mrs. Buckner-Sallee, yes; Mr. Micko, yes.  
Motion carried 5-0

Entered into Executive Session at 8:55 p.m.

Resumed public session at 10:25 p.m.

**ADJOURNMENT**

**20-11-09** Moved by Mr. Roberts to adjourn the Strongsville Board of Education Regular Work Session, seconded by Mrs. Housum and approved on a roll call vote as follows:

Mr. Roberts, yes; Mrs. Housum, yes; Mrs. Bissell, yes;  
Mrs. Buckner-Sallee, yes; Mr. Micko, yes.  
Motion carried 5-0

Meeting adjourned at 10:28 p.m.

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Richard O. Micko, President

\_\_\_\_\_  
George K. Anagnostou, Treasurer

## EXHIBIT A

\*Rental of these areas may require the presence of applicable school personnel and related hourly fee

### High School

Auditorium*	\$150.00/hour	
Little Theater	\$50.00/hour	
Media Center	\$50.00/hour	
Computer Lab	\$35.00/hour	
Classroom	\$30.00/hour	
Cafeteria/Lunchroom	\$80.00/hour	
Main Gymnasium	\$100.00/hour	
Auxiliary Gymnasium	\$50.00/hour	
Locker Rooms/Showers	\$10.00/hour	
Athletic Fields with Lights	\$300.00/hour	
Athletic Fields without Lights	\$150.00/hour	
Full use of Pat Catan Stadium <i>(e. Locker Rooms, Press Box, Restrooms, Scoreboard)</i>	\$2000.00	(6 hour max, additional time at hourly rate)
Baseball Field/Softball Field	\$50.00/hour	
Tennis Courts	\$50.00/hour	
Planetarium	\$30.00/hour	
Kitchen*	\$20.00/hour	

### Middle School

Auditorium*	\$150.00/hour
Media Center	\$30.00/hour
Classroom	\$30.00/hour
Cafeteria/Lunchroom	\$80.00/hour
Main Gymnasium	\$100.00/hour
Auxiliary Gymnasium	\$50.00/hour
Locker Rooms/Showers	\$10.00/hour
Athletic Field	\$150.00/hour
Kitchen*	\$20.00/hour

### Elementary Schools/Preschool

Multipurpose Room/Lunchroom	\$20.00/hour
Classroom	\$15.00/hour
Media Center	\$15.00/hour
Kitchen*	\$20.00/hour

### School Personnel & Rates

Custodian	\$52.37/hour
Stage Supervisor, Sound Technician, Lighting Operator	\$35.00/hour
Planetarium Director	\$35.00/hour <i>(Outside school hours)</i>
Cook/Cafeteria Personnel	*Current Rate



## Service Agreement

This agreement between *McKeon Education Group, Inc.*, hereinafter referred to as *MEG, Inc.* and *Strongsville City Schools* hereinafter referred to as the School/Agency Board, is made for the purpose of providing one Title One Instructors to Sts. Joseph & John School located in Strongsville, Ohio.

### Witnesseth

*MEG, Inc.* agrees to provide one Title One Instructor to work 5.5 hours per week from November 2020 through May 2021, to be housed at St. Joseph and John School as per third party contract for the sum of \$14,307.00. *MEG, Inc.* does further agree to the following:

- a. *To abide by all Federal and State laws applicable to employment of Title One Instructors.*
- b. *To provide supervision by a licensed Supervisor including but not limited to:*
  - *Supervision of the professionals assigned to St. Joseph & John School*
  - *Review of all reports submitted by the Title One Teachers*
- c. *The professionals assigned to St. Joseph & John School duties include but are not limited to:*
  - *Provide tutoring services to qualifying students during after school hours*
  - *Developing written reports for all students receiving services*
  - *Attending meetings with parents, students and other professionals*
  - *Utilizing effective written and verbal communication with school personnel parents and students*
  - *Establishing and maintaining comprehensive plans for all students that qualify for services*
  - *Develop educational programs for students receiving services*
  - *Maintain documentation required by McKeon Education Group, Inc.*
  - *Maintain documentation required by Title One Law*

McKeon Education Group, Inc.  
Service Agreement  
Page #2

MEG, Inc. also certifies that the above services for which payment is requested will be rendered on specific dates and times as determined by the MEG, Inc. and the school district. MEG, Inc. will invoice the school district on or about the 15<sup>th</sup> of each month beginning in November 2020 and concluding in May 2021. Payments on invoices are due the 25<sup>th</sup> of the month they are received.

McKeon Education Group, Inc.

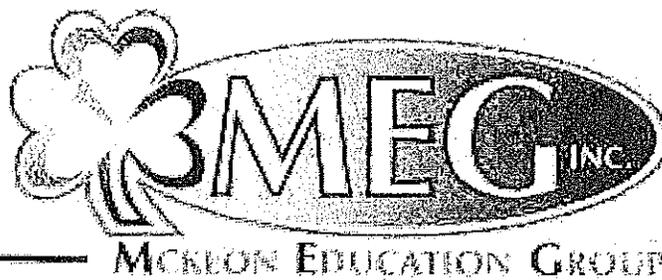
By: Kelly M. McKeon, President 10-18-20  
Signature & Title Date

Address: 656 Continental Drive  
Sagamore Hills, OH 44067  
Tax Identification Number: 73-1672066

Strongsville City Schools

By: \_\_\_\_\_  
Signature & Title Date

Address: Administrative Office, 13200 Pearl Road, Strongsville, Ohio 44136



## Service Agreement

This agreement between *McKeon Education Group, Inc.*, hereinafter referred to as *MEG, Inc.* and *Strongsville City Schools* hereinafter referred to as the School/Agency Board, is made for the purpose of providing one Title One Instructors to Bethel Christian Academy (BCA) for students that reside in Strongsville, Ohio.

### Witnesseth

*MEG, Inc.* agrees to provide one Title One Instructor to work 3 hours per week from November 2020 through May 2021, to be housed at Bethel Christian Academy as per third party contract for the sum of \$7,153.71. *MEG, Inc.* does further agree to the following:

- a. *To abide by all Federal and State laws applicable to employment of Title One Instructors.*
- b. *To provide supervision by a licensed Supervisor including but not limited to:*
  - *Supervision of the professionals assigned to BCA*
  - *Review of all reports submitted by the Title One Teachers*
- c. *The professionals assigned to BCA duties include but are not limited to:*
  - *Provide tutoring services to qualifying students during after school hours*
  - *Developing written reports for all students receiving services*
  - *Attending meetings with parents, students and other professionals*
  - *Utilizing effective written and verbal communication with school personnel parents and students*
  - *Establishing and maintaining comprehensive plans for all students that qualify for services*
  - *Develop educational programs for students receiving services*
  - *Maintain documentation required by McKeon Education Group, Inc.*
  - *Maintain documentation required by Title One Law*

McKeon Education Group, Inc.  
Service Agreement  
Page #2

MEG, Inc. also certifies that the above services for which payment is requested will be rendered on specific dates and times as determined by the MEG, Inc. and the school district. MEG, Inc. will invoice the school district on or about April 1, 2021 for the entire amount. Payment on the invoice is due the 5<sup>th</sup> of the month following the date the invoice is received.

McKeon Education Group, Inc.

By: Henry M. McKeon, President 10-18-20  
Signature & Title Date

Address: 656 Continental Drive  
Sagamore Hills, OH 44067  
Tax Identification Number: 73-1672066

Strongsville City Schools

By: \_\_\_\_\_  
Signature & Title Date

Address: Administrative Office; 13200 Pearl Road; Strongsville; Ohio 44136



## Service Agreement

This agreement between *McKeon Education Group, Inc.*, hereinafter referred to as *MEG, Inc.* and *Strongsville City Schools* hereinafter referred to as the School/Agency Board, is made for the purpose of providing one Title One Instructors to Incarnate Word Academy (IWA) for students that reside in Strongsville, Ohio.

### Witnesseth

*MEG, Inc.* agrees to provide one Title One Instructor to work 1 hour per week from November 2020 through May 2021, to be housed at Incarnate Word Academy as per third party contract for the sum of \$3,576.86. *MEG, Inc.* does further agree to the following:

- a. To abide by all Federal and State laws applicable to employment of Title One Instructors.
- b. To provide supervision by a licensed Supervisor including but not limited to:
  - Supervision of the professionals assigned to IWA
  - Review of all reports submitted by the Title One Teachers
- c. The professionals assigned to IWA duties include but are not limited to:
  - Provide tutoring services to qualifying students during after school hours
  - Developing written reports for all students receiving services
  - Attending meetings with parents, students and other professionals
  - Utilizing effective written and verbal communication with school personnel parents and students
  - Establishing and maintaining comprehensive plans for all students that qualify for services
  - Develop educational programs for students receiving services
  - Maintain documentation required by *McKeon Education Group, Inc.*
  - Maintain documentation required by Title One Law

McKeon Education Group, Inc.  
Service Agreement  
Page #2

MEG, Inc. also certifies that the above services for which payment is requested will be rendered on specific dates and times as determined by the MEG, Inc. and the school district. MEG, Inc. will invoice the school district on or about April 1, 2021 for the entire amount. Payment on the invoice is due the 5<sup>th</sup> of the month following the date the invoice is received.

McKeon Education Group, Inc.

By: Wesley M. McKeon, President 10-18-20  
Signature & Title Date

Address: 656 Continental Drive  
Sagamore Hills, OH 44067  
Tax Identification Number: 73-1672066

Strongsville City Schools

By: \_\_\_\_\_  
Signature & Title Date

Address: Administrative Office; 13200 Pearl Road; Strongsville, Ohio 44136