



# **BOARD OF EDUCATION**

**BUSINESS MEETING**

**MAY 17, 2022**

**AGENDA**

WELLINGTON EXEMPTED VILLAGE SCHOOL DISTRICT  
BOARD OF EDUCATION

BUSINESS MEETING  
WELLINGTON HIGH SCHOOL  
DINING HALL  
and  
via ZOOM

<https://us04web.zoom.us/j/71431973285?pwd=FhyoyelWq7FHLgOwmEieuU9eSBAgfF.1>

Tuesday, May 17, 2022  
6:00 PM

I. CALL TO ORDER – PRESIDENT

A. Pledge of Allegiance & Student Sharing

B. Attendance Roll Call

Roll Call: Mrs. Reynolds\_\_\_ Mr. Stump\_\_\_ Mrs. Kazmierczak\_\_\_ Mr. Mohrman\_\_\_ Mr. Ratliff\_\_\_  
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C. This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district’s business and is not to be considered a public community meeting. There is a time for public participation as indicated on the agenda. Those wishing to speak during the public participation portion of the meeting are required to sign in and agree to follow district procedures regarding the “Hearing of the Public”.

D. It is recommended that this agenda be approved as presented or approved as amended.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_ Mr. Stump\_\_\_ Mrs. Kazmierczak\_\_\_ Mr. Mohrman\_\_\_ Mr. Ratliff\_\_\_  
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**WELLINGTON EXEMPTED VILLAGE SCHOOLS**  
**Board of Education - Business Meeting – May 17, 2022 – 6:00 P.M.**

- E. Waive the reading of the prior minutes and approve the Minutes of the Regular Session conducted on Tuesday, April 19, 2022 and the Work Session conducted on Monday, May 2, 2022.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_\_ Mr. Stump\_\_\_\_ Mrs. Kazmierczak\_\_\_\_ Mr. Mohrman\_\_\_\_ Mr. Ratliff\_\_\_\_

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**F. Presentations**

- 1. Recognition of Retirements - Amy Bogan, Cindy Kodosky, and Ann Petersen
- 2. Recognition of Builder’s Club - Superintendent Edward Weber
- 3. Part B Funding Presentation - Director of Student Services Nancy Nimmo

**G. Administrative Reports (in person)**

- 1. Bowman
- 2. Keenan
- 3. Kubasak
- 4. Nimmo
- 5. Rutger
- 6. Telloni
- 7. Wolanski

**H. Hearing of the Public**

The Hearing of the Public will last no longer than sixty minutes with each person having five minutes to speak.

A Wellington School District Citizen must sign in and be recognized by the chair to make statements relative **to current school related issues**. The chair will limit remarks pursuant to the debate regulations of Robert’s Rules of Order.

After being called, persons wishing to speak should rise. When recognized by the chair, the individual recognized must state his/her name and address. The individual may then make a statement to the Board.

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At no time may any person make slanderous, libelous, demeaning, or derogatory remarks about any individual. Such remarks would be unacceptable and will result in the person being ruled out of order and instructed to stop speaking. Speakers should not expect questions asked by them to be answered during the meeting, however, the Board, at its discretion, may respond to such questions.

**I. Reports**

1. Athletic/Facilities – Mrs. Reynolds & Mrs. Kazmierczak
2. Finance – Mr. Stump & Mr. Mohrman
3. Strategic Planning – Mr. Stump & Mr. Ratliff
4. Policies – Mrs. Reynolds & Mrs. Kazmierczak
5. Endowment – Mr. Stump
6. OSBA/Student Achievement Liaison – Mr. Mohrman
7. J.V.S. Board – Mr. Ratliff

**II. TREASURER'S REPORT AND BUSINESS (See Attachment A)**

A. It is recommended that the following financial items be approved:

1. April 2022 Financial Statements;
2. The Amended Certificate of Estimated Resources for FY22 as presented;
3. The Amended Appropriations for FY22 as presented;
4. The updated Five-Year Forecast for FY22 as presented on May 2, 2022;
5. Authorize the Treasurer to transfer \$50,000.00 from the General Fund - Medicaid Claims account (001-9150) to the Flexible Spending Account (001-9018) to cover negative balances and future expenditures.
6. Approve the donation of \$22,945.75 to Well-Help from the donations of the Wellington Duke Pride Carnival for the Summer Food Voucher Program.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_ Mr. Stump\_\_\_ Mrs. Kazmierczak\_\_\_ Mr. Mohrman\_\_\_ Mr. Ratliff\_\_\_

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**WELLINGTON EXEMPTED VILLAGE SCHOOLS**

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**III. SUPERINTENDENT’S REPORT AND BUSINESS (See Attachment B)**

A. It is recommended that the following personnel items be approved:

1. Transfers/Reassignments:

- a) Reassign Dan Gundert from Physical Education Teacher at Westwood Elementary School to Third Grade Teacher at Westwood Elementary School effective for the 2022/2023 School Year.
- b) Transfer Margo Voss from Physical Education Teacher at McCormick Middle School to 66% Physical Education Teacher at Westwood Elementary School and 34% Physical Education Teacher at McCormick Middle School effective for the 2022/2023 School Year.
- c) Transfer Pete Keenan from Physical Education Teacher at Wellington High School to 50% Physical Education Teacher at Wellington High School and 50% Physical Education Teacher at McCormick Middle School effective for the 2022/2023 School Year.
- d) Transfer Logan Wiegand from Intervention Specialist at McCormick Middle School to First Grade Teacher at Westwood Elementary School effective for the 2022/2023 School Year.

2. Retirements:

- a) Approve the retirement of Doris Cook from Student Services Secretary effective October 10, 2022 after 23 years of service to the Wellington Exempted Village School District.

3. Disability Retirement:

- a) None

4. Resignations:

- a) Approve the resignation of John Watters from Custodian at McCormick Middle School effective April 19, 2022.
- b) Approve the resignation of Timothy Simmons from Custodian Assigned to Events effective April 30, 2022.

5. Leave of Absence:

- a) Paula Staffeld - Family Medical Leave beginning May 3, 2022 for approximately 12 weeks. Sick leave to run concurrently with FMLA.

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6. Unpaid Leave of Absence:

- a) Mary Shelton - Unpaid Leave of Absence for four (4) days: June 21, June 22, June 23 and June 24, 2022.

7. Absence Without Pay:

- a) None

8. Salary/Hours Adjustments:

- a) None

9. Employment:

- a) Hire Kathleen Dickason as a full-time Floating District Substitute Teacher & Tutor at the salary of \$125.00 per day for 186 days, effective August 23, 2022.
- b) Hire Tonya Horner as a full-time Floating District Substitute Teacher & Tutor at the salary of \$125.00 per day for 186 days, effective August 23, 2022.
- c) Hire David Schoonover as a full-time Floating District Substitute Teacher & Tutor at the salary of \$125.00 per day for 186 days, effective August 23, 2022.
- d) Hire Tracy Strait as a full-time Floating District Substitute Teacher & Tutor at the salary of \$125.00 per day for 186 days, effective August 23, 2022.
- e) Hire Morgan Takala as a full-time Floating District Substitute Teacher & Tutor at the salary of \$125.00 per day for 186 days, effective August 23, 2022.
- f) Hire Barbara Hill as a full-time Floating District Substitute Teacher & Tutor at a salary of \$120.00 per day for 186 days effective August 23, 2022.
- g) Hire the following after school tutor at \$30.00 per hour on an as needed basis; Michael Miller effective for the 2021/2022 School Year.
- h) Employ Justin Reffert for mowing and related activities from March 1, 2022 through November 30, 2022 on an as-needed basis at a rate of \$12.50 per hour - not to exceed 29 hours per week.
- i) Employ Timothy Simmons as a substitute Custodian and for mowing on an as-needed basis at a rate of \$12.50 an hour.
- j) Award a One (1) - Year Classified Employment Contract for Dennis Charlton as Cleaner (EL0) at Westwood Elementary School for the 2021/2022 school year effective April 25, 2022.

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- k) Award a One (1) - Year Classified Employment Contract for Donna McMillan as Cafeteria Helper (EL4) at Westwood Elementary School for the 2021/2022 school year effective May 9, 2022.
- l) Award One (1) - Year Certified Employment Contracts for the 2022/2023 school year to:
  - (1) Amber DeCaprio (Westwood Music Teacher 50%)
  - (2) Katherine Drost (McCormick Intervention Specialist)
  - (3) Allison Ennes (Westwood 2nd Grade Teacher)
  - (4) Caitlin Hartley (6th Grade Social Studies/7th Grade Science Teacher)
  - (5) Kelsey Kenney (McCormick Intervention Specialist)
  - (6) Kyle Metzger (Wellington High School Intervention Specialist)
  - (7) Roy Moore (McCormick CTE Teacher)
  - (8) Amy Sherman (McCormick Middle School Counselor)
  - (9) Logan Wiegand (First Grade Teacher at Westwood Elementary School)
  - (10) Robert Williams (Westwood Intervention Specialist)
- m) Award Two (2) - Year Certified Employment Contracts for the 2022/2023 and 2023/2024 school years to:
  - (1) Ashley Aguilera (Wellington High School Intervention Specialist)
  - (2) Stephanie Boyd (Westwood Computer Teacher 50%)
  - (3) Andrea Harris (Westwood Intervention Specialist)
  - (4) Kaitlin Krajcik (Wellington High School Art Teacher)
  - (5) Holly Sommerville O'Daley (Wellington High School Language Arts Teacher)
  - (6) Morgan Pilgrim (Westwood First Grade Teacher)
  - (7) Kayla Rose (Westwood Kindergarten Teacher)
  - (8) George Rosekelly (Wellington High School Science Teacher)
  - (9) Madison Virgin (McCormick Intervention Specialist)
  - (10) Matthew Wilkosz (6th Grade Science / PLTW Teacher)
- n) Award Continuing Certified Employment Contracts to:
  - (1) Lindsey Hamisfar (McCormick 4th Grade Math Teacher)
  - (2) Joseph Saunders (WHS & McCormick Social Studies Teacher)
- o) Award One (1) - Year Classified Employment Contracts for the 2022/2023 school year to:
  - (1) Nicole Bostick (Westwood Head Cook)
  - (2) Dennis Charlton (Westwood Cleaner)

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- (3) Daniel Doehr (District Skilled Maintenance)
  - (4) Grant Humphreys (McCormick Cleaner)
  - (5) Matthew Kimmich (McCormick Cafeteria Helper)
  - (6) Donna McMillan (Westwood Cafeteria Helper)
  - (7) Andrea Murner (McCormick Paraprofessional)
  - (8) Sally Norris (Special Needs Bus Aide)
  - (9) Hayley Rose (Westwood Cafeteria Monitor)
  - (10) Hayley Rose (Bus Driver)
  - (11) Savannah Rozanski (Westwood Paraprofessional)
  - (12) Mary Shelton (Westwood Head Custodian)
  - (13) Wendy Shivak (McCormick Paraprofessional)
- p) Award Two (2) - Year Classified Employment Contracts for the 2022/2023 and 2023/2024 school years to:
- (1) Danielle Bockmore (Westwood Student Specific Paraprofessional)
  - (2) Angela Conley (McCormick Custodian)
  - (3) Marcia Friend (McCormick Cafeteria Monitor)
  - (4) Stephanie King (Student Specific Paraprofessional)
  - (5) Amanda Lawson (McCormick Head Cook)
  - (6) Melanie Phillips (McCormick Cafeteria Monitor)
  - (7) Katherine Woods (Wellington High School Paraprofessional)
- q) Award One (1) - Year Contract for Jordan Burns as Social Emotional Learning and Mental Health Specialist for the 2022/2023 school year as presented.
- r) Award One (1) - Year Contract for Christa Coburn Roisman as Evaluating Therapist for the 2022/2023 school year as presented.
- s) Award One (1) - Year Contract for Kaitlyn Yakovich as School Psychologist for the 2022/2023 school year as presented.
- t) Hire the following Extended School Year (ESY) staff for the summer of 2022:
- (1) Danielle Bockmore as Student Specific Paraprofessional at a rate of \$ 13.80 per hour for 4.25 hours for a total of six (6) days.
  - (2) Savannah Rozanski as Student Specific Paraprofessional at a rate of \$ 13.80 per hour for 4.25 hours for a total of six (6) days.
- u) Hire the following staff for the summer of 2022:
- (1) Wendy Shivak as Secretary for all three summer school programs at a rate of \$16.01 per hour.

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- (2) Katie Custar as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour;
- (3) Allison Ennes as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour;
- (4) Rebecca Littleton as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour;
- (5) Alyssa Anderson as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour;
- (6) Matthew Norton as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour;
- (7) Catherine Selzer as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour;
- (8) Tonya Horner as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour;
- (9) Juliana Hicks as Teacher for the Westwood Summer Warriors program at a rate of \$30.00 per hour
- (10) Rebecca Piotrowski as Paraprofessional for the Westwood Summer Warriors program at a rate of \$13.80 per hour;
- (11) Savannah Rozanski as Paraprofessional for the Westwood Summer Warriors program at a rate of \$13.80 per hour.
- (12) Danielle Bockmore as Paraprofessional for the Westwood Summer Warriors program at a rate of \$13.80 per hour;
- (13) Jacqueline Dunlap as Paraprofessional for the Westwood Summer Warriors program at a rate of \$13.80 per hour;
- (14) Tracy Strait as Teacher for McCormick Middle School Summer School program at a rate of \$30.00 per hour;
- (15) Holly Hosack as Teacher for McCormick Middle School Summer School program at a rate of \$30.00 per hour;
- (16) Tricia Farr as Teacher for McCormick Middle School Summer School program at a rate of \$30.00 per hour;
- (17) Caitlin Hartley as Teacher for McCormick Middle School Summer School program at a rate of \$30.00 per hour.

v) Supplemental Contracts for the 2022/2023 school year:

<b>SUPPLEMENTAL</b>	<b>NAME</b>	<b>DIFFERENTIAL</b>
Varsity Football Head Coach	Robert Howells	EL7
Varsity Volleyball Head Coach	John Fell	EL5

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Varsity Girls Soccer Head Coach	Jason Gundert	EL4
Varsity Boys Soccer Head Coach	William Pabst	EL2
Varsity Cross Country Head Coach	Jeffrey Hook	EL4
Varsity Boys Golf Coach	Tom Guyer	EL8
Varsity Girls Golf Coach	Open Position	
Varsity Football Cheerleading H.S. Advisor	Catherine Selzer	EL3
Varsity Football Cheerleading 9th Grade Advisor	Whitney Standen	EL3
JV Boys Baseball Coach* (correction in title)	Matthew Norton	EL0
Instrumental Music Director	Hayley Sleggs	EL4

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds \_\_\_ Mr. Stump \_\_\_ Mrs. Kazmierczak \_\_\_ Mr. Mohrman \_\_\_ Mr. Ratliff \_\_\_

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B. It is recommended that the Wellington Exempted Village School District Board of Education approve the following items:

1. Resolutions:

- a) Authorize the Resolution with Cultural Academic Student Exchange to approve a foreign exchange student from Spain to attend Wellington High School for the 2022/2023 School Year. (See attachment).

2. Contracts:

- a) Approve the Agreement with Lorain County Community College Between Lorain County Community College Science & Mathematics Division & Wellington High School’s Agriculture Science College Tech Prep Program effective July 1, 2022 through June 30, 2023. (See attachment).
- b) Approve the Service Agreement with Educational Service Center of Medina County to provide Behavioral Consulting Services and English Language Learner Services at an amount not to exceed \$67,800.00 and \$2,480.00 respectively for the 2022/2023 School Year. (See attachment).

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- c) Approve the Service Agreement with Educational Service Center of Medina County for one (1) student to participate in the RISE Academy at a cost not to exceed \$50,000.00 for the 2021/2022 School Year. (See attachment).
  - d) Approve the Special Education Summer Tuition Contract for the Educational Service Center of Medina County Summer Enrichment Program at a cost of \$1,400.00 per student. (See attachment).
  - e) Approve the Tech Coordination Agreement with CONNECT to provide network Engineering Support and Level Two Tech Support effective July 1, 2022 through June 30, 2023 at a cost of \$103,000.00. (See attachment).
  - f) Approve the Master Service Agreement with META Solutions effective July 1, 2022 through June 30, 2023 at a cost not to exceed \$15,209.00 for Schedule I Core Services (Fiscal State Software, Student Information System Software PowerSchool, EMIS Support, and Purchasing Co-op Membership) and \$4,349.32 for Schedule II Services (INFOhio Library Services and IEP Anywhere PLUS). (See Attachment).
  - g) Approve a Supplemental Service Agreement with META Solutions effective July 1, 2022 through June 30, 2023 to provide FinalForms for the Wellington Athletic Department at a cost of \$1,478.70. (See attachment).
  - h) Approve a Supplemental Service Agreement with META Solutions effective July 1, 2022 through June 30, 2023 to provide EMIS Coordination Services at a cost not to exceed \$46,350.00. (See attachment).
  - i) Approve the Contract with QuaverEd to provide K-3 Digital Music Curriculum Resources to Westwood Elementary School for the 2022/2023 School Year at a cost of \$1,120.00. (See attachment).
  - j) Approve the Supplemental Contract with NEOLA to review and update the district policies and administrative guidelines at a cost not to exceed \$2,000.00. (See attached).
  - k) Approve two (2) Agreements for Guardian to Transport Student to the Stars and Stripes Program in Medina for the Summer 2022 program, effective June 14, 2022 (see attachments).
3. Field Trips:
- a) Approve the Off Campus Educational Experience for 6th grade students to attend a day trip to the Henry Ford Museum and Greenfield Village in Dearborn, Michigan on June 6, 2022.

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- b) Approve the Off Campus Educational Experience for the Wellington High School Band to perform at Walt Disney World in Orlando, Florida from April 1, 2023 to April 5, 2023.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_\_ Mr. Stump\_\_\_\_ Mrs. Kazmierczak\_\_\_\_ Mr. Mohrman\_\_\_\_ Mr. Ratliff\_\_\_\_

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C. It is recommended that the following sales projects/ donations/ grants be approved and if necessary the establishment of fund, appropriation, budget, and revenue accounts:

1. Grants:

- a) Wellington School Endowment Grants  
(1) Ceramic Kilns - Kaitlin Krajcik - \$5,000

2. Sales Projects:

- a) None

3. Donations:

- a) Subway donated one (1) party platter of sandwiches to Madison Virgin’s classroom for the end of year bash valued at \$39.99.
- b) Tammy Koleski, Realtor, donated sixty (60) pairs of sweatpants to the Westwood We Care Closet valued at \$40 each for a total donation of \$2,400.00.
- c) Nordson Corporation Foundation discounted seventeen (17) Cleveland Zoo Tickets by \$2.00 each for a total donation of \$34.00.
- d) Pall Gentle Dentle Care donated \$100.00 to the Wellington High School Class of 2023.
- e) VFW Post #6941 donated \$500.00 to the Wellington High School Class of 2023.
- f) The American Legion donated \$300.00 to the Wellington High School Class of 2023.
- g) Erin Bachman donated \$200.00 to the Westwood Book Fair for students who were unable to purchase books.

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- h) RPM International Inc. donated \$5,000.00 to the Wellington Duke Pride Carnival for the Summer Food Voucher Program.
- i) Ronald and Deborah Bowman donated \$200.00 to the Wellington Duke Pride Carnival for the Summer Food Voucher Program.
- j) King Realty donated \$200.00 to the Wellington Duke Pride Carnival for the Summer Food Voucher Program.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_ Mr. Stump\_\_\_ Mrs. Kazmierczak\_\_\_ Mr. Mohrman\_\_\_ Mr. Ratliff\_\_\_

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- k) Ayers Ratliff donated ninety-four (94) 9x12 engraved graduation clocks for all 2022 Wellington High School graduating seniors valued at \$39.95 each for a total donation of \$3,755.30.
- l) Ayers Ratliff donated four (4) 4x6 engraved plaques valued at \$12.00 each and five (5) certificate mounts valued at \$24.00 each to the Wellington FFA totaling \$168.00.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_ Mr. Stump\_\_\_ Mrs. Kazmierczak\_\_\_ Mr. Mohrman\_\_\_ Mr. Ratliff\_\_\_

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Total Donations = \$17,603.97  
Year-to-Date Total of Donations for 2021/2022 School Year = \$168,880.67

**IV. OLD BUSINESS**

A. None

**WELLINGTON EXEMPTED VILLAGE SCHOOLS**  
**Board of Education - Business Meeting – May 17, 2022 – 6:00 P.M.**

**V. NEW BUSINESS**

- A. FIRST READING OF NEOLA BYLAWS & POLICY REVISIONS (no action, reading only)
  - 1. Legal Alerts Provided by NEOLA from Ennis Britton Company, L.P.A.
    - a) Maintenance of Effort & Maintenance of Equity
    - b) Virtual Board Meetings Permitted Through June 2022 (HB 51)
  - 2. Bylaws and Policies (Complete Policy Revisions Attached)
    - a) Policy 1520 - Employment of Administrators
    - b) Policy 5112 - Entrance Requirements
    - c) Policy 6550 - Travel Payment & Reimbursement

**VI. COMMENTS OR STATEMENTS FROM BOARD MEMBERS**

**VII. MOTION TO MOVE TO EXECUTIVE SESSION** - Per the Ohio Revised Code 121.22(G)(1); To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official; (G)(3); discussions concerning pending or imminent court action; (G)(4); Preparing for, conducting, or reviewing collective bargaining strategy.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_ Mr. Stump\_\_\_ Mrs. Kazmierczak\_\_\_ Mr. Mohrman\_\_\_ Mr. Ratliff\_\_\_  
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**VIII. MOTION TO RETURN TO REGULAR SESSION**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds\_\_\_ Mr. Stump\_\_\_ Mrs. Kazmierczak\_\_\_ Mr. Mohrman\_\_\_ Mr. Ratliff\_\_\_  
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**IX. FUTURE BOARD OF EDUCATION MEETINGS**

- A. Tuesday, June 7, 2022, Work Session, 6:00 PM, Westwood Elementary School & Zoom
- B. Tuesday, June 28, 2022, Business Meeting, 6:00 PM, Westwood Elementary School & Zoom

**WELLINGTON EXEMPTED VILLAGE SCHOOLS**  
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**X. MOTION TO ADJOURN**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Roll Call: Mrs. Reynolds \_\_\_ Mr. Stump \_\_\_ Mrs. Kazmierczak \_\_\_ Mr. Mohrman \_\_\_ Mr. Ratliff \_\_\_  
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**ADDRESSING THE BOARD**

School patrons are reminded when addressing the Board, statements about school employees, students, or parents must be accurate and that all remarks made at a public board meeting are subject to libel and slander laws of the State of Ohio.

Patrons wishing to meet privately with the school board are asked to contact the Superintendent prior to the Board Meeting so that the agenda may be adjusted and a time can be arranged.

**MEETINGS AND EXECUTIVE SESSIONS**

This meeting and notices of all meetings are in compliance with O.R.C. 121.22. This Board of Education shall discuss in Executive Session only those items allowed in O.R.C. 121.22.

Board of Education members receive their copies of the agenda 72 hours prior to each meeting. This provides them with time to review all items, request additional information, if needed, and establish a position prior to the call for a vote.