# RECORD OF PROCEEDINGS

Minutes of Norwayne Local School District
Board of Education
Regular Meeting

Held at 6:00 PM Norwayne High School Library December 22, 2025

The December 2025 Regular Meeting of the Norwayne Local Board of Education was held on Monday, December 22, 2025 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.

**CALL TO ORDER - President Doug Ingold**

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

**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 III (Hearing of the Public). Per Board Policy BDDH.

**Acknowledgement and Celebration of Earl Rupp & Winston Wyckoff, III**
**Superintendent Kevin Leatherman and Treasurer Nicole Peters**

**2025-86 Wyckoff moved and Rupp seconded the motion to move into executive session for the purpose of discussing the appointment, employment, and/or compensation of a public employee of official and personnel matters required to be kept confidential at 6:49 PM.**

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

**2025-87 Rupp moved and Wyckoff seconded the motion to reconvene the open meeting at 8:24 PM.**

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

**2025-88 Wyckoff moved and Rupp seconded the motion to adopt the December 22, 2025 agenda as modified.**

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

**2025-89 Rupp moved and Wyckoff seconded the motion to approve the Treasurer's Business items as presented:**

**TREASURER'S BUSINESS - Nicole Peters**

A. Approve the minutes of the November 24, 2025 Regular Board Meeting.

B. Approve the November 30, 2025 Bank Reconciliation and Financial Reports:

Receipts: $ 990,225.63 Expenses: $ 2,025,978.57

C. Accept the following donations:

| | | |
|---|---|---|
| CJs Construction | $1,000 | NHS Bowling Program |
| Norwayne Athletic Boosters | $3,000 | NHS Football Program |
| Creston Community Club | $1,500 | NHS Bowling Program |
| Norwayne Athletic Boosters | $2,500 | NHS Track Program |
| Creston Community Club | $2,000 | NHS Cheerleading Program |

D. Approve membership renewal with the Ohio School Boards Association for 2026 at a cost of $5,682.00; including Briefcase and School Management News.

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

**2025-90 Wyckoff moved and Rupp seconded the motion to approve the President's Business items as presented:**

**PRESIDENT'S BUSINESS – Doug Ingold**

A. Announcements/Correspondence/Introductions/Recognition

1. Congratulations to the students selected for Tri-County Honors Band this year. Honor Band: Chloe Graves, Dillon Cutlip, Abby Wiles, Emma Neuhauser, Lizzie Smith. Festival Band: Gwen Armstrong, Corbin Bedlion.

2. The FFA raised a total of $67,369.65 at the recent Benefit Dinner and Auction. The funds will be donated to Austin Wilson. Thank you all for your support for the Wilson Family!

3. The District School buildings have been collecting canned goods, money and other items for distribution to families in need this holiday season. Merry Christmas!

4. During the last few weeks, our high school music department made special visits to the Ida Sue School, Wayne County Sheriff's Office as well as our elementary school, spreading holiday cheer for all to hear! They, along with, the middle school, have also performed their annual evening holiday concerts. Keep up the wonderful work!

5. Norwayne Elementary had a wonderful evening with a Christmas Movie Night that took place on Friday, December 5th, featuring the movie, "The Grinch".

6. Congratulations to senior girls' basketball players Allison DeMassimo and Ava Maibach as they recently both entered the 1,000-point club!

7. Our high school Teen Institute is partnering with Burbank Parke Care Center with sponsoring a Christmas for the residents who do not have family or friends to celebrate with! They collected small gift items to give to the residents.

8. As we can see, our Norwayne Community has been busy doing great work and wonderful things!! We are very proud and grateful!

B. Recommendation to enact Section 14(a) of the contract between Superintendent Kevin Leatherman and the Board, effective at the close of business on July 31, 2026.

C. Recommendation to approve the Superintendent contract for Kevin Leatherman, effective August 1, 2026, through July 31, 2031.

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

**2025-91 Rupp moved and Wyckoff seconded the motion to approve the Board Committee items as presented:**

**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.

B. Communications & One Needs Assessment (ONA) – Chairperson, Angie Smith

1. The first semester of the 2025-26 School Year ends on Friday, January 16. Schools will be closed on Monday, January 19, in observance of Dr. Martin Luther King, Jr Day.

C. 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 cancelled or delayed for the day. Information will be broadcast on Cleveland TV stations, Channels 3, 5, 8, and 19. If conditions (fog, ice, etc.) indicate that a delay will permit school to open, 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 for any updates.

2. We have a person who has completed their required training to obtain their bus driver's license. This will help strengthen our staffing levels as we continue to manage ongoing driver shortages.

D. Policy Committee – Chairperson, Kirk Gasser

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

Policies on Second Reading/Adoption:

| | |
|---|---|
| BF | Board Policy Development and Adoption |
| EEAC | School Bus Safety Program |
| GCI | Professional Staff Assignments and Transfers |
| IGBEA-R | Reading Skills Assessment and Intervention |
| IGD | Cocurricular and Extracurricular Activities |
| IGDJ | Interscholastic Athletics |
| IKA | Grading Systems |
| IKE | Promotion and Retention of Students |
| IND/INDA | School Ceremonies and Observances/Patriotic Exercises |
| JED | Student Absences and Excuses |
| JEDA | Truancy |
| JEDC | Religious Expression Days |
| JEFB | Released Time for Religious Instruction |
| JFCK | Use of Cellphones and Electronic Communications Devices by Students |

Policies on first reading/review:

| | |
|---|---|
| IGBB | Programs for Students Who Are Gifted |
| IKEB | Acceleration |
| JECBB | Interdistrict Open Enrollment |

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

1. All of out network switches districtwide, as well as most of the wireless access points at the elementary, were replaced over Thanksgiving Break.

F. Superintendent's Report – Kevin Leatherman

1. December 1st enrollment by building:

| | |
|---|---|
| Elementary School | 531 (+ 38 Preschoolers) |
| Middle School | 313 |
| High School | 365 |
| Career Center | 39 |
| Total | 1,286 |

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

**2025-92 Wyckoff moved and Rupp seconded the motion to approve the superintendent's agenda:**

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

A. Personnel Matters –

**Support Staff**
Rob Brookshire - Approve contract for School Bus Driver

Addition to Substitute List:
Randy Hoge - Approve long-term sub rate of $160 daily

**Exempt Staff**
Jennifer Wood – Assistant to Treasurer / Accounts Payable - accept letter of resignation effective January 7, 2026.

B. Professional and/or support staff professional leave requests (according to Board Policy GCBD): None at this time.

C. Approve Bus Driver Training and Service Agreement.

D. Approve Marty's Studio Photographic Service Agreement.

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

**2025-93 Smith moved and Gasser seconded the motion to approve the January 2026 Meeting of the Board.**

A. Organizational Meeting – Treasurer polls the Board members to determine the date, time and place. The meeting must be held between January 1 and January 15.

The Meeting will be held January 5, 2026 at 6:00 p.m. at Norwayne High School.

B. Board Committees and Committee Goals for 2026 will be updated at the January Regular Board Meeting.

C. Recommended meeting dates and times for January, February and March:

February meeting at Norwayne Elementary School

January and March through December meetings at Norwayne High School

January Date/Time: January 5, 2026
5:45 p.m. Budget Hearing;
5:45 p.m. Public Records
6:00 p.m. Organizational Meeting;
6:30 p.m. Regular Meeting

February Date/Time: February 23, 2026 – 6:00 p.m.

March Date/Time: March 23, 2026 – 6:00 p.m.

D. Selection of the President Pro-Tem for the Organizational Meeting.
Doug Ingold

**VOTE: Yes: Smith, Ingold, Gasser, Wyckoff.**
**No: Rupp**

**ADJOURNMENT**

The 2026 Budget Hearing, Public Records, Organizational Meeting, and Regular January Board Meeting are scheduled for Monday, January 5, 2026. Budget Hearing and Public Records Hearing at 5:45 p.m.; Organizational Meeting at 6:00 p.m.; followed by the Regular January Meeting at 6:30 p.m.; Hearing of the Public at 6:30 p.m.

**2025-94 Wyckoff moved and Rupp seconded the motion to adjourn the meeting at 8:47 PM.**

**VOTE: Yes: Gasser, Wyckoff, Ingold, Smith.**
**No: Rupp.**

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**Board President** **Treasurer**