

RESOLUTION NO. 2026-24

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT NECESSARY TO THE ENHANCED SCHOOL RESOURCE OFFICER PROGRAM COORDINATOR POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Willoughby Police Department ("City") and the Board of Education of the Willoughby-Eastlake City School District ("School District") wish to establish an Enhanced School Resource Officer (SRO) Program Coordinator; and

WHEREAS, the specific terms and conditions of the services to be provided by the SRO Program Coordinator are set forth in the attached Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILLOUGHBY, THE COUNTY OF LAKE, AND THE STATE OF OHIO:

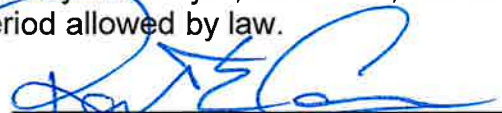
SECTION 1. That the Mayor is hereby authorized to enter into a Memorandum of Understanding with the Willoughby-Eastlake City School District necessary to the Enhanced School Resource Officer Program Coordinator Position; said Memorandum substantially in the form attached hereto and incorporated herein as if fully rewritten.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such actions were conducted in meetings open to the public in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby.

SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the community; and for the further to allow for the immediate implementation of the Enhanced SRO Program Coordinator; and provided that it receives the affirmative vote of two-thirds of the members elected to Council, it shall be in full force and take effect immediately upon its adoption by Council and approval by the Mayor; otherwise, it shall be in full force and take effect from and after the earliest period allowed by law.

Adopted:

March 17, 2024



President of Council

Attest:

Alisa Rodch

Clerk of Council

Date:

03.18.24

Approved:



Mayor

Submitted to the Mayor for his approval on this 18th day of March, 2026.

Alisa Rodch

Clerk of Council

MEMORANDUM OF UNDERSTANDING

Between the City of Willoughby Police Department and the Willoughby-Eastlake City School District

Enhanced School Resource Officer Program Coordinator Position

This Enhanced Memorandum of Understanding ("Enhanced MOU" or "Agreement") is made and entered into by and between the City of Willoughby Police Department ("City") and the Board of Education of the Willoughby-Eastlake City School District ("Board" or "School District").

WHEREAS, the City and School District desire to enhance the existing School Resource Officer Program through the establishment of an SRO Program Coordinator position; and

WHEREAS, the School District and the City now desire to set forth in this MOU the specific terms and conditions of the enhanced services to be performed and provided by the SRO Program Coordinator; and

WHEREAS, the School District and the City understand and agree that this newly created position could be held by an officer of another law enforcement jurisdiction within the district in the future, that is and as mutually agreed upon by the School District and City.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

I. PURPOSE

This Enhanced MOU establishes and delineates the enhanced mission of the SRO Program through coordinated leadership. Additionally, this Enhanced MOU clarifies the expanded roles and expectations of the SRO Program Coordinator and formalizes relationships between the participating entities to foster an efficient and cohesive district-wide program that will assist in building positive relationships between police officers, school staff, and students across all district schools, promote safe and positive learning environments, and seek to decrease the number of students formally referred to the juvenile justice system through coordinated intervention strategies.

II. MISSION

The mission of the Enhanced SRO Program, under the leadership of the Program Coordinator, is to promote school safety and foster a positive school climate across all district schools. The Enhanced SRO Program also seeks to reduce violent crime committed by and against youth in our community through coordinated, district-wide approaches. The SRO Program Coordinator will oversee the establishment of trusted channels of communication with students, parents, and teachers across all schools and establish regular feedback opportunities. The role of the SRO Program and its Coordinator is to develop, implement, and oversee school safety initiatives, bridge law enforcement (SROs) and education by managing training, fostering positive youth

relations, coordinate programs, and act as a liaison between police, school staff, students, and parents, focusing on a safe, orderly learning environment.

The SRO Program Coordinator will encourage all SROs to serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and concern for the school community. The SRO Program Coordinator will coordinate the provision of information on community resources available to students and parents district-wide.

III. GOALS OF THE SRO PROGRAM

- To ensure a safe learning environment for all students and adults across all district buildings;
- To prevent and reduce potential harm related to incidents of school violence through coordinated district-wide strategies;
- To foster positive school climate based on respect for all students and adults in all district schools; and
- To create and coordinate partnerships with behavioral health and other care providers in the community for student and family referral across the district.

IV. ROLES OF THE ENHANCED SRO PROGRAM

This Enhanced SRO Program is unique to the district, based on input from school administration, teachers, faculty, students, families and community members across all schools. Under the leadership of the SRO Program Coordinator, the program is designed to fulfill the following enhanced roles: 1) coordinated law enforcement across the district; 2) fostering positive school climate and crime prevention district-wide; and 3) coordinated education and prevention programs.

A. Coordinated Law Enforcement

The SRO Program Coordinator oversees law enforcement activities occurring at all district schools during school hours, ensuring consistency and best practices across all locations. The Coordinator ensures that general student discipline remains under the control of school district administrators at all schools, while coordinating appropriate law enforcement responses when needed.

B. District-Wide Positive School Climate and Crime Prevention

The SRO Program Coordinator leads efforts to foster a positive school climate through relationship-building and crime prevention across all district schools. The Coordinator will coordinate various activities in consultation with school administration, teachers, and students district-wide, working to build a consistent culture of open communication and trust.

C. Coordinated Education and Prevention

The SRO Program Coordinator works with all SROs to participate in their respective school communities as members of the educational team, coordinating consistent messaging and approaches across the district to build positive relationships with students, their families, and school staff.

V. POSITION TITLE AND REPORTING STRUCTURE

Position Title: SRO Program Coordinator

The SRO Program Coordinator (Charles Popik) shall report to:

- Captain of Willoughby Police Department, and/or
- Assistant Superintendent, Willoughby-Eastlake Schools, and/or
- Director of Safety and Security, Willoughby-Eastlake Schools

In the event the Enhanced SRO Program Coordinator position is housed under another participating law enforcement agency (e.g., Eastlake Police Department, Willoughby Hills Police Department, or another jurisdiction serving district schools), this reporting structure shall be amended accordingly by mutual agreement between the City and the School District.

VI. COMPENSATION TERMS

Duration: Three (3) year compensation agreement from August 1, 2025, through July 31, 2028, but further subject to the limitations as set forth herein

Hourly Rate:

- 2025 – 2026 \$46 per hour
- 2026 – 2027 \$47 per hour
- 2027 – 2028 \$48 per hour

A minimum of \$4 between the ranks of the SRO Program Coordinator and the SROs.

Retro pay:

The Willoughby-Eastlake City School District shall be exclusively responsible to provide the SRO Program Coordinator with retroactivity pay from August 1st, 2025, through to the date this MOU goes into effect as a matter of law. The retroactivity pay will be the difference between the SRO Program Coordinator's original hourly rate as an SRO and an adjusted increase of \$4 an hour. The Willoughby-Eastlake City School District's exclusive responsibility for retroactivity pay as provided for herein shall specifically include but not be limited to providing full retroactivity pay to SRO Popik for all previous work he performed in that SRO position for and on behalf of the Willoughby-Eastlake City School District.

Overtime Compensation:

- Away Games: 1.5x hourly rate for Football and Basketball away games requiring officer presence
- Investigations and Call-ins: 1.5x hourly rate for investigations, call-ins, reports, and related duties
- North vs South Sporting Events: Attend all major sporting events between North and South schools with overtime compensation paid through the School District

Specialized Compensation:

- Summer Work: 4 weeks of pay after school closes for building security assessments and other work as needed (A written plan must be approved before these 4 weeks are authorized)
- Calamity Days: Full pay for days when school is closed due to emergency conditions at which time SRO Program Coordinator work (reports, security assessments, follow-ups) will be completed
- Professional Development Days and No Students Days: Full pay during school year for days when teachers and/or students are off, with overtime compensation only if called in for duties exceeding 8 hours per day at which time SRO Program Coordinator (staff training, reports, security assessments, follow-ups) will be completed

Professional Development and Training Fund:

- Annual Training Allocation: SRO-related Training/Professional Development requests can be submitted through the Assistant Superintendent's office for approval

Technology Support:

- Cell Phone Reimbursement: \$50.00 per calendar month for business-related cell phone usage

VIII. EXPANDED RESPONSIBILITIES**Leadership and Supervision**

- Serve as Lead SRO with supervisory duties over all district-wide School Resource Officers
- Assist with scheduling and assignment coordination for all district SROs
- Participate in the interview and selection process for new SRO candidates

Training Coordination

- Serve as Training Coordinator for all district-wide SROs
- Create and maintain curriculum for District SRO training programs
- Coordinate continuing education requirements for SROs (SRO duties only, not general police training)

- Serve as liaison with State SRO associations for best practices and program development

Policy Development

- Lead role in updating SRO policies and procedures across the district
- Review and recommend changes to all SRO MOUs annually
- Develop standard operating procedures for various scenarios and incidents
- Create comprehensive documentation for incident response protocols
- Provide input on SRO program policy changes at district level

Emergency Planning Leadership

- Assume lead role in crisis planning and emergency response coordination
- Coordinate emergency planning with fire department, EMS, and other emergency services
- Conduct regular safety assessments of all district facilities
- Coordinate with local law enforcement agencies on district-wide security matters
- Represent the district at regional SRO conferences and professional meetings
- Lead response coordination for all viable threats to the District

Multi-Agency Coordination

- Update and coordinate MOUs with other Police Departments serving the district
- Develop and implement mutual aid agreements with other cities within the district
- Serve as primary liaison between multiple law enforcement agencies and the school district

IX. PERSONAL/VACATION DAYS

The School Resource Officer Program Coordinator Position is a critical component in regards to school safety and community well being. It is critical that the SRO Program Coordinator be present when school is in session. Due to this importance, personal or vacation days during any *scheduled teacher workday* must be approved by the Assistant Superintendent before the SRO Program Coordinator can use these types of leave.

X. TERMINATION

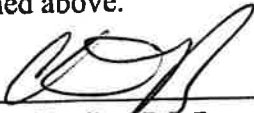
Either party may terminate this Enhanced MOU with thirty (30) days' written notice. Termination for cause may occur for misconduct following due process. Termination without cause requires thirty (30) days' written notice and severance equal to thirty (30) days' compensation. In the event of voluntary resignation, the employee shall provide thirty (30) days' notice and cooperate reasonably in training their replacement.

EXECUTION

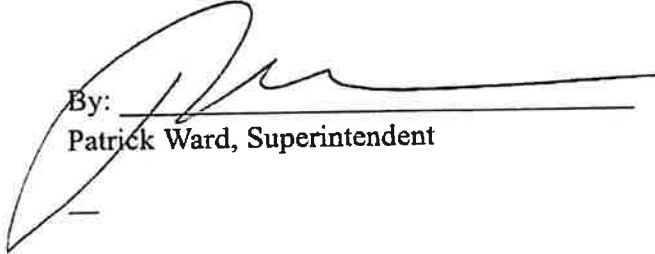
IN WITNESS WHEREOF, the parties have executed this Enhanced MOU on the dates indicated below:

EMPLOYEE ACKNOWLEDGMENT

I, Charles D. Popik, acknowledge and accept the terms and conditions of this Enhanced MOU as outlined above.

By:  Date: 3/11/26
Charles Popik, SRO Program Coordinator

WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT

By:  Date: 3/10/26
Patrick Ward, Superintendent

CITY OF WILLOUGHBY POLICE DEPARTMENT

By:  Date: 03-11-2026
James Schultz, Chief of Police

CITY OF WILLOUGHBY

By: _____ Date: _____
Robert Fiala, Mayor