

TIFFIN CITY BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, March 22, 2016, 7:00 PM
Tiffin Middle School Cafetorium
103 Shepherd Drive, Tiffin, Ohio

The regular meeting of the Tiffin City Board of Education was called to order by the President, Chris Widman, with the following members present: Dr. Gase, Dr. Hoyda, Mr. Schwartz, Mr. Henry, and Mr. Widman.

Roll Call

The Pledge of Allegiance was led by the following K-Kids with advisor, Suzanne Reinhart: Carlo Adams, Ava Breyman, Gracie Chester, Karlie Clinger, Alexandra Criss, Corrine Croy, Audrey Hepp, Brooke Johnston, Julia Keefe, Brayden Martin, Ana Morrison, Lydia Ridner, Vivian Robison, Aubreyonna Rhodes, Skylar Tuite, Tristian Underwood, Riley Wagner and Jacob Weiker.

Pledge of Allegiance

President Widman recited a prayer in memory of Tiffin City Schools Teacher, Gayle Kraut.

(16-037) Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education adopt the agenda with the following correction:

Adopt Agenda

Agenda item IV. BOARD REPORTS was changed to item V. Agenda item V. CHARTING THE COURSE PRESENTATION was changed to item IV.

The president called for the vote. Voting yes: Dr. Gase, Mr. Henry, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.

BOARD OF EDUCATION STUDENT RECOGNITION

Student Recognition

Principal Hartentstein and Athletic Director Lewis recognized the following Columbian High School students who qualified for State competitions:

Bryana Riedlinger, All Ohio Band
Anna Fletcher, Swimming
Caden Blust, Wrestling
Will Jones, Bowling

CHARTING THE COURSE PRESENTATION – Robert Klepper and Dr. Vicki Wheatley

Charting the Course Presentation

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BOARD REPORTS

**Board Commit-
tee
Reports**

Business Advisory Council, Dr. Gase – Met March 17, 2016. Spoke about career based education goals, current activities, and contributions from the business community. The next meeting is Thursday, April 21, 2016 at 8:00 AM in the first floor conference room of the Administration Building.

Finance Committee, Mr. Henry – Met March 15, 2016. Spoke about the recommended contract for GAAP conversion and a list of previous reductions. The next meeting is Tuesday, April 19, 2016 at 4:30 PM in the first floor conference room of the Administration Building.

Marketing Committee, Mr. Schwartz – Met March 3, 2016. Spoke about replacing stock website photos, McTeacher night, the first issue of *Tornado Watch*, Freshman Orientation Fair, Heritage Festival participation, an information fair, and examples of Quality Profiles from other schools. The next meeting is Thursday, April 7, 2016 at 4:00 PM in the first floor conference room of the Administration Building.

Program Committee, Mr. Widman – Met March 9, 2016. Spoke about policies, the writing lab, and school uniforms, which is the next topic for public dialogue. The next meeting is Wednesday, April 13, 2016 at 5:15 PM in the first floor conference room of the Administration Building.

Support Services Committee, Dr. Hoyda – Met March 11, 2016. Spoke about food service counts, a steamer replacement, the wireless signal at the stadium, and bus cameras. The next meeting is Friday, April 15, 2016 at 8:00 AM in the first floor conference room of the Administration Building.

Personnel Committee, Mr. Widman – Did not meet.

Records Committee, Mr. Widman – Did not meet.

Legislative Liaison, Mr. Henry – Spoke about HB 212, Academic Standards – Curricula, and HB 445, College Credit Plus.

Vanguard-Sentinel Update, Mr. Widman – Spoke about expanding the public safety program and the state report card.

Wellness Committee, Dr. Gase – Met February 24, 2016. Spoke about the Biggest Loser contest, insurance plan incentives, a school Weight Watchers group, circuit training at the Fort, and health screenings by Sentinel nursing students. The next meeting is Wednesday, March 30, 2016 at 3:30 PM.

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Student Representatives, Monica Klepper and Lindsay Young – Monica spoke about the National Honor Society’s Senior Citizens’ Brunch, where student accomplishments and plans were recognized, and the Spring Musical. Lindsay spoke about the brunch, Columbian McTeacher Night, which raised \$600, Students vs. Teachers Dodgeball Tournament, and spring break.

**Student
Representatives**

SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

**Superinten-
dent’s Report**

1. Policies – Reviewed the exhibits on pages 53 through 68 of the agenda to be recommended for board approval at this meeting.
2. Calendar Discussion – Make-up Days will be recommended on the following dates after two days of instruction are missed: February 17 – Parent/Teacher Conferences, February 20 – Presidents’ Day, April 17 – Spring Break, April 18 – Professional Development, and alternatively January 16 – Martin Luther King Jr. Day. The teachers have not been consulted. It was also suggested that a three-year calendar be approved.
3. Acceptance into Sandusky Bay Conference
4. March 24 Breakfast/Forum with A.J. Wagner
5. Miscellaneous Items – Dr. Wheatley recognized Gayle Kraut’s special education career.

**DIRECTOR OF INSTRUCTION / PERSONNEL’S REPORT AND
RECOMMENDATIONS**

**Director of In-
struction /
Personnel’s
Report**

1. First Reading of Parent/Student Handbooks – to be recommended for approval in April.
2. First Reading of Faculty/Staff Handbooks – to be recommended for approval in April.
3. Federal Updates ESSA – Reviewed an *Every Student Succeeds Act Summary* from the Ohio Department of Education.
4. Gear Up for Testing – Distributed the testing calendar for April 2016.
5. Miscellaneous Items – None.

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DIRECTOR OF OPERATIONS' REPORTS AND RECOMMENDATIONS

**Director of
Operations'
Report**

1. Miscellaneous Items – None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Public Address

Sarah Carpenter, 14 Rebecca Street, Tiffin, spoke about the home instruction services offered to her child.

CONSENT AGENDA

- (16-038)** Dr. Hoyda moved, seconded by Mr. Henry, the Tiffin City Board of Education approve the following items:

The Superintendent's recommendation to approve the minutes from the following meeting as exhibited on pages 13 through 29 of the agenda:

**Approve
Minutes of
February
Meeting**

- February 23, 2016, Regular Meeting

The Superintendent's recommendation to approve the Treasurer's Report for January 2016 as exhibited on pages 30 through 41 of the agenda.

**Approve Feb-
ruary 2016
Treasurer's
Report**

The following were balances reported in various accounts for February 2016:

General Fund	\$13,345,913.33
Bond Retirement	491,343.00
Permanent Improvement	276,165.84
Building	61,041.00
Food Service Fund	358,764.77
Special Trust	9,286.05
Endowment	15,470.69
Uniform School Supplies	-113,228.88
Mental Health	-17,576.00
Public School Support	27,255.19
Other Grant	79,562.48
District Agency	3,220.28

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Classroom Facilities Maintenance	743,979.21
Student Managed Activity	44,990.72
District Managed Activity	163,098.85
Auxiliary Services	267,615.05
Alternative Schools	-1,835.41
School to Work	-264.15
Race to the Top	0.00
IDEA Part B Grants	-48,240.87
Title I Disadvantaged Children	-56,875.77
IDEA Preschool-Handicapped	-3,642.25
Improving Teacher Quality	-173.12
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Total	\$15,645,870.01

The Superintendent's recommendation to accept the following resignations:

Accept Resignations

Substitute Bus Driver

Thomas J. Brodman, effective March 1, 2016

Food Service

Deborah Geary, effective March 4, 2016

Educational Aide (Bus)

Beth Burd, effective March 12, 2016

Night Sweeper

Sherry Lyman, effective March 11, 2016

The Superintendent's recommendation to employ the following:

Approve Employment

PROFESSIONAL STAFF

Teacher – effective 2016-2017 School Year

Justin Lutz

Substitute Teacher – effective 2015-2016 School Year

Cy M. Boehler

SUPPORT STAFF

Substitute Bus Driver

Cheryl Cartwright

Substitute Educational Aides – effective 2015–2016 School Year

Cy M. Boehler

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Halie M. Fitch
Melanie D. Vondenberger

Food Service

Janis Rumschlag, 5 hours/day, Step 0, effective March 2, 2016
Ruth Bowman, 5 hours/day, effective March 7, 2016

Substitute Food Service

Michelle L. Bogner, effective with the 2015-2016 School Year

SUPPLEMENTAL – effective February 1, 2016, through May 31, 2016

STEPS For Success - Tutors @ \$28.60 per hour

Adam P. Cok
Erica S. Dickman
Brenda R. Gordon
Jenna McKillip
Erin Reed

STEPS For Success – Substitutes @ \$28.60 per hour

Craig J. Alley
Sara L. Conner
Rob R. Hawk
Michelle S. Helkey

The Superintendent's recommendation to pay the following stipends upon certified completion of duties:

Pay Stipends

Fund 300 SCC9976 Columbian Drama Club

- Ann Reddy-Damon - \$400.00
- LuAnn Brodman - \$300.00 (not to exceed 37 hours)

Fund 019 SCC9015 STEM from National Machinery Foundation

- Michael Herdlick – (\$30.00 per hour)

The Superintendent's recommendation to accept the following donations:

Accept Donations

Columbian High School

The Tiffin Charitable Foundation donated \$3,000.00 to the Alumni Association Academic Breakfast/Excellence Dinner.

The Tiffin Charitable Foundation donated \$500 to the Alumni Association for a laminator.

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Kroger has donated a check in the amount of \$357.44 as part of their Community Rewards Program.

Tiffin Middle School

Target donated partial sales of \$28.26 for the “Take Charge of Education Program”.

Dale and Mary Bentz, and Don and Nancy Burner donated *Think Again!* to the library in memory of Marion “Bud” Moon.

Noble 4-5

Colin Hoover donated *Diary of a Wimpy Kid Old School* valued at \$13.00, to the library.

Noble Staff donated *Album of Horses* valued at \$20.00, to the library in memory of Jeremy E. Peterson, father of Michele McComas.

Washington K-1

The Altrusa Club of Tiffin donated \$300.00 to the library.

The Superintendent’s recommendation to approve the Statement of Purpose Budget Report submitted by the following student activity group for the year beginning July 1, 2015, and ending June 30, 2016:

- Fund 018 SCC 9004 Lincoln Pre-K

The president called for the vote. Voting yes: Dr. Hoyda, Mr. Henry, Dr. Gase, Mr. Schwartz, and Mr. Widman. Motion carried.

**Approve
Statement of
Purpose Budget
Reports**

ACTION ITEMS

- (16-039)** Mr. Schwartz moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approves the contract between the Tiffin City School District and NWOET for the Basic Educational Technology Member, effective July 1, 2016 through June 30, 2017, as exhibited on pages 38 through 39 of the agenda.

**Approve Contract
Renewal
with NWOET**

The president called for the vote. Voting yes: Mr. Schwartz, Dr. Hoyda, Dr. Gase, Mr. Henry, and Mr. Widman. Motion carried.

- (16-040)** Dr. Gase moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approves an agreement between the Tiffin City School District and P.T. Services Rehabilitation for Physical and Occupation Therapy, effective August 1, 2016 through July 31, 2018, as exhibited on pages 40 through 43 of the

**Approve P.T.
Services
Agreement**

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agenda.

The president called for the vote. Voting yes: Dr. Gase, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Mr. Henry abstained. Motion carried.

- (16-041) Mr. Schwartz moved, seconded by Mr. Henry, the Tiffin City Board of Education approves an agreement between the Tiffin City School District and Northwest Ohio Area Computer Services Cooperative for internet service, effective July 1, 2016 through June 30, 2021, as exhibited on pages 44 through 52 on the agenda.

Approve Agreement with NOACSC for Internet Service

The president called for the vote. Voting yes: Mr. Schwartz, Mr. Henry, Dr. Gase, Dr. Hoyda, and Mr. Widman. Motion carried.

- (16-042) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approves the following revised Board Policies and Board Regulations as exhibited on pages 53 through 68 of the agenda:

Approve New and Revised Board Policies and Board Regulations

EEA – Student Transportation Services
EEA-R – Student Transportation Services
EEAA – Eligibility Zones for Pupil Transportation
EEAC – School Bus Safety Program
EEACC-R (Also JFCC-R) – Student Conduct on District Managed Transportation
EEACCA – Recording Devices
EEACD – Drug Testing for District Personnel Required to Hold a Commercial Driver’s License
EEAD – Non-Routine Use of School Buses
EEAE – Student Transportation in Private Vehicles
JEA – Compulsory Attendance Ages
JFCC (Also EEACC) – Student Conduct on District Managed Transportation
JFCC-R (Also EEACC-R) – Student Conduct on District Managed Transportation

The president called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Dr. Gase, Mr. Schwartz, and Mr. Widman. Motion carried.

- (16-043) Mr. Schwartz moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approves the 2016-2017 College Credit Plus Partnership Agreement between Terra State Community College and Tiffin City Schools, as exhibited on pages 69 through 70 of the agenda.

Approve College Credit Plus Agreement with Terra State Commu-

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The president called for the vote. Voting yes: Mr. Schwartz, Dr. Hoyda, Dr. Gase, Mr. Henry, and Mr. Widman. Motion carried.

nity College

- (16-044) Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education approve the updated Charting the Course for Continuous Improvement Plan 2016-2019, as exhibited on pages 71 through 72.

**Approve
Charting the
Course CIP
Plan**

The president called for the vote. Voting yes: Dr. Gase, Mr. Henry, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.

- (16-045) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education renew a Memorandum of Agreement for Deposit of Public Funds with PNC Bank, National Association, during the period beginning April 1, 2016, to and including, March 31, 2021, as exhibited on page 73 of the agenda.

**Renew Memo-
randum of
Agreement for
Deposit of Pub-
lic Funds**

The president called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Dr. Gase, Mr. Schwartz, and Mr. Widman. Motion carried.

- (16-046) Dr. Hoyda moved, seconded by Mr. Schwartz, the Tiffin City Board of Education approves the True-Up Contract Amount of \$70,095 for Fiscal Year 2016 from Mid-Ohio ESC, as exhibited on page 74 of the agenda.

**Approve True-
Up Contract
from Mid-Ohio
ESC**

The president called for the vote. Voting yes: Dr. Hoyda, Mr. Schwartz, Dr. Gase, Mr. Henry, and Mr. Widman. Motion carried.

- (16-047) Mr. Schwartz moved, seconded by Mr. Henry, the Tiffin City Board of Education approves the North Central Ohio Educational Service Center Psychological Services Contract (P. Bibler), as exhibited on pages 75 through 76 of the agenda.

**Approve
NCOESC Con-
tract for P.
Bibler**

The president called for the vote. Voting yes: Mr. Schwartz, Mr. Henry, Dr. Gase, Dr. Hoyda, and Mr. Widman. Motion carried.

- (16-048) Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education approves the North Central Ohio Educational Service Center Psychological Services Contract (K. Pachis), as exhibited on pages 77 through 78 of the agenda.

**Approve
NCOESC Con-
tract for K.
Pachis**

The president called for the vote. Voting yes: Dr. Gase, Mr. Henry, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.

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- (16-049)** Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education approve the Amendment to Contract for Participation in the Virtual High School, as exhibited on pages 79 through 80 of the agenda.
- The president called for the vote. Voting yes: Mr. Henry, Mr. Schwartz, Dr. Gase, Dr. Hoyda, and Mr. Widman. Motion carried.
- Approve Amendment to Contract for Participation in Virtual High School**
- (16-050)** Mr. Schwartz moved, seconded by Mr. Henry, the Tiffin City Board of Education adopt the Grandfathered Plan Amendment and Summary of Material Modifications to the NCOT Tiffin City School District Non-Grandfathered MEC Plan, as exhibited on page 81 of the agenda.
- The president called for the vote. Voting yes: Mr. Schwartz, Mr. Henry, Dr. Gase, Dr. Hoyda, and Mr. Widman. Motion carried.
- Adopt Grandfathered Plan Amendment to MEC Plan**
- (16-051)** Dr. Hoyda moved, seconded by Dr. Gase, the Tiffin City Board of Education accept a proposal from James G. Zupka, C.P.A., Inc. to assist in the conversion of its financial data from the cash basis to the modified and accrual basis of accounting for the fiscal years ended June 30, 2016, through June 30, 2020, as required by the Auditor of State's office and in accordance with generally accepted accounting principles under GASB Statement Number 34, as exhibited on pages 82 through 86 of the agenda.
- The president called for the vote. Voting yes: Dr. Gase, Dr. Hoyda, Mr. Henry, Mr. Schwartz, and Mr. Widman. Motion carried.
- Accept Proposal from James G. Zupka, C.P.A. for Accounting Services**
- (16-052)** Dr. Gase moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approves Justin Lutz, High School Head Varsity Football Coach.
- The president called for the vote. Voting yes: Dr. Gase, Dr. Hoyda, Mr. Henry, Mr. Schwartz, and Mr. Widman. Motion carried.
- Approve Hiring of Varsity Football Coach**
- (16-053)** Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education approve membership into the Sandusky Bay Conference (SBC) effective with the 2017-2018 school year,
- The president called for the vote. Voting yes: Dr. Gase, Mr. Henry, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.
- Approve Membership into Sandusky Bay Conference**

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OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD

Public Dialogue

(This opportunity is to speak of issues and/or policy, and/or programming, not to discuss personnel. This item will conclude at 8:30 PM. This item will conclude at 9:00 PM when an Executive Session does not take place.)

Topic: Previous Reductions (including Transportation and Programs, i.e. industrial technology, home economics)

Sarah Carpenter, 14 Rebecca Street, distributed materials to each board member regarding home instruction. She spoke about the lack of services and tutors, and policy changes.

ITEMS FROM THE BOARD

Items from the Board

Dr. Hoyda spoke about the Spring Musical.

Mr. Henry spoke about visiting Washington K-1 and the Hoops for Heart event. He congratulated Mr. Steyer for directing the Spring Musical.

Miss Klepper and Miss Young spoke about visiting Krout 2-3.

- (16-054)** Mr. Schwartz moved, seconded by Mr. Henry, to move into executive sessions to discuss the employment of public employees and matters required to be kept confidential by federal law or rules or state statutes.

Executive Session

The president called for the vote. Voting yes: Mr. Schwartz, Mr. Henry, Dr. Gase, Dr. Hoyda, and Mr. Widman. Motion carried.

Time in: 8:51 PM

Time out: 10:23 PM

- (16-055)** Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education adjourn.

Adjournment

The president called for the vote. Voting yes: Dr. Gase, Mr. Henry, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.

The meeting started at 7:00 PM and ended at 10:24 PM.

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The next regular meeting is scheduled for April 26, 2016, at 7:00 PM in the Tiffin Middle School Cafetorium.

Next Meeting

President

Treasurer