

**TIFFIN CITY BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Tuesday, November 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, Mr. Henry, Dr. Hoyda, Mr. Schwartz and Mr. Widman.

**Roll Call**

The Pledge of Allegiance was led by Mrs. Suzanne Reinhart and the following K-Kids: Corrine Croy, Gianna Gillison, Madison McBride, Garrett Ridner, Riley Wagner, Jacob Weiker and Dominic Woods.

**Pledge of Allegiance**

**(16-172)** Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education adopt the agenda with the following addition:

**Adopt Agenda**

**XIII. ~~ADJOURNMENT~~ EXECUTIVE SESSION**

Hold an Executive Session to consider the employment of a public employee.

**~~XIII.~~ XIV. ADJOURNMENT**

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

**BOARD DISCUSSION**

**Board Discussion**

Recognition of John Spahr, WTTF – OSBA Media Honor Roll

Recognition of Bryce Riggs and the Levy Campaign Committee

Superintendent Search Firm – Proposals from NCOESC and OSBA were considered. OSBA proposed a fee of \$7,400 plus expenses for a total cost up to \$10,000. NCOESC proposed a fee for the cost of materials only.

QZAB (Qualified Zone Academy Bonds) – Mr. Henry will forward a proposal from Dr. Art Stellar of National Education Foundation and CyberLearning to Squire Patton Boggs for the estimated cost of reviewing such. The Finance Committee will review the proposal on December 13, 2016.

**Board Committee Reports**

**BOARD REPORTS**

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Business Advisory Council, Dr. Gase – Met November 17, 2016. Spoke about REACH, student business committees, Job Fair, Junior Achievement, Camp Invention, and how to reach parents. The next meeting is Thursday, December 15, 2016 at 8:00 AM in the McMullen Conference Room at Tiffin Mercy Hospital.

Finance Committee, Mr. Henry – Met November 9, 2016. The treasurer reviewed the five-year forecast that was approved by the Board of Education and submitted to the Ohio Department of Education in October. Mr. Henry thanked Bryce Riggs for successfully renewing the permanent improvement levy with an increase. He also spoke about bond refunding, proposed wellness activities, Qualified Zone Academy Bonds, the suggested need for an account clerk, and the new sound system for board of education meetings. The next meeting is Tuesday, December 13, 2016 at 4:30 PM in the first floor conference room of the Administration Building.

Marketing Committee, Mr. Schwartz – Met November 3, 2016. Spoke about a business newsletter, completion of the staff directory, the REACH TV in Columbian's lobby, a referral guide, the faces of TCS, placing the alma mater and fight song on the web and phone, geek squad sessions for senior citizens, Kiwanis board game nights, sounds of the stadium CD, and visits by graduating seniors to the elementary schools in May 2017. The next meeting is Thursday, December 1, 2016 at 4:00 PM in the first floor conference room of the Administration Building.

Program Committee, Mr. Widman – Met November 9, 2016. Spoke about policy and regulation updates, STRIVE, positive behavior intervention support, draft curriculum handbooks, the new strength training course, Zulama, and campus wear. The next meeting is Wednesday, December 14, 2016 at 5:15 PM in the first floor conference room of the Administration Building.

Support Services Committee, Dr. Hoyda – Met November 11, 2016. Mr. Daniel spoke about food service statistics, revisions to the bus driver handbook, a tracking program for bus stops, computers in the art classroom, the TMS television studio, satellite roof repairs, a long-term facility plan, and Safe Routes to School. The next meeting is Friday, December 9, 2016 at 8:00 AM in the first floor conference room of the Administration Building.

Personnel Committee – Did not meet.

Records Committee – Did not meet.

Legislative Liaison, Mr. Henry – Spoke about HB 383, Financial Literacy; HB 410, Truancy; HB 85, Child Sex Abuse Prevention; and HB 346, Per-pupil State Funding.

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Vanguard-Sentinel Update, Mr. Widman – Met November 17, 2016. The next meeting is December 15, 2016, at the Sentinel Career and Technology Center.

Wellness Committee, Dr. Gase – Met November 2, 2016. Spoke about health insurance consortium funds, an onsite yoga class, and circuit training. The next meeting is Wednesday, December 14, 2016 at 4:00 PM in the first floor conference room of the administration building.

**Student Representatives**

#### STUDENT REPRESENTATIVES

Audrey Behm – Spoke about the Spring musical, *Cinderella*, and the Holiday Choir Concert on December 8.

Hannah Treadway – Spoke about National Honor Society induction.

#### SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

**Superintendent’s Report**

1. 1<sup>st</sup> Reading of Proposed Revised Board Policies and Regulations:
  - BBFA – Board Member Conflict of Interest
  - DECA – Administration of Federal Grant Funds
  - GBE – Staff Health and Safety
  - GBE-R – Staff Health and Safety Regulation
  - GBL – Personnel Records
  - GBP – Drug-Free Workplace
  - IGBM – Credit Flexibility
  - IGBM-R – Credit Flexibility Regulation
  - IGEE – Awarding of High School Diplomas to Veterans of War
  - JEA – Compulsory Attendance Ages
  - JEG – Exclusions and Exemptions from School Attendance
  - JO – Student Records
  - JO-R – Student Records Regulation
  - KBA – Public’s Right to Know
2. Need for a full-time account clerk – Personnel Committee meeting will be scheduled.
3. Calendar Change – Recommendation to make-up days after 5 instead of 2 calamity days appears on the agenda.
4. Firelands Partnership – Recommendation to approve a lease for counseling and recovery services appears on the agenda.

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5. Miscellaneous Items – none.

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

**Director of Instruction / Personnel's Report**

1. 1<sup>st</sup> Reading of 2017-2018 Columbian Curriculum Guide – Added strength training course to Physical Education.
2. Miscellaneous Items – Thanked the Board of Education for the opportunity to serve the district during the past two years.

**DIRECTOR OF OPERATIONS' REPORTS AND RECOMMENDATIONS**

**Director of Operations' Report**

1. 1<sup>st</sup> Reading of Revised Bus Driver Handbook – Bus walk-through and bus empty procedures added.
2. Safe Routes to School – Recommendation to approve Maintenance and Construction Agreement with City of Tiffin appears on the agenda.
3. Miscellaneous Items – none.

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**Public Input**

Susan Smith, 92 Highland Avenue, Tiffin, spoke about campus wear concerns such as enforcement and affordability.

Ken Egbert, 379 Coe Street, Tiffin, spoke about the successful levy campaign and capital improvements, his opposition to campus wear, and the benefits of Qualified Zone Academy Bonds (QZAB).

**CONSENT AGENDA**

- (16-173)** Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education approve the following items:

The Superintendent's recommendation to approve the minutes from the following meetings:

- Regular Board meeting on October 25, 2016, as exhibited on page 8 through 20 of the agenda.

**Approve Minutes of October Meeting**

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The Superintendent's recommendation to approve the Treasurer's reports for October 2016, as exhibited on pages 21 through 32 of the agenda.

**Approve  
October 2016  
Treasurer's  
Report**

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

General Fund	\$14,112,010.78
Bond Retirement	1,215,908.12
Permanent Improvement	146,057.04
Building	61,041.00
Food Service Fund	355,230.94
Special Trust	9,286.05
Endowment	15,270.69
Uniform School Supplies	-110,616.25
Mental Health	-4,057.00
Public School Support	34,372.16
Other Grant	92,648.60
District Agency	28,608.00
Classroom Facilities Maintenance	852,763.15
Student Managed Activity	55,503.21
District Managed Activity	167,627.03
Auxiliary Services	40,021.37
Data Communication Fund	4,500.00
Alternative Schools	-3,808.34
School to Work	2,569.57
IDEA Part B Grants	-55,870.79
Title I Disadvantaged Children	-40,227.05
IDEA Preschool-Handicapped	-1,723.93
Improving Teacher Quality	4,527.49

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Total \$16,981,641.84

The Superintendent's recommendation to employ the following:

**Approve  
Employment**

**PROFESSIONAL STAFF**

Tiffany E. Boehler, Home Instruction Tutor

**SUPPORT STAFF**

Jean Dom, Interim Food Service Supervisor, level 0, effective November 9, 2016

Shannon Eisenhower, 4 hrs. per day secretary, level 0, 2.5 hrs. per day educational aide, level 1, effective October 24, 2016

**Substitute Educational Aide for the 2016-2017 School Year**

Heidi J. Clark

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Amanda M. Lucius  
Amy L. Lutz  
Patricia A. O'Connor  
Kevin W. Wade

**Bus Driver - Change in Assignment**

Mary Snyder, Route 61AM and PM, add .25 hrs. per day for 4 days (Monday-Thursday), effective September 6, 2016  
Deb Kizer, Bus Aide Route 61AM and PM, add .25 hrs. per day for 4 days (Monday-Thursday), effective September 6, 2016  
George Fretz, Route 40AM and PM, increase from 3.75 hrs. to 4.0 hrs. per day, effective with the 2016-2017 school year  
Hugh Anderson, Route 41AM and PM increase from 3.25 hrs. to 3.5 hrs. per day, effective October 3, 2016

The Superintendent's recommendation to accept the following donations:

**Accept  
Donations**

**District**

The Tiffin Rotary Club donated the following books to the libraries, valued at \$70:

*Classic Cars*  
*The Soapbox Bible*  
*Little Rock Nine*  
*Tales of a Sixth-Grade Muppet*  
*The Big Book of Math*  
*The Alphabet Family*  
*I Wonder Why Columbus Crossed the Ocean*  
*I Wonder Why Greeks Built Temples*  
*The Great Global Puzzle Challenge*  
*Mysterious Bones*  
*Big Book of Science Experiments*  
*Human Body*  
*The NFL's Top 100*  
*Kids Care!*  
*Night Sky*

**Columbian High School**

- The Findlay-Hancock County Community Foundation donated \$5,000 for new scoreboards for the Columbian High School Gymnasium
- The Tiffin Community Foundation donated \$500 for the Physical Education Department

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**Noble 4-5**

- VCA Dog and Cat Hospital of Tiffin donated their services for Kennedy's care, including vaccinations, physical, bath, nail trim and prescription dog food, valued at \$459.65.

**Krout**

- The Tiffin Community Foundation donated \$3,988.43 to be used for the Character Counts Program

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

**Approve Stipends**

**Classroom Mentor Support**

Christina L. Joyce, \$250.00  
Joan M. Ledwedge, \$250.00  
Ann T. Reddy, \$250.00

**National Machinery Foundation STEM**

Michael Herdlick, \$30.00 per hour, not to exceed 30 hours

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

**ACTION ITEMS**

- (16-174)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve partnership with Tiffin Rotary Club to provide the STRIVE program.

**Approve Partnership for STRIVE Program**

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

- (16-175)** Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education amend the *Support Staff Handbook, Section III. Salaries and Fringe Benefits, G. Life Insurance* as follows:

**Approve Life Insurance Amendment in Support Staff Handbook**

The Board agrees to pay on behalf of each employee who **regularly** works ~~six (6)~~ **four (4)** or more hours per day the premium on \$35,000 life insurance ~~for those employees who desire such coverage~~. The Board shall select the company to provide the insurance.

~~A part time employee may share in the insurance program by requesting a salary deduction in an amount equal to the difference between the premium cost of the coverage selected and the Board obligation. The board obligation~~

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~~shall be equal to the percentage of full-time duty shown on the employee contract.~~

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

- (16-176) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education, under Ohio Revised Code Section 3313.53, employ (upon satisfactory completion of all requirements) the following non-licensed pupil activity contract in the position indicated for the 2016-2017 school year, such position having first been offered to licensed District employees (with no such individual qualified to fill the position having accepted it) and advertised as available to licensed individuals not currently employed by the Board (with no such individual qualified to fill the position having accepted it).
- Beth Jones, Bowling, Volunteer Assistant
  - Jordan Jarrett, Swimming, Volunteer Assistant

**Approve Non-Licensed Pupil Activity Contracts**

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

- (16-177) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education approve the lease between the Tiffin City Board of Education and Firelands Counseling and Recovery Services, effective December 1, 2016 through November 30, 2017, as exhibited on pages 33 through 38 of the agenda.

**Approve Firelands Counseling Lease**

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

- (16-178) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education authorize the Treasurer to enter into a service agreement with NCOESC for the purpose of providing the Tiffin City Schools Superintendent search.

**Authorize Search Firm for Superintendent**

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

- (16-179) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education approve revised Tiffin City Schools 2016-2017 School Calendar, as exhibited on page 39 of the agenda.

**Approve Revised 2016-2017 School Calendar**

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

- (16-180) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education

**Approve**



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approve a maintenance and construction agreement with the City of Tiffin, as exhibited on page 40 of the agenda.

**Maintenance Agreement with City of Tiffin**

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

**ADDITIONAL ITEMS FROM THE BOARD**

**Additional Items from the Board**

Mr. Schwartz congratulated Jacob Anderson for competing at the State cross-country tournament.

Mr. Widman spoke about meeting with the Columbian Student Council to recruit members for Board of Education committees.

**OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD**

**Public Dialogue**

Topic – 2017-2018 School Calendar

None.

- (16-181)** Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education hold an executive session to discuss the employment of a public employee.

**Executive Session**

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

Time in: 9:10 PM

Time out: 9:25 PM

- (16-182)** Dr. Gase moved, seconded by Mr. Schwartz, the Tiffin City Board of Education adjourn.

**Adjournment**

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

Meeting started: 7:00 PM

Meeting ended: 9:26 PM

The next regular meeting is scheduled for December 20, 2016 at 7:00 PM in the Tiffin Middle School Cafetorium.

**Next Meeting**

November 22, 2016

President

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Treasurer