

TIFFIN CITY BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, December 20, 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. Paula Zirm and Lucille Smothers from the TMS Art Academy.

Pledge of Allegiance

(16-183) Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education adopt the agenda with the following corrections:

Adopt Agenda

9.03 Employment

SUPPORT STAFF

Educational Aide for the 2016-2017 School Year

Rebecca N. Darling, 4 days per week, 6.5 hours per day, level 0, effective ~~November 28, 2016~~ December 8, 2016

Kasey N. Teynor, 5 days per week, 6.5 hours per day, level 0, effective ~~November 28, 2017~~ 2016

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

BOARD DISCUSSION

Board Discussion

None.

BOARD REPORTS

Board Committee Reports

Business Advisory Council, Dr. Gase – Met December 15, 2016. Spoke about REACH, student business committees, job fair, Junior Achievement, Camp Invention, and SIEDC. The next meeting is Thursday, January 19, 2017 at 8:00 AM in the McMullen Conference Room at Tiffin Mercy Hospital.

Finance Committee, Mr. Henry – Met December 13, 2016. Spoke about the financial audit for fiscal year 2016 and Qualified Zone Academy Bonds. The next meeting is Tuesday, January 17, 2017 at 4:30 PM in the first floor conference room of the Administration Building.

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Marketing Committee, Mr. Schwartz – Met December 1, 2016. Spoke about REACH TV, winter sports, and Faces of TCS. The next meeting is Thursday, January 5, 2017 at 4:00 PM in the first floor conference room of the Administration Building.

Program Committee, Mr. Widman – Met December 14, 2016. Spoke about school counselors, elementary literacy aides, and Zulama. The next meeting is Wednesday, January 11, 2017 at 5:15 PM in the first floor conference room of the Administration Building.

Support Services Committee, Dr. Hoyda – Met December 9, 2016. Spoke about food service counts, TMS audio-visual studio, bus driver handbook, bus tracking app, board meeting microphones, snow removal equipment, facility plan, and copier providers. The next meeting is Friday, January 13, 2017 at 8:00 AM in the first floor conference room of the Administration Building.

Personnel Committee – Met December 16, 2016. Spoke about account clerks, summer sweepers, and substitute night sweepers. The next meeting will be scheduled as needed.

Records Committee – Did not meet.

Legislative Liaison, Mr. Henry – No report.

Vanguard-Sentinel Update, Mr. Widman – Met December 15, 2016. Spoke about Zulama and the current construction project. The next meeting is Thursday, January 19, 2017 at the Administration Center.

Wellness Committee, Dr. Gase – Met December 14, 2016. Spoke about the insurance consortium incentive, budget development, lack of charitable funds, complimentary cross training fitness, weekly yoga class, YMCA membership proposal, end of Biggest Loser Challenge, and diabetes prevention. The next meeting is Wednesday, February 8, 2017 at 4:00 PM in the first floor conference room of the administration building.

STUDENT REPRESENTATIVES

Student Representatives

Audrey Behm – Spoke about winter sports.

Hannah Treadway – Spoke about semester exams and holiday community service projects.

SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

Superinten-

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1. Calamity Day Make-up – Dr. Wheatley clarified the district will make up calamity days after five days instead of two. Mr. Henry expressed concern for missing five days of instruction.
2. Miscellaneous Items – Dr. Wheatley commended Mr. Daniel and Mr. Conger for their attention to road conditions and student safety.

dent's Report

DIRECTOR OF INSTRUCTION / PERSONNEL'S REPORT AND RECOMMENDATIONS

Director of Instruction / Personnel's Report

1. 1st Reading TMS Handbook (Tiffin Middle School Curriculum Guide 2017-2018)
2. Miscellaneous Items – none.

DIRECTOR OF OPERATIONS' REPORTS AND RECOMMENDATIONS

Director of Operations' Report

1. 1st Reading of Substitute Night Sweeper Salary Schedule
2. Miscellaneous Items – The Holiday Giving Project once again was a very successful campaign, allowing 80 hams to be donated to the Salvation Army for distribution.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Public Input

Carissa Allen, 135 Clinton Avenue, Tiffin, expressed her gratitude for the Board of Education's time and effort and wished everyone a merry Christmas.

CONSENT AGENDA

(16-184) Mr. Henry moved, seconded by Dr. Gase, 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 November 22, 2016, as exhibited on page 11 through 20 of the agenda.

Approve Minutes of November Meeting

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

Approve November 2016 Treasurer's Report

The following were balances reported in various accounts for November

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2016:

General Fund	\$13,440,558.46
Bond Retirement	546,790.20
Permanent Improvement	137,566.68
Building	61,041.00
Food Service Fund	312,176.66
Special Trust	9,286.05
Endowment	15,270.69
Uniform School Supplies	-93,936.26
Mental Health	-12,286.00
Public School Support	24,974.93
Other Grant	91,683.56
District Agency	53,927.00
Classroom Facilities Maintenance	844,024.75
Student Managed Activity	59,684.80
District Managed Activity	157,760.11
Auxiliary Services	120,171.39
Data Communication Fund	0.00
Alternative Schools	-2,100.41
School to Work	2,569.57
IDEA Part B Grants	-55,654.67
Title I Disadvantaged Children	-44,963.61
IDEA Preschool-Handicapped	-1,929.02
Improving Teacher Quality	-129.08

Total \$15,666,486.80

The Superintendent's recommendation to employ the following:

**Approve
Employment**

PROFESSIONAL STAFF

Before School Classroom Instructor for the 2016-2017 School Year Substitute

Deborah A. Baker, effective October 1, 2016

Home Instruction Tutor

Alexa K. Almond, effective December 13, 2016

Leigh K. Alverado, effective December 13, 2016

Samantha E. Demmerley, effective December 13, 2016

Christine A. Shaver, effective December 13, 2016

Substitute Teacher

Amy Lutz, Substitute Teacher, effective November 28, 2016

Ryan J. McKinnon, Substitute Teacher, effective January 1, 2017

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Patricia J. Smith, Substitute Teacher, effective January 1, 2017

SUPPORT STAFF

Educational Aide for the 2016-2017 School Year

Rebecca N. Darling, 4 days per week, 6.5 hours per day, level 0, effective December 8, 2016

Kasey N. Teynor, 5 days per week, 6.5 hours per day, level 0, effective November 28, 2016

Food Service

Janis K. Rumschlag, Department Head, level 0, 6 hrs. per day, effective December 12th, 2016

Substitute Educational Aide for the 2016-2017 School Year

Ryan J. McKinnon, Substitute Educational Aide, effective January 1, 2017

Substitute Custodian

Kisha M. Reuter, Substitute Custodian, Effective November 28, 2016

Bus Monitor - Change in Assignment

Ashley L. Hoy, AM bus monitor, additional 1.5 hours per day, effective December 12, 2016

William O. Williams, PM bus monitor, additional 1.5 hours per day, effective December 12, 2016

SUPPLEMENTAL STAFF for the 2017-2018 School Year

Mark P. Ingalls, Head Girls Varsity, Cross Country

The Superintendent's recommendation to accept the following donations:

**Accept
Donations**

District

- Cassie Stockner donated the book *Barron's SAT* to the District Libraries, valued at \$3.99.

Tiffin Middle School

- Tiffin Brake and Wheel donated \$200 to the Power of the Pen.
- Bailiwicks Coffee Company donated \$50.00 in gift cards for the TEAM TMS Drawings.
- Phat Cakes donated free cupcake certificates for TEAM TMS drawings, valued at \$16.50.
- TMS PTO donated \$200.00 in Wal-Mart gift cards and \$250.00 in Family Video gift cards to the weekly TEAM TMS drawings.
- TMS Staff Members donated \$1,040.00 to be used for quarterly prizes for the TMS Bucks program.
- The following TMS Staff Members each donated \$20.00 to be used for

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quarterly prizes for the TMS Bucks Program – Todd Aichholz, Craig Alley, Angee Beaston, Greg Bishop, Laurie Braley, Jennifer Bupp, Adam Cok, Sara Conner, Amy Cooper, Amy Dendinger, Jill DeVore, Erica Dickman, Celeste Duncan, Annette Edmond, Brad Fuhrer, Rachel Gaietto, Susan Gibson, Ben Gillig, Brenda Gordon, Alisha Goshe, Ronda Goshe, Rhonda Hassinger, Robert Hawk, Michelle Helkey, Andrea Hines, Anthony Hill, Chris Joyce, Deanna Kalb, Chris Kanney, Melissa Kingsboro, Travis Kinn, Mike Lee, Breena Lofquist, Jennifer Long, Judd Lutz, Jim Mason, Jenna McKillip, Mike Meadows, Melissa Mellott, Karen Michniak, Jay Morelock, Cody Myers, Brette Ott, Leslie Paradiso, Natt Perrine, Amber Plikerd, Cory Ridge, Kim Ridge, Molly Riley, Sharon Roush, Adam Schmucker, Rachel Sharp, Shena Vasko and Paula Zirm.

Krout

- The Tiffin City Schools Art Department donated the book *Balloons Over Broadway, The True Story of the Puppeteer of Macy's Parade*, valued at \$12.00 in memory of James F. Haman, brother of Marcia Burlile.

Lincoln

- Susan Crumrine and Rachel Hopple donated a wooden stair step, valued at \$500.00

Washington

- The Grace Baptist Church donated two large cookies, mini bread and muffin trays to the Washington School staff, valued at \$50.00.
- The Sunshine Club, Washington Staff members, donated the book *Wonderfall*, valued at \$12.00, in memory of Lester Morter, father-in-law of Laurie Morter.
- Pat and Tom Walter donated the book *In the Woods* valued at \$12.00, in memory of Lester Morter, father-in-law of Laurie Morter.
- Mike, Heather, Carson and Tess Weinandy donated the book *Amazing Dogs* valued at \$12.00 in memory of Lester Morter, father-in-law of Laurie Morter.
- Nancy and Don Burner donated the book *Little Bird's Bad Word* valued at \$12.00 in memory of Lester Morter, father-in-law of Laurie Morter.
- Pat and Tom Walter donated the book *Best Father of All* valued at \$12.00, in memory of James Haman, brother of Marcia Burlile and father of 1st grader Camryn Haman.
- Nancy and Don Burner donated the book *They Saw a Cat* valued at \$12.00, in memory of James Haman, brother of Marcia Burlile and father of 1st grader Camryn Haman.
- Tina Lorenz donated the book *Be Who You Are* valued at \$12.00, in

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memory of James Haman, brother of Marcia Burlile and father of 1st grader Camryn Haman.

- The TCS Art Department donated the book *Pete the Cat: My First I Can Draw* valued at \$12.00, in memory of James Haman, brother of Marcia Burlile and father of 1st grader Camryn Haman.
- Mike, Heather, Carson and Tess Weinandy donated the book *The Monster Next Door* valued at \$12.00, in memory of James Haman, brother of Marcia Burlile and father of 1st grader Camryn Haman.
- Marcia and Ron Burlile donated the books *Penguin Problems* and *Pete the Cat and the Missing Cupcake* valued at \$24.00, in memory of James Haman, brother of Marcia Burlile and father of 1st grader Camryn Haman.
- The Sunshine Club, Washington Staff members, donated the book *The Bear Who Wasn't There* valued at \$12.00, in memory of James Haman, brother of Marcia Burlile and father of 1st grader Camryn Haman.
- Pat and Tom Walter donated the book *The Fix-It Man* valued at \$12.00, in memory of Fred Swartz, father-in-law of Mary Swartz and grandfather of Laurie Morter.
- Nancy and Don Burner donated the book *Wolf Camp* valued at \$12.00, in memory of Fred Swartz, father-in-law of Mary Swartz and grandfather of Laurie Morter.
- The Sunshine Club, Washington Staff members, donated the book *Grumpy Pants* valued at \$12.00, in memory of Fred Swartz, father-in-law of Mary Swartz and grandfather of Laurie Morter.

The Superintendent's recommendation to approve the Statement of Purpose Budget Reports submitted by the following student activity groups for the year beginning July 1, 2016 and ending June 30, 2017:

- Fund 300 SCC 9901 Baseball
- Fund 200 SCC 9983 Tiffin Middle School Student Ambassadors

**Approve
Statement of
Purpose
Budget Reports**

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

**Approve
Stipends**

Cooperating Teachers

Leonard Donaldson, \$128.81
Anthony Vasko, \$128.81
Lauren Stultz, \$127.74

Classroom Mentor Support LPDC

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

The president called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr.

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Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.

ACTION ITEMS

- (16-185)** Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education set its' Organizational Meeting for Tuesday, January 10, 2017, on the first floor of the Administration Building at 6:00 PM. **Set Organizational Meeting**

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

- (16-186)** President Widman asked for nominations to elect a President pro tem to conduct the Organizational Meeting of the Tiffin City Board of Education on Tuesday, January 10, 2017, at 6:00 PM. Mr. Henry nominated Mr. Widman. **Elect 2017 President Pro Tem**

The president closed the nominations and called for the vote. Voting for Mr. Widman: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Schwartz and Mr. Widman. Mr. Widman elected President Pro Tem.

- (16-187)** President Widman asked for nominations to elect a Vice President pro tem to conduct the Organizational Meeting of the Tiffin City Board of Education on Tuesday, January 10, 2017, at 6:00 PM. Dr. Hoyda nominated Mr. Henry. **Elect 2017 Vice-President Pro Tem**

The president closed the nominations and called for the vote. Voting for Mr. Henry: Dr. Hoyda, Dr. Gase, Mr. Henry, Mr. Schwartz, and Mr. Widman. Mr. Henry elected Vice President Pro Tem.

- (16-188)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education adopt the Plan Amendment and Summary of Material Modifications for the Grandfathered Employee Benefit 3-Tier Plan, Grandfathered Employee Benefit 2-Tier Plan, and Non-Grandfathered MEC Plan, as exhibited on pages 33 through 35 of the agenda. **Approve NCO Trust Plan Amendments**

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

- (16-189)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve the annual membership dues from Ohio School Boards Association for January - December 2017 and the following electronic subscriptions: OSBA Briefcase and School Management News, as exhibited on page 36. **Approve OSBA Membership Dues**

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

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- (16-190)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve a contract with North Central Ohio ESC for Special Education services for fiscal year 2017, as exhibited on pages 37 through 38 of the agenda.
- (The contract amount is based on the fall estimate, which is subject to change.)
- The president called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.
- (16-191)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve a contract with North Central Ohio ESC for Parent Mentor Liaison for fiscal year 2017, as exhibited on pages 39 through 40 of the agenda.
- (Costs, inclusive of salary, related payroll taxes, benefits, and agency fee are estimated at a cost not to exceed \$3,000.)
- The president called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.
- (16-192)** Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education approve a memorandum of understanding between the Ohio Association of Public School Employees, Jean Dom and Tiffin City Schools, as exhibited on page 41 of the agenda.
- The president called for the vote. Voting yes: Dr. Gase, Mr. Henry, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.
- (16-193)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve the Interim Food Service Supervisor/Manager Contract with Jean Dom as exhibited on pages 42 through 44 of the agenda.
- The president called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.
- (16-194)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve the 2017-2018 TCHS Curriculum Guide as presented at the November 22, 2016 Board Meeting.
- The president called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Motion carried.
- (16-195)** Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve the revised Tiffin City School Bus Driver Handbook, and as
- Approve
NCOESC
Contract for
Special
Education**
- Approve
NCOESC Con-
tract for Parent
Mentor Liaison**
- Approve
OAPSE MOU**
- Approve
Interim Food
Service Super-
visor Contract**
- Approve 2017-
2018 TCHS
Curriculum
Guide**
- Approve
Revised Bus**

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exhibited on pages 45 through 55 of the agenda.

**Driver
Handbook**

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

- (16-196)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve the following recommended new and revised Board Policies and Regulations, as exhibited on pages 56 through 98 of the agenda:

**Approve Board
Policies,
Exhibits 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

(Testing procedures for alcohol and propoxyphene levels in GBE-R will be reviewed by the Program Committee.)

The president called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Mr. Schwartz, and Mr. Widman. Voting no: Dr. Gase. Motion carried.

- (16-197)** Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve a contract between Tiffin City Schools and Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties, effective October 1, 2016, as exhibited on pages 99 through 103 of the agenda.

**Approve Con-
tract with
Mental Health
and Recovery
Services Board**

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

- (16-198)** Dr. Gase moved, seconded by Mr. Henry, the Tiffin City Board of Education adopt the attached capital needs plan and actively seek funding through QZAB and/or other sources to implement these improvements. It is recognized that this plan is an initial plan and modifications, including the identification of additional needs, will be made as deemed appropriate to upgrade the educational environment for students, staff, and visitors, as exhibited on page 104 through 109 of the agenda.

**Adopt QZAB
Capital Plan
(motion failed)**

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The president called for the vote. Voting yes: Dr. Gase and Mr. Widman. Voting no: Mr. Henry, Dr. Hoyda, and Mr. Schwartz. Motion failed.

- (16-199) Dr. Gase moved the Tiffin City Board of Education Board of Education apply for an allocation of up to \$12 million of Qualified Zone Academy Bonds (QZABs) to establish an academy at TCSD schools. The District reasonably expects that at least 35 percent of the students attending each of the school buildings at which an academy is located will be eligible for free or reduced-cost lunches. QZABs are intended to be no interest bonds with a life of up to 25 years, which are expected to generate substantial savings for District taxpayers over conventional bonds/loans.

Approve QZAB Bonds Application (motion died)

The president did not call for the vote due to lack of a second.

- (16-200) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve a contract between Tiffin City Schools and Columbus City Schools to provide educational services for students while he/she is in Nationwide Children's Hospital, and agree to reimburse Columbus City Schools at the daily tuition rate (plus excess costs, if applicable), as exhibited on page 110 of the agenda.

Approve Columbus City Schools Contract (motion tabled)

Mr. Henry moved, seconded by Dr. Hoyda, to table the motion until a daily tuition rate is determined.

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

ADDITIONAL ITEMS FROM THE BOARD

Additional Board Items

Superintendent Search – President Widman distributed information from North Central Ohio Educational Service Center to the board members and treasurer.

OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD

Public Dialogue

Topic – Open

No public comments.

President Widman spoke about the status of campus wear, which will be reviewed by the Program Committee and discussed in 2017.

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Dr. Hoyda spoke about the NOAH dinner at Camden Falls on Christmas day. Volunteers or guests may call 419-455-GLOW to register.

(16-201) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education adjourn.

Adjournment

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

Meeting started: 7:00 PM

Meeting ended: 8:30 PM

The organizational meeting is scheduled for January 10, 2017 at 6:00 PM in the Tiffin City Schools Administration Building First Floor Conference Room.

Next Meeting

President

Treasurer