

TIFFIN CITY BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, February 28, 2017, 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 Mr. Len Donaldson and the following members of the TC Quiz Bowl Team: Logan Anway, Raphael Confesor, Bridget Daniel, Kirsten Egbert, Eric Evans, Gabby Everetts, Eleanor Fanning, Josh Fanning, Sydney Fortney, Nathan Grover, Corbin Hite, Evan McIntyre, Corey Meisner, Naomi Navarrete, Zachary Pool, Anne Rannigan, Jada Reaves, Jimmy Skidmore, Brittani Stiltner, Owen Thomsic, Hannah Treadway, and Keygan Yonts.

Pledge of Allegiance

PUBLIC HEARING ON PROPOSED 2017-2018 SCHOOL CALENDAR

**2017-2018
School
Calendar
Hearing**

The public was invited by the President to speak for or against the 2017-2018 Calendar Proposals exhibited on pages 9 through 10 of the agenda. The proposed calendar will be voted on in accordance with ORC 3313.48(B).

Carissa Allen, 135 Clinton Avenue, Tiffin, spoke in favor of the proposed revisions by Mr. Widman. She was concerned about no daytime conferences being scheduled for parents working in the evening.

Student Representatives, Audrey Behm and Hannah Treadway, had no concerns about the revised calendar other than daytime conferences. They also had no opinion about starting the school year on a Friday but acknowledged that students are accustomed to starting on Wednesday.

Dr. Wheatley spoke about accommodating parents that are not available for evening conferences.

Dr. Hoyda disagreed with the proposed calendar that requires students to start on a Friday, return the Monday after Easter, and return after Memorial Day. He also disagreed with both calendars proposing a different number of instructional days in the first and second semesters.

Dr. Wheatley spoke about the number of days needed for testing in the second semester. She also spoke about the collectively bargained agreement with Tiffin Education Association for developing and submitting a calendar recommendation to the Board.

Mr. Widman spoke about ending first semester before winter break, the possibility of calamity days during second semester, and the occurrence of testing during second semester.

Mr. Henry spoke about the possible impact on College Credit Plus courses if first semester ends after winter break.

Dr. Hoyda spoke about spring breaks that do not currently align at Tiffin City Schools and the local universities.

Miss Treadway spoke about possible difficulties with contacting teachers during winter break prior to exams if first semester is extended.

Miss Behm spoke about the benefits of studying for exams during winter break.

Michelle Tuite, Director of Instruction/Personnel, spoke about the benefits of collaborating with educators to develop a calendar recommendation. She also spoke about the

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importance of embedded professional development time for new teachers, using calamity days for professional development, and external workshops, which require substitutes.

Dr. Wheatley spoke about suggestions to develop three-year calendars.

Mr. Widman spoke about the revised proposal's similarities to Vanguard-Sentinel's calendar.

Nicholas Smith, School Psychologist, spoke about high quality professional development in relation to student achievement. He advocated for time that would allow teachers to collaborate and for a two-three year plan for professional development.

Dr. Gase spoke about requiring teachers to report on professional development conferences.

Mr. Henry spoke about real professional development opportunities compared to virtual ones.

President Widman announced that the Board cannot adopt a calendar for thirty days after this public hearing; therefore, approval will occur in April instead of March. Questions can be directed to central office administrators or the board of education.

(17-028) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education adopt the agenda as presented.

Adopt Agenda

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**

Superintendent Search – President Widman distributed interview information from North Central Ohio ESC to the board members and treasurer. A special meeting will be held March 14, 2017, to continue the process and review the curriculum audit conducted by NCOESC.

BOARD REPORTS

**Board Commit-
tee Reports**

Business Advisory Council, Dr. Gase – Met February 16, 2017. Spoke about REACH, Manufacturing Camp, Job Fair, and Camp Invention. The next meeting is Thursday, March 16, 2017 at 8:00 AM in the McMullen Conference Room, Tiffin Mercy Hospital.

Finance Committee, Mr. Henry – Met February 21, 2017. Spoke about the district's favorable audit, changes in state funding & TPP replacements, and projected school funding simulations for 2018 & 2019. The next meeting is Tuesday, March 21, 2017 at 4:30 PM in the first floor conference room of the Administration Building.

Marketing Committee, Mr. Schwartz – Met February 2, 2017. Spoke about the Faces of TCS, Business Newsletter, increasing athletic attendance, Kiwanis Chemo Care Packages, visits to Senior Citizens by the school music groups, graduation signs and military cords. The next meeting is Thursday, March 2, 2017 at 4:00 PM in the first floor conference room of the Administration Building.

Program Committee, Mr. Widman – Met February 15, 2017. Spoke about the weight room supervisor, assistant golf coach, and special education compliance. The next meeting is Wednesday, March 15, 2017 at 5:15 PM in the first floor conference room of the Administration Building.

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Support Services Committee, Dr. Hoyda – Met February 17, 2017. Spoke about food service amounts, printer replacements, GPS trial, summer custodians, and picture contracts. The next meeting is Friday, March 17, 2017 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 410, which addresses habitual and chronic truancy.

Vanguard-Sentinel Update, Mr. Widman – Met February 16, 2017. Spoke about National Honor Society members. The next meeting is Thursday, March 16, 2017 at 6:30 PM in the Administration Center, Fremont.

Wellness Committee, Dr. Gase – Did not meet. The next meeting is March 15, 2017.

STUDENT REPRESENTATIVES

**Student
Representatives**

Audrey Behm – Spoke about wrestling tournament results.

Hannah Treadway – Spoke about a high school blood drive sponsored by the National Honor Society, Senior Citizens Brunch, Spring Musical, and the Job Fair.

SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

**Superinten-
dent’s Report**

1. ACT Test Preparations – Dr. Wheatley requested dismissal for Freshmen, Sophomores and Seniors on March 21, 2017, while Juniors complete the State’s mandatory ACT.
2. Miscellaneous Items – none.

DIRECTOR OF INSTRUCTION / PERSONNEL’S REPORT AND RECOMMENDATIONS

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

1. First Read – 2017-2018 Student/Parent Handbooks
2. Miscellaneous Items – none.

DIRECTOR OF OPERATIONS’ REPORTS AND RECOMMENDATIONS

**Director of
Operations’
Report**

1. Miscellaneous Items – none.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Public Input

Carissa Allen, 135 Walnut Street, Tiffin, agreed that all other students should be excused while Juniors take the mandatory ACT.

CONSENT AGENDA

- (17-029) 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:

**Approve
Minutes of**

February 28, 2017

- Organizational Meeting on January 10, 2017, as exhibited on pages 11 through 16 of the agenda.
- Regular meeting on January 24, 2017, as exhibited on pages 17 through 27 of the agenda.

January Meetings

The Superintendent's recommendation to approve the Treasurer's reports for January 2017, as exhibited on pages 28 through 39 of the agenda.

Approve January 2017 Treasurer's Report

The following were balances reported in various accounts for January 2017:

General Fund	\$12,378,912.36
Bond Retirement	571,758.72
Permanent Improvement	100,631.34
Building	61,041.00
Food Service Fund	333,971.57
Special Trust	9,286.05
Endowment	15,270.69
Uniform School Supplies	-75,374.99
Mental Health	-2,938.00
Public School Support	33,716.95
Other Grant	83,266.45
District Agency	0.00
Classroom Facilities Maintenance	839,124.13
Student Managed Activity	55,905.23
District Managed Activity	160,399.27
Auxiliary Services	42,899.76
Data Communication Fund	0.00
Alternative Schools	-1,975.44
School to Work	2,569.57
IDEA Part B Grants	-55,774.88
Title I Disadvantaged Children	-57,660.26
IDEA Preschool-Handicapped	-1,732.33
Improving Teacher Quality	-2,997.66

Total \$14,490,299.53

The Superintendent's recommendation to accept the following resignations:

Accept Resignations

PROFESSIONAL STAFF

Jeremy A. Koppus, Lincoln Pre-Kindergarten Principal/Special Education Supervisor, effective February 9, 2017
Paula M. Correll, Teacher, effective at the conclusion of the 2016-2017 school year

The Superintendent's recommendation to employ the following:

Approve Employment

PROFESSIONAL STAFF

Interim Administrators

Shawn G. Murphy, Reassignment, Interim Special Ed. Supervisor and Elementary Principal (Lincoln Pre-K) Classification III, Level 6, 02/10/17 – 06/12/17
Larry J. Kisabeth, Interim Middle School Dean of Students, Classification IV, Level 11, 02/10/17 – 05/26/17

Administrators

D. Gregory DeVore - Assistant High School Principal, Classification III, Level 8, 07/01/17 - 06/30/19
Michael G. Newlove - Elementary Principal, Classification III, Level 7, 07/01/17 - 06/30/18
Michelle L. Tuite - Director of Instruction/Personnel, Classification I, Level 6, 08/01/17 - 07/31/18

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Home Instruction 2016-2017

Megan E. Belch
Beth A. Margraf
Patricia J. Smith

Classroom Instruction 2016-2017

Jennifer S. Musgrave, Evening Classes, Substitute ACT Prep, English, Reading and Writing, not to exceed 9 hours per subject, effective January 30, 2017

Substitute Teachers 2016-2017

Kyle M. Gilbert
Dustin C. Terry

Supplemental 2016-2017

Sherry L. Dawson, TMS Track, Assistant Boys/Girls
Tori N. Stephens, TMS Track, Head Girls

SUPPORT STAFF

John O. Beard, Night Sweeper, 3 hrs. per day, effective February 6, 2017
Jennifer L. Laibe, Account Clerk, level 5, effective March 6, 2017
Connie S. Nielsen, Food Service Secretary, level 0, effective January 20, 2017
Janis K. Rumschlag, Food Service Department Head, 6 hrs. per day, effective February 7, 2017
Brandon L. Perkins, Bus Driver, Route 23 AM & PM, 3 hrs. per day, .25 hr. per day pre-trip and .25 hr. per week fueling, effective February 27, 2017

Substitute Support Staff 2016-2017

Kelsie-Alan N. Elchert, Substitute Educational Aide
Patricia J. Smith, Substitute Educational Aide

Pupil Activity 2016-2017

Victoria A. Ingalls, Track, Assistant Varsity Boys'
Joshua S. Roberts, Baseball, Volunteer

The Superintendent's recommendation to accept the following donations:

**Accept
Donations**

District

- Paul Board donated services to repair the Braille Writer, valued at \$200.00

Tiffin Columbian

- Tiffin Columbian Alumni Association donated \$3,000.00 for the Academic Letter Breakfast and Senior Excellent Dinner

Tiffin Middle School

- Stephanie Dell donated the book *Puff the Magic Dragon* in memory of Camilla Fox, valued at \$15.00

Noble

- VCA Dog and Cat Hospital of Tiffin donated their services for Kennedy's care, valued at \$150.74
- Gwen Lewis donated the book *Out of My Mind* in memory of Barbara Burkett, valued at \$12.00
- Parker Stroub donated the books *Diary of a Wimpy Kid Double Down*, valued at \$13.95 and *Dork Diaries #11, Tales from a Not-So-Friendly Frenemy*, valued at \$13.99
- Stephanie Dell donated the book *Puff the Magic Dragon* in memory of Camilla Fox, valued at \$15.00
- Pat Heyman donated the book *Crispin: The Cross of Lead*, valued at

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\$12.00 in memory of Barbara Burkett

- Dale and Mary Bentz donated the books *Diary of a Wimpy Kid #11-Double Down* and *House of Robots-Robot Revolution*, with a total value of \$24.00
- Jane Dietrich donated the following books, in memory of Barbara Burkett, with a total value of \$63.00:
 - Diary of a Wimpy Kid*
 - Diary of a Wimpy Kid Roderick Rules*
 - Diary of a Wimpy Kid The Last Straw*
 - Diary of a Wimpy Kid Dog Days*
 - Diary of a Wimpy Kid Hard Luck*
 - Diary of a Wimpy Kid Cabin Fever*
 - Diary of a Wimpy Kid The Ugly Truth*

Krout

- Seneca County Retired Teachers donated gloves, with a value of \$25.00
- Tiffin Brake and Wheel donated \$50.00 in memory of Barbara Burkett and Camilla Fox
- Melissa DeMoss donated \$20.00 in memory of Barbara Burkett
- Ann Newhard donated thermometer covers, valued at \$20.00

Washington

- Tom and Pat Walter donated the book *Bye-Bye, Big Bad Bullybug!*, valued at \$12.00 in memory of Camilla Fox
- Terry Reamer donated the book *(Almost) Too Cute to Eat*, valued at \$24.00, in memory of Camilla Fox
- Mike, Heather, Carson and Tess Weinandy donated the book *Lion Lessons*, valued at \$12.00, in memory of Camilla Fox
- Tom and Pat Walter donated the book *Ballet*, valued at \$12.00, in memory of Luella Strausbaugh
- Tom and Pat Walter donated the book *Bad Kitty Does Not Like Snow*, valued at \$12.00, in memory of Barbara Burkett
- Mike, Heather, Carson and Tess Weinandy donated the book *Hotel Bruce*, valued at \$12.00, in memory of Barbara Burkett
- Dave Lucius and Family donated the book *Stuck*, valued at \$12.00, in memory of Barbara Burkett
- Gwen Lewis donated the book *The Not So Quiet Library*, valued at \$16.00, in memory of Barbara Burkett
- Stephanie Dell donated the book *Puff, the Magic Dragon*, valued at \$15.00, in memory of Camilla Fox
- Tom and Pat Walter donated the book *Quackers*, valued at \$12.00, in memory of Richard Adams, father of Nancy Gase
- Dale and Mary Bentz donated the book *How Do Dinosaurs Say I'M MAD?*, valued at \$12.00, in memory of Richard Adams, father of Nancy Gase
- Don and Nancy Burner donated the book *Good Night Owl*, valued at \$12.00, in memory of Richard Adams, father of Nancy Gase
- Tom and Pat Walter donated the book *Beagles*, valued at \$12.00, in memory of Rev. John O. Meloy, father of Rachel Hopple.
- Don and Nancy Burner donated the book *Great Danes*, valued at \$12.00, in memory of Rev. John O. Meloy, father of Rachel Hopple.
- Ron and Marcie Burlile donated the books *Blue & Bertie* and *Boxers*, valued at \$24.00, in memory of Rev. John O. Meloy, father of Rachel Hopple.

The Superintendent's recommendation the Tiffin City Board of Education approve the Statement of Purpose Budget Report submitted by the following activity group for the year beginning July 1, 2016, and ending June 30, 2017:

- Fund 300 SCC 9961 Business Advisory Committee

**Approve
Statement of
Purpose Budget
Report**

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The Superintendent's recommendation the Tiffin City Board of Education pay the following stipend(s) upon certified completion of duties:

Pay Stipends

Graduate Student Mentor

Constance English, \$275.62

Cooperating Teacher

Timothy Breyman, \$64.64

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

ACTION ITEMS

- (17-030) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education approve the Field Experience Agreement with Heidelberg University, as exhibited on pages 40 through 41 of the agenda.

**Approve
Field
Experience
Agreement
with
Heidelberg**

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

- (17-031) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education approve 2017-2018 College Credit Plus Agreement between Heidelberg University and Tiffin City Schools, as exhibited on pages 42 through 43 of the agenda.

**Approve 2017-
2018 CCP
Agreement
with
Heidelberg**

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

- (17-032) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education adopt the Ohio Schools Council Resolution, as exhibited on page 44 through 45 of the agenda.

**Adopt Ohio
Schools Council
Resolution**

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

- (17-033) Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education adopt a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor, as exhibited on pages 46 through 49 of the agenda.

**Adopt Resolu-
tion Accepting
Amounts and
Rates**

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

- (17-034) Mr. Schwartz moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve a three-year school picture contract for Pre-Kindergarten through Grade 12 School Pictures with Pegasus, as exhibited on pages 50 through 51 of the agenda.

**Approve Three
Year School
Picture
Contract with
Pegasus**

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

- (17-035) Mr. Henry moved, seconded by Mr. Schwartz, 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 2017-2018 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

**Approve
Employment of
Non-licensed
with Pupil-
Activity
Contract**

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no such individual qualified to fill the position having accepted it).

- Hope E. Boes, Volleyball, Head Varsity, not to exceed 20 hours per week

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

OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD

Public Dialogue

Topic – ACT Testing Procedures

Mr. Widman spoke about the district as an ACT site.

Mrs. Tuite spoke about site procedures and Junior testing requirements.

Mr. Daniel stated there were no transportation concerns for testing day.

Miss Behm and Miss Treadway agreed that Freshmen, Sophomores and Seniors should be excused on testing day.

President Widman directed Dr. Wheatley to excuse students in grades 9, 10 and 12 on March 21, 2017.

BOARD DISCUSSION

Board Discussion

none

- (17-036)** Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education hold an executive session to consider the employment of public employees.

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: 8:39

Time out: 9:27

- (17-037)** Mr. Henry moved, seconded by Mr. Schwartz, the Tiffin City Board of Education adjourn.

Adjournment

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

Time in: 7:00

Time out: 9:28

The next regular meeting is scheduled for March 28, 2017 at 7:00 PM in the Tiffin Middle School Cafetorium.

Next Meeting

A special meeting will be held March 14, 2017 at 7:00 PM in the Tiffin Middle School Cafetorium to discuss the superintendent search and curriculum audit.

Special Meeting

President

Treasurer