

TIFFIN CITY BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, July 24, 2018, 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, Christopher Widman, with the following members present: Dr. Gase, Mr. Henry, Dr. Hoyda, Mr. Perez and Mr. Widman.

Roll Call

The Pledge of Allegiance was led by Noble 4-5 student, Jace Ball, who spoke at the Seneca County Justice Center's ribbon-cutting ceremony.

Pledge of Allegiance

(18-115) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education adopt the agenda with the following correction and the Addendum as presented:

Adopt Agenda and Addendum

VIII. CONSENT AGENDA

8.03 Employment

SUPPORT STAFF effective for the 2018-2018~~19~~ School Year

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

BOARD REPORTS

Business Advisory Council, Mr. Perez – Did not meet. The next meeting is Thursday, August 16, 2018 at 8:00 AM at the Chamber of Commerce.

Board Committee Reports

Finance Committee, Dr. Gase – Did not meet. The next meeting is Tuesday, August 21, 2018 at 5:15 PM in the first floor conference room of the Administration Building.

Communication & Marketing Committee, Dr. Hoyda – Did not meet. The next meeting is Thursday, September 6, 2018, at 4:00 PM in the first floor conference room of the Administration Building, as needed.

Program Committee, Mr. Henry – Did not meet. The next meeting is Wednesday, August 22, 2018, at 5:15 PM in the first floor conference room of the Administration Building, as needed.

Support Services Committee, Mr. Widman – Met July 20, 2018. Scott Daniel spoke about the new phone system, wireless network, district website, bus bids, and transportation miles. The next meeting is Friday, August 10, 2018

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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. Perez – No report.

Vanguard-Sentinel Update, Mr. Widman – Spoke about SkillsUSA.

Wellness Committee, Mr. Henry – Did not meet.

PreK-5 Task Force, Dr. Gase – (see Superintendent’s report)

STUDENT REPRESENTATIVES – None. (New representatives will begin in August.)

**Student
Representatives**

SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

**Superinten-
dent’s Report**

1. PreK-5 Building Update – The PreK-5 Task Force held its first meeting in July. Future meetings will be held on the 2nd and 4th Wednesdays beginning in August. Existing sites for new construction were discussed. Enrollment trends, the prior high school assessment, possible sites, and remodeling vs. rebuilding will be discussed with an expert from Gar-mann Miller Architects & Engineers at the next meeting on August 8.
2. School Resource Officer
3. Athletic Director
4. Additional Items – none

**ASSISTANT SUPERINTENDENT’S REPORT AND
RECOMMENDATIONS**

**Assistant
Superinten-
dent’s Report**

1. Additional Items – Wished student participants at the Seneca County Fair well. Thanked district activity advisors.

DIRECTOR OF OPERATIONS’ REPORT AND RECOMMENDATIONS

**Director of
Operations’
Report**

1. Summer Project Update – Spoke about the middle school driveway, Washington’s sensory room and fencing, core sampling of the track, and legal recourse for an absent contractor.
2. Additional Items – none

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD – None.

Public Input

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CONSENT AGENDA

(18-116) 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 meeting:

- Regular meeting on June 26, 2018, as exhibited on pages 11 through 27 of the agenda.

**Approve
Minutes of
June
Meeting**

The Superintendent’s recommendation to approve the Treasurer’s reports for June 2018, as exhibited on pages 28 through 39 of the agenda.

**Approve
June 2018
Treasurer’s
Reports**

The following were balances reported in various accounts for June 2018:

General Fund	17,699,565.39
Bond Retirement	1,088,330.70
Permanent Improvement	565,862.36
Building	61,041.00
Food Service Fund	430,155.47
Special Trust	9,286.05
Endowment	14,870.69
Uniform School Supplies	515.56
Mental Health	29,780.00
Public School Support	43,813.28
Other Grant	61,184.39
District Agency	17,517.28
Classroom Facilities Maintenance	1,001,257.75
Student Managed Activity	61,913.09
District Managed Activity	139,383.65
Auxiliary Services	153,434.36
Data Communication Fund	0.00
School to Work	0.00
IDEA Part B Grants	-57,647.75
Title I Disadvantaged Children	-41,266.33
IDEA Preschool-Handicapped	-1,927.04
Improving Teacher Quality	-14,697.74
Miscellaneous Federal Grant Fund	-1,862.10

Total \$20,260,510.06

The Superintendent’s recommendation to accept the following resignations:

**Accept
Resignations**

PROFESSIONAL STAFF

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Heather R. Dillon, effective at the conclusion of the 2017-18 Contract Year
Ashlee M. Grzywna, effective at the conclusion of the 2017-18 Contract Year
Bradley R. Scheiber, Athletic Director, effective at the conclusion of his 2017-2018 Contract Year

SUPPORT STAFF

Cory M. Gottron, effective July 16, 2018
Debbie J. Hamilton, effective July 9, 2018

The Superintendent's recommendation to employ the following:

**Approve
Employment**

**PROFESSIONAL STAFF effective with the 2018-2019 School Year
Limited Teaching Contract**

Bradley R. Scheiber
Christina S. Wheeler, Part-Time, 40%

Substitute Teachers

Michelle M. Aller
Deborah A. Baker
Kylee A. Beard
James W. Boroff
Nancy K. Brown
Jennifer R. Buskirk
Ron A. Davis
Linda L. DeVos
Greg A. Distel
Pamela S. Easterday
Jessie A. Gase
Donna J. Goshe
Marilyn B. Greene
Karen A. Hampshire
Richard L. Hughes
Jon J. Jenkins
Stacey L. Kiesel
Diane M. Kimmet
Curtis L. King
Susan T. King
Susan L. Klopfenstein
Amy L. Lutz
John G. Lyons
Darla M. Panuto
Denise L. Putsch
Theresa L. Reino
David M. Ross
Amanda L. Schalk

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Patricia J. Smith
Michael P. Steyer
Todd M. Tobolt
Tara S. Visser
Phyllis A. Watts
Michelle L. Yeakle

Supplemental Contracts for the 2018-2019 School Year

Craig J. Alley, Football, Seventh/Eighth Grade 50%
Benjamin M. Gillig, Football, Assistant Varsity
Mykel L. Heberling, Football, Assistant Varsity
Troy D. Keller, Football, Assistant Varsity
Michael T. Lee, Football, Seventh/Eighth Grade 50%

Pupil-Activity Contracts and Volunteers for the 2018-2019 School Year

Shaun L. Conley, Football, Ninth Grade
John Eckroth, Football, Varsity Volunteer
Ron Hickman, Football, Seventh/Eighth Grade Volunteer
Melissa Hoffman, Soccer, Assistant Varsity
Kade Long, Football, Varsity Volunteer
Robert G. Ochier, Soccer, Head Varsity Boys
Brent Riley, Football, Seventh/Eighth Grade Volunteer
Joshua Roberts, Football, Ninth Grade 50%
Roman Williams, Football, Ninth Grade 50%

SUPPORT STAFF for the 2018-2019 School Year

Substitute Educational Aides

Carla J. Amory
SunCe R. Anderson
Tamra M. Arter
Kylee A. Beard
James W. Boroff
Doris M. Bour
Lucianna Bowlus
Nancy K. Brown
Kelli M. Burns
Marsha S. Hampshire
Cheryl L. Hoover
Jon J. Jenkins
Deborah J. Kagy
Stacey L. Kiesel
Jeannie M. McDermott
Ann M. Newhard
Erica L. Nye
Patricia A. O'Connor

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Joy A. Rose
Amanda L. Schalk
Cheryl A. Schalk
Deborah L. Shellhammer
Patricia J. Smith
Michael P. Steyer
Kathleen A. Wise
Amy M. Zender

Special Event Workers effective for the 2018-2019 School Year

Athletic and Other Event Workers as needed, payable from Student Activity and Agency funds @ amounts determined by the administration upon certified completion of duties

Service Technologist

Nicholas J. DeLaSerda, effective 07/24/18

Educational Aide Changes effective with the 2018-2019 School Year

Tiffany C. Creeger, 185 days, 6.5 hours a day
Constance L. Distel, 185 days, 6.5 hours a day
Brenda L. Eisenhower, 185 days, 6.5 hours a day
Sabrina K. Gallo, 185 days, 6.5 hours a day

The Superintendent's recommendation to accept the following donations:

**Accept
Donations**

District – Camp Invention Donations

- Ballreich Brothers, Inc. donated snacks and lunch items, valued at \$50
- The Big Dipper donated gift certificates for leadership interns, valued at \$50
- Judy Downie donated cookies and general supplies, valued at \$50
- Dr. Jeffrey Hoyda donated \$175 for Thursday lunch for all participants
- Kiwanis Club donated \$200 for student participation fee and general supplies
- Kroger donated paper bags for participants, valued at \$25
- National Machinery Foundation, Inc. donated \$3,000 for student participation fee
- Tiffin Rotary Club donated \$300 for student participation fee and general supplies
- Webster Foundations, Inc. donated \$1,000 for student participation fee
- White Fund of Tiffin Community Foundation donated \$1,000 for student participation fee

Krout

- National Machinery Foundation, Inc. donated \$1,500 for the Folk Trails

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Program in the 2nd grade classroom

The President called for the vote to approve the Consent Agenda. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Perez and Mr. Widman. Motion carried.

ACTION ITEMS

- (18-117)** Mr. Henry moved, seconded by Mr. Perez, The Tiffin City Board of Education approve the following revised Board Policy and Regulation, as exhibited on pages 40 through 42 of the agenda:
DLC-R – Expense Reimbursements

Approve Board Policy

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

- (18-118)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve contract services between Joseph Moore, Director International Cultural Center, and Tiffin City Schools, as exhibited on page 43 of the agenda.

Approve ICC Contract

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

- (18-119)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education ratify the 2018-2019 bus stops as exhibited on pages 44 through 63 of the agenda, and authorizes the Director of Operations or his designee to adjust the stops as deemed necessary throughout the year.

Ratify 2018-2019 Bus Stops

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

- (18-120)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education adopt a resolution to provide authorization to purchase from school bus bids received by Ohio Schools Council, as exhibited on pages 64 of the agenda.

Adopt Ohio Schools Council Resolution

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

- (18-121)** Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve contract with North Central Educational Service Center for ESY Preschool Autism Services FY18 – Amended, as exhibited on page 65 of the agenda.

Approve ESY Preschool Autism Services

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

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- (18-122) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve contract with North Central Educational Service Center for ESY Services for the Visually Impaired FY18, as exhibited on page 66 of the agenda.

Approve ESY Services for the Visually Impaired

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

- (18-123) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve Memorandum of Understanding for field-based experience placement between Lourdes University and Tiffin City Schools, as exhibited on pages 67 and 68 of the agenda.

Approve MOU with Lourdes University

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

- (18-124) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve the Adoption Agreement for the OASBO 457 Deferred Compensation Plan, approve the Provider Selection Agreement for the OASBO 457 Deferred Compensation Plan, and adopt the Resolution Approving Revisions to the OASBO Section 457 Plan, as exhibited on pages 69 through 75 of the agenda.

Adopt Revisions to OASBO 457 Deferred Compensation Plan

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

- (18-125) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve agreement with AEI Speakers Bureau, as exhibited on pages 76 through 78 of the agenda.

Approve AEI Speakers Bureau Agreement

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

- (18-126) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve employment, under Ohio Revised Code Section 3313.53 (upon satisfactory completion of all requirements) the following nonlicensed individuals who hold a valid pupil-activity program permit, in the position indicated for the 2018-2019 school year, having offered such position to those employees of the district who are licensed individuals and no such employee qualified to fill the position having accepted it, and having then advertised the position as available to any licensed individual who is qualified to fill it and not employed by the board, and no such person having applied for and accepting it.

Approve Pupil Activity Permits

- Eric Aller, Football, Seventh/Eighth Grade 50%

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- Tony Gooding, Football, Seventh/Eighth Grade 50%
- John Hoffman, Football, Seventh/Eighth Grade 50%
- Jessica Martin, Cheerleading, Eighth Grade (Fall & Winter)
- Jessica Martin, Cheerleading, Seventh Grade (Fall & Winter)

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

**Amend
Administrator
Contract**

(18-127) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education amend the following administrator contract:

- Nicholas Z. Smith, School Psychologist, Step 3, 07/01/18 – 06/30/21

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

**Approve School
Resource
Officer**

(18-128) Mr. Henry moved, seconded by Mr. Perez, the Tiffin City Board of Education approve agreement between the City of Tiffin and the Tiffin City Schools for a School Resource Officer, as exhibited on pages 79 through 85 of the agenda.

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

**Approve MEC
Plan Amend-
ments**

(18-129) Mr. Henry moved, seconded by Mr. Perez, the Tiffin City Board of Education approve the 2-Tier, 3-Tier, and MEC Plan Amendments and Summaries of Material Modifications regarding the termination of employee coverage, as exhibited on pages 86 and 87 of the agenda.

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

**Approve
Healthcare
Process Con-
sulting
Medicaid
Agreement**

(18-130) Mr. Henry moved, seconded by Mr. Perez, the Tiffin City Board of Education approve an agreement for Medicaid billing services from Healthcare Process Consulting, Inc. for the period beginning July 1, 2018, and ending June 30, 2021, as exhibited on pages 88 through 96 of the agenda.

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

**Approve
Administrator
Contract**

(18-131) Mr. Henry, moved, seconded by Mr. Perez, the Tiffin City Board of Education approve the following administrator contract:

- Larry J. Kisabeth, Athletic Director, 215 days, Classification IV, Step 6, 07/01/18 – 06/30/19

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

Adopt Resolution to Amend 403(b) Plan

(18-132)

Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education adopt the 403(b) Plan Document Amendment and Restatement Resolution to amend and restate the Tiffin City Schools 403(b) Plan effective January 1, 2010 to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan as its amended and restated 403(b) plan document, as exhibited on page 97 of the Addendum.

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

OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD
Topic – Athletic Director’s Workload

Public Dialogue

Mr. Barber spoke about position turnover, additional sports, middle school athletic duties, administrative duties, extra events, other facility use, and the number of paid work days.

Dr. Gase spoke about the position’s other administrative duties, amount of secretarial support, and adjusting the daily work schedule to evenings when needed.

Mr. Henry spoke about the position’s lengthy job description and the current search timeline. Mr. Barber indicated a permanent search will be conducted next February.

Mr. Widman spoke about the position’s evolution and a former director’s disagreement with the middle school duties. He also spoke about supervision of the ticket manager position, additional sports such as bowling, and attracting employees as a destination district.

Mr. Perez spoke about reducing secretarial duties by eliminating student fees. He also spoke about reassigning middle school duties to its current administration.

Wendy Rosen, 55 Walnut Street, Tiffin, spoke about creating internships for Heidelberg and Tiffin University students.

Mr. Perez spoke about internship concerns such as compensation and turnover.

Mr. Daniel spoke about the limited number of work days in the secretarial

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position.

BOARD DISCUSSION

Board Discussion

Dr. Gase spoke about the Gase Family Literacy Fund of the Tiffin Community Foundation, which is accepting applications from 2018 births for Dolly Parton’s Imagination Library.

Dr. Hoyda started a discussion about replacing paper agenda materials with an electronic format. Sources and costs will be investigated.

- (18-133) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education hold an executive session to consider the appointment, employment, and compensation of public employees, and preparing for, conducting or reviewing negotiations or bargaining sessions with employees.

Enter Executive Session

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

Time in: 8:01 PM

- (18-134) Mr. Henry moved, seconded by Mr. Perez, to go out of executive session.

Exit Executive Session

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

Time out: 9:27 PM

- (18-135) 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. Perez and Mr. Widman. Motion carried.

Time in: 7:00 PM

Time out: 9:28 PM

The next regular meeting is scheduled for August 28, 2018 at 7:00 PM in the Tiffin Middle School Cafetorium.

Next Meeting

President

Treasurer