

TIFFIN CITY BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, September 25, 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 Vice President, Dr. Andrew Gase, with the following members present: Mr. Henry, Dr. Hoyda, Mr. Perez and Dr. Gase. Absent: Mr. Widman.

Roll Call

The Pledge of Allegiance was led by Kerrick Fanning, National Merit Scholarship Semi-finalist, and Patrick Pariseau, National Merit Scholarship Commended Student, from Columbian High School.

Pledge of Allegiance

(18-162) Mr. Henry moved, seconded by Mr. Perez, the Tiffin City Board of Education adopt the agenda with the following deletions and corrections:

Adopt Agenda

VIII. CONSENT AGENDA

8.03 Employment

21st Century Noble Elementary Positions to be Compensated According to the Application Awarded by Ohio Department of Education for the 2018-2019 School Year

Diane E. Dunbar, ~~Educational Aide~~ **Program Assistant as needed @ \$17.90 per hour**

Bus Driver – Change in Assignments

George A. Fretz, effective ~~8/23/18~~ **2018-2019 contract year**, Route 61 AM & PM, from 4 hours per day to 4.25 hours per day

David W. Kay, effective ~~8/23/18~~ **2018-2019 contract year**, Route 41 AM & PM, from 3.75 hours per day to 4.25 hours per day

Debra M. Reamer, effective ~~8/23/18~~ **2018-2019 contract year**, Route 52 AM & PM, from 4 hours per day to 4.25 hours per day

Garrison Rennels, effective ~~8/23/18~~ **2018-2019 contract year**, Route 31 AM & PM, from 3 hours per day to 3.25 hours per day

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

~~Roman Williams, Wrestling, Seventh/Eighth Grade~~

IX. ACTION ITEMS

~~**9.01 Approve Revised Board Policies, Exhibits and Regulations**~~

9.07 Approve Administrator Contracts

Tammy J. Harer, Director of Data and Reporting, October 1, 2018 thru June 30, 2021, Level ~~2~~ **1**

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

BOARD REPORTS

Board Reports

Business Advisory Council, Dr. Gase – Met September 20, 2018. Spoke about Year 13, TCC Career Connections, Lunch & Learns in the Middle School, Manufacturing Showcase on October 12, Career Fair on March 27, Columbian Student Business Advisory, and a High School Guidance interest inventory from Mrs. Musgrave. The next meeting is Thursday, October 18, 2018 at 8:00 AM at the Chamber of Commerce.

Finance Committee, Dr. Gase – Did not meet. The next meeting is Tuesday, October 16, 2018 at 5:15 PM in the first floor conference room of the Administration Building.

Communication & Marketing Committee, Mr. Henry – Met September 6, 2018. Spoke about the quality profile sample, new website layout, visitor management system, and potential plans to meet with local realtors. The next meeting is Thursday, October 4, 2018, at 4:00 PM in the first floor conference room of the Administration Building.

Program Committee, Mr. Henry – Met September 19, 2018. Spoke about Year 13, policy updates, and staff recognition program. The next meeting is Wednesday, October 17, 2018, at 5:15 PM in the first floor conference room of the Administration Building.

Support Services Committee, Dr. Hoyda – Met September 14, 2018. Spoke about replacing two ovens in the middle school, recruiting new bus drivers, installation of new boilers in the high school, TMS cafeteria expansion, and the School Resource Officer. The next meeting is Friday, October 12, 2018 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 – Absent.

Wellness Committee, Mr. Henry – Did not meet.

PreK-5 Task Force, Mr. Perez – Met Wednesday, September 12, 2018.

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Spoke about assessment reports. The next meeting is Wednesday, September 26, 2018 at 9:00 AM in the first floor conference room of the Administration Building.

Student Representatives

Andrew Branson spoke about TC Bio Club and river cleanup, Change Makers coat drive, Quiz Bowl standings, SBC golf championship, football win vs. Vermilion, and wrestler Caden Blust's acceptance to West Point.

Student Reports

Kirsten Egbert spoke about publishing the *Tiffinian* newspaper online.

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

Superintendent's Report

1. Local Report Card Data – presented by Jennifer Losey
2. Professional Development October 5th
3. School Resource Officer
4. Summer Feed Recognition – presented by Michelle Tuite
5. Additional Items – NW Region OSBA Humanitarian Awards to be presented October 4, 2018, to Hempy Water and AJ's Heavenly Pizza

ASSISTANT SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

Assistant Superintendent's Report

1. First reading of the Proposed Revised Board Policies and Regulations, as exhibited on pages 11 through 41 of the agenda:
 - DBD – Budget Planning (Five-Year Forecast)
 - DJB – Petty Cash Accounts
 - EBBA – First Aid
 - EFF – Food Sale Standards
 - EFG – Student Wellness Program
 - GA – Personnel Policies Goals
 - GCD – Professional Staff Hiring
 - IGBG – Home-Bound Instruction
 - JECBB – Interdistrict Open Enrollment (Statewide)
 - JED – Student Absences and Excuses
 - JFCF – Hazing and Bullying
 - JFCJ – Weapons in the School
 - JGD – Student Suspension
 - JGDA – Emergency Removal of Student
 - JGE – Student Expulsion
 - KG-R – Community / District Use of School Facilities
2. Additional Items – Crystal Apple Award

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DIRECTOR OF OPERATIONS' REPORT AND RECOMMENDATIONS

**Director of
Operations'
Report**

1. Boiler Room
2. TMS Air Conditioner
3. Additional Items – none.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Public Input

Carissa Allen, 135 Clinton Avenue, Tiffin, spoke about PTO Spirit Night and proposed free student admission to all athletic events.

CONSENT AGENDA

(18-163) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve the following items:

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

**Approve
Minutes of
August
Meetings**

- Regular meeting on August 14, 2018, as exhibited on pages 42 through 45 of the agenda.
- Regular meeting on August 28, 2018, as exhibited on pages 46 through 56 of the agenda.

The Superintendent's recommendation to approve the Treasurer's reports for August 2018, as exhibited on pages 57 through 64 of the agenda.

**Approve
August 2018
Treasurer's
Reports**

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

General Fund	19,941,946.69
Bond Retirement	1,422,467.55
Permanent Improvement	878,092.99
Building	61,041.00
Food Service Fund	375,808.46
Special Trust	9,286.05
Endowment	14,870.69
Uniform School Supplies	-53,473.52
Mental Health	15,038.52
Public School Support	44,902.62
Other Grant	89,201.39
District Agency	1,355.15
Classroom Facilities Maintenance	981,566.68
Student Managed Activity	63,046.64
District Managed Activity	146,836.52
Auxiliary Services	204,237.17

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Data Communication Fund	0.00
School to Work	0.00
IDEA Part B Grants	-84,335.86
Title I Disadvantaged Children	-53,650.07
IDEA Preschool-Handicapped	-2,786.35
Improving Teacher Quality	-7,678.57
Miscellaneous Federal Grant Fund	-831.00

Total \$24,046,942.75

The Superintendent's recommendation to accept the following resignations:

**Accept
Resignations**

SUPPORT STAFF

Tiffany Huffman, effective September 28, 2018

The Superintendent's recommendation to employ the following:

**Approve
Employment**

PROFESSIONAL STAFF

Christina L. Joyce, Guidance Counselor, 4 additional extended service days per contract year, for Advanced Placement Testing, effective 2018-2019 and 2019- 2020

21st Century Noble Elementary Positions to be compensated according to the application awarded by Ohio Department of Education for the 2018-2019 School Year

- Molly A. Lofton, 21st CCLC Coordinator, 50%
- Wendy E. Demith, 21st CCLC Coordinator, 25%
- Margaret A. Wise, 21st CCLC Coordinator, 25%
- Kimberly M. Heyman, Tutor
- Katelynn R. Hafer, Tutor
- Stacey Kiesel, Tutor
- Diane E. Dunbar, Program Assistant as needed @ \$17.90 per hour

Resident Educator Mentors for the 2018-2019 School Year

- Heather A. Arnold – 2 Resident Educators
- Allen D. Auble – 3 Resident Educators
- Lindsay R. Distel – 2 Resident Educators
- Todd R. Edmond – 2 Resident Educators
- Bradley R. Fuhrer – 1 Resident Educator
- Rachel A. Gaietto – 1 Resident Educator
- Erin E. Gillig – 2 Resident Educators
- Elizabeth L. Humphrey – 1 Resident Educator
- Kelli L. Jones – 1 Resident Educator
- Christopher O. Kopp – 1 Resident Educator

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Laura A. Lewis – 1 Resident Educator
Christina M. Lorenz – 1 Resident Educator
Christopher G. Monsour – 2 Resident Educators
Ann T. Reddy – 1 Resident Educator

Classroom Instruction - Evening Classes for the 2018-2019 School Year-

Jeanette M. Marshall, ACT Prep, as needed, not to exceed 6 hours
Lauren Warnement, ACT Prep, as needed, not to exceed 6 hours

Saturday School for the 2018-2019 School Year

Todd R. Edmond, ACT Practice, as needed, not to exceed 12 hours

Substitute Teachers Effective for the 2018-2019 School Year

Mary Beth Boyer
Paul E. Calvin
Matthew R. Campbell
Amy L. Lutz
Hannah E. Lynch
Kateline Peck
Charles E. Schank
Danielle M. Willman

SUPPORT STAFF

Change in Position Hours effective October 1, 2018

Executive Secretary 2,040 per contract year
Account Clerk 2,040 per contract year

Bus Driver – Change in Assignments

George A. Fretz, effective 9/10/18, additional Route 60MD, increase 1 hour per day, 4 days week
George A. Fretz, effective 2018-2019 contract year, Route 61 AM & PM, from 4 hours per day, to 4.25 hours per day
David W. Kay, effective 2018-2019 contract year, Route 41 AM & PM, from 3.75 hours per day to 4.25 hours per day
Debra M. Reamer, effective 2018-2019 contract year, Route 52 AM & PM, from 4 hours per day to 4.25 hours per day
Garrison Rennels, effective 2018-2019 contract year, Route 31 AM & PM, from 3 hours per day to 3.25 hours per day

Custodian

Cheryl Gibson, 4 hours per day, effective 09/04/18

Educational Aide Effective with the 2018-2019 School Year

Debra Kizer, from 5.5 hours per day to 5.75 hours per day

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Margot M. Rennels, from 1.5 hours per day to 4.25 hours per day

In School Suspension Assignment

John D. Eckroth, In School Suspension Assignment, effective 08/23/18

Night Sweeper

Brad M. Willoughby, effective 09/04/18

Substitute Educational Aides Effective for the 2018-2019 School Year

Sean J. Dezse

Katelyn R. Gillig

Tami M. Kern

Substitute Bus Drivers Effective for the 2018-2019 School Year

David J. Moon, effective 09/25/18

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

Eric Aller, Football, Seventh/Eighth Grade 50%

John Hoffman, Football, Seventh/Eighth Grade 50%

Curt G. Mellott, Baseball, Head Varsity

Samantha Lichtenberger, Quiz Bowl Volunteer

The Superintendent's recommendation to accept the following donations:

**Accept
Donations**

District

- Sharon and John Eves donated art supplies, valued at \$50.00

Columbian

- Hempy Water donated six 5 gallon jugs of distilled water to the Columbian Science Department, valued at \$27.00
- The Columbian Athletic Department received a \$50.00 donation from John Birch
- The Tiffin Columbian Alumni Association Academic Enrichment Fund of the Tiffin Community Foundation donated \$200.00 to benefit the Quiz Bowl Team
- The Jr. Home Alumni Association donated \$400.00 to be used for Dad Kernan Citizenship and Athletic Awards
- Kroger donated \$344.86 as part of the Community Rewards Program

Noble

- Nationwide donated a basket filled with baked goods, valued at \$25.00

Krout

- The VCA Dog and Cat Hospital of Tiffin donated Kennedy's care, valued at \$492.97

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Washington

- Mike, Heather, Carson and Tess Weinandy donated the book *Pig the Fibber*, valued at \$12.00, in memory of Sylvia Gibson
- Nancy and Don Burner donated the book *Nerdy Birdy*, valued at \$12.00, in memory of Sylvia Gibson
- Show Place donated school supplies and clothing for students, valued at \$100.00
- The Rotary Club of Tiffin donated books to the library, valued at \$51.00

Lincoln

- Taylor Elchert Photography donated school supplies and cash, valued at \$600.00
- Precision Automotive Technology donated school supplies, valued at \$500.00

The Superintendent's recommendation to adopt the following supplements to the Temporary Appropriations Resolution for the fiscal year ending June 30, 2019:

- 003 Permanent Improvement \$129,184
- 034 Classroom Facilities Maintenance \$40,000

Adopt Supplemental Temporary Appropriations

The Superintendent's recommendation to approve Statement of Purpose Budget Reports from the following student activity groups for the year beginning July 1, 2018 and ending June 30, 2019:

- Fund 200 SCC 9982 TMS Student Council
- Fund 300 SCC 9987 TMS School Yearbook
- Fund 200 SCC 9911 Columbian Entrepreneurship
- Fund 300 SCC 9976 Columbian Drama Club
- Fund 200 SCC 9974 Columbian Spanish Club
- Fund 200 SCC 9942 Columbian SADD
- Fund 200 SCC 9941 Columbian Quiz Bowl
- Fund 200 SCC 9972 Columbian National Honor Society
- Fund 200 SCC 9980 Columbian Key Club
- Fund 200 SCC 9816 Columbian Junior Class Prom
- Fund 200 SCC 9920 Columbian Student Council
- Fund 300 SCC 9978 Columbian Vocal Music Group
- Fund 200 SCC 9943 Columbian GSA
- Fund 200 SCC 9944 Columbian Changemakers
- Fund 018 SCC 9009 Columbian Support Fund
- Fund 200 SCC 9948 Columbian S.T.A.N.D.
- Fund 200 SCC 9945 Columbian Knitting Club

Approve Statement of Purpose Reports

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- Fund 200 SCC 9970 Columbian Library Club
- Fund 300 SCC 9961 Business Advisory Committee
- Fund 200 SCC 9914 Columbian Art Club

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

ACTION ITEMS

- (18-164)** Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve a contract with North Central Ohio Educational Service Center for Parent Mentor Liaison (Hope Boes) FY19, as exhibited on page 68 of the agenda.
- The Vice-President called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Dr. Gase, and Mr. Perez. Motion carried.
- (18-165)** Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education contract with Sarah Bee Design to provide graphic design goods and services, as exhibited on page 69 through 73 of the agenda.
- The Vice-President called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Dr. Gase, and Mr. Perez. Motion carried.
- (18-166)** Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve contract Vanguard-Sentinel Career & Technical Center for educational and remedial support services, as exhibited on page 74 of the agenda.
- The Vice-President called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Dr. Gase, and Mr. Perez. Motion carried.
- (18-167)** Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve contract Flat Rock Care Center for services for the 2018-2019 school year, as exhibited on page 75 through 80 of the agenda.
- The Vice-President called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Dr. Gase, and Mr. Perez. Motion carried.
- (18-168)** Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education amend the position of EMIS Coordinator to Director of Data and Reporting and approve the revised Job Description, as exhibited on pages 81 through 83 of the agenda, effective October 1, 2018.
- The Vice-President called for the vote. Voting yes: Mr. Henry, Dr. Hoyda,

**Approve
NCOESC
Contract for
Parent Mentor**

**Approve
Contract for
Graphic Design
Services**

**Approve
Contract with
Vanguard-
Sentinel**

**Approve
Contract with
Flat Rock Care
Center**

**Amend Job
Description**

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Dr. Gase, and Mr. Perez. Motion carried.

(18-169) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve the following revisions to Administrator contracts effective October 1, 2018:

- Add the Director of Data and Reporting position to align with Transportation Supervisor position on the 2018-2019 and 2019-2020 Supervisor Salary Schedules currently in effect.
- Revise the Transportation Supervisor position to align with the Technology Coordinator position on the 2018-2019 and 2019-2020 Supervisor Salary Schedules currently in effect.
- Revise the Director of Student Services to Classification I (12 months) on the 2018-2019 and 2019-2020 Administrative Salary Schedules currently in effect.
- Maryl L. Hill, Director of Student Services, Classification I, Step 2
- Tammy J. Harer, Director of Data and Reporting, October 1, 2018 thru June 30, 2021, Level 1

**Approve
Revisions to
Administrator
Contracts**

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

(18-170) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education adopt a Permanent Appropriation Resolution to provide for the current expenses and other expenditures of said Board of Education during the fiscal year ending June 30, 2019, and sums be hereby set aside and appropriated for the several purposes for which expenditures are to be made during said fiscal year, as exhibited on pages 84 through 88 of the agenda.

**Adopt
Permanent
Appropriation
Resolution**

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

(18-171) Mr. Henry moved, seconded Dr. Hoyda, the Tiffin City Board of Education approve the Tiffinian as the Columbian School Newspaper Club.

**Approve
Columbian
Newspaper**

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

(18-172) Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve Exhibit Six, Addendum to 2018-2019 Agreement with Seneca County Board of Developmental Disabilities, as exhibited on pages 89 and 90 of the agenda.

**Approve
Addendum
with
SCBDD**

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

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(18-173)

Mr. Henry moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve Agreement with Center for Autism and Dyslexia of Findlay for 2018-2019, as exhibited on pages 91 through 94 of the agenda.

**Approve
Agreement
with Center for
Autism and
Dyslexia**

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

OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD
Topic – Crowdfunding

**Public
Dialogue**

Mr. Boes spoke about crowdfunding platforms such as GoFundMe and the need for policies regarding proper use and confidentiality.

Mr. Barber spoke about the need for superintendent approval and financial accountability.

Andrew Branson asked about crowdfunding policies at other schools and spoke about accounting for unused fundraising.

Mr. Perez spoke about controlling use of the district’s name and logo.

Mr. Henry spoke about reviewing proposed policies with the Finance Committee.

Kirsten Egbert spoke about commissions retained by crowdfunding providers.

BOARD DISCUSSION

Mr. Gase spoke about Year 13 mentors and the community literacy program for ages 0-5.

**Board
Discussion**

Mr. Henry spoke about literacy as a community issue and Homecoming.

Mr. Perez spoke about improving elementary libraries, offering free student admission to athletic events, refusing complimentary passes, and discontinuing pay-to-participate, and commended teachers for report card results.

Miss Egbert spoke about her book donation initiative and commended Ms. Alexis Boyer as Columbian’s Student Council advisor and Ms. Ann Reddy for teaching about the importance of reading.

Mr. Branson spoke about electronic reading devices and an increase in scores for the online ACT.

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Molly Lofton spoke about Read to Succeed volunteers and the 21st Century Community Learning Center program at Noble.

Mr. Barber spoke about *The 90% Reading Goal*.

(18-174) Mr. Henry moved, seconded by Mr. Perez, the Tiffin City Board of Education adjourn.

Adjournment

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

Time in: 7:00 PM

Time out: 8:45 PM

The next regular meeting is scheduled for October 23, 2018 at 7:00 PM in the Tiffin Middle School Cafetorium.

Next Meeting

President

Treasurer