

TIFFIN CITY BOARD OF EDUCATION
Regular Meeting Minutes
Tuesday, October 23, 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, Mr. Chris 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 the Columbian Cross Country Teams and Boys Golf Team, with Coaches Ingalls, Kihorany and Vasko.

Pledge of Allegiance

(18-175) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education adopt the agenda as presented.

Adopt Agenda

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 – Met October 18, 2018. Spoke about the Manufacturing Showcase, STRIVE Program, ROX program for girls, and Lunch & Learns. The next meeting is Thursday, November 15, 2018 at 8:00 AM at the Tiffin Area Chamber of Commerce.

Board Committee Reports

Finance Committee, Dr. Gase – Met October 16, 2018. Spoke about the five-year forecast, combining future operating and construction levies, expenditure comparisons for destination districts, endowment funds for special purposes, and additional revenue sources such as alumni fundraising. The next meeting is Tuesday, November 20, 2018 at 5:15 PM in the first floor conference room of the Administration Building.

Communication & Marketing Committee, Dr. Hoyda – Met October 4, 2018. Spoke about website errors, new Columbian banners, public relations video about security protocols, website voice over about the State Report Card, and board meetings broadcast on YouTube. The next meeting is Thursday, December 6, 2018, at 4:00 PM in the first floor conference room of the Administration Building.

Program Committee, Mr. Henry – Met October 17, 2018. Spoke about the district social worker, ROX program for girls, VHS/CCP/AP enrollment, summer intervention development, policy updates, and Mariah Solomon as a potential new member. The next meeting is Wednesday, November 14,

October 23, 2018

2018, at 5:15 PM in the first floor conference room of the Administration Building.

Support Services Committee, Mr. Widman – Met October 19, 2018. Spoke about the new phone system, Chromebooks, new buses, carbon monoxide detectors, repaired middle school air conditioning, and core track samples. The next meeting is Friday, November 16, 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 – Spoke about Vanguard’s 50th anniversary and a newsletter featuring two Sentinel graduates from Tiffin Columbian.

Wellness Committee, Mr. Henry – Did not meet.

PreK-5 Task Force, Mr. Perez – Met Wednesday, October 17, 2018. Spoke about current space needs, decrease in local share to 31%, cost effectiveness of rebuilding vs. renovating Columbian, one vs. two K-5 buildings, programming phase, building sites, locally funded gymnasiums, high school media center, community involvement, state funding timeline, lease purchase option, and architect conversations at Capital Conference. The next meeting is Wednesday, October 31, 2018 at 9:00 AM in the first floor conference room of the Administration Building.

Student Representatives

Andrew Branson spoke about Bio Club volunteers at Garlo Park’s autumn festival, TC Change Makers’ collaboration with Mercy Health to provide trauma stations, TC Change Makers’ collaboration with United Way to raise Impact For Hope funds for the Hurricane Florence disaster, Get Out & Walk event at Washington K-1, 8th grade STEM trip to Honey Creek to collect water quality data, United Insurance Services’ driving simulator, winter coat drive conducted by TC Change Makers and K-5 PTO, and the School Resource Officer. He also reported for Kirsten Egbert that the high school newspaper will publish its first 2018-2019 edition next month.

**Student
Representative
Reports**

SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

**Superinten-
dent’s Report**

October 23, 2018

1. *The 90% Reading Goal*
2. Manufacturing Showcase for all Seneca County Freshmen
3. Fall Sports – marching band, cheerleading, football, cross country, golf and volleyball
4. High School Auditorium – potential private funding source for renovation including seating, lighting, sound, appearance and air conditioning.
5. Vacant Lot – former West Jr. High site, appraised value, purchase inquiry
6. Additional Items – none.

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 10 through 35 of the agenda:
 - BDDG – Minutes
 - DECA – Administration of Federal Grant Funds
 - GBI – Staff Gifts and Solicitations
 - GBIA (also IGDF) – Online Fundraising Campaigns/Crowdfunding
 - GCB-1 – Professional Staff Contracts and Compensation Plans (Teachers)
 - GCB-2 – Professional Staff Contracts and Compensation Plans (Administrators)
 - IGDF – Student Fundraising Activities
 - IGDFA (also GBIA) – Online Fundraising Campaigns/Crowdfunding
 - JG – Student Discipline
 - JP – Positive Behavioral Interventions and Supports (Restraint and Seclusion)
2. Crystal Apple Award – Mrs. Jill DeVore, Middle School Teacher
3. Additional Items – none.

DIRECTOR OF OPERATIONS’ REPORT AND RECOMMENDATIONS

Director of Operations’ Report

1. TMS Cafetorium Expansion – architect proposal, local contractor input.
2. Track Update
3. Additional Items – Bus re-routing due to announcement of Ella Street bridge closure for 4 years.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Public Input

None.

CONSENT AGENDA

(18-176) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education

October 23, 2018

approve the following items:

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

- Regular meeting on September 25, 2018, as exhibited on pages 36 through 47 of the agenda.

**Approve
Minutes of
September
Meeting**

The Superintendent's recommendation to approve the Treasurer's reports for September 2018, as exhibited on pages 48 through 57 of the agenda.

**Approve
September
2018 Treasurer's
Reports**

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

General Fund	19,539,526.80
Bond Retirement	1,476,593.97
Permanent Improvement	876,307.56
Building	61,041.00
Food Service Fund	363,393.09
Special Trust	9,286.05
Endowment	14,870.69
Uniform School Supplies	-78,320.72
Mental Health	15,038.52
Public School Support	46,765.73
Other Grant	81,288.67
District Agency	1,355.15
Classroom Facilities Maintenance	985,063.40
Student Managed Activity	71,457.60
District Managed Activity	194,283.58
Auxiliary Services	181,043.01
Data Communication Fund	0.00
School to Work	0.00
IDEA Part B Grants	-62,251.10
Title I Disadvantaged Children	-59,596.53
IDEA Preschool-Handicapped	-2,891.34
Improving Teacher Quality	-6,405.88
Miscellaneous Federal Grant Fund	-17,799.25

Total \$23,690,050.00

The Superintendent's recommendation to accept the following termination:

**Approve
Termination**

SUPPORT STAFF

Chelsi R. Olmstead, Special Needs Aide, effective 10/24/18

October 23, 2018

The Superintendent's recommendation to accept the following resignations:

**Accept
Resignations**

SUPPORT STAFF

Doris M. Bour, Substitute Educational Aide, effective 10/15/18

Dennis R. McDonald, Night Sweeper, effective 10/05/18

The Superintendent's recommendation to employ the following:

**Approve
Employment**

PROFESSIONAL STAFF

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

Morgan N. Grover, Tutor

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

Jennifer Rindler, ACT Prep, as needed, not to exceed 6 hours

Substitute Teachers Effective for the 2018-2019 School Year

Logan P. Brutcher

Morgan E. Dunleavy

Tonya M. Heileman

Mimi L. Johnston

Sara E. Rochester

Bernadette R. Rusher

Emilee M. Wong

SUPPORT STAFF

Educational Aide

Sara E. Kuhn, Special Needs Aide, level 0, effective 10/10/18

Bus Driver Re-Assignments Effective 10/24/18

Patricia Hill, Route 63PM Terminated due to student moved out of district

Reassign Patricia Hill to Route 34PM, 1.25hr per day

Substitute Educational Aides Effective for the 2018-2019 School Year

Tina M. Dorris

Mimi L. Johnston

Bernadette R. Rusher

Emilee M. Wong

Substitute Custodian Effective for the 2018-2019 School Year

Gene Englehart

October 23, 2018

Substitute Night Sweeper Effective for the 2018-2019 School Year

Gene Englehart

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

Shaun L. Conley, Wrestling Volunteer

Amy E. Lutz, Softball, Assistant Varsity

Emily A. Runion, Softball, Assistant Varsity

The Superintendent's recommendation to accept the following donations:

**Accept
Donations**

District

- The National Machinery Foundation donated \$2,500.00 for hungry children throughout the year

Tiffin Middle School

- Paul Fortney donated golf clubs and a golf bag, valued at \$100.00
- First Call for Help donated school supplies, valued at \$100.00
- TMS Staff donated \$1,180 to be used for quarterly prizes for the TMS Bucks program
- Teresa and Mike Perry of Tiffin Brake & Wheel donated \$500.00 to the TMS Power of the Pen
- Tunnel Hill Partners, LP on behalf of Sunny Farms Landfill, donated \$200.00 to the TMS Power of the Pen
- TMS PTO donated candy bars to be used for the weekly TEAM TMS drawings, valued at \$50.00
- TMS PTO donated 60 gift cards to be used for the weekly TEAM TMS drawings, valued at \$300.00

Noble

- The Grace Baptist Church donated baked goods for the staff, valued at \$40.00

Krout

- The VCA Dog and Cat Hospital of Tiffin donated Kennedy's care, valued at \$64.10
- Hempy Water donated 18 cases of water, valued at \$108.00

Washington

- Pat and Tom Walter donated the book *Pig the Fibber*, valued at \$12.00, in memory of Marie Koehl

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.

October 23, 2018

ACTION ITEMS

(18-177)

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 page 58 through 90 of the agenda:

Approve Board Policies

- DBD – Budget Planning (Five-Year Forecast)
- DJB – Petty Cash Accounts
- EBBA – First Aid
- EDE-E-1 – Computer Network and Internet Acceptable Use Policy
- EDE-E-2 – Computer Network and Internet Acceptable Use Policy Email Account Request
- 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

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

(18-178)

Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education contract with North Central Ohio Educational Service Center for Special Education Teacher/Paraprofessional After-School Instruction Services FY19 as exhibited on page 91 of the agenda.

Approve NCOESC Contract After School Instruction FY19

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

(18-179)

Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve purchased service agreement contract with North Central Ohio Educational Service Center for Rent for Special Education Unit at Noble School, as exhibited on pages 92 and 93 of the agenda.

Approve Rental Contract with NCOESC

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

October 23, 2018

- (18-180) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve Seneca County Interagency Transition Agreement, as exhibited on pages 94 through 107 of the agenda. **Approve Seneca County Interagency Transition Agreement**
- The President called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Perez, and Mr. Widman. Motion carried.
- (18-181) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve contract with Howbert Surveying LLC for land survey services at two sites, as exhibited on pages 108 through 116 of the agenda. **Approve Contract with Howbert Surveying**
- The President called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Perez, and Mr. Widman. Motion carried.
- (18-182) Mr. Henry moved, seconded Dr. Gase, the Tiffin City Board of Education approve Columbian HS Boys Basketball Overnight Scrimmage in Columbus, Ohio as exhibited on page 117 of the agenda. **Approve Overnight HS Basketball Trip**
- The President called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Perez, and Mr. Widman. Motion carried.
- (18-183) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve Columbian Cross Country Midwest Regional Champion Overnight Meet, as exhibited on page 118 of the agenda. **Approve Overnight Cross Country Meet**
- The President called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Perez, and Mr. Widman. Motion carried.
- (18-184) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve the Schedule of Revenues, Expenditures and Changes in Fund Balances for the Fiscal Years Ended June 30, 2016, 2017, and 2018 Actual; Forecasted Fiscal Years Ending June 30, 2019 Through 2023; and the Accompanying Summary of Forecast Assumptions, as exhibited on pages 119 through 123 of the agenda. **Approve Forecast and Assumptions**
- The President called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Perez, and Mr. Widman. Motion carried.
- (18-185) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve contract with Calvert Catholic Schools for an Intervention Specialist for FY19, as exhibited on pages 124 and 1125 of the agenda. **Approve Calvert Contract**
- The President called for the vote. Voting yes: Mr. Henry, Dr. Gase, Dr. Hoyda, Mr. Perez, and Mr. Widman. Motion carried.

October 23, 2018

(18-186) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education approve rental contract with Tiffin YMCA for swim lanes, as exhibited on pages 126 and 127 of the agenda. **Approve YMCA Contract**

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

(18-187) Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education employ, 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 Permit**

Eric A. Gibson, Wrestling, Assistant Varsity

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

OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD
Topic – Board Procedures **Public Dialogue**

Mr. Widman spoke about maximizing technology and converting to paperless board meetings. He is familiar with OSBA's Board Docs program and Vanguard-Sentinel's less expensive in-house format.

Mr. Barber spoke about visiting Vanguard-Sentinel to learn about its paperless meeting procedures. He suggested hearing a presentation at November's meeting and implementing paperless procedures in January. Mr. Widman advised proceeding with the career center's format in lieu of a presentation.

Mr. Perez spoke about the importance of public access to board meeting materials.

Mark Hoerig, 75 Birchwood Drive, Tiffin, spoke about publicizing and retaining the online availability of meeting agendas and exhibits.

Dr. Hoyda spoke about adding online committee reports.

Mr. Henry spoke about the benefits of paperless meetings and information. He also spoke about confidentiality concerns.

October 23, 2018

Mr. Branson spoke about increasing the use of technology in other areas as well.

Mr. Barber spoke about the absence of board member compensation being uncommon in the State of Ohio.

Mr. Widman spoke about legal compensation maximums, restrictions for current members, lack of board compensation possibly discouraging potential candidates, the need to attract good board members, and token compensation being similar to student achievement recognition and Crystal Apple Awards.

Mr. Branson spoke about seeking public input regarding board member compensation.

Mr. Perez spoke about denying compensation until pay-to-participate fees are eliminated.

Dr. Gase spoke about providing compensation to encourage interested candidates, the ability to donate back to the school district, minimal cost, athletic passes for board members, and importance of increasing candidates.

Mr. Henry spoke about community volunteerism, board service vs. employment, and compensation being incongruous with seeking a facility levy.

Wendy Rosen, 55 Walnut Street, Tiffin, spoke about eliminating pay-to-participate fees.

Dr. Hoyda and Mr. Weber spoke about finding board meetings on YouTube.

BOARD DISCUSSION

Dean Henry spoke about annual pay-to-participate revenues totaling \$75,000.

**Board
Discussion**

Dr. Hoyda sought the amount of annual revenue provided by mandatory and elective academic fees.

(18-188)

Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education hold an executive session to discuss matters required to be kept confidential by federal law or rules or state statutes.

**Executive Ses-
sion**

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

October 23, 2018

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

Time in: 8:49 PM

Time out: 9:16 PM

(18-189)

Mr. Henry moved, seconded by Dr. Gase, the Tiffin City Board of Education adjourn.

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

Time in: 7:00 PM

Time out: 9:17 PM

The next regular meeting is scheduled for November 27, 2018 at 7:00 PM in the Tiffin Middle School Cafetorium.

Adjournment

Next Meeting

President

Treasurer