

**TIFFIN CITY BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Tuesday, July 23, 2019, 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, Dr. Andrew Gase, with the following members present: Mr. Henry, Dr. Hoyda, Mr. Perez, Mr. Widman, and Dr. Gase.

**Roll Call**

The Pledge of Allegiance was led by students, Brittani Stiltner and Makenna Kidwell.

**Pledge of Allegiance**

Patricia Hilmer, former board member, was remembered with a moment of silence.

**(19-127)** Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education adopt the agenda as presented.

**Adopt Agenda**

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

**BOARD REPORTS**

Business Advisory Council, Dr. Gase – Did not meet. The next meeting is Thursday, August 15, 2019 at 8:00 AM in the Tiffin Mercy Hospital McMullen Room.

**Board Committee Reports**

Finance Committee, Mr. Perez – Did not meet. The next meeting is Tuesday, August 20, 2019 at 4:00 PM in the first floor conference room of the Administration Building.

Program Committee, Mr. Henry – Did not meet. The next meeting is Wednesday, August 21, 2019, at 5:15 PM in the first floor conference room of the Administration Building.

Support Services Committee, Dr. Hoyda – Did not meet. The next meeting is Friday, August 16, 2019 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 – Spoke about passage of the state budget bill, wellness funding, and reductions in high school graduation requirements and

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testing.

Vanguard-Sentinel Update, Mr. Widman – Did not meet. The next meeting is Thursday, August 15, 2019 at 6:30 PM at the Administration Center.

PreK-5 Task Force, Dr. Hoyda – No report. (See Opportunity for the Public to Dialogue with the Board, Topic – Greenville Elementary/Middle School Visit)

#### SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

**Superinten-  
dent’s Report**

1. Diploma Presentation to Brittani Stiltner
2. Introduction of New Student Board Representatives, Emma Feld and Makenna Kidwell
3. Retirement Recognition of Janet Beard and Donald Swartz
4. Community Reinvestment Area Tax Exemption Request from NRP Group for Tiffin Pointe II
5. Additional Items – none.

#### ASSISTANT SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

**Assistant  
Superinten-  
dent’s  
Report**

1. Staffing Update
2. Additional Items – Mr. Boes congratulated TCS students who are participating at the Seneca County Fair. Mr. Perez suggested the district pay for criminal records checks for staff.

#### DIRECTOR OF OPERATIONS’ REPORT AND RECOMMENDATIONS

**Director of  
Operations’  
Report**

1. Summer Cleaning Update
2. Track Installation Update
3. Additional Items – none.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD – none.

**Public Input**

#### CONSENT AGENDA

(19-128) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the following items:

The Superintendent’s recommendation to approve the minutes from the following meeting(s):

- Regular Board Meeting on June 25, 2019, as exhibited on pages 13

**Approve  
Minutes of  
June**

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through 27 of the agenda.

The Superintendent’s recommendation to approve the Treasurer’s reports for June 2019, as exhibited on pages 28 through 39 of the agenda.

The following were balances reported in various accounts for June 2019:

General Fund	18,023,797.15
Bond Retirement	1,219,632.95
Permanent Improvement	598,657.05
Building	61,041.00
Food Service Fund	463,289.97
Special Trust	9,286.05
Endowment	14,670.69
Uniform School Supplies	1,754.73
Mental Health	15,038.52
Public School Support	55,655.64
Other Grant	50,994.30
District Agency	20,706.60
Classroom Facilities Maintenance	1,028,774.92
Student Managed Activity	64,355.44
District Managed Activity	150,136.33
Auxiliary Services	65,822.93
Data Communication Fund	0.00
Miscellaneous State Grant Fund	0.00
IDEA Part B Grants	-36,433.09
Title I Disadvantaged Children	-29,849.70
IDEA Preschool-Handicapped	-891.62
Improving Teacher Quality	-4,311.61
Miscellaneous Federal Grant Fund	-50,443.20
Total	<hr/> \$21,721,685.05

**Meeting**

**Approve  
June 2019  
Treasurer’s  
Reports**

The Superintendent’s recommendation to accept the following retirements:

**SUPPORT STAFF**

Diane K. Jesse, effective 06/30/19

Donald Swartz, effective 09/01/19

**Accept  
Retirement(s)**

The Superintendent’s recommendation to accept the following resignations:

**PROFESSIONAL STAFF effective at the Conclusion of the 2018-2019  
Contract Year**

Libbie Kaltenbach

Christopher O. Kopp

**Accept  
Resignation(s)**

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Laura A. Tattrie

The Superintendent's recommendation to employ the following:

**Approve  
Employment**

**PROFESSIONAL STAFF effective for the 2019-2020 School Year**

**Professional Development, New Math Curriculum, \$100 per day upon certified completion of duties**

Emily L. Boone  
Thomas Cahill  
Donald Ferstler  
Douglas E. Hartenstein  
Aaron Kapelka  
Travis J. Kinn  
Paula Pauley  
Lauren Warnement  
Lisa E. Wilson

**Professional Development, Read 180 Training, \$100 per day upon certified completion of duties**

Rachel Gaietto  
Melissa M. Kingsborough  
Michael T. Lee

**One Year Limited Teaching Contracts**

Megan M. Caulder  
Kaylee J. Cottom  
Chelsey R. Eckman  
Christina R. Fitzpatrick  
Breanna N. Pearson

**Substitute Teachers**

Sarah G. Babione  
Deborah A. Baker  
James W. Boroff  
Mary B. Boyer  
Nancy K. Brown  
Elizabeth C. Buko-Kiesel  
Paul E. Calvin  
Lynne D. Cartwright  
Rodney K. Cok  
Linda L. DeVos  
Greg A. Distel  
Kimberly A. Ford  
Joseph W. Gase

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Nancy L. Grandillo  
Marilyn B. Greene  
Donna J. Goshe  
Karen A. Hampshire  
Hunter G. Hemminger  
Richard L. Hughes  
Jon J. Jenkins  
Stacey L. Kiesel  
Lisa M. Kirchner  
Michelle L. Kline  
Susan L. Klopfenstein  
Sarah E. Leonard  
Judith A. Lonsway  
John G. Lyons  
Eric R. Peacock  
Kateline M. Peck  
Denise L. Putsch  
Theresa L. Reino  
Amanda L. Schalk  
Charles E. Schank  
Hannah J. Sharpe  
Patricia J. Smith  
Michael P Steyer  
Kelsie A. Vaske  
Tara S. Visser  
Danielle M. Willman

**SUPPLEMENTAL CONTRACTS effective for the 2019-2020 School Year**

Jami Hepp, Cheerleading, Varsity/Jr. Varsity (Fall)  
Jami Hepp, Cheerleading, Varsity/Jr. Varsity (Winter)  
Mark Ingalls, Cross Country, Head Varsity Girls'  
John Kihorany, Cross Country, Head Varsity Boys'  
Justin Lutz, Football, Head Varsity  
Patrick Boggs, Football, Assistant Varsity  
Daniel Cole, Football, Assistant Varsity  
Douglas Hartenstein, Football, Assistant Varsity  
Mykel Heberling, Football, Assistant Varsity  
Ryan Ottney, Football, Assistant Varsity  
Craig Alley, Football, Seventh/Eighth Grade  
Anthony Vasko, Golf, Varsity  
Adam Cok, Golf, Varsity Assistant  
Travis McQuiston, Soccer, Assistant Varsity  
Loran Weingart, Tennis, Head Varsity Boys'  
Gerald T. Elchert, Tennis, Head Varsity Girls'

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Amy Cooper, Volleyball, Assistant Varsity  
Erica Dickman, Volleyball, Volleyball, Ninth Grade Girls'

**SUPPORT STAFF effective for the 2019-2020 School Year**

Tamra Arter, Special Needs Aide  
Lucy Baines, Special Needs Aides  
Jessica Husk, Special Needs Aides  
Nichole P. Morter, Special Needs Aides  
Lisa M. Wilt, Special Needs Aides  
Arminda L.B. Ginnever, Secretary

**Pupil-Activity Contracts and Volunteers for the 2019-2020 School Year**

Shaun Conley, Football, Assistant Varsity  
David Auble, Football Volunteer  
Josh Eckroth, Football Volunteer  
Josh Edler, Football, Ninth Grade, 50%  
Roman Williams, Football, Ninth Grade, 50%  
Lee Luzader, Football Volunteer  
Rob Ochier, Soccer, Head Varsity  
Hope Boes, Volleyball, Head Varsity  
Brooke Stover, Volleyball, Eighth Grade Girls'

**Support Staff Changes effective with the 2019-2020 School Year**

Karen E. Granata, Special Needs Aide, additional 0.5 hours per day  
Heather L. Steinhauser, Special Needs Aide, additional 0.5 hours per day  
Dennis McDonald, increase Custodian, Bus Washer assignment, to 165 days  
Jodi Saum-Stockner, Secretary, 205 days, 8 hours/day, effective August 8th, 2019

**Substitute Educational Aides for the 2019-2020 School Year**

Carla J. Amory  
Tamra M. Arter  
James W. Boroff  
Nancy K. Brown  
Kelli M. Burns  
Marsha S. Hampshire  
Polly Hoffman  
Jessica J. Husk  
Jon J. Jenkins  
Tami M. Kern  
Stacey L. Kiesel  
Susan L. Klopfenstein  
Ann M. Newhard  
Erica L. Nye  
Patricia A. O'Connor

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

**Casual and Seasonal Employees for the 2019-2020 School Year**

Michelle A. Boehler, Cross Country Carnival, \$3,200

Nathan L. Lynch, Cross Country Carnival, \$3,200

Athletic and other Event Workers as needed, payable from Student Activity and Agency funds @ amounts and rates authorized by the administration, upon certified completion of duties.

**Tournament Site Agreements**

The Superintendent's recommendation to authorize the Superintendent, Treasurer and Site Managers to enter into Tournament Site Agreements with the Ohio High School Athletic Association as needed during the 2019-2020 school year.

**Tournament  
Site Agree-  
ments**

The Superintendent's recommendation to accept the following donations:

**Accept  
Donations**

**Camp Invention Curriculum and Supplies**

- Dr. Jeffrey Hoyda donated \$250.00
- Kiwanis Club of Tiffin, Inc. donated \$300.00
- National Machinery Foundation, Inc. donated \$3,000.00
- The Tiffin Rotary Foundation donated \$300.00
- The Youth Advisory Council donated \$800.00
- Webster Foundation, Inc. donated \$500.00
- White Fund of Tiffin Community Foundation donated \$1,500.00

**District**

- The Tiffin Community Foundation donated \$150,000 for the repair, maintenance, renovation and expansion of the Frost-Kalnow Stadium, National Machinery Field, and Dick Edmond Memorial Press Box

**Noble 4-5**

- The Elementary PTO donated \$500.00 to be used for field trips

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- VCA Dog and Cat Hospital donated services for Kennedy, valued at \$95.99

**Noble & Krout**

- The Elementary PTO donated \$2,789.39 for water fountains and bottle filler
- The Elementary PTO donated \$16,700.00 for books
- The Elementary PTO donated \$9,808.00 for guided reading books

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

**ACTION ITEMS**

(19-129) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the following Revised Board Policies, as exhibited on pages 40 through 54 of the agenda:

- BCC Qualifications and Duties of the Treasurer
- BJA Liaison with School Boards Associations
- EHB Use of Electronic Signatures
- JED Students Absences and Excuses
- JEE Student Attendance Accounting
- JHG Reporting Child Abuse and Mandatory Training
- KJA Distribution of Materials in the Schools

**Approve  
Board Policies**

Dr. Hoyda spoke about implementing a policy to govern student tardiness.

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

(19-130) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve contract with Frontline Education for Applicant Tracking, as exhibited on page 55 of the agenda.

**Approve  
Applicant  
Tracking Con-  
tract**

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

(19-131) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve contract with North Central Ohio Educational Service Center for Special Education Unit Rental, as exhibited on pages 56 and 57 of the agenda.

**Approve  
NCOESC  
Contract to  
Rent Special  
Education Unit**



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

- (19-132) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve contract with North Central Ohio Educational Service Center for transportation for NCA students to Cedar Point, as exhibited on pages 58 and 59 of the agenda.

**Approve  
NCOESC  
Contract for  
Transportation**

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

- (19-133) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve contract with Joseph Moore, Director, International Cultural Center, as exhibited on page 60 of the agenda.

**Approve  
Contract with  
Joseph Moore**

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

- (19-134) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve professional service agreement for Speech-Language Pathology with P.T. Services Rehabilitation, Inc., as exhibited on pages 61 through 64 of the agenda.

**Approve Con-  
tract with P.T.  
Services for  
Speech-  
Language Pa-  
thology**

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

- (19-135) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve real estate purchase agreement with Feasel Land Company, Inc., as exhibited on pages 65 through 68 of the agenda.

**Approve Feasel  
Real Estate  
Purchase  
Agreement**

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

- (19-136) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the purchase of the following Algebra and Geometry Textbooks and Journals, along with Support Materials, at a total cost of \$58,760:

**Approve  
Purchase of  
Textbooks**

Big Ideas Math: A Common Core Curriculum Geometry Premium Student  
Ron Larson  
Copyright: 2019  
ISBN 978-1-642-087987

Big Ideas Math: A Common Core Curriculum Algebra 1 Premium Student  
Ron Larson

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Copyright: 2019  
ISBN 978-1-642-087420

Big Ideas Math: A Common Core Curriculum Algebra 1 Teacher  
Ron Larson  
Copyright: 2019  
ISBN 978-1-642-087482

Big Ideas Math: A Common Core Curriculum Geometry Teacher Resource  
Ron Larson  
Copyright: 2019  
ISBN 978-1-642-088045

Big Ideas Math: Algebra 1 Assessment Book  
Ron Larson  
Copyright: 2015  
ISBN 978-1-608-408559

Big Ideas Math: Algebra 1 Resources by Chapter  
Ron Larson  
Copyright: 2015  
ISBN 978-1-608-408580

Big Ideas Math: A Common Core Curriculum Algebra 1 Teaching Edition  
Ron Larson  
Copyright: 2019  
ISBN 978-1-642-087185

Big Ideas Math: Basic Implementation  
Ron Larson  
Copyright: 2017  
ISBN 978-1-680-333336

Big Ideas Math: Algebra 1 Student Journal (1 year)  
Larson/Boswell  
Copyright: 2015  
ISBN 978-1-608-408528

Big Ideas Math Algebra 1: A Common Core Curriculum Student Edition  
Ron Larson  
Copyright: 2019  
ISBN 978-1-642-087178

Big Ideas Math: A Common Core Curriculum Algebra 2, Student Edition  
Larson/Boswell

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Copyright: 2019  
ISBN 978-1-642-088052

Big Ideas Math: Algebra 2 Student Journal (1 year)  
Larson/Boswell  
Copyright: 2015  
ISBN 978-1-608-408542

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

(19-137)

Dr. Hoyda moved, seconded by Mr. Widman, the Tiffin City Board of Education employ, under Ohio Revised Code Section 3313.53 (upon satisfactory completion of all requirements) the following non-licensed individuals who hold a valid pupil-activity program permit, in the position indicated for the 2019-2020 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.

- Taylor Gillig, Cheerleading, Ninth Grade (Fall & Winter)
- Eric Aller, Football, Ninth Grade 50%
- Donovan Walker, Football, Ninth Grade 50%
- Anthony Gooding, Football, Seventh/Eighth Grade 50%
- John Hoffman, Football, Seventh/Eighth Grade 50%
- Jacob Vrancken, Football Volunteer
- Eric Depinet, Football Volunteer
- Mike Work, Football Volunteer
- Shad Adams, Soccer Volunteer
- Michelle DeBusman, Volleyball, Seventh Grade Girls'

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

(19-138)

Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve partnership agreement with Seneca County Youth Center and North Central Ohio Educational Service Center for the operation of programs funded by Title I-D, as exhibited on pages 69 and 70 of the agenda.

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

Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Edu-

**Approve Pupil-  
Activity Per-  
mits**

**Approve  
Partnership  
Agreement**

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(19-139) cation ratify 2019-2020 school bus stops, as exhibited on pages 71 through 89 of the agenda, and authorize the Director of Operations or his designee to adjust the stops as deemed necessary throughout the year.

**Ratify Bus  
Stops for 2019-  
2020**

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

(19-140) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve transportation agreement with Tiffin Service Cab Co., as exhibited on page 90 of the agenda.

**Approve  
Transportation  
Agreement  
with Tiffin Cab**

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

(19-141) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education approve The I Love You Guys Foundation Agreement for Speaking Engagement and/or Training, as exhibited on page 91 of the agenda.

**Approve  
I Love You  
Guys Founda-  
tion Agreement**

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

#### OPPORTUNITY FOR THE PUBLIC TO DIALOGUE WITH THE BOARD

Topic – Greenville Elementary/Middle School Visit

**Public  
Dialogue**

Mr. Barber spoke about the PreK-5 Task Force visit to Greenville Elementary/Middle School to tour the newly constructed OFCC project.

Dr. Gase spoke about Greenville's levy passage, the benefits of new construction vs. repair costs, and the importance of building design.

Mr. Widman spoke about community involvement.

Dr. Hoyda spoke about design features and community access.

Mr. Perez spoke about the need to improve/replace current elementary facilities.

#### BOARD DISCUSSION

Mr. Henry spoke about the generous donations from community members and parent organizations.

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**Board  
Discussion**

(19-142) Mr. Henry moved, seconded by Mr. Widman, the Tiffin City Board of Education hold an executive session to consider the employment of a public employee and discuss matters which are the subject of pending or imminent court action.

**Executive  
Session**

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

Time in: 8:27 PM  
Time out: 8:57 PM

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

**Adjournment**

(19-143) The President called for the vote. Voting yes: Mr. Henry, Dr. Hoyda, Mr. Perez, Mr. Widman, and Dr. Gase. Motion carried.

Meeting started: 7:00 PM  
Meeting ended: 8:58 PM

The next regular meeting is scheduled for August 27, 2019 at 7:00 PM in the Tiffin Middle School Cafetorium.

**Next Meeting**

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer