

TIFFIN CITY BOARD OF EDUCATION
Special Meeting Minutes
Tuesday, March 31, 2020, 6:30 PM
Tiffin Middle School Cafetorium
103 Shepherd Drive, Tiffin, Ohio

The special meeting of the Tiffin City Board of Education was called to order by the President, Mr. Victor Perez, with the following members present: Dr. Andrew Gase, Dr. Meagan McBride, Mr. Christopher Widman, Dr. Jeffrey Hoyda, and Mr. Perez.

Roll Call

The Pledge of Allegiance was led by Mr. Perez.

Pledge of Allegiance

(20-044) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education adopt the agenda.

Adopt Agenda

Mr. Perez noted that Board Discussion will include presentations from OSBA and K-12 Business Consulting for superintendent search services.

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

BOARD REPORTS

Committee Reports

Business Advisory Council, Dr. Gase - Did not meet.

Finance Committee, Mr. Perez - Did not meet. The next meeting is tentatively Tuesday, April 21, 2020 at 4:00 p.m. in the first floor conference room of the Administration Building.

Program Committee, Dr. McBride - Did not meet.

Support Services Committee, Dr. Hoyda - Met March 13, 2020. Spoke about insurance proposals from UIS, Lincoln Pre-K's collection process, delivery of student lunches, Zoom licenses, staggering start times, summer maintenance positions, food service and cleaning schedules during the epidemic, and bidding process for stadium steps. The next meeting is tentatively Friday, April 17, 2020 at 8:00 a.m. in the first floor conference room of the Administration Building.

Personnel Committee, Mr. Perez - Did not meet.

Records Committee, Mr. Perez - Did not meet.

Legislative Liaison, Mr. Perez - Spoke about HB 197 that declared the emergency related to Covid-19 and addresses virtual meetings, student attendance, college credit plus, and graduation requirements.

Vanguard-Sentinel Update, Mr. Widman - Met March 19, 2020. Spoke about new remote processes, daily student attendance, staff access to buildings, negotiations, and donations from health career supplies. The regular meeting for April is canceled.

PreK-6 Task Force, Dr. Gase - Did not meet. Spoke about the election postponement, upcoming state contribution adjustment, and opportunity to lock in or postpone the percentage as needed and favorable.

Student Representatives

**Student
Representative
Reports**

Emma Feld's report was presented by Mr. Boes:

- Fifth grades at Noble were able to donate \$108 from a bake sale they hosted to a charity of their choice. This money was distributed to St. Jude's Children Hospital and the Humane Society of Seneca County.
- Tiffin City Schools held a "PreK-6" Community Meeting on March 3rd at 7:00 PM at Krout Elementary.
- Tiffin City School used all 5 "calamity days", making April 14th a "make-up day", which was previously off for spring break.
- Tiffin Columbian's boys' basketball team finished their season on March 4th, competing for the district title.
- The Gold Choir and Concert Choir, as well as the Wind Ensemble at Tiffin Columbian, all earned superior ratings at the District 2 OMEA contest on March 6th and 7th. Unfortunately, although they qualified, the state competition in May has been canceled.
- Tiffin Columbian wrestlers, Brett Minnick, Maddox Simcoe, and Brody Conley all qualified to advance into the state wrestling tournament, with Joey Simcoe and Kasean Hatlay qualifying as alternatives for this event.
- 15 students from Columbian had their artwork chosen to be judged at the regional level.
- Another PreK-6 Community Meeting was held at Clinton Fire Station on March 9th.
- Noble 5th graders were able to learn with Challenger Learning Center this month, doing activities like learning about lunar missions, radiation, building testing probes, and communicating with mission control.
- The Senior Citizens' Brunch and matinee musical performance on March 26 has been canceled.
- 8th grade students at Tiffin Middle School participated in folding origami peace cranes for the peace box in Seneca County to promote peace at the school and in the community.
- Beginning on March 16th, Tiffin City Schools, as well as all other schools in Ohio, are to be closed for three weeks due to COVID-19.
- Students in the TCS gifted program in 3rd, 4th, and 5th grade celebrated the Imagination Celebration at Tiffin Middle School on March 12th, showcasing their independent research projects.
- Columbian's annual Academic Letter Breakfast is canceled for this year, and academic letters are planned to be given out on Recognition Night.
- As of March 13th, all extra-curricular activities and spring sports are suspended until April 6th.

INTERIM SUPERINTENDENT’S REPORT AND RECOMMENDATIONS

Interim Superintendent’s Report

1. COVID-19 Update - Spoke about extending school closures to May 1, cancelling winter sports, postponing April events, providing learning devices to students & families, limiting building access, and developing one-to-one technology.
2. Second Reading of Student/Parent Handbooks, all grade levels.
3. Additional Items - Spoke about remote learning progress.

DIRECTOR OF OPERATIONS’ REPORT AND RECOMMENDATIONS

Director of Operations’ Report

1. Student Feeding Action Plan in Case of Closure Due to Coronavirus
2. Additional Items - none.

Public Input

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Carissa Allen, 135 Clinton Avenue, Tiffin, commented about her appreciation for district staff providing remote instruction.

CONSENT AGENDA

(20-045) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the following items:

Approve Consent Agenda

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

Minutes

- Regular Board Meeting on February 25, 2020, as exhibited on pages 9-17 of the agenda.

The Interim Superintendent’s recommendation to approve the Treasurer’s reports for February 2020, as exhibited on pages 18-27 of the agenda.

Treasurer’s Reports

The following were balances reported in various accounts for February 2020:

General Fund	16,210,440.72
Bond Retirement	902,722.83
Permanent Improvement	534,872.78
Building	61,041.00
Food Service	428,508.26
Special Trust	9,286.05
Endowment	14,670.69
Uniform School Supplies	-57,667.08
Mental Health	27,897.88
Public School Support	61,255.58
Other Grant	75,167.26
District Agency	18,548.81
Classroom Facilities Maintenance	1,035,340.06

March 31, 2020

Student Managed Activity	70,275.56
District Managed Activity	170,471.21
Auxiliary Services	206,127.47
Vocational Educ. Enhancements	-653.94
Student Wellness and Success	556,716.62
Miscellaneous State Grant	11,173.84
IDEA Part B Grants	-47,688.96
Title I Disadvantaged Children	-30,545.88
Improving Teacher Quality	-4,691.51
Miscellaneous Federal Grant Fund	-30,628.04
Total	<u>\$20,222,641.21</u>

The Interim Superintendent's recommendation to accept the following resignations:

Resignations

PROFESSIONAL STAFF

Melissa Kingsborough, at the conclusion of the 2019-2020 contract year
Stephanie Smith, pursuant to resignation agreement, as presented

SUPPORT STAFF

Lisa Wilt, pursuant to resignation agreement, as presented

The Interim Superintendent's recommendation to employ the following:

Employment

PROFESSIONAL STAFF for the 2019-2020 School Year

Supplemental Contracts

Patrick Boggs, TMS Track, Head Boys'
Douglas Hartenstein, TMS Track, Head Girls'
Travis McQuiston, Track, Assistant Varsity Boys'

SUPPORT STAFF for the 2019-2020 School Year

Volunteer

Jaren A. Stutzman, Baseball

Pupil-Activity Contracts

Hope Boes, Softball, Assistant Varsity
Robert Fittro, TMS Track, Assistant Girls'
Victoria Ingalls, Track, Assistant Varsity Girls'
Roman Williams, TMS Track, Assistant Boys'

The Interim Superintendent's recommendation to accept the following donations:

Donations

District

March 31, 2020

- VCA Dog and Cat Hospital of Tiffin donated care for Kennedy, valued at \$213.74.

Columbian

- The Fred C. Fox Scholarship Fund donated \$200.00 toward Recognition Night to cover English, Math, Science, and Spanish awards.
- The Tiffin Columbian Alumni Association Academic Enrichment Fund of the Tiffin Community Foundation donated \$4,000.00 to Columbian. \$3,500.00 will be used to fund award programs, Academic Letter Breakfast, and Senior Excellence Dinner; \$250.00 will be used for TC Positive Behavior Intervention; \$250.00 will be used for a lobby television.

Washington

- Dale and Mary Bentz donated the book Unicorn Day, valued at \$12.00, in memory of Staci Burkett Biller.
- Don and Nancy Burner donated the books Unicorn Day and Pig the Tourist, valued at \$20.00, in memory of Staci Burkett Biller.

The Interim Superintendent's recommendation to approve the following Statement of Purpose Budget Reports from the following student activity groups for the year beginning July 1, 2019 and ending June 30, 2020:

Statement of Purpose Budget Reports

- Fund 300 SCC 9921 Columbian Girls' Varsity and Junior Varsity Soccer
- Fund 200 SCC 9982 Tiffin Middle School Student Council (revised)

The Interim Superintendent's recommendation to approve the following supplement to the Permanent Appropriation Resolution for the fiscal year ending June 30, 2020:

Supplemental Appropriations

- 009 Uniform School Supplies \$25,000.00

The Interim Superintendent's recommendation to pay the following stipend:

Stipends

Training

Steve Nellett, \$300.00

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

ACTION ITEMS

- (20-046) Dr. Gase moved, seconded by Mr. Perez, the Tiffin City Board of Education approve the Developmental Disabilities Awareness Month Proclamation, as exhibited on page 28 of the agenda. **Developmental Disabilities Awareness Month Proclamation**
- The President called for the vote. Voting yes: Dr. Gase, Mr. Perez, Dr. McBride, and Dr. Hoyda. Mr. Widman abstained. Motion carried.
- (20-047) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the Tiffin University CCP Agreement, as exhibited on pages 29-32 of the agenda. **Tiffin University CCP Agreement**
- The President called for the vote. Voting yes: Dr. Gase, Mr. Widman, Dr. McBride, Dr. Hoyda, and Mr. Perez. Motion carried.
- (20-048) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the Great Lakes Community Action Partnership Memorandum of Understanding, as exhibited on pages 33-40 of the agenda. **GLCAP Memorandum of Understanding**
- The President called for the vote. Voting yes: Dr. Gase, Mr. Widman, Dr. McBride, Dr. Hoyda and Mr. Perez. Motion carried.
- (20-049) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the Frontline Education Renewal for Applicant Tracking and Job Postings, as exhibited on page 41 of the agenda. **Frontline Education Renewal**
- The President called for the vote. Voting yes: Dr. Gase, Mr. Widman, Dr. McBride, Dr. Hoyda and Mr. Perez. Motion carried.
- (20-050) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the Revised North Central Ohio ESC Educational Consultant Contract, as exhibited on pages 42-43 of the agenda. **Revised NCOESC Educational Consultant Contract**
- The President called for the vote. Voting yes: Dr. Gase, Mr. Widman, Dr. McBride, Dr. Hoyda and Mr. Perez. Motion carried.
- (20-051) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the following Handbooks: **Student/Parent Handbooks**
- 2020-2021 Lincoln Early Intervention/Pre-K Handbook for Students and Parents
 - 2020-2021 Elementary Student/Parent Handbook
 - 2020-2021 Middle School Student/Parent Handbook
 - 2020-2021 Columbian High School Student/Parent Handbook
- The President called for the vote. Voting yes: Dr. Gase, Mr. Widman, Dr. McBride, Dr. Hoyda and Mr. Perez. Motion carried.
- (20-052) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education enter into an updated contract for Special Education services for **NCOESC Updated Contract Amount FY20**

March 31, 2020

fiscal year 2020 in the annual amount of \$1,157,700.66, as exhibited on pages 44-46 of the agenda.

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

- (20-053) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the United Insurance Premium, commercial package policy coverage through EMC, as exhibited on pages 47-48 of the agenda. **United Insurance Renewal**

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

- (20-054) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education authorize a Complaint Against the Valuation of Real Property for tax year 2019 on the following parcels:
Q53011058920000, Q53011049040000, Q53011048640000,
Q53011048320000, Q53011048280000, Q53011048240000,
Q53011048200000, Q53011048160000 and D17000243090000. **Complaints Against Valuation of Real Property**

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

- (20-055) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the Resolution Authorizing the Farm Lease, by Sealed Bids, of Property Owned by the Board at 2326 S. St. Rte. 231, Tiffin, OH 44883, as exhibited on pages 49-50 of the agenda. **Farm Lease Resolution**

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

- (20-056) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the North Central Ohio ESC Education Services Agreement for educational services to be provided at Tiffin Developmental Center, as presented. **NCOESC Education Services Agreement at Tiffin Developmental Center**

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

- (20-057) Dr. Gase moved, seconded by Mr. Widman, the Tiffin City Board of Education approve the use of Blizzard Bags as an instructional delivery mode due to COVID-19. **Use of Blizzard Bags**

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

- (20-058) Dr. Gase moved, seconded by Mr. Perez, the Tiffin City Board of Education authorize the donation of personal protective equipment from Tiffin City Schools to the Seneca County Health District. **Donate PPE to Seneca County Health District**

March 31, 2020

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

(20-059)

Mr. Widman moved, seconded by Dr. Gase the Tiffin City Board of Education authorize the Interim Superintendent and Treasurer to accept the School Bus Purchase Program award on behalf of the Tiffin City School District.

**Acceptance of School
Bus Purchase
Program Award**

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

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

Public Dialogue

None.

BOARD DISCUSSION

Board Discussion

Board members and administrators discussed several concerns related to the pandemic closure including:

- College Credit Plus grading and completion
- Athletics and eligibility
- Honors and class rank
- Vocational skills assessments
- Student remediation
- Prom
- Graduation
- Summer availability for on-campus events during regular maintenance & scheduled renovations
- Student availability after traditional school calendar
- Off campus venues such as Tiffin University as needed or permanently
- Off-site food program, community collaboration, supply inventory, and tracking of free, reduced & paid lunches.

Mr. Perez introduced the following remote presentations for superintendent search services:

**Superintendent
Search Presentations**

- Teri Morgan, Ohio School Boards Association, as exhibited on pages 82-84 of the agenda.
- Debbie Campbell and Karel Oxley, K-12 Business Consulting, as exhibited on pages 51-81 of the agenda.

Mr. Widman noted he will abstain from motions that recommend OSBA.

Mr. Perez moved the Tiffin City Board of Education secure K-12 Business Consulting to provide superintendent search services. No second. Motion failed.

**K-12 Business
Consulting**

March 31, 2020

Mr. Perez moved the Tiffin City Board of Educations secure Ohio School Boards Association to provide superintendent search services. No second. Motion failed.

OSBA Search Services

(20-060)

Mr. Widman moved, seconded by Mr. Perez, the Tiffin City Board of Education hold an executive session to discuss the employment of public employees.

Executive Session

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

Time in: 8:30 PM

Time out: 9:18 PM

The Board returned to open session.

Mr. Perez moved the Tiffin City Board of Education adjourn. No second. Motion failed.

Mr. Perez exited the meeting at 9:20 PM.

Board members discussed the difficulty of conducting a virtual employment search during the pandemic and the unfairness of demanding the interim superintendent to continue his additional role for another year. They also discussed 1) seeking an interim superintendent for the 2020-2021 school year and 2) considering proposals by July 1, 2020, to conduct the search for a permanent superintendent to be employed at the beginning of the 2021-2022 school year.

Superintendent Search Discussion

(20-061)

Mr. Widman moved, seconded by Dr. McBride, the Tiffin City Board of Education adjourn.

Adjournment

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

Meeting started: 6:30 PM

Meeting ended: 9:30 PM

The next regular meeting will be on April 28, 2020 at 6:00 PM in the Tiffin Middle School Cafetorium.

Next Meeting

President

March 31, 2020

Treasurer