

**TIFFIN CITY BOARD OF EDUCATION**  
**Special Meeting Minutes**  
**Tuesday, May 19, 2020, 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. Victor Perez, with the following members present: Dr. Andrew Gase, Dr. Meagan McBride, Dr. Jeffrey Hoyda, and Mr. Perez. Absent: Mr. Christopher Widman.

**Roll Call**

The Pledge of Allegiance was led by Mr. Boes.

**Pledge of Allegiance**

(20-077) Dr. McBride moved, seconded by Dr. Hoyda, the Tiffin City Board of Education adopt the agenda as presented.

**Adopt Agenda**

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

**INTERIM SUPERINTENDENT’S REPORT AND RECOMMENDATIONS**

**Interim Superintendent’s Report**

1. First Reading of Staff Handbooks

**DIRECTOR OF OPERATIONS’ REPORT AND RECOMMENDATIONS (presented by Mr. Boes)**

**Director of Operations’ Report**

1. Farm Lease – Recommended highest bid of \$226.50 from GD Century Farms.
2. Stadium Repair Bid – Recommended lone bid of \$92,050 from Quality Masonry Company.

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**Public Input**

Carissa Allen, 135 Clinton Avenue, Tiffin, spoke about her appreciation for holding a special meeting to re-conduct the April 28, 2020, regular meeting that was not open to the public during the pandemic closure. She also spoke about being disappointed with uncivil comments and actions at recent board meetings.

**CONSENT AGENDA**

(20-078) Dr. McBride moved, seconded by Dr. Hoyda, the Tiffin City Board of Education approve the following items:

**Approve Minutes**

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

- Special Board Meeting on March 31, 2020, as exhibited on pages 11-20 of the agenda.

**Approve Treasurer’s Reports**

The Interim Superintendent’s recommendation to approve the Treasurer’s reports for March 2020, as exhibited on pages 21-30 of the agenda.

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

General Fund	15,151,686.41
Bond Retirement	903,696.21
Permanent Improvement	500,554.48
Building	61,041.00
Food Service	393,229.12
Special Trust	9,286.05
Endowment	14,670.69
Uniform School Supplies	-49,995.62
Mental Health	27,897.88
Public School Support	64,568.67
Other Grant	70,616.30
District Agency	26,573.01
Classroom Facilities Maint.	1,022,483.08
Student Managed Activity	70,348.05
District Managed Activity	181,099.01
Auxiliary Services	182,821.01
Data Communication Fund	0.00
Vocational Educ Enhancements	-281.19
Student Wellness and Success	556,716.62
Miscellaneous State Grant Fund	-5,560.47
IDEA Part B Grants	-48,045.74
Title I Disadvantaged Children	-41,047.37
IDEA Preschool-Handicapped	-38.26
Improving Teacher Quality	-4,662.12
Misc. Fed. Grant Fund	-15,149.02
 Grand Totals	 <hr/> \$19,072,507.80

The Interim Superintendent’s recommendation to accept the following retirement:

**Accept Retirement**

**SUPPORT STAFF**

Brenda Morrison, at the conclusion of the 2019-2020 Contract Year

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

**Accept Resignations**

**SUPPORT STAFF**

LaDonna Adams, effective beginning 3/30/20

Nichole Morter, effective beginning 4/8/20

Bernadette Rusher, at the end of the 2019-2020 Contract Year

The Interim Superintendent's recommendation to employ the following:

**Approve Employment**

**PROFESSIONAL STAFF for the 2020-2021 School Year**

**One-Year Limited Teaching Contract**

Kristal L. Dunlop, High School Guidance

**Home Instruction, as needed**

Leigh K. Alvarado

Stacy L. Basinger

Sara L. Conner

Jami L. Hepp

Stacey L. Kiesel

Jennifer L. Kuhn

Erin S. Lawrence

Jeannette M. Marshall

Jenna L. McKillip

Laurie A. Morter

Kelly S. Schmits

Lisa E. Wilson

**One-Year Limited Title-Funded Contract**

Karin M. Day – Auxiliary Services (100%)

Bria L. Gibson – Title I (100%)

Jennifer G. Gressman – Title II-A (65%)

Jessica A. Ottney – Auxiliary Services (51%) & Title I (49%)

**Contingent Limited Contract**

Tamra E. Andrews – Auxiliary Services Tutor

**SUPPORT STAFF for the 2020-2021 School Year**

**Continuing Contract Amendment**

Annette D. Edmond, Secretary, 221 Days

**First Two-Year Contract, 2020-2022 (employees hired on or after 11/02/2018)**

Judith A. Lonsway, Educational Aide

Katherine A. Miller, Educational Aide

Hannah J. Sharpe, Educational Aide

Courtne A. Williams, Educational Aide

Tamra M. Arter, Special Needs Aide

Lucy Baines, Special Needs Aide

Suzanne M. Flores, Special Needs Aide

Amber L. Hescht, Special Needs Aide

Jessica J. Husk, Special Needs Aide

Danielle R. O'Quinn, Special Needs Aide

Gillian J. Rosa-Orama, Special Needs Aide

Deborah K. Shumaker, Special Needs Aide  
Katerine B. Focht, Educational Aide  
Sheri L. Hawk, Food Service General Worker  
Heather Musa-Francis, Food Service General Worker  
Jillaine E. Dunn, Secretary  
Arminda L. B. Ginnever, Secretary  
Gregory A. Gase, Sweeper  
Gregory V. Gibson, Sweeper  
John Z. Reuter, Custodian  
Angela K. Askins, Bus Driver  
Lisa L. Boehler, Bus Driver  
Frederick L. Ehresman, Bus Driver  
Aubrey A. Wise, Bus Driver

**Continuing Contract**

Wanda E. Bohrer, Educational Aide  
Breanna K. Burlile, Educational Aide  
Molly A. Lofton, 21<sup>st</sup> Century Noble Coordinator (50%)  
Margot M. Rennels, Educational Aide  
Pauline R. Sendelbach, Educational Aide  
Jill M. Gooding, Educational Aide  
Tamra L. Aldrich, Special Needs Aide  
Kimberly A. Ames, Special Needs Aide  
Wendy S. Bailey, Special Needs Aide  
Tiffany C. Creeger, Special Needs Aide  
Constance L. Distel, Special Needs Aide  
Brenda L. Eisenhower, Special Needs Aide  
Sharon K. Pethe, Educational Aide  
Rebecca R. Rose, Special Needs Aide  
Jamie L. Sieving, Special Needs Aide  
Danielle L. Raubenolt, Account Clerk  
Joyce C. Black, Secretary/Educational Aide  
Daniel A. Zirger, Custodian  
Benjamin M. Camm, District Educational/Service Technologist  
Christopher D. Bean, Bus Driver  
Susan M. Couch, Bus Driver

The Interim Superintendent recommends the Tiffin City Board of Education approve the following contract **non-renewals** at the expiration of the 2019-2020 School Year

**Other Instruction**

Leigh K. Alvarado, Home Instruction Tutor  
Stacy L. Basinger, Home Instruction Tutor  
Sara L. Conner, Home Instruction Tutor  
Wendy E. Demith, 21<sup>st</sup> Century Noble Elem. Coordinator (25%)  
Diane E. Dunbar, 21<sup>st</sup> Century Elem. Program Asst.  
Morgan N. Grover, 21<sup>st</sup> Century Noble Elem. Tutor  
Katelynn R. Hafer, 21<sup>st</sup> Century Noble Elem. Tutor  
Haley A. Hepp, 21<sup>st</sup> Century Noble Elem. Tutor  
Jami L. Hepp, Home Instruction Tutor

Kimberly M. Heyman, 21<sup>st</sup> Century Noble Elem. Tutor  
Stacey L. Kiesel, Home Instruction Tutor  
Stacey L. Kiesel, 21CCL Positive Youth Development Program  
Jennifer L. Kuhn, Home Instruction Tutor  
Erin S. Lawrence, Home Instruction Tutor  
Christina L. Lutz, 21<sup>st</sup> Century Noble Elem. Program Asst.  
Jeanette M. Marshall, Home Instruction Tutor  
Jeanette M. Marshall, Saturday School  
Jeanette M. Marshall, ACT Preparation  
Jenna L. McKillip, Home Instruction Tutor  
Laurie A. Morter, Home Instruction Tutor  
Jennifer F. Rindler, ACT Preparation  
Wendy A. Rothrock, 21<sup>st</sup> Century Noble Elem. Tutor  
Kelly S. Schmits, Home Instruction Tutor  
Lauren A. Warnement, ACT Preparation  
Lisa E. Wilson, Home Instruction Tutor  
Margaret A. Wise, 21<sup>st</sup> Century Noble Elem. Coordinator (25%)

**Pupil Activity, Limited Contracts Pursuant to ORC 3319.083**

Brian J. Makowski, Baseball, Head Varsity  
Allie J. Miller, Basketball, Eighth Grade Girls'  
J. Robert Fittro, Cross Country, Seventh/Eighth Boys/Girls  
Kory A. Walton, Bowling, Head Varsity  
Casey J. Weidner, Bowling, Assistant Varsity  
Taylor E. Gillig, Cheerleading, Ninth Grade (Fall & Winter)  
Shaun L. Conley, Football, Assistant Varsity  
Donovan M. Walker, Football, Ninth Grade (50%)  
Eric D. Aller, Football, Ninth Grade (50%)  
Eric D. Depinet, Football, Ninth Grade (50%)  
Roman A. Williams, Football, Ninth Grade (50%)  
Anthony A. Gooding, Football, Seventh/Eighth Grade (50%)  
John W. Hoffman, Football, Seventh/Eighth Grade (50%)  
John D. Eckroth, Football, Seventh/Eighth Grade  
Robert G. Ochier, Soccer, Head Varsity, Boys  
Melissa A. Hoffman, Soccer, Head Varsity, Girls  
Shad Adams, Soccer, Assistant Varsity  
Morgan E. Dunleavy, Swimming, Assistant Varsity  
Hope E. Boes, Volleyball, Head Varsity  
Brooke T. Stover, Volleyball, Eighth Grade Girls  
Michelle A. DeBusman, Volleyball, Seventh Grade Girls  
Travis J. Salyer, Wrestling, Head Varsity  
Eric A. Gibson, Wrestling, Assistant Varsity  
Lonnie S. Fitch, Spring Musical, Technical Director  
Lindsey L. Stine, Spring Musical, Assistant Director

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

**Tiffin City School District**

- The Emergency Fund of The Tiffin Community Foundation, Inc. granted \$5,000.00 toward the purchase of

Chromebooks for students in need of a device at home during school closure.

- The Rotary Foundation donated \$5,000.00 toward the purchase of Chromebooks for students in need of a device during school closure.
- The Webster Foundation donated \$5,000.00 toward the purchase of Chromebooks for students in need of a device during school closure.
- Domino's Pizza of Tiffin donated 152 small, 1-item pizzas for the Student Feeding Program, valued at \$1214.48.
- Ballreich's Snack Food Co. donated 432 bags of cheese popcorn for the Student Feeding Program, valued at \$859.68.
- VCA Dog and Cat Hospital of Tiffin donated care for Kennedy, valued at \$175.94.

**Columbian**

- The Tiffin Columbian Alumni Association Academic Enrichment Fund of The Tiffin Community Foundation granted \$610.50 for the purchase of graduation yard signs for seniors.
- Jennifer and Bob Hillis donated \$1,000.00 for the 2020 Robert G. Friedman Scholarship.
- Direct Supply Foundation donated \$1,000.00 for the 2020 Robert G. Friedman Scholarship.

**Washington K-1**

- The Asaoka Family donated eight Japanese language books, valued at \$120.00.

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

**ACTION ITEMS**

- |   |  |  |
|---|--|--|
| <b>(20-079)</b>   | Dr. Hoyda moved, seconded by Dr. McBride, the Tiffin City Board of Education approve the Tiffin Columbian Graduating Class of 2020, as exhibited on pages 31 through 38 of the agenda. | <b>Approve Tiffin Columbian Graduating Class of 2020</b> |
| The President called for the vote. Voting yes: Dr. Hoyda, Dr. McBride, Dr. Gase and Mr. Perez. Motion carried.  |  |  |
| <b>(20-080)</b>   | Dr. Hoyda moved, seconded by Dr. Gase, the Tiffin City Board of Education award the contract for Stadium Repair to Quality Masonry Company, as exhibited on pages 39-40 of the agenda. | <b>Award Stadium Repair Contract</b>                     |
| The President called for the vote. Voting yes: Dr. Hoyda, Dr. Gase, Dr. McBride, and Mr. Perez. Motion carried. |  |  |
| <b>(20-081)</b>   | Mr. Perez moved, seconded by Dr. McBride, the Tiffin City Board of Education authorize the Treasurer to execute an Amendment to  | <b>Amend Section 125 Flexible Benefit Plan</b>           |

Section 125 Flexible Benefit Plan to include changes in the definition of medical expenses related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act); effective April 15, 2020, as exhibited on pages 41-42 of the agenda.

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

- (20-082) Mr. Perez moved, seconded by Dr. Hoyda, the Tiffin City Board of Education, pursuant to Ohio Revised Code Section 5715.19 (B), file a complaint objecting to the amount of alleged overvaluation stated in a previously filed complaint for the following parcel:
- Authorize Objection to Valuation Complaint**

Q53031205200000.

The President called for the vote. Voting yes: Mr. Perez, Dr. Hoyda, and Dr. McBride. Voting no: Dr. Gase. Motion carried.

- (20-083) Dr. McBride moved, seconded by Mr. Perez, the Tiffin City Board of Education enter into a Farm Lease Agreement with Dylan H. Smith and Gerald A. Smith DBA GD Century Farms, as exhibited on pages 43-47 of the agenda.
- Award Farm Lease**

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

- (20-084) Dr. McBride moved, seconded by Mr. Perez, the Tiffin City Board of Education enter into a Second Amended and Restated Athletic Services Agreement with Mercy Health-Tiffin Hospital LLC, as exhibited on pages 48-54 of the agenda.
- Approve Second Amended/Restated Athletic Services Agreement**

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

- (20-085) Dr. Gase moved, seconded by Dr. Hoyda, the Tiffin City Board of Education enter into a Jobs for the Future Agreement for technical assistance and professional development, to be paid from the Innovative Strategies Transitions Grant Funds, as exhibited on pages 55-60 of the agenda.
- Approve Jobs for the Future Agreement**

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

- (20-086) Dr. McBride moved, seconded by Mr. Perez, the Tiffin City Board of Education enter into a Services Agreement with NOACSC (Northwest Ohio Area Computer Services Cooperative) for services from July 1, 2020 thru June 30, 2023, as exhibited on pages 61-65 of the agenda.
- Approve NOACSC Services Agreement**

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

(20-087) Mr. Perez moved, seconded by Dr. McBride, the Tiffin City Board of Education enter into a School Nurse Services Agreement with Mercy Health-Tiffin and Willard Hospitals for school nurse services for 2020-2021, as exhibited on pages 66-73 of the agenda.

**Approve School Nurse Services Agreement**

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

(20-088) Mr. Perez moved, seconded by Dr. McBride, the Tiffin City Board of Education withdraw a Complaint Against the Valuation of Real Property for tax year 2019 on the following (28) parcel numbers:

**Withdraw Complaint Against Valuation of Real Property**

Q53-01-105892-00-00, Q53-01-108836-00-00, Q53-01-104816-00-00, Q53-01-104820-00-00, Q53-01-104824-00-00, Q53-01-104828-00-00, Q53-01-104832-00-00, Q53-01-104840-00-00, Q53-01-104844-00-00, Q53-01-104848-00-00, Q53-01-104852-00-00, Q53-01-104856-00-00, Q53-01-104859-00-00, Q53-01-104860-00-00, Q53-01-104864-00-00, Q53-01-104868-00-00, Q53-01-104872-00-00, Q53-01-104876-00-00, Q53-01-104880-00-00, Q53-01-104884-00-00, Q53-01-104888-00-00, Q53-01-104892-00-00, Q53-01-104896-00-00, Q53-01-104900-00-00, Q53-01-104904-00-00, Q53-01-105756-00-00, Q53-01-106444-01-00, Q53-01-110200-00-00.

The President called for the vote. Voting yes: Mr. Perez, Dr. McBride, and Dr. Hoyda. Voting no: Dr. Gase. Motion carried.

(20-089) Mr. Perez moved, seconded by Dr. McBride, the Tiffin City Board of Education adopt the Resolution Regarding Distance Learning for the 2019-2020 School Year, as exhibited on pages 74-77 of the agenda.

**Adopt Resolution Regarding Distance Learning**

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

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

**Public Dialogue**

None.

**BOARD DISCUSSION**

**Board Discussion**

Topic: Superintendent Search

Dr. McBride spoke about citizen concern for a potential conflict if a district vendor selects and recommends a candidate.



Ms. Diana Brown from legal counsel spoke about the appropriateness of a vendor assisting with an employment search, which includes providing information but does not include selecting or eliminating potential candidates.

Dr. McBride spoke about establishing a selection committee that includes staff and community members to provide input during the search for a permanent superintendent.

Mr. Perez agreed with staff and community members providing input but not with making final selections. He spoke about establishing a process that involves the full board or a subcommittee of such.

Ms. Brown spoke about searches that usually involve the community for general input only and the guidelines for conducting subcommittees or board searches in proper public meetings. The president can appoint a subcommittee if the board wishes.

Dr. Hoyda spoke about extending the application deadline for permanent candidates to September 30th, conducting interviews in October, making a selection in November, approving employment in December, and extending the process if needed in January, with a starting employment date of August 1, 2021.

Ms. Brown confirmed the board's ability to extend its application deadline without official action due to the position's vacancy.

Mr. Perez spoke about the urgency for a permanent superintendent to direct instructional changes, budget cuts, collective bargaining, etc.

Board members agreed with Dr. Hoyda's suggested timeline to search for a permanent superintendent for the 2020-2021 school year. Mr. Perez assigned Dr. Hoyda and Dr. McBride to coordinate such that may involve community participation. Dr. McBride suggested delineation of all board member roles.

Mr. Perez spoke about future instructional changes due to the current pandemic. Options include regular attendance, an alternating hybrid like the governor's suggestion, or continuation of remote learning. He commended teachers and parents but acknowledged the difficulties and potential consequences of such. He also spoke about additional resources and requirements for various options such as medical supplies, technology, staffing, software, etc. He suggested immediate and regular planning meetings with board members, administrators, staff and parents.

Mr. Perez spoke about state budget cuts totaling \$499,000 this year alone and the serious financial impact on instruction, collective bargaining, etc.

Mr. Perez spoke about the bond issue for new construction, deadlines for the November 2020 election, continuation of architect services, the potential loss of state contributions, the accelerated need for an operating levy, and the urgency of gathering board and public input.

Further discussion of future instruction and the bond issue will be placed on the regular board meeting agenda for May 26, 2020. Beth Schweitzer, Seneca County Health Commissioner, will be invited to attend.

**(20-090)** Dr. McBride moved, seconded by Dr. Hoyda, the Tiffin City Board of Education hold an executive session to consider the employment of an Interim Superintendent. **Executive Session**

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

Time in: 08:16 PM  
Time out: 10:06 PM

The Board returned to open session.

**(20-091)** Dr. McBride moved, seconded by Dr. Hoyda, the Tiffin City Board of Education adjourn. **Adjournment**

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

Meeting started: 07:25 PM  
Meeting ended: 10:08 PM

The next regular meeting will be on June 23, 2020 at 6:00 PM in the Tiffin Middle School Cafetorium. **Next Meeting**

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer