

11/27/23 Regular Board of Education Meeting

Board of Education Meeting
Tiffin Middle School Cafetorium
Monday, November 27, 2023
6:30pm - 8:30pm

Present: Ben Richards, CEO/Superintendent ; Ryan Cook, CFO/Treasurer ; Dustin Williams, Board Member; Victor Perez, Board Member; Dr. Andrew Gase, Board Member; Dr. Meagan McBride, Board Member; Larry Kisabeth, Board Member

1 PLEDGE OF ALLEGIANCE

Dr. McBride

Minutes:

Dr, Meagan McBride led the Pledge of Allegiance.

Attachments:

2 CALL TO ORDER: ROLL CALL:

Ryan Cook, CFO/Treasurer

Minutes:

Present:

Dr. McBride

Mr. Dustin Williams

Dr. Andrew Gase

Mr. Larry Kisabeth

Mr. Victor Perez

Attachments:

3 ADOPT THE AGENDA

The Board members, including the administration, will review the agenda. The Board must approve any additions, deletions, or corrections.

Minutes:

As presented.

Result: Approved

Motioned: Larry Kisabeth

Seconded: Victor Perez

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

4 RECOGNITIONS

Attachments:

4.1 First Quarter Crystal Apple Awards

Robert Boes

Mrs. Annette Edmond, Tiffin Middle School Secretary

Mrs. Elizabeth Humphrey, Columbian High School Art Teacher

Minutes:

Mr. Robert Boes presented the first quarter Crystal Apple to Columbian teacher Mrs. Elizabeth Humphrey. Mrs. Humphrey was nominated by Mr. Aaron Schmits. Mrs. Annette Edmond will be honored at the December board meeting.

Attachments:

5 SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS:

Attachments:

5.1 Board Policy Updates

Minutes:

Mr. Ben Richards said the district's board policies as a whole need to be updated. He will propose the process to do so at an upcoming meeting.

Attachments:

5.2 First Reading of Revised Board Policy EBCD and EBCD-R Emergency Closings

Minutes:

Mr. Richards presented updated Board Policies EBCD and EBCD-R, Emergency Closings. The update

eliminates the usage of blizzard bags in the event of a school closing.

Attachments:

[EBCD.pdf](#)
[EBCD-R.pdf](#)

5.3 Annual Report on Nutrition Standards

Minutes:

Mr. Richards presented the Tiffin City Schools report on nutritional standards, an annual requirement of the state.

Attachments:

[Annual Report on Nutritional Standards- Tiffin City School District .pdf](#)

6 OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD:

Per Board Policy BDDH: “Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Board, present and voting.” Persons wishing to submit comment can do so by emailing tcs_boardcomments@tiffincityschools.org. The meeting will be publicly available via Facebook.

Minutes:

None.

Attachments:

7 CONSENT AGENDA:

The Superintendent recommends the Tiffin City Board of Education approve the consent agenda: Items 6.1 through 6.9. Action by the Board of Education in “Adoption of the Consent Agenda” means that all VI items are adopted by one single motion unless a member of the Board or the Superintendent requests that any such item be removed from the consent agenda and voted upon separately. Employments, where applicable, are contingent upon 1) Verification of education and experience; 2) Proof of proper certification/licensure; 3) Favorable results from a criminal records check.

Result: Approved

Motioned: Dr. Andrew Gase

Seconded: Dustin Williams

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		

Larry Kisabeth, Board Member	X		
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Attachments:

7.1 Approve Minutes

The Superintendent recommends the Tiffin City Board of Education approve the following minutes, as presented:

- 10/9/2023 Special Meeting
- 10/23/2023 Special Meeting
- 10/23/2023 Regular Meeting

Result: Approved

Attachments:

7.2 Approve Treasurer's Report

The Superintendent recommends the Tiffin City Board of Education approve the attached Treasurer's reports, as exhibited.

Result: Approved

Attachments:

[October Financial Report.pdf](#)

7.3 Approve Committee Reports

The Superintendent recommends the Tiffin City Board of Education approve the attached Committee Reports, as exhibited.

Result: Approved

Attachments:

[Policy Committee Minutes 11 2 23.pdf](#)

[SS. November 10 Minutes.pdf](#)

[BAC Minutes 10.19.23.pdf](#)

7.4 Approve Job Descriptions

- Central Office Administrative Secretary
- Transportation Secretary/Assistant Supervisor

Result: Approved

Attachments:

[Central Office Administrative Secretary.pdf](#)

[SECRETARY for Transportation Assistant Transportation Supervisor.pdf](#)

7.5 Resignations

The Superintendent recommends the Tiffin City Board of Education accept the following resignations:

Support Staff

Haley Hepp, beginning 11/6/2023

Kimberly A. Nye, beginning 11/24/2023

Tamal Watkins, beginning 10/27/2023

Result: Approved

Attachments:

7.6 Administrative Employment

The Superintendent recommends the Tiffin City Board of Education approve the following administrative contract(s):

Minutes:

None.

Attachments:

7.7 Employ Professional Staff 2023-2024

The Superintendent recommends the Tiffin City Board of Education employ the following Professional Staff:

Substitute Teachers

Elizabeth Elchert

Camdyn Oberholzer

Avery Shaw

Kian Thompson

Home Instruction, as needed, at \$28.60 per hour

Renee Lacy

Result: Approved

Attachments:

7.8 Employ Support Staff 2023-2024

The Superintendent recommends the Tiffin City Board of Education employ the following Support Staff:

Substitute Educational Aide

Elizabeth Elchert

Substitute Bus Drivers

Leslie Bowman

Randall Hoover

Diane Ziegler

Bus Driver On-Board Instructor

Diane Ziegler, not to exceed 29 hours per week, \$26.79 per hour

Pupil Activity Permits

J. Robert Fittro, Cross Country, Varsity Girls'

Kenny (Lou) Garcia, Boys' Basketball, Assistant Varsity (100%)

Support Staff Changes

Brogan Jones, Account Clerk, move to Step 10, effective 12/1/2023

Abigail Young, Executive Secretary, move to Step 10, effective 12/1/2023

Result: Approved

Attachments:

7.9 Donations and Grants

The Superintendent recommends the Tiffin City Board of Education accept the following donations:

District

- The B.A. Seitz Fund granted \$1,000.00 to support Tiffin City Schools families and students in basic needs.
- David and Brenda Burns donated \$35.00 to Pay It Forward in memory of John Bowen.
- Karen, Robin, and Teresa Turner donated \$50.00 to Pay It Forward in memory of John Bowen.
- Jack Buskirk donated \$25.00 to Pay It Forward in memory of John Bowen.
- Tom and Janet Lonsway donated \$50.00 to Pay It Forward in memory of John Bowen.
- Steve and Nancy Gilbert donated \$25.00 to Pay It Forward in memory of John Bowen.
- Don and Nancy Burner donated \$25.00 to Pay It Forward in memory of John Bowen.
- Andy and Teri Miller donated \$20.00 to Pay It Forward in memory of John Bowen.
- Tom and Debbie Gerschutz donated \$40.00 to Pay It Forward in memory of John Bowen.
- Gary and Nellie Wright donated \$25.00 to Pay It Forward in memory of John Bowen.
- Tom and Liz Paulus donated \$20.00 to Pay It Forward in memory of John Bowen.
- Steve and Susie Steviak donated \$20.00 to Pay It Forward in memory of John Bowen.
- Animal Care Center of Tiffin donated care for Dusty valued at \$630.58.

Columbian High School

- Grace Baptist Church donated a tray of cookies valued at \$50.00 to the staff of Columbian.

Tiffin Middle School

- Grace Baptist Church donated a tray of cookies valued at \$50.00 to the staff of TMS.
- Tiffin Columbian Alumni Association donated \$1,340.00 to the Science Department to be used for Kesler Science subscriptions.
- Arnold Vending donated 128 bags of potato chips valued at \$256.00 to be used for PBIS reward prizes.

Krout 2-3 Elementary

- Michelle SanGregory Kramer donated her book Bub the Beagle, valued at \$15.53, to the Krout library.
- Christina Wheeler donated snacks valued at \$150.00 for 3rd grade testing.

Result: Approved

Attachments:

7.10 Stipends

The Superintendent recommends the Tiffin City Board of Education pay the following stipends, upon certified completion of duties:

Building Leadership Team, September 2023 through May 2024, \$500, payable from annual curriculum budget

Ashley Aichholz
Todd Aichholz
Allen Auble
Jessica Barrick
Stacy Basinger
Erin Biglin
Rita Brown
Jennifer Church
Daniel Cole
Samantha Cole
Judy Downie
Krystal Dunlap
Katherine Focht
Stacey Geiger
Alisha Goshe
Katelyn Hafer
Jessica Hoyda
Natalie Jones
Nicole Long
Mollie Luidhardt
Melissa Mellott
Brette Ott
Brandie Reinhart
Cory Ridge
Tiffany Thompson
Kerry Tschanen
Tara Visser
Lauren Warnement
Kelsey Wickham
Lisa Wilson
Travis Wise
JoLynn Rhodes

District Leadership Team, September 2023 through May 2024, \$100 per meeting, not to exceed nine meetings, payable from annual curriculum budget

Leigh Alvarado
Stacy Basinger

Erin Biglin
Samantha Cole
Lindsay Distel
Judy Downie
Alisha Goshe
Katelyn Hafer
Jessica Hoyda
Natalie Jones
Brette Ott
Brandie Reinhart
JoLynn Rhodes
Cory Ridge
Tiffany Thompson
Lauren Warnement

District Leadership Chair, September 2023 through May 2024, \$200 per meeting, payable from annual curriculum budget

Katherine Focht

Assistant Transportation Supervisor (Years 3 & more), \$4,905

Jodi Saum-Stockner

Self-Paced Phonics First Course, \$500

Abigail Chlosta
Miriah Depinet
Celeste Dunn
Heidi Ekleberry
Kendra Hartman
Sarah Marvin
Hannah Rohrbacher
Alison Scheiber
Faythe Smetzer

Result: Approved

Attachments:

7.11 Statement of Purpose Budget Reports 2023-2024

The Superintendent recommends the Tiffin City Board of Education approve Statement of Purpose Budget Report(s) from the following student activity groups for the year beginning July 1, 2023 and ending June 30, 2024:

Fund 018 SCC 9006 Washington Support Fund
Fund 300 SCC 9906 Columbian Boys' Golf
Fund 300 SCC 9907 Columbian Girls' Golf
Fund 300 SCC 9908 Columbian Tennis Mixed
Fund 300 SCC 9919 Columbian Cheerleading

Result: Approved

Attachments:

8 ACTION ITEMS:

Attachments:

8.1 Approve Amendment to Locally Approved Diploma Seal

Amendment reducing the number of required hours from 120 to 60 to earn the locally approved community service seal.

Result: Tabled

Motioned: Victor Perez

Seconded: Dustin Williams

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

8.2 Approve Cash Balance Resolution

Approve a target cash balance of ninety (90) days true cash for Tiffin City School district with a minimum true day cash requirement of sixty (60) days as a floor. When the forecasted cash balance falls below ninety days in any fiscal year of a five year forecast period, the superintendent and treasurer shall begin to develop a plan for board approval to maintain the district's cash balance at ninety (90) days and work to insure that as the plan is implemented measures are taken to avoid breaching a sixty (60) day true day cash operating level.

Result: Approved

Motioned: Dr. Andrew Gase

Seconded: Dustin Williams

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		

Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

8.3 Approve Resolution Declaring Proper Public Purpose

Resolution declaring that expenditures of school district funds for beverages, food, and other amenities for school district employees or third parties participating in board-sponsored activities to be a public purpose of the school district and authorizing the treasurer of this board to approve such expenditures from time to time within the confines of the then-current budget.

Result: Approved

Motioned: Dustin Williams

Seconded: Larry Kisabeth

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

[Proper Public Purpose - Meeting Amenities .pdf](#)

8.4 Approve NCOESC Purchased Service Contract

Rent for North Central Ohio Educational Service Center's Special Education Unit located in Noble Elementary School.

Result: Approved

Motioned: Dr. Andrew Gase

Seconded: Victor Perez

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		

Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

[Tiffin City Schools FY24 Sp Ed unit rental.pdf](#)

8.5 Approve On-Site Technical Services Agreement

"Rent-a-Tech" services agreement, 12/4/2023-6/30/2024

Result: Approved

Motioned: Larry Kisabeth

Seconded: Dustin Williams

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

[Tiffin FY24 OnSite Tech Agreement.pdf](#)

8.6 Adopt Resolution Approving Grant Application

Resolution approving the Ottawa Sandusky Seneca Joint Solid Waste Management District competitive funding grant application to purchase recycled trash containers for Frost-Kalnow Stadium.

Result: Approved

Motioned: Dr. Andrew Gase

Seconded: Dustin Williams

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

[OSS Joint Solid Waste management District Grant 2023.pdf](#)

9 BOARD DISCUSSION:

Minutes:

Mr. Kisabeth spoke about presenting at the OSBA Capital Conference, along with Dr. McBride and Mr. Richards.

The passing of Gail Schreiner, a retired Tiffin City Schools employee, was recognized.

Attachments:

10 ENTER EXECUTIVE SESSION:

Hold an Executive Session for one or more of the following matters to:

X a. consider the appointment____, **employment X**, dismissal____, discipline____, promotion____, demotion____, or compensation____ **of a public employee(s) or official(s)**____, or consider the investigations of charges or complaints against a public employee(s)____, official(s), licensee(s) or "regulated individual(s)"____; unless the person(s) being investigated of charges or complaints requests a public hearing;

____ b. consider the purchase or sale of public property if the public interest would be hurt by the premature disclosure of the information;

____ c. confer with the public body's attorney for the purpose of considering disputes if a court action concerning the dispute is either pending or imminent;

____ d. prepare for, conduct, or review negotiations or bargaining sessions with public employees;

____ e. consider matters required by federal laws, or rules, or state statutes to be kept confidential;

____ f. consider specialized details of security arrangements if the information could be used for criminal purposes.

____ g. no action taken.

Time in:

Minutes:

Time entered executive session: 7:31 p.m.

Result: Approved

Motioned: Dustin Williams

Seconded: Dr. Andrew Gase

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

11 EXIT EXECUTIVE SESSION

Return to open session.

Time out:

Minutes:

Time out: 8:03 p.m.

Attachments:

12 ADJOURNMENT

The Board business meeting is concluded.

Meeting started:

Meeting ended:

Minutes:

Meeting started: 6:30 p.m.

Meeting ended: 8:03 p.m.

Result: Approved

Motioned: Dustin Williams

Seconded: Dr. Andrew Gase

Voter	Yes	No	Abstaining
Dustin Williams, Board Member	X		
Victor Perez, Board Member	X		
Dr. Andrew Gase, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		

Attachments:

12.1 Next Regular Meeting

The next regular meeting will be December 18, 2023 at 6:30 PM in the Tiffin Middle School Cafetorium.

Attachments:

13 412 CERTIFICATE

CERTIFICATE

Section 5705.412, RC

IT IS HEREBY CERTIFIED that the TIFFIN CITY SCHOOL DISTRICT BOARD OF EDUCATION, SENECA COUNTY, OHIO, to adopt any appropriation measure, make any qualifying contract, or increase during any school year any wage or salary schedule shown above, has in effect the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide the operating revenues necessary to enable the district to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year, as required by Section 5705.412.
TIFFIN CITY SCHOOL DISTRICT

By
President, Board of Education
By
Treasurer
By
Superintendent of Schools

Attachments:

[November 412 Certificate.pdf](#)