

# 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

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**Minutes:**

Dr, Meagan McBride led the Pledge of Allegiance.

**Attachments:**

## 2 CALL TO ORDER: ROLL CALL:

Ryan Cook, CFO/Treasurer

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**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

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**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:

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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](mailto:tcs_boardcomments@tiffincityschools.org). The meeting will be publicly available via Facebook.

**Minutes:**

None.

**Attachments:**

## 7 CONSENT AGENDA:

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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

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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

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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

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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

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- 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

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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

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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

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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

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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**

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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

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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

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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:

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**Attachments:**

### 8.1 Approve Amendment to Locally Approved Diploma Seal

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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

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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:

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### 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:

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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

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Return to open session.

Time out:

**Minutes:**

Time out: 8:03 p.m.

**Attachments:**

## 12 ADJOURNMENT

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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

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

**Attachments:**

## 13 412 CERTIFICATE

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**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](#)