



## Support Services Committee Meeting Minutes

Friday, February 21, 2025  
TCS Administration Building

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Attendance: \_\_\_ Dustin Williams, \_\_\_ Meagan McBride, Ph.D., \_\_\_ Bill Beaston, \_\_\_ Robert Boes,  
\_\_\_ Randy Conger, \_\_\_ Greg DeVore, \_\_\_ Natallie Jones, \_\_\_ Colleen Neely, \_\_\_ Kara Rannigan,  
\_\_\_ Weston Reinbolt, \_\_\_ Bradley Scheiber, \_\_\_ Brad Streng

Guests:

Dustin Williams started the meeting with a question to help everyone understand the purpose of the committee. The committee did meet for several years and it was changed to a Finance/Support Services Committee and thus has not meet for about one year. This committee will be looking at the needs and requirements of the four main support service departments.

Colleen Neely provided the Food Service Report.

1. March 3-7 is National School Breakfast Week. Flyers will be hung in the schools and a special parfait will be served to the students. The week is to increase awareness of the program.

Dustin suggested the logo be added to the flyer.

2. Meal Debt incurred by students/parents currently is \$58,147.79. Letters are sent home and emails are sent to make people aware of their balance. If they use Pay School, they can pay a portion at a time until it is paid off.
  - a. Under the Free and Reduce Program we are under the cost only goes up if they buy extra or buy snacks.
  - b. Seniors need a 0 balance to graduate. They will need to pay if they owe, if they have a balance they can get a refund, transfer to someone else or donate toward paying off the overall debt.
  - c. The Charging Policy needs to be rewritten to explain clearly what is allowed.

Question: Are all fees/charges in one place so the parents see just one price they need to pay?  
Colleen only knew they were to collect the food service expenses.

- d. What do other schools do? Some build in the loss, they do not carry any loss over—it is taken out of the general fund.
3. Local Wellness Committee is required by the state. The committee would look at whole child wellness. The committee would need to establish measurable goals for whole child wellness, help in obtaining them, and keep the policy updated.

Suggestion: Reach out to the hospital personnel. Weston said he would talk to Andrew Morgan.

Randy Conger's report for Transportation included:

1. Looking at purchasing a Handicapped Bus for \$161,014  
The quote was given to Jerry and he is looking at getting money from a special fund.

2. Information on new Transfinder Products that would help on the buses and in the department.
  - a. Wayfinder is a tablet on the bust that gives turn by turn instruction and shows Stops. It also takes attendance. This product has been improved because it now uses multiple cellular coverage and the software is greatly improved.
  - b. Stopfinder is for parents to get and give information to the transportation department. The parents know when the bus is approaching the stop, if it is running late, can tell the department if their student is not riding the bus. Part of this program also establishes a map in the transportation department, thus buses can be tracked on a screen.
  - c. Cost for this product for year 1 is \$51,931 which includes equipment, etc. Year 2 is \$17,000 and Year 3 is \$18,000. This is above the current service fee of \$42,000 now paid. This include 21 tablets for the daily routes only.
  - d. Advantages of the program.
    - More subs will take over daily routes because they know where they are driving.
    - Parents have current information at their fingertips
    - Other districts that use the program now speak highly of the program
  - e. If the program is purchased, it could be started after Christmas or later.

The Technology Report was presented by Brad Streng.

1. The FMX launch has been delayed. (FMX is a message exchange system). The system would allow anyone in the system to communicate problems or needs to the technology department. There have been problems in the log-in and that people need to change from the old ways.
2. A new print server is being installed. It will allow people to print and compile from their computer. This program will be in all schools. It is projected to start in March.
3. A comprehensive analysis of the phone system is being conducted because we have digital and analog systems throughout the district.
4. Everything is ready for the ACT testing on Feb. 27 at TCHS

Greg DeVore talked about the Maintenance Department Projects.

1. The Maintenance FMX is set-up so the request goes to the local building custodian and if necessary they pass it onto the maintenance. This should save time and inventory.
2. Lincoln boiler malfunctioned. An insurance claim has been sent in, but cannot expect funding. The boiler needs to be replaced and the 2<sup>nd</sup> boiler in the school is the same age. Since the boiler stopped working, we do not need to gather bids. We do have 2 quotes, \$158,000 and \$207,000. Greg DeVore and Greg Bogard will be studying what is included with each to determine which quote is the best.
3. The football field has 1 season of play left. The new field would need to be started in November. The new field will have an impact pad under it that would extend the life of the new field by 15-16 years. Have also looked at getting a more automated goal post since they need to be in different lengths for high school and another distance for Tiffin University. Cost for the project, \$908,500.

4. Funding for the Stadium includes the Stadium Renovation Fund at Tiffin Charitable Foundation. We have 10 months to get everything established and funding figured out.

Dustin Question: What about Calvert and Tiffin University helping with facility upkeep?

5. TU pays a usage fee, Calvert pays nothing. May want to look into a Facility Update Contribution from both.
6. Update on Middle School renovations
  - a. Painting in all common areas will be completed next week.
  - b. Garmin-Miller working on plans and cost estimates for the Cafetorium renovations—windows, doors, lighting.
  - c. Looking at updating the fire alarm panel only.
7. Changes at Noble 4-5 Elementary
  - a. Replaster and paint in the common areas
  - b. Replace the original bell system with an updated system
8. Tiffin Columbian stage
  - a. The lighting will be updated in 2026 with funding previously set donated.
  - b. The stage floor needed to be replaced. Estimate was \$50,000 but we can do it for \$2000
9. Looking at general equipment replacement plans
  - a. Many of the boilers in the schools are 25 years old and we need to plan for replacements.
  - b. Lawn mower equipment is pushing between 20 and 35 years old. They will need to be replace and we need to look at buy or lease.
  - c. There is Childhood Safety Project that requires all doors to be checked for egress time, we have 25 door closures.

Talked about the PI fund that can only be used for facility needs.

Meagan talked about the need to budge the money over the 25-26-27 school years and include emergency funding in each year. In this plan there needs to be specific items listed.

Meeting was adjourned by Dustin.

**Next Meeting Date, Friday, April 25, 2025**  
**Administration Building Conference Room**  
**Time: 8:00 AM**