

September 27, 2011

**TIFFIN CITY BOARD OF EDUCATION  
Regular Meeting Minutes  
Tuesday, September 27, 2011, 7:00 p.m.  
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 Chris Widman, with the following members present: Mr. Widman, Dr. Venema, Mrs. Iannantuono, Mr. Schwartz, and Mrs. Smith.

**Roll Call**

(11-174) Dr. Venema moved, seconded by Mrs. Iannantuono, the Tiffin City Board of Education adopt the agenda and any additions, deletions, or corrections.

**Adopt the Agenda, and Addendum**

Mr. Schwartz presented his letter of resignation to the Board effective immediately.

The recommendation to approve an Executive Secretary contract was moved to the Consent Agenda. The recommendation to enter into Executive Session to discuss the employment of public employees was corrected to consider the appointment of a public official. Additional donations were presented for the Consent Agenda.

The president called for the vote. Voting yes: Dr. Venema, Mrs. Iannantuono, Mr. Widman, and Mrs. Smith. Motion carried.

3.01 Presentation of Excellent Banner

Mr. Scott Urban, Director of Instruction and Personnel, recognized employees, students, parents, board members, and the community for the school district's Excellent rating on its report card from the Ohio Department of Education. A banner declaring the rating was unveiled. President Widman presented a proclamation from the Ohio House of Representatives in recognition of the rating.

**Building Presentation**

3.02 Building Presentation – Equity Quest Program

Mrs. Connie English, Speech and Language Pathologist, presented the Equity Quest program, which is designed to encourage social interaction between typical peers and teens with autism spectrum disorders.

3.02 Public Input

None.

**Public Input**

4.01 Board Discussion

None.

**Board Discussion**

5.01 Committee Reports

**Finance Committee, Shirley Smith**

Met on September 21, 2011. The committee reviewed the monthly financial reports from August 2011 and discussed a computer services agreement with Northwest Ohio Area Computer Services Cooperative, enrollment in the Ohio Bureau of Workers' Compensation Retrospective rating group, and the Permanent Appropriations Resolution. Mrs. Smith recognized the treasurer's office staff, Sharon Perry, Dara Dixon, Tricia Kirian, Liz Paulus, and Carol Vaughn, for receiving an Ohio Auditor of State Award for the year 2010. The next meeting will be October 19, 2011 at 4:00 p.m. on the third floor of the Administration Building.

**Committee Reports**

**Communications Committee, Dawn Iannantuono**

Did not meet. Mrs. Iannantuono announced there will be a *Charting the Course* meeting on Monday, October 3. The next Communications Committee meeting will be November 3, 2011

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at 5:00 p.m. on the third floor of the Administration Building.

**Program Committee, Kathy Venema**

Met on September 12, 2011. Mr. Urban presented elementary retention guidelines and test score comparisons. The next meeting will be October 10, 2011 at 4:00 p.m. on the third floor of the Administration Building.

**Support Services Committee, Dawn Iannantuono**

Met on September 9, 2011. Discussed food service items including a contract to sell lunches to North Central Academy. Discussed transportation items including the purchase of a used bus, new routing software, facility updates, and the transportation of North Central Academy students to Sentinel for a fee of \$10,000. Discussed technology items including Progress Book. Discussed buildings and grounds items, including the maintenance building auction on October 18 at 4:00 p.m. The next meeting will be October 7, 2011 at 8:00 a.m. on the third floor of the Administration Building.

**Personnel Committee, Chris Widman**

Did not meet.

**Records Committee, Chris Widman**

Did not meet.

**Legislative Liaison**

Dr. Venema spoke about a House Bill that proposes to extend the State's tuition voucher program to all students regardless of their school district's performance.

**Vanguard/Sentinel Update, Chris Widman**

Mr. Widman reported the October meeting will be held at Sentinel due to the completion of the renovation project. September's meeting was the first paperless meeting with iPads being used instead.

**Student Representatives**

Erin Sehlhorst was unable to attend due to a delayed tennis match. Grace Eberly read a statement from Erin regarding Mr. Anway's resignation and his replacement, Mr. Kisabeth.

Grace reported on homecoming activities including Spirit Week and "ugly sweater day". She congratulated King Steven Swander, Queen Zoe Dolch, and the undefeated football team.

5.02 Transition Team Reports

**Curriculum and Instruction Task Force, Scott Urban**

Met on September 12, 2011. Heard Subcommittee reports regarding library transition, building scheduling, starting times, encore scheduling, counseling, Title I, technology, and special education. The next meeting will be October 11, 2011, 6:30 p.m. at Noble. Parent-teacher conference schedules and special education issues will be discussed. Mrs. Iannantuono commented it is evident a year of planning was needed before reconfiguring.

**District Facility Transition Task Force, Tom Anway**

Met on September 22, 2011. Twenty-six members attended. It was unanimous that Tornadoes will be the district-wide mascot. The reconfigured buildings will be named Washington K-1, Krout 2-3, and Noble 4-5. Members will tour buildings via school bus. Open houses for the community will be conducted in the Spring. The next meeting will be October 12. Transportation, bus stops, and start times will be discussed.

6.01 Reports

- a. Director of Instruction/Personnel's Report, Mr. Scott Urban
  1. Elementary Retention Guidelines

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2. Test Score Comparisons
3. Krout Reading Improvement, Mrs. Rebecca Osborne
4. Noble Math & Science Improvement, Mr. Mike Steyer
5. Miscellaneous items: PTO Alliance – Building officers met on September 22, 2011 to discuss joining forces. Presidents will review individual by-laws, vice presidents will investigate organizational structures, treasurers will investigate combining finances, and secretaries will list individual traditions. Mrs. Iannantuono discussed fundraising policies and reporting regulations. Fundraising by kindergarteners and first graders at Washington will not occur. The next meeting will be in January.

- b. Superintendent's Report, Mr. Donald Coletta
  1. First reading of recommended revised Board Policies
    - GCPA Reduction in Professional Staff Work Force
    - IB Academic Freedom
    - INB Teaching About Controversial Issues
    - JEC School Admissions
  2. First reading of the following revised Board regulations.
    - GCPA-R Reduction in Professional Staff Work Force
    - JECBA-R Admission of Exchange Students
  3. Miscellaneous items

**CONSENT AGENDA**

**(11-175)** Mrs. Iannantuono, seconded by Mrs. Smith, the Tiffin City Board of Education approve the following items:

7.01 Approve the Minutes from the August Board Meeting  
The Superintendent recommended the Tiffin City Board of Education approve the minutes from the regular Board meeting on August 23, 2011.

**Approve Minutes of Board Meetings**

7.02 Treasurer's Report for August 2011  
The Superintendent recommended the Tiffin City Board of Education approve the Treasurer's Report for August 2011 as shown in the exhibit book.

**Approve Treasurer's Report for August 2011**

The following were balances reported in various accounts for August 2011:

General Fund	\$4,444,120.96
Bond Retirement	754,691.95
Permanent Improvement	493,637.46
Building	1,403.34
Food Service Fund	289,971.29
Special Trust	11,725.40
Endowment	16,270.69
Uniform School Supplies	-65,363.67
Mental Health	2,669.60
Public Support	16,486.03
Other Grant	71,296.78
Classroom Facilities Maintenance	355,726.33
Student Managed	47,505.00
District Managed	41,584.09
Auxiliary Services	80,379.94
Alternative Schools	-2,741.47
Miscellaneous State Grant	6,359.86
IDEA Part B Grant	-127,848.96
Fiscal Stabilization Fund	2,606.02
Title II-D Technology	50.00
Title I Disadvantaged Children	-18,815.82
Improving Teacher Quality	-11,008.52
Total	\$6,410,706.30

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7.03 Employment

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

**Resignations**

Steve Anway, effective September 2, 2011

Doug Combs, effective September 10, 2011

The Superintendent recommended the Tiffin City Board of Education employ the following:

**Professional Staff Positions for the 2011-2012 School Year**

**Substitute Teachers**

Vanessa Eley  
Lauren Chapman  
Heather Ferguson  
Bria Gibson  
Donna Goshe  
Nicole Hoover  
Travis McQuiston  
Kandra O'Donnell  
Wendy Ann Pittman  
Kristy Reinbolt  
Denise Rinehart  
Brittany Reser  
Christina Slaughter  
Kelsey Smathers  
Kim Taylor

**Home Instructors**

Loretta Fansler

**Supplemental Contracts**

Mike Meadows	Marching Band Director
Chris Kanney	Marching Band Assistant Director
Mike Meadows	Marching Band, Eighth Grade Director (50%)
Chris Kanney	Marching Band, Eighth Grade Director (50%)
Mike Meadows	Pep Band (50%)
Chris Kanney	Pep Band (50%)
Chris Kanney	Jazz Band
Curt Mellott	Baseball, Head Varsity
Amy Cooper	Basketball, 7 <sup>th</sup> Grade Girls
Audrey Snyder	Softball, Head Varsity
Loran Weingart	Tennis, Head Varsity Boys
Marcia Focht	Track, Head Varsity Boys
Amy Cooper	Track, Head Varsity Girls
Tony Vasko	Baseball, Assistant Varsity

**Professional Development Stipends**

Judy Downie	\$300.00
Lindsay Felske	300.00
Doug Hartenstein	200.00
Mike Newlove	200.00
Chris Monsour	200.00
Suzanne Reinhart	200.00
Julie Wiggins	200.00
Susan Gibson	25.00
Anne Hohman	25.00
Sandy Kuntz	25.00
Deb Moon	25.00
Joy Rose	25.00
Jackie Saum	50.00
Theresa Stover	50.00
Mary Swartz	50.00

**Pupil Activity Contract for the 2011-12 School Year**

Amanda Schank	Junior Class Advisor
Ellen Groves	SADD Advisor
Jim Mason	Basketball, 8 <sup>th</sup> grade girls

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Ray Long Wrestling, Assistant Varsity

**Volunteers**

Mark Ingalls Basketball, 8<sup>th</sup> grade girls  
Brian Williams Wrestling

**Support Staff Employment for the 2011-12 School Year**

**Substitute Aides**

Kristin Sharpe Sign Language Interpreter  
Beate Bogart German Interpreter  
Heather Ferguson  
Debra Graves  
Nicole Hoover  
Donna Perrine  
Kristy Reinbolt  
Clarann Wise

**Bus Drivers**

Les Bowman Route #49 (TMS AM north route) increase .5  
hours per day effective September 7, 2011  
Carl Kapelka Route #40 (Sentinel noon route) increase  
.25 hours per day effective August 24, 2011  
Barb Curry Route #18 (Findlay PM) increase .5 hours per  
day effective August 30, 2011  
Deb Reamer Route #11 new route (NCA Sentinel noon route)  
add .5 hours per day effective September 7,  
2011

**7.04 Accept Donations**

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

**Donations to the Lincoln Elementary School Library:**

- The Tiffin Rotary Club donated *We're Different, We're the Same*, valued at \$3.99.
- The Tiffin Rotary Club, on behalf of Speaker John E. Owen, donated *Henry and Mudge The First Book of Their Adventures*, valued at \$3.99.

**Donations to Lincoln Elementary School:**

- Ballreich's donated potato chips valued at \$75.00 for the Student Reward Campfire lunch.
- S & S Beverage donated soda pop valued at \$125.00 for the Student Reward Campfire lunch.

**Donation to the Krout Elementary School Library:**

- The Tiffin Rotary Club and Seneca Habitat for Humanity donated *Grandfather Tang's Story*, valued at \$5.00.

**Donation to the Columbian High School Library:**

- The Class of 1953 in memory of Robert L. Calvert donated \$25.00.

**Donation to the Columbian High School:**

- Target's "Take Charge of Education" program donated \$25.34 to the student activity account.

**Donations to Noble Elementary School:**

- Home Savings Tiffin Offices donated a box of doughnuts, valued at \$20.00, to Noble Elementary Staff for their workday.
- Mrs. Marge Wenner donated school supplies, valued at \$30.00.
- Mrs. Della Lenhart donated school supplies, valued at \$30.00.
- Mrs. Sheila Comer donated school supplies, valued at \$5.00
- Ms. Hailey Werner donated 432 "First Aid to Go" kits valued at \$454.00.
- First Call for Help donated school supplies, valued at \$25.00.

**Donations to Tiffin City Schools:**

- Diverse Technology Solutions donated in kind towards the Ruckus Wireless System to be used at Columbian High School, Tiffin Middle School, Krout Elementary, Washing-

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ton Elementary, and Noble Elementary, valued at \$20,433.00.

- Tiffin Elks Charitable Fund donated \$100.00 for Ohio Heritage School Day.

**Grant to Washington Elementary School:**

- Local Community Contribution/Hunger Outreach Grant Program through the Wal-Mart Foundation and Wal-Mart Facility #1622 awarded \$1000.00 to Lindsay Felske for portable DVD players to use math videos on different student levels.

**Grant to International Cultural Center:**

- The Tiffin Metal Products Charitable Fund awarded \$1,300.00 to support the International Cultural Center.

**Donations to Noble Elementary School:**

- Women's Missionary Union of Grace Baptist Church - donated 2 large trays of assorted baked goods for Noble staff valued at \$40.00

**Donations to Columbian High School Math Lab for Achievement Incentives**

- Paulette's donated two (2) \$5.00 gift certificates, valued at \$10.00.
- Denny's Restaurant donated two (2) \$10.00 gift certificates, for a total of \$20.00.
- Head Shed donated three (3) free passes, valued at \$5.00 each for a total of \$15.00.
- Cinemark donated two (2) free movie passes, valued at \$14.50.
- Little Caesars Pizza donated 37 free crazy breads, valued at \$35.00.
- Burger King donated 50 free value meal certificates, valued at \$340.00.
- First Choice Haircutters donated two (2) free shampoo and haircuts and free lotion, valued at \$65.00.
- Peebles donated eight (8) tote bags, valued at \$160.00.

**7.05 Approve New Board Policy**

Mrs. Iannantuono moved, seconded by Mrs. Smith the Tiffin City Board of Education approve new Board Policy GCPAA Reduction in Administrative Staff Work Force.

**Approve New Board Policy**

**7.06 Approve Executive Secretary Contract**

Dr. Venema moved, seconded by Mrs. Smith the Tiffin City Board of Education approve the employment of Amy Schwartz as Executive Secretary for the 2011-12 school year effective September 22, 2011.

**Approve Executive Secretary Contract**

The Superintendent recommended the Tiffin City Board of Education approve the consent agenda.

The president called for the vote. Voting yes: Mrs. Iannantuono, Mrs. Smith, Mr. Widman, and Dr. Venema. Motion carried.

**ACTION ITEMS**

- (11-176)** Mrs. Smith moved, seconded by Dr. Venema that the Tiffin City Board of Education ratify and approve the appointment of Larry Kisabeth as Interim High School Principal in light of the unanticipated departure earlier this month of the incumbent Principal, such interim employment to be for a term beginning September 8, 2011 and ending June 30, 2012 in accordance with the contract of employment previously distributed.

**Approve Interim High School Principal Contract**

The president called for the vote. Voting yes: Mrs. Smith, Dr. Venema, Mr. Widman and Mrs. Iannantuono. Motion carried.

- (11-177)** Mrs. Iannantuono moved, seconded by Dr. Venema that the Tiffin City Board of Education approve the following location of elementary grade levels effective with the 2012-13 school year:

**Approve Location of Elementary Grade Levels**

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K-1 Washington School  
2-3 Krout School  
4-5 Noble School

The president called for the vote. Voting yes: Mrs. Iannantuono, Dr. Venema, Mr. Widman, and Mrs. Smith. Motion carried.

- (11-178) Mrs. Smith moved, seconded by Mrs. Iannantuono, the Tiffin City Board of Education approve a computer services agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) for Fiscal Year 12.

**Approve Northwest Ohio Area Computer Services (NOACSC) Computer Services Agreement**

The president called for the vote. Voting yes: Mrs. Smith, Mrs. Iannantuono, Mr. Widman, and Dr. Venema. Motion carried.

- (11-179) Dr. Venema moved, seconded by Mrs. Iannantuono, the Tiffin City Board of Education approve the *English as a Second Language Handbook*.

**Approve *English as a Second Language Handbook***

The president called for the vote. Voting yes: Dr. Venema, Mrs. Iannantuono, Mr. Widman, and Mrs. Smith. Motion carried.

- (11-180) Mrs. Iannantuono moved, seconded by Dr. Venema, the Tiffin City Board of Education approve the addition of Sign Language Interpreter to the Support Staff Schedule.

**Approve Addition of Sign Language Salary to Support Staff Schedule**

The president called for the vote. Voting yes: Mrs. Iannantuono, Dr. Venema, Mr. Widman, and Mrs. Smith. Motion carried.

- (11-181) Mrs. Iannantuono moved, seconded by Mrs. Smith, the Tiffin City Board of Education approve the contract with North Central Ohio Educational Service Center to transport North Central Academy students to Sentinel Career Center.

**Approve Contract to Transport North Central Academy Students to Sentinel Career Center**

The president called for the vote. Voting yes: Mrs. Iannantuono, Mrs. Smith, Mr. Widman and Dr. Venema. Motion carried.

- (11-182) Mrs. Iannantuono moved, seconded by Mrs. Smith, the Tiffin City Board of Education approve a contract with American Appraisal Associates, Inc. to inventory and report the physical location and description data of the District's identified fixed assets.

**Approve A Contract with American Appraisal Associates, Inc.**

The president called for the vote. Voting yes: Mrs. Iannantuono, Mrs. Smith, Mr. Widman, and Dr. Venema. Motion carried.

- (11-183) Dr. Venema moved, seconded by Mrs. Iannantuono, (1) the Tiffin City Board of Education contract with Sean Farmer, an independent contractor, at a cost of \$10.84 per hour for the temporary provision of Japanese translation services to a District student during certain parts of the standardized OGT test (it is anticipated that such temporary services involve fewer than 15 hours spread over several days) and (2) the Superintendent be authorized to execute a personal service contract for such services upon confirmation the work is completed.

**Approve Contract for Temporary Provision of Japanese Translation Services**

The president called for the vote. Voting yes: Dr. Venema, Mrs. Iannantuono, Mr. Widman, Mrs. Smith. Motion carried.

- (11-184) Mrs. Smith moved, seconded by Mrs. Iannantuono, that the Tiffin City Board of Education, approve enrollment in the Ohio Bureau of Workers' Compensation Public Employer State Fund Group Retrospective Rating Agreement with CompManagement, Inc. from January 1, 2012 to December 31, 2012.

**Approved Enrollment in Ohio Bureau of Workers' Compensation Public Employer State Fund Group Retrospective Rating Agreement**

The president called for the vote. Voting yes: Mrs. Iannantuono, Mrs. Smith, Mr. Widman, and Dr. Venema. Motion carried.

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- (11-185) Mrs. Smith moved, seconded by Dr. Venema, the Tiffin City Board of Education adopt a Permanent Appropriations Resolution to provide for the current expenses and other expenditures of said Board during the fiscal year ending June 30, 2012.
- The president called for the vote. Voting yes: Mrs. Smith, Dr. Venema, Mr. Widman and Mrs. Iannantuono. Motion carried.
- (11-186) Mrs. Iannantuono moved, seconded by Dr. Venema, the Tiffin City Board of Education employ the following nonlicensed individual with a pupil-activity contract in the position indicated for the 2011-2012 School Year, the position having first been offered to District employees (with no such employee qualified to fill the position having accepted it) and advertised as available to licensed individuals not currently employed by the Board (with no such individual qualified to fill the position having accepted it):
- C. Jay Kisabeth      Basketball, Assistant Varsity Girls
- The president called for the vote. Voting yes: Mrs. Iannantuono, Dr. Venema, Mr. Widman, and Mrs. Smith. Motion carried.
- ITEMS FROM THE BOARD**
- None.
- None.
- (11-187) Dr. Venema moved, seconded by Mrs. Iannantuono, the Tiffin City Board of Education move into Executive Session to consider appointment of public official.
- The president called for the vote. Voting yes: Dr. Venema, Mrs. Iannantuono, Mr. Widman, and Mrs. Smith. Motion carried.
- The Board went into Executive Session at 9:02 p.m.
- (11-188) Mrs. Iannantuono moved, seconded by Dr. Venema, the Tiffin City Board of Education move out of Executive Session.
- The president called for the vote. Voting yes: Dr. Venema, Mrs. Iannantuono, Mr. Widman, and Mrs. Smith. Motion carried.
- The Board came out of Executive Session at 9:44 p.m.
- (11-189) Dr. Venema moved, seconded by Mrs. Smith that a special meeting be held on Monday, October 3, 2011 at 3:00 p.m. at the Administration Building to consider the appointment of a public official in executive session.
- The president called for the vote. Voting yes: Dr. Venema, Mrs. Smith, Mr. Widman and Mrs. Iannantuono.
- (11-190) Mrs. Smith moved, seconded by Mrs. Iannantuono, the Board adjourn.
- The president called for the vote. Voting yes: Mrs. Smith, Mrs. Iannantuono, Mr. Widman, and Dr. Venema. Motion carried.
- The meeting started at 7:00 p.m. and ended at 9:50 p.m.
- Approve Permanent Appropriations Resolution**
- Approve Employment of a Nonlicensed Individual with Pupil-Activity Contract**
- Business the Board would like to conduct that does not appear on the agenda**
- Opportunity for the Public to Address the Board**
- Move in to Executive Session**
- Move out of Executive Session**
- Special Meeting**
- Adjournment**

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\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

Form 5.07 Certificate of available resources.

**CERTIFICATE**  
**Section 5705.412, RC**

In the matter of:

IT IS HEREBY CERTIFIED that the TIFFIN CITY SCHOOL DISTRICT BOARD OF EDUCATION, SENECA COUNTY, OHIO has sufficient funds to meet the contract agreement, obligation, payment or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to operate an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year.

TIFFIN CITY SCHOOL DISTRICT

By \_\_\_\_\_  
President, Board of Education

By \_\_\_\_\_  
Treasurer

By \_\_\_\_\_  
Superintendent of Schools

Comments

See RC #5705.412

This certificate must be attached to any contract or order involving the expenditure of money, with certain statutory exceptions.