

# 1/8/24 Organizational Meeting

## Board of Education Meeting

Tiffin Middle School Cafetorium

Monday, January 8, 2024

6:30pm - 7:30pm

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

## 1 OATH OF OFFICE

Ryan Cook, CFO/Treasurer

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By statute, city, local, exempted village, and joint vocational school boards may organize any time within the first 15 days of January. The most important business of an organizational meeting is the election of officers. The Treasurer of the Tiffin City Board of Education will administer the Oath of Office to newly elected board members, Dr. Meagan McBride and Mrs. Heidi Stephey.

### Minutes:

Treasurer Ryan Cook administered the Oath of Office to newly elected board members Dr. Meagan McBride and Mrs. Heidi Stephey.

### Attachments:

[Oath Of Office - TCS Board Member.pdf](#)

## 2 PLEDGE OF ALLEGIANCE

Dr. McBride, President Pro Tempore

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### Minutes:

Dr. McBride led the Pledge of Allegiance.

### Attachments:

## 3 CALL TO ORDER: ROLL CALL:

Ryan Cook, CFO/Treasurer

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### Minutes:

Present were:

Dr. McBride

Mr. Dustin Williams

Mr. Larry Kisabeth

Mr. Victor Perez

Mrs. Stephey

### Attachments:

## 4 ADOPT THE AGENDA

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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. Meagan McBride, Board Member	X		
Larry Kisabeth, Board Member	X		
Heidi Stephey, Board Member	X		

**Attachments:**

## 5 ELECTION OF OFFICERS

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**Attachments:**

### 5.1 Elect President for 2024

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The first order of business is to elect a new President for the Tiffin City Board of Education for 2024. The President Pro Tempore will ask for nominations for the President of the Tiffin City Board of Education for Calendar Year 2024. Nominations do not require a second.  
Nominees:

When all nominations are voiced, the President Pro Tempore will ask for a motion to close nominations.

**Minutes:**

Mr. Perez nominated Mr. Williams.

**Attachments:**

### 5.2 Motion to Close Nominations for President

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**Result:** Approved

**Motioned:** Larry Kisabeth

**Seconded:** Dustin Williams

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

**Attachments:**

### 5.3 Roll Call to Elect President

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**Minutes:**

Nominee Mr. Williams.

**Result:** Approved

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

**Attachments:**

### 5.4 Administration of Oath of Office to President

Ryan Cook, CFO/Treasurer

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The newly elected President assumes the chair.

**Minutes:**

Mr. Cook administered the Oath of Office to Mr. Williams.

**Attachments:**

[Oath Of Office - TCS President .pdf](#)

### 5.5 Elect Vice President for 2024

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The second order of business is to elect a new Vice President for the Tiffin City Board of Education for 2024.

The President will ask for nominations for the Vice President of the Tiffin City Board of Education for Calendar Year 2024. Nominations do not require a second.

Nominees:

When all nominations are voiced, the President will ask for a motion to close nominations.

**Minutes:**

Dr. McBride nominated Mr. Kisabeth.

**Attachments:**

## 5.6 Motion to Close Nominations for Vice President

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**Result:** Approved

**Motioned:** Dr. Meagan McBride

**Seconded:** Heidi Stephey

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

**Attachments:**

## 5.7 Roll Call to Elect Vice President

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**Minutes:**

Nominee Larry Kisabeth.

**Result:** Approved

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

**Attachments:**

## 5.8 Administration of Oath of Office to Vice President

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Ryan Cook, CFO/Treasurer

The newly elected Vice President assumes the chair.

**Minutes:**

Mr. Cook administered the Oath of Office to Mr. Kisabeth.

**Attachments:**

[Oath Of Office - TCS VP.pdf](#)

## 6 SUPERINTENDENT COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2024

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**Business Advisory Council**

- 1.
- 2.

**Finance/Support Services Committee**

- 1.
- 2.

**Superintendent Advisory Committee**

- 1.
- 2.

**Communications**

- 1.

**Policy & Governance**

- 1.
- 2.

**Records**

1. (President)
2. (Superintendent, Treasurer)

**Legislative Liaison**

- 1.

**Student Achievement Liaison**

- 1.

**Minutes:**

**Business Advisory Council**

1. Mr. Kisabeth
2. Mrs. Stephey

**Finance/Support Services Committee**

1. Mr. Williams
2. Mr. Kisabeth

**Superintendent Advisory Committee**

1. Mr. Perez
2. Mr. Kisabeth

**Communications Committee**

1. Mrs. Stephey
2. Dr. McBride

**Policy & Governance Committee**

1. Dr. McBride
2. Mr. Perez

**Records Committee**

1. Mr. Williams
2. Mr. Ben Richards
3. Mr. Cook

**Legislative Liaison**

1. Dr. McBride

**Student Achievement Liaison**

1. Mrs. Stephey

**Attachments:**

## 7 APPOINTMENT TO THE VANGUARD-SENTINEL JOINT VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION

It is recommended the Tiffin City Board of Education appoint \_\_\_\_\_ to serve as a member of the Vanguard-Sentinel Joint Vocational School District Board of Education for a three-year term beginning January 1, 2024 and ending December 31, 2026.

**Minutes:**

Dr. McBride nominated Mr. Kisabeth.

**Result:** Approved

**Motioned:** Dr. Meagan McBride

**Seconded:** Dustin Williams

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

Heidi Stephey, Board Member	X		
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**Attachments:**

## 8 MEETING DATES FOR 2024

At this time, the Board will adopt the following resolution that will set the regular meeting dates for Calendar Year 2024.

The Tiffin City Board of Education will hold its regular meetings for 2024 on the fourth Monday of each month at 6:30 p.m., with the exception of May (due to Memorial Day) and December (due to Christmas), which will be the third Monday at 6:30 p.m., at the Tiffin Middle School Cafetorium.

The following are the exact dates for the meetings to be held:

January 22, 2024  
February 26, 2024  
March 25, 2024  
April 22, 2024  
May 20, 2024  
June 24, 2024  
July 22, 2024  
August 26, 2024  
September 23, 2024  
October 28, 2024  
November 25, 2024  
December 16, 2024

All special meetings will be announced by the Board.

**Minutes:**

Work session beginning at 5:45 p.m. will continue to be held.

**Result:** Approved

**Motioned:** Larry Kisabeth

**Seconded:** Dr. Meagan McBride

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

**Attachments:**

## 9 BOARD DELEGATE TO OSBA 2024 FALL CONFERENCE

At each organizational meeting, the Board approves one of its Board members to be the Board delegate to the OSBA Fall Conference Business Meeting.

Board delegate OSBA Fall Conference Business Meeting 2024:

**Minutes:**

Action Items 9 and 10 were combined. Dr. McBride is the delegate.

**Result:** Approved

**Attachments:**

## 10 BOARD ALTERNATIVE TO OSBA 2024 FALL CONFERENCE

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At each organizational meeting, the Board approves one of its Board members to be the Board alternate delegate to the Fall OSBA Business meeting.

Board alternate delegate to OSBA Fall Conference Business Meeting 2024:

**Minutes:**

Mr. Kisabeth is the alternate delegate.

**Result:** Approved

**Motioned:** Heidi Stephey

**Seconded:** Victor Perez

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

**Attachments:**

## 11 APPROVE “STANDING AUTHORIZATIONS” FOR CALENDAR YEAR 2024

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The Superintendent recommends the Tiffin City Board of Education approve the following standing authorizations for Calendar Year 2024:

**Advance on Taxes Collected**

WHEREAS, under the provisions of Section 321.34 of the Revised Code, money in the County Treasury to the account of this School District, may, if requested by Resolution, be drawn upon in advance of the tax settlement dates; now, therefore,

BE IT RESOLVED by the Board of Education of the Tiffin City School District, that the auditor and treasurer of Seneca County, be and they hereby are, requested to draw, pay and advance to the treasury, to the account of the School District, all monies lawfully applicable to the purposes of Calendar Year 2024.



### Payment of Bills

Authorization for the Treasurer to pay all bills within the limits of the appropriation resolution as bills are received and when the merchandise/services have been received in good condition.

### Then and Now Certificates

Authorization for the Treasurer to review and approve all Then and Now Certificates per ORC 5705.41(D).  
Employment of Temporary Personnel Authorization for the Superintendent to employ personnel and accept resignations, as he determines necessary to cover emergency situations.

### Appointment of Purchasing Agent

Authorization for the Director of Operations to serve as purchasing agent for the School District.  
State and Federal Programs The Tiffin City Board of Education agrees to act as fiscal agent for all state and federal programs for Fiscal Year 2024.

### Board Service Fund

Authorization to establish the Board service fund for Calendar Year 2024 at \$12,000.00.

### Certificate of Available Sources

Authorization for the Treasurer to file the Certificate of the Total Amount From All Sources Available For Expenditures, and Balances and Amended Official Certificate of Estimated Resources during the fiscal year beginning July 1, 2024.

### Legal Counsel

The following firms are designated as official representatives of various legal issues for District affairs: Bricker Graydon, LLP; Freund, Freeze & Arnold; Squire Patton Boggs; Scott Scriven LLP; Supance & Howard, Walter | Haverfield, and Frost Brown Todd.

### Self-Insurance Trust

Authorization for the Superintendent to serve as the delegated representative to the North Central Ohio Trust Regional Council of Governments Joint Self-Insurance Health Program and for the Treasurer to serve as alternate.

**Result:** Approved

**Motioned:** Dr. Meagan McBride

**Seconded:** Victor Perez

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

**Attachments:**

## 12 AGENT FOR ALL FEDERAL AND STATE AND PRIVATELY FUNDED PROJECTS DURING CALENDAR YEAR 2024

The Superintendent recommends the Tiffin City Board of Education formally appoint the Superintendent to act as its agent for all federal, state, and privately funded projects during Calendar Year 2024. This is necessary for the Superintendent to be able to legally sign forms.

**Result:** Approved

**Motioned:** Victor Perez

**Seconded:** Dr. Meagan McBride

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

**Attachments:**

## 13 ALTERNATIVE TAX BUDGET INFORMATION

The Treasurer recommends the Tiffin City Board of Education approve the Alternative Tax Budget Information for the Fiscal Year Commencing July 1, 2024 as required by the Seneca County Budget Commission, which has waived the adoption of a tax budget pursuant to Ohio Revised Code Section 5705.281.

The county budget commission must certify tax rates to the board of education by March 1, even when a tax budget is waived, and issue an official certificate of estimated resources and amended official certificates of estimated resources based on alternative tax budget information the commission required the board of education to provide. The treasurer for the board of education must file one copy of the alternative tax budget information with the County Auditor on or near January 20.

**Result:** Approved

**Motioned:** Dr. Meagan McBride

**Seconded:** Larry Kisabeth

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

**Attachments:**

## 14 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 in: 7:07 p.m.

**Result:** Approved

**Motioned:** Victor Perez

**Seconded:** Heidi Stephey

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

**Attachments:**

## 15 EXIT EXECUTIVE SESSION

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Return to open session.

Time out:

### Minutes:

Time out: 8:15 p.m.

**Attachments:**

## 16 ADJOURNMENT

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The Board business meeting is concluded.

Meeting started:

Meeting ended:

**Minutes:**

Meeting started: 6:30 p.m.

Meeting ended: 8:16 p.m.

**Result:** Approved

**Motioned:** Victor Perez

**Seconded:** Larry Kisabeth

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

**Attachments:**

## 16.1 Next Regular Meeting

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The next regular meeting will tentatively be on January 22, 2024 at 6:30 PM in the Tiffin Middle School Cafetorium, pending board action.

**Result:** Approved

**Attachments:**

## 17 412 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:**