

# 11/25/2024 Regular Board Meeting

## Board of Education Meeting

Tiffin Middle School 103 Shepherd Drive Tiffin, Ohio 44883

Monday, November 25, 2024

6:30pm - 8:30pm

**Present:** Anne Spence, Treasurer/CFO; Pat Smith, Executive Administrative Assistant ; Jerry Nadeau, Superintendent ; Dustin Williams, Board Member; Victor Perez, Board Member; Dr. Meagan McBride, Board Member; Larry Kisabeth, Board Member; Heidi Stephey, Board Member

## 1 PLEDGE OF ALLEGIANCE

Mr. Williams

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**Minutes:**

Mr. Williams led the Pledge of Allegiance.

**Attachments:**

## 2 CALL TO ORDER: ROLL CALL:

Anne Spence, CFO/Treasurer

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\_\_\_\_\_ Mr. Williams  
\_\_\_\_\_ Mr. Kisabeth  
\_\_\_\_\_ Dr. McBride  
\_\_\_\_\_ Mr. Perez  
\_\_\_\_\_ Mrs. Stephey

**Minutes:**

Mr. Williams called the meeting to order and Ms. Spence conducted the roll call. All Board Members were in attendance.

**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:**

## 3 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.

\_\_\_\_\_ Mr. Williams  
\_\_\_\_\_ Mr. Kisabeth  
\_\_\_\_\_ Dr. McBride  
\_\_\_\_\_ Mr. Perez  
\_\_\_\_\_ Mrs. Stephey

**Minutes:**

Mr. Williams asked the members to review the agenda as presented. Three items needed to be added to the agenda for review.

8.1 - Five Year Forecast - Exhibited

8.5 - Certificate of the Total Amount From All Sources Available for Expenditures and Balances

8.6 - Appropriation Recap Report

**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:**

## 4 PRESENTATION

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Krout Elementary, Michelle Wise - Principal

**Minutes:**

Mr. Nadeau introduced Mrs. Wise.

Mrs. Wise, joined by several Krout students, presented to the Board on the happenings at Krout Elementary. The Krout team highlighted some of their favorite activities, and showed off there knowledge learned from the newly implemented curricular resource. The students asked questions of the Board and audience to test the knowledge.

The Board thanked the Krout team and acknowledged that students are why we all do what we do everyday.

**Attachments:**

## 5 SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS:

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**Attachments:**

## 5.1 Superintendent Report

Jerry Nadeau, Superintendent

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### 1. Update on District Progress

Use of Committees

Progress toward District goals

### 2. Strategic Planning

Fiscal responsibility--no additional cost to the District

### 3. Communication Plan

Opportunities for public participation and collaboration

#### **Minutes:**

Mr. Nadeau provided a brief update on the District's progress toward goal attainment. Specifically, the discussion noted progress in processes and protocols. Mr. Nadeau also discussed some of the valuable information gained from attending the OSBA Capital Conference. The District will be enhancing the use of current committees as a means of moving the District forward in a more efficient way, while increasing communication and stakeholder input.

Mr. Nadeau referenced the District's Strategic plan; the plan was started about a year ago with the use of a specialized firm. The plan moving forward is to utilize current staff expertise to complete the plan, at no additional cost to the District.

As part of the Strategic Plan, Mr. Nadeau highlighted the development of a comprehensive communication plan that will foster two-way communication.

#### **Attachments:**

## 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:**

No public comment.

#### **Attachments:**

## 7 CONSENT AGENDA:

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The Superintendent recommends the Tiffin City Board of Education approve the consent agenda: Action by the Board of Education in Adoption of the Consent Agenda means that all Consent Agenda 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.

\_\_\_\_\_ Mr. Williams

\_\_\_\_\_ Mr. Kisabeth

\_\_\_\_\_ Dr. McBride  
\_\_\_\_\_ Mr. Perez  
\_\_\_\_\_ Mrs. Stephey

**Minutes:**

The Consent Agenda was passed with a unanimous vote.

**Motioned:** Heidi Stephey

**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:**

## 7.1 Approve Minutes

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

10/28/2024 Special Board Meeting/Work Session

10/28/2024 Regular Board Meeting

11/14/2024 Special Board Meeting

11/18/2024 Special Board Meeting

**Minutes:**

The consent agenda was passed with a unanimous vote.

**Attachments:**

[10 28 2024 Special Meeting Work Session Minutes.pdf](#)

[10 28 2024 Regular Board Meeting Minutes.pdf](#)

[11 14 2024 Special Board Meeting Minutes .pdf](#)

[11 18 2024 Special Board Meeting Minutes .pdf](#)

## 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.

Cash Reconciliation

General Fund Report

Disbursement Summary Report

Cash Summary Report

**Minutes:**

The consent agenda was passed with a unanimous vote.

**Attachments:**

[Cash Reconciliation .pdf](#)

[General Fund Report.pdf](#)

[Disbursement Summary Report .pdf](#)

[Cash Summary 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.

Business Council October Minutes

**Minutes:**

The consent agenda was passed with a unanimous vote.

**Attachments:**

[October 2024 Business Council Minutes .pdf](#)

### 7.4 Employ Professional Staff 2024-2025

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

**Home Instruction Tutor**

Emily Boone

**Substitute Teachers**

Alyson Riley

Kylie Hoover

**Minutes:**

The consent agenda was passed with a unanimous vote.

**Attachments:**

### 7.5 Employ Support Staff 2024-2025

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

**Special Needs Educational Aides**

Andrew Marchman

Jenna Carrick

Pamela Krause

Roben Dieter

**Substitute Aides**

Audrey Jackson

Heather Steinhauser, only Fridays

**Substitute Custodian**

Richard Everhart

**Substitute Food Service**

Ashley Blair

Michelle Arnold

Shelly Bower

Susan Fowler

**Pupil Activity Permits**

Brent Busdeker

Eric Gibson

Joseph Stacy

Kenny Lawrence

Kian Thompson

**Coaching Volunteers:**

Jason Fox

Luciano Busdeker

Lynn Busdeker

**Minutes:**

The consent agenda was passed with a unanimous vote.

**Attachments:**

## 7.6 Donations and Grants

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

United Way donated \$2,500 to Krout and Noble Elementary's Read to Succeed Program.

**Columbian High School:**

Boys' and Girls' Basketball Team received a donation at a value of \$40.00 from Mary Lou Gase in memory of Christopher Murphy.

The following donations were received to cover the \$1830 expense for the Girls' Volleyball team's transportation provided by Bliss Charter to Hebron for Regionals.

- Mykel Heberling, donation of \$20.00
- Douglas Hartenstein, donation of \$20.00
- Daniel Cole, donation of \$40.00
- Bill and Ginni Beaston, donation of \$100.00
- Lewis Family, c/o Derek and Laura, donation of \$300.00
- Kyle and Elaine Daughterty, donation of \$500.00
- Mike and Kim Kancler, donation of \$100.00
- Karl and Amy Kerschner, donation of \$750.00

**Krout Elementary:**

Grace Baptist Church donated treats and goodies to the staff.

**Tiffin Middle School:**

Grace Baptist Church donated a large tray of cookies valued at \$75.00 for staff.  
TMS Choir Department received a donation of \$20.00 from Ashley & John Woodruff.

**Minutes:**

Mr. Perez formally thanked the donors for the Volleyball transportation donation.  
The consent agenda was passed with a unanimous vote.

**Attachments:**

## 7.7 Contract Amendments

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The Superintendent recommends the Tiffin City School Board of Education approve the following amendments:

**District Leadership Team Stipend:**

Alicia Goshe name correction to Alisha Goshe

**Special Needs Aide:**

Brandy Bridinger amend the contract from 7 hours to 6.5 hours per day effective November 25th, 2024.

**Minutes:**

The consent agenda was passed with a unanimous vote.

**Attachments:**

## 8 ACTION ITEMS:

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**Attachments:**

### 8.1 Approve Five - Year Forecast and Assumptions

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As exhibited:

\_\_\_\_\_ Mr. Williams  
\_\_\_\_\_ Mr. Kisabeth  
\_\_\_\_\_ Dr. McBride  
\_\_\_\_\_ Mr. Perez  
\_\_\_\_\_ Mrs. Stephey

**Minutes:**

Ms. Spence would like to review Purchased Services for the 5 Year Forecast. This is the 2nd highest expenditure.

Levy discussion: review for an Earned Income Tax Levy

The Board Members questioned the decrease in student enrollment.

**Motioned:** Dr. Meagan McBride

**Seconded:** Dustin Williams

Voter	Yes	No	Abstaining
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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:**

[Five Year Forecast .pdf](#)

## 8.2 District Leadership Team Memorandum of Understanding

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Approve the Memorandum of Understanding for District Leadership Team;

As exhibited:

\_\_\_\_\_ Mr. Williams  
 \_\_\_\_\_ Mr. Kisabeth  
 \_\_\_\_\_ Dr. McBride  
 \_\_\_\_\_ Mr. Perez  
 \_\_\_\_\_ Mrs. Stephey

**Minutes:**

This item passed with a unanimous vote.

**Motioned:** Heidi Stephey

**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:**

[District Leadership Team MOU .pdf](#)

## 8.3 Flex Day Memorandum of Understanding

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Approve the Memorandum of Understanding for Flex Days;

As exhibited:

\_\_\_\_\_ Mr. Williams  
 \_\_\_\_\_ Mr. Kisabeth  
 \_\_\_\_\_ Dr. McBride  
 \_\_\_\_\_ Mr. Perez  
 \_\_\_\_\_ Mrs. Stephey



**Minutes:**

This item passed by a unanimous vote.

**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:**

[Memorandum of Understanding. Flex Days .pdf](#)

## 8.4 Garmann/Miller & Associates, Inc.

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As exhibited:

\_\_\_\_\_ Mr. Williams  
 \_\_\_\_\_ Mr. Kisabeth  
 \_\_\_\_\_ Dr. McBride  
 \_\_\_\_\_ Mr. Perez  
 \_\_\_\_\_ Mrs. Stephey

**Minutes:**

The district has budgeted for this project. No building expansion will occur.

**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:**

[Garmann Miller Associates Inc. .pdf](#)

## 8.5 Certificate of the Total Amount From All Sources Available For Expenditures and Balances

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As Exhibited:

\_\_\_\_\_ Mr. Williams  
\_\_\_\_\_ Mr. Kisabeth  
\_\_\_\_\_ Dr. McBride  
\_\_\_\_\_ Mr. Perez  
\_\_\_\_\_ Mrs. Stephey

**Minutes:**

This item passed with a unanimous vote.

**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:**

[Certificate of the Total Amount From All Sources Available For Expenditures and Balances.pdf](#)

## 8.6 Appropriation Recap Report

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As Exhibited:

\_\_\_\_\_ Mr. Williams  
\_\_\_\_\_ Mr. Kisabeth  
\_\_\_\_\_ Dr. McBride  
\_\_\_\_\_ Mr. Perez  
\_\_\_\_\_ Mrs. Stephey

**Minutes:**

This item passed with a unanimous vote.

**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:**

[Appropriation Recap Report Total Appropriation.pdf](#)

## 9 BOARD DISCUSSION:

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District Finance

Insurance

Krout Facility

OSBA Capital Conference

Superintendent and Treasurer goals

**Minutes:**

Insurance:

Research other options/alternatives, different Consortium

Deeper look at cost and staff needs

Need to decide on Consortium

A decision needs to soon be made and presented to the Union.

Krout:

Great things are occurring. New challenges arise and barriers occur as well.

Mr. Perez presented that there would be a strength in returning to neighborhood schools.

The Board Members questioned space in buildings. A further conversation occurred about targeted intervention and Literacy space needs.

OSBA Trip Reports:

Brief conversation about OSBA conference.

Mr. Kisabeth spoke about 1 billion dollars being spent in vouchers. 4 million dollars being used to construct private schools.

Board Committee Discussion:

Dr. McBride - Vocational Board Member and Tiffin City Board Member, if a TCS member leaves the board, can that member remain on the vocational board? Depends on both policies.

Goals:

Mr. Nadeau -

Strategic Plan

Succession Planning - reflecting student needs

Cross training staff

Ms. Spence -

Budget Philosophy (live within the budget)/fiscally responsible

Cross training staff

**Attachments:**[2024 OSBA Capital Conference Report - Dustin Williams.pdf](#)[OSBA Conference Notes 1k.docx](#)[Report on the OSBA Capital Conference and Delegate Assembly.McBride .pdf](#)[REPORT OF BOARD MEMBER RELATED TO ATTENDANCE AT CAPITAL CONFERENCE 2024.docx](#)[OSBA Conference Report.docx](#)

## 10 ENTER EXECUTIVE SESSION:

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☐ Mr. Williams  
☐ Mr. Kisabeth  
☐ Dr. McBride  
☐ Mr. Perez  
☐ Mrs. Stephey

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

☐ a. consider the appointment\_\_\_\_, employment\_\_\_\_, 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:**

Correction: The Board will not take any action following the exiting of executive session.

The Board entered executive session at 8:17 P.M.

**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		

**Attachments:**

## 11 EXIT EXECUTIVE SESSION

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Return to open session.

Time out:

**Minutes:**

The Board exited executive session at 8:57 P.M.

**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:**

## 12 ADJOURNMENT

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The Board business meeting is concluded.

Meeting started:

Meeting ended:

\_\_\_\_\_ Mr. Williams

\_\_\_\_\_ Mr. Kisabeth

\_\_\_\_\_ Dr. McBride

\_\_\_\_\_ Mr. Perez

\_\_\_\_\_ Mrs. Stephey

**Motioned:** Larry Kisabeth

**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:**

### 12.1 Next Regular Meeting

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The next regular meeting will be December 16th, 2024 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:**