

# 12/16/2024 Special Board Meeting/Work Session

## Board of Education Meeting

Tiffin Middle School 103 Shepherd Drive Tiffin, Ohio 44883

Monday, December 16, 2024

5:45pm - 6:30pm

**Present:** Mrs. Abigail Young, Executive Administrative Assistant; Anne Spence, Treasurer/CFO; 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

Dustin Williams, Board Member

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### 2 CALL TO ORDER: ROLL CALL:

Anne Spence, Treasurer/CFO

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

**Minutes:**

Ms. Spence called roll at 5:46pm. All members were in attendance.

### 3 ADOPT THE AGENDA

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 for a motion to approve the agenda. The motion was made by Mr. Kisabeth and seconded by Dr. McBride. The agenda was approved as presented.

**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		

#### 4 Consent Agenda:

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:**

Mr. Williams asked for a motion. Dr. McBride motioned and Mr. Kisabeth seconded. Mr. Perez and Mrs. Stephey abstained from the vote since they were not present at the Special Work Session Meeting on December 10th, 2024.

**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

#### 4.1 Approve Minutes

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

December 10th, 2024 - Special Board Meeting/Work Session

**Minutes:**

The minutes were approved as presented.

**Attachments:**

[12.10.2024 Board of Education Special Meeting Work Session.pdf](#)

## 5 BOARD DISCUSSION

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Superintendent and Treasurer Goals

Board Member Roles

### Minutes:

Organizational Meeting:

The board members discussed the upcoming roles for the Organizational Meeting. A succession plan has been discussed and established. There has been a mutual agreement that the current Vice President will take the President seat for the following term. At that time a new Vice President will be elected. Mrs. Stephey stated that many organizations use this same process. Mr. Kisabeth mentioned that he is in agreement and willing to take the President seat.

Committee Development:

Mr. Nadeau spoke about attending a session at Capital Conference and the importance of how the district committees align with the district strategic plan. Tiffin City will develop 6 committees. There will be 2 Board Directed Committees and 4 Superintendent Directed Committees. The 2 Board Committees will be Policy and Finance. The 4 Superintendent Committees will be Support Services, Educational Programming, Facilities, and Business Advisory. The Superintendent Committees will involve multiple stakeholders. There will be one person elected to be the head of each committee. The goal for these Committees is to streamline roles and align with the strategic plan. All information will be presented to the board. When speaking of streamlining roles, our communication between Cabinet members, DLT member, and BLT members should flow seamlessly between all parties involved. Mr. Williams asked about the Committee reports and first reads. It was recommended that all Committee reports from all committees need to be stored in a generalized location. A brief overall/report will be provided by Mr. Nadeau each month on the status of each committee.

Superintendent Goals:

Mr. Nadeau presented two documents to the Board Members. First document was from the American Association of School Administrators (AASA) - Evaluating the Superintendent. The second document was Mr. Nadeau's goals for Tiffin City Schools. Mr. Nadeau used the AASA standards to align his goals with the district pillars. It was mentioned that all the goals are lofty and this is a 3-5 year plan. Within each of these goals benchmarks need to be established. While accomplishing the benchmark the district will be moving in a forward direction.

The Board Members had a more in depth discussion on goals/objectives vs tasks. A goal is forward overarching and long term. A task is a day to day job responsibility. Mrs. Stephey and Dr. McBride are both in agreement on a goal vs task definition. Dr. McBride mentioned adding in the tasks so this way it is all in writing. Mr. Perez asked about the order of hierarchy for the goals. Mr. Nadeau confirmed these goals are not in any specific order. All goals are on the same level of importance. Mrs. Stephey does not see these goals as a evaluating tool for a contract renewal. She would like to use these as benchmarks for performance. Mr. Kisabeth sees this document as a journey to get to the district goals. Certain standards and benchmarks need to be met throughout the way. Mr. Perez comments as Board Members we need to read the document and support Mr. Nadeau with the goals. Dr. McBride mentions that we need to request the status of the goals quarterly: this will allow for communication and start an evaluation process.

Dr. McBride mentioned that the people sitting in these seats will look different throughout the years. It is important that whoever may be on the board understands the content of the goals that have been established. Mr. Williams mentioned that it is important to allow consistency with the goals despite the board personnel changes.

Treasurer Goals:

Mr. Williams added that we will not talk about Ms. Spence's goal tonight. Mr. Kisabeth asked if a committee could be developed? Mr. Williams said yes, and asked what 2 members would like to be on the committee. Dr. McBride and Mr. Williams both agreed.

## 6 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

### Minutes:

Mr. Williams requested a motion to adjourn the meeting. Dr. McBride motioned and Mrs. Stephey seconded. The Board voted to adjourn the meeting by an unanimous vote, 5-0. Adjournment was at 6:27pm.

**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		

### 6.1 Next Regular Meeting

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The next regular meeting will be Monday, December 16th, 2024 at 6:30 PM in the Tiffin Middle School Cafetorium.

### Minutes:

Monday December 16th, 2024 is a potential date pending the Organizational Meeting on January 6th, 2025.

## 7 412 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