

1/6/2025 Organizational Meeting

Board of Education Meeting

Tiffin Middle School, 103 Shepherd Drive, Tiffin Ohio 44883

Monday, January 6, 2025

6:30pm - 7:30pm

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

Minutes:

Mr. Williams led the Pledge of Allegiance.

2 CALL TO ORDER: ROLL CALL:

Anne Spence, Treasurer/CFO

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

Minutes:

Ms. Spence conducted roll call at 6:32pm. All Board Members were present.

3 Elect President Pro Tempore

The Tiffin City Board of Education, the Board must elect a president pro tempore to conduct the meeting. The president will ask for nominations. When all nominations are presented, the president will close the nominations and ask for a roll call to elect the president pro tempore.

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

Minutes:

All nominations were gathered by the board members. Overall consensus was for Mr. Williams to continue as President. Mr. Perez mentioned that this vote would be for Mr. Williams to continue as President until the Election of Officers occur. Mr. Nadeau agreed and this occurred due to an oversight at the December meeting.

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 Elect Vice President Pro Tempore

The Tiffin City Board of Education, the Board must elect a vice president pro tempore to conduct the meeting. The president will ask for nominations. When all nominations are presented, the president will close the nominations and ask for a roll call to elect the vice president pro tempore.

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

Minutes:

All nominations were gathered by the board members. Overall consensus was for Mr. Kisabeth to continue as Vice President until the Election of Officer occurs later in the meeting.

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		

5 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

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		

6 ELECTION OF OFFICERS

6.1 Elect President for 2025

The first order of business is to elect a new President for the Tiffin City Board of Education for 2025. The President Pro Tempore will ask for nominations for the President of the Tiffin City Board of Education for Calendar Year 2025. 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. Kisabeth to be the incoming President. Dr. McBride agreed with this nomination.

6.2 Motion to Close Nominations for President

Minutes:

Mr. Williams closed nominations.

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		

6.3 Roll Call to Elect President

_____ Mr. Williams

_____ Mr. Kisabeth

_____ Dr. McBride
_____ Mr. Perez
_____ Mrs. Stephey

Minutes:

Mr. Kisabeth was appointed as President.

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		

6.4 Administration of Oath of Office to President

Anne Spence, Treasurer/CFO

The newly elected President assumes the chair.

Minutes:

Ms. Spence administered the Oath of Office to Mr. Kisabeth.

Mr. Kisabeth thanked Mr. Williams for leading the district this past year.

Attachments:

[Oath of Office TCS President .pdf](#)

6.5 Elect Vice President for 2025

The second order of business is to elect a new Vice President for the Tiffin City Board of Education for 2025.

The President will ask for nominations for the Vice President of the Tiffin City Board of Education for Calendar Year 2025. Nominations do not require a second.

Nominees:

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

Minutes:

General consensus between the Board Members was to nominate Mrs. Stephey. Mrs. Stephey mentioned that she is willing to be Vice President. At this time she is unsure about the commitment to President after the year term. Dr. McBride commented that she would be fine with re-evaluating at the year term on what the President seat looks like going into 2026. Mr. Williams mentioned that Mrs. Stephey would be the only Board Member at this time that would not have been in the President seat.

6.6 Motion to Close Nominations for Vice President

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		

6.7 Roll Call to Elect Vice President

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

Minutes:

Mrs. Stephey was appointed as Vice President.

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		

6.8 Administration of Oath of Office to Vice President

Anne Spence, Treasurer/CFO

The newly elected Vice President assumes the chair.

Minutes:

Ms. Spence administered the Oath of Office to Mrs. Stephey.

Mr. Kisabeth thanked Mrs. Stephey for accepting the Vice President position.

Attachments:

7 COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2025

Board Committees

Finance

- 1.
- 2.

Policy & Governance

- 1.
- 2.

Legislative Liaison

- 1.

Student Achievement Liaison

- 1.

Superintendent Committees:

Business Advisory Council

- 1.
- 2.

Educational Programming

- 1.
- 2.

Facilities

- 1.
- 2.

Support Services

- 1.
- 2.

Minutes:

Board Committees

Finance

1. Mr. Williams
2. Mr. Kisabeth

Policy & Governance

1. Dr. McBride
2. Mr. Perez

Legislative Liaison

1. Mrs. Stephey

Student Achievement Liaison

1. Mr. Kisabeth

Superintendent Committees:

Business Advisory Council

1. Mrs. Stephey - Chairperson
2. Mr. Kisabeth

Educational Programming

1. Dr. McBride
2. Mr. Perez

Facilities

1. Mr. Kisabeth
2. Mr. Perez

Support Services

1. Mr. Williams
2. Dr. McBride

8 MEETING DATES FOR 2025

At this time, the Board will adopt the following resolution that will set the regular meeting dates for Calendar Year 2025.

The Tiffin City Board of Education will hold its regular meetings for 2025 on the fourth Monday of each month at 6:30 p.m., with the exception of May and December, 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 27, 2025

February 24, 2025

March 24, 2025

April 28, 2025

May 19, 2025

June 23, 2025

July 28, 2025

August 25, 2025

September 22, 2025

October 27, 2025

November 24, 2025

December 15, 2025

All special meetings will be announced by the Board.

Minutes:

Meeting dates were approved as presented.

Motioned: Dustin Williams

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		

9 BOARD DELEGATE TO OSBA 2025 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 2025:

Minutes:

Dr. McBride was delegated for 2025.

10 BOARD ALTERNATE TO OSBA 2025 FALL CONFERENCE

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 2025:

Minutes:

Mr. Kisabeth was delegated for 2025.

11 APPROVE "STANDING AUTHORIZATIONS" FOR CALENDAR YEAR 2025

The Superintendent recommends the Tiffin City Board of Education approve the following standing authorizations for Calendar Year 2025:

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 2025.

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 Superintendent 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 2025.

Board Service Fund

Authorization to establish the Board service fund for Calendar Year 2025 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, 2025.

Legal Counsel

The following firms are designated as official representatives of various legal issues for District affairs: Bricker & Eckler, LLP; Squire Patton Boggs; Scott Scriven LLP; Supance & Howard

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.

Sales Tax Resolution

Upon the recommendation of the Treasurer, the Board of Education authorizes the Treasurer/CFO to authorize the payment of reasonable sales tax for approved purchases or expenses when a tax exemption certificate cannot be used or its use is impractical under the circumstances.

Liability and Bond Insurance

Ohio School Council and UIS Insurance

Credit Card Compliance Officer

Appointment for Carol Vaughn to be the credit card compliance officer.

Title IX Coordinator

Appointment for Michelle Tuite to be the Title IX Coordinator.

Public Records Designee

Appointment for Anne Spence to be the Public Records Designee

Notice of Medical Insurance availability for Board Member in accordance with section 3313.202 Ohio Revised Code.

Minutes:

Mr. Nadeau mentioned that the Superintendent will become the Purchasing Agent going forward. This allows all requisitions/purchase orders to flow through him.

Mr. Perez requested that the district obtain a proposal for legal council.

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		

12 AGENT FOR ALL FEDERAL AND STATE AND PRIVATELY FUNDED PROJECTS DURING CALENDAR YEAR 2025

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 2025. This is necessary for the Superintendent to be able to legally sign forms.

Minutes:

All contracts will be presented to the Board even if already signed by the Superintendent. These contracts will be listed as Consent Items. This is for transparency with the Superintendent, Board of Education and Community Members.

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		

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, 2025 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.

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		

14 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:

All Consent Items were approved as presented.

Motioned: Dustin Williams

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		

14.1 Approve Minutes

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

December 16th, 2024 - Special Board Meeting/Work Session

December 16th, 2024 - Regular Board Meeting

Attachments:

[12.16.24 Special Board Meeting/Work Session Meeting Minutes .pdf](#)

[12.16.24 Regular Board Meeting Minutes .pdf](#)

14.2 Employ Professional Staff 2024-2025

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

Teacher:

Jay Reiman

Home Instruction Teacher:

Rita Brown

14.3 Employ Support Staff 2024-2025

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

Special Needs Aide:

Lauren "Brooke" Ginnever

14.4 Resignations

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

Mitchell Scheiber

14.5 Clinical Education Agreement between Bowling Green State University

The Superintendent recommends the Tiffin City Board of Education approve the agreement between Tiffin City Schools and Bowling Green State University, as exhibited;

Minutes:

This is an agreement for an Intern to work with Mrs. Neely and her team.

Attachments:

[Clinical Education Agreement BGSU .pdf](#)

15 ACTION ITEMS:

15.1 Annual Report on Nutritional Standards

As exhibited:

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

Minutes:

Mr. Nadeau thanked Mrs. Neely and her team for all the support and hard work for the district.

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:

[Annual Report on Nutritional Standards .pdf](#)

15.2 Board Participation - Negotiations

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

Minutes:

Negotiation Team currently consists of Mr. Nadeau, Mr. Boes, Ms. Spence and Legal Council. Dr. McBride stated that in past years the board has not participated in negotiations. Dr. McBride and Mr. Kisabeth mentioned they are comfortable with the current team continuing with negotiations and communicating to the Board. The action item was approved with a vote of 3-2.

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		

15.3 Board of Education Code of Ethics

Adopt the Code of Ethics, as exhibited:

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

Minutes:

Annually the Code of Ethics will be sign by each Board Member. The Code of Ethics goes simultaneously with the Board Member Handbook. Each item will signed yearly. Mr. Perez asked about the privilege information section of the handbook and where that information was obtained from. Mr. Nadeau stated it was from OSBA.

Motioned: Dustin Williams

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:

[Board of Education Code of Ethics .pdf](#)

15.4 Groundskeeper Job Description

As exhibited:

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

Minutes:

Mr. Nadeau wished Mitch the best of luck at the fire academy. We thank him for his hard work and will be greatly missed. Mr. Boes and Mr. DeVore reviewed the job description for groundskeeper and adjusted as the needs are changing. Mr. Kisabeth complimented on Mitch's job performance and dedication to Tiffin City Schools.

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:

[Groundskeeper Job Description .pdf](#)

16 ENTER EXECUTIVE SESSION:

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:

No Executive Session was held.

17 EXIT EXECUTIVE SESSION

Return to open session.
Time out:

18 ADJOURNMENT

The Board business meeting is concluded.

Meeting started:

Meeting ended:

Minutes:

Meeting started at 6:31pm and ended at 7:06pm.

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		

19 Next Regular Meeting

The next regular meeting will tentatively be on January 27, 2025 at 6:30 PM in the Tiffin Middle School Cafetorium, pending board action.

Minutes:

The next Regular Board Meeting will be held on January 27th, 2025 at 6:30pm. Mr. Kisabeth added that a Work Session will occur at 5:45pm prior to the Regular Board Meeting.

20 412 CERTIFICATE

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