

1/27/2025 Regular Board Meeting

Board of Education Meeting

Tiffin Middle School 103 Shepherd Drive Tiffin, Ohio 44883

Monday, January 27, 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

Mr. Larry Kisabeth, President

Minutes:

Mr. Kisabeth led the Pledge of Allegiance.

2 CALL TO ORDER: ROLL CALL:

Mrs. Anne Spence, Treasurer/CFO

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

Minutes:

Ms. Spence conducted Call to Order. Mr. Kisabeth noted that Mrs. Stephey had an excused absence from the meeting this evening.

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		

3 ADOPT THE AGENDA

The Board members, including the administration, will review the agenda. The Board must approve any additions, deletions, or corrections.

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

Minutes:

Mr. Williams requested to add item (A) Employment for Executive Session. Approved as amended.

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		

4 PRESENTATION

Mrs. Laura Bryant - Curriculum Department Updates

Mrs. Michelle Tuite - Title I

Minutes:

Curriculum Department Update:

Mrs. Laura Bryant presented on Curriculum updates. She has a team of 3 individuals. There are 3 types of curriculum; taught, written, tested. Mrs. Bryant has been working with Mrs. Tuite to update the curriculum department webpage. The curriculum department work plan highlights include: One Plan & DLT, Explicit vocabulary instruction, curriculum review, collaboration, MTSS, and testing gifted/ELL program. The One Plan is a three year plan for the state. We are currently in the middle of our plan. We have the remainder of this year and next year. January 2026 ONA questions are released. March 2026 ONA and One Plan is due. State approval will be June 2026. TCS is in cohort 3. TCS has 2 goals relating to the One Plan. Attendance and Instruction. During first quarter update at DLT and BLT it is evident that the district is growing in the same direction with accountability. Reading Improvement Plan (RIMP) This is the lowest level plan in the state. This plan allows the district to increase literacy scores. Mr. Kisabeth asked about the attendance part of our goal. Mrs. Bryant said attendance is the worst at Columbian and she would defer to Mrs. Tuite for additional attendance information. Documented procedures, drill down on data and reviewing the tardy policy at TMS and Columbian. Mr. Williams asked about ELA curriculum reviews. Mrs. Bryant responded with there have been pros and cons suggested. A positive is that the students enjoy the themed topics. A negative would be pacing of the units. Mrs. Bryant is currently collaborating other local districts that utilize CKLA. Mr. Perez asked if there was a Math component. Mrs. Bryant said not at this time. The state is tracking data currently.

Title I

TCS receives funds from the State of Ohio for Title I. \$500,000 for Title Services. This also includes Calvert. The funding covers salaries and supplies. Tiffin City has 4 buildings that receive Title money: Washington, Krout, Noble and Middle School. Title teachers send out letters informing parents about Title services. Also, if an uncertified teacher is placed in a classroom to sub for a Title teacher, a letter is sent home to notify parents. Thankfully, TCS has not been in this situation since Mrs. Tuite has been in district. Prior to Ryan Cook (Treasurer) Title funds were utilized for curriculum, PBIS and supplies. Ryan Cook suggested that Title monies be used for salaries moving forward. That is how the district is currently operating. Mr. Nadeau mentioned that the district is always evaluating student needs. The monies that cannot be rolled over or taken advantage of prior to losing the money. Mr. Boes continues to evaluate student enrollment with staff ratio.

Attachments:

[Curriculum Department Update .pdf](#)

[Title I .pdf](#)

5 SUPERINTENDENT REPORTS AND RECOMMENDATIONS:

Mr. Jerry Nadeau, Superintendent

Points of Discussion:

Collective Vision

Disposal of Land

State of the District Update

Minutes:

Collective Vision:

The overall goal is for the Strategic Plan to be board approved in February. At this time, a Business Plan will be added as well.

Disposal of Land:

The district is currently engaging with board council. Charter schools in the area need to be offered the land first. The district will continue to provide timely updates on the process. The overall goal would be for the land to be sold by Spring.

State of the District:

Congratulations to all the sports teams, choir, band and academics. The district will continue to move forward with any setbacks that may occur. We will continue to move forward with focus and intent.

6 TREASURER REPORTS AND RECOMMENDATIONS

Mrs. Anne Spence, Treasurer/CFO

Points of Discussion:

Financial Documents

Recommendation for General Banking from RFI

State Funding - Disadvantaged Pupil Impact Aid (DPIA)

Minutes:

Financial Documents:

Ms. Spence did a brief overall of all the financial documents. Overall, supplies, equipment, capital purchases decreased. The districts true cash days' is 162 days. The Tax Budget has been filed with the auditor. Mr. Kisabeth asked if the money can be moved out of investments if in desire need. Ms. Spence said to pull money from investments there is a certain timeframe to follow. The district has been deficit spending for a few years now.

General Banking from RFI:

Ms. Spence completed an RFI for proposal of general banking services. In response 3 banks responded. Premier, Huntington, and Old Fort. Ms. Spence completed a metric review for all 3 responding banks. This included but not limited to online banking, availability, and experience with public organizations. Currently the district uses PNC and we receive an annual service fee. This fee last year was around \$30,000 and do not offer interest. Ms. Spence recommended Old Fort Bank. The representative there was helpful and excited to work with TCS. Old Fort Bank offers a low fee. It was discussed that with \$500,000 in the bank Old Fort would waive all fees. There is also a sweep account to receive interest. The online program is convenient to use. Mr. Perez clarified that there were only three banks that responded to the RFI. The board discussed not acting on this item rather than waiting until the February board meeting to place a resolution on the agenda.

State Funding (DIPA)

Previously \$73,093.66 to an increase of \$1,731,382.43. Mr. Perez mentioned even with this increase this

doesn't change the 5 year forecast.

Board Discussion:

Mr. Williams asked about the makeup of calamity days. Mr. Nadeau commented about our team of individuals that takes the delay and closures very seriously. The calendar allows us to have breathing room for calamity days. If the hours are met then we will need to extend the calendar. Mr. Nadeau is hopeful that this will not happen. Ms. Jones and Mr. Ridge do a nice job with communicating out to the union when questions and concerns arise. Mr. Kisabeth wants to thank the students and staff for all they do. The Board of Education appreciates you all.

7 OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD:

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. The meeting will be publicly available via Facebook.

Minutes:

No public comment.

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

Minutes:

The consent agenda was 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		

8.1 Approve Treasurer's Report

The Superintendent recommends the Tiffin City Board of Education approve the attached Treasurer's reports, as exhibited.

Cash Reconciliation

Cash Summary Report

Disbursement Summary Report

Dashboard

General Fund Report

Outstanding Check Report

Alternative Tax Budget

Attachments:

[Cash Reconciliation 1.27.25.pdf](#)

[Cash Summary Report 1.27.25.pdf](#)

[Disbursement Summary Report 1.27.25.pdf](#)

[Dashboard 1.27.25.pdf](#)

[General Fund Report 1.27.25.pdf](#)

[Outstanding Check Report 1.27.25.pdf](#)

[Tiffin City Alternative Tax Budget FY25 1 21 2025.pdf](#)

8.2 Retirements

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

Washington Elementary:

Heather Weinandy - conclusion of the 2024-2025 school year

Columbian High School:

Dr. Todd R. Edmond - conclusion of the 2024-2025 school year

Minutes:

Mr. Nadeau congratulated both Heather Weinandy and Dr. Todd Edmond on their retirements at the end of the school year.

Mr. Perez mentioned that the current press box is named after Dr. Todd Edmond's dad. We thank Dr. Edmond for his dedication to the students, parents, and teachers. Again, these individuals are the true superheros.

8.3 Resignations

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

Administration Building:

Shauna Mears, effective January 23rd, 2025

High School Principal:

Tim Murray, effective July 31st, 2025

Minutes:

Mr. Nadeau thanked both Mr. Murray and Mrs. Mears for their dedication to the district. We wish them both the best of luck.

8.4 Employ Professional Staff 2024-2025

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

Substitute Teachers:

Jessica Hade

Kasean Poole

Mackenzie Buck

Madison Wagner

Taylor Wiseman

8.5 Employ Support Staff 2024-2025

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

Bus Driver:

Beth Cessna, route 160 AM&PM, 4hr per day, Pre-Trip .25hr per day & Fuel .25 per week.

Food Service Substitute:

Rhonda Craig

Pupil Activity Permits

Brooke Stover, Volleyball 8th Grade

Substitute Aides:

Jessica Hade

Kasean Poole

Lisa A Brashares

Mackenzie Buck

Sydney Sours

Taylor Wiseman

8.6 Contract Amendments

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

Bus Driver:

Steve Kizer added a route 73A, 2 hr daily, effective January 13th, 2025 for remainder of contract year.

William Omlor changed route assignment from 62AM, 2 hr daily to 153/253 AM & PM 5.5hr daily. Also, change fueling from .5 to .25 weekly, effective January 13th, 2025 for remainder of contract year.

Coach:

Brent Busdeker Wrestling 7th/8th Grade change from 100% to 25%.

Luciano Busdeker Wrestling 7th/8th Grade change from Volunteer to 75%.

Educational Aides:

Ashley McKinney, 6.5 hours amended to 7 hours, effective 12/1/2024

Brandy Bridinger, 6.5 hours amended to 7 hours, effective 12/1/2024

Jessica Wise, 6.5 hours amended to 7 hours, effective 12/1/2024

Nicole Strait, 6.5 hours amended to 7 hours, effective 12/1/2024
Roben Dieter, 6.5 hours amended to 7 hours, effective 12/1/2024

8.7 Donations and Grants

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

Athletic Department:

"Old Fort Banking Company and Associates are proud to serve each and every community for which we live and work. Recently, during the Fall High School sports season, Bank associates participated in a fundraiser to display support for local schools." As a result of that multi-week event, a \$100.00 donation was made to our school's athletic department.

Columbian High School:

Boys' and Girls' Basketball Team received a donation at a value of \$30.00 from Alma and Kim Schmitz and Don and Jill Marugg, in memory of Christopher Murphy.

Columbian Art department received a donation of \$200.00 from Grant and Elizabeth Cornick in memory of Bryce Harrison.

Columbian Art department received a donation of \$100.00 from Tricia Guggenbiller in memory of Bryce Harrison.

Pay It Forward received a donation over \$300.00 from the TC Girls' Basketball stocking fundraiser.

Krout Elementary:

Krout Library received a donation of \$100.00 from James Boroff.

Oral Health Consultants at the Ohio Department of Health donated a \$150.00 gift card to Lakeshore for Krout participating in a dental survey last school year.

Middle School:

Tiffin Lions Club donated 45 dozen Popcorn Balls for students at a value of \$220.00.

Minutes:

Mr. Kisabeth acknowledged all of the donations that have been received. Mr. Perez mentioned the appreciation for the stocking fundraiser and the art department.

8.8 Northern Buckeye Education Council

This agreement allows additional technology assistance for Tiffin City Schools.

Minutes:

This agreement states the additional part time technician.

Attachments:

[Northern Buckeye Education Council Onsite Technician .pdf](#)

8.9 Operation of Programs Funded by Title I-D

This is a Revised Partnership Agreement for reallocation of funds.

Attachments:

[Revised Partnership Agreement for the Operation of Programs Funded by Title I-D.pdf](#)

9 ACTION ITEMS:

9.1 Approve 2025-2026 Tiffin Columbian Course Selection Guide

As exhibited:

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

Minutes:

Mr. Kisabeth mentioned that he was impressed with the Course Selection Guide. As a former principal he understands the time and dedication that is involved to complete this guide. Mr. Nadeau acknowledged the work and dedication that Mr. Murray and the counselors have given to complete this guide. Mr. Kisabeth went on to add that this work just doesn't stop here. These classes listed now get put into a master schedule. This is also a timely project and greatly appreciate the individuals that are working on it.

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		

Attachments:

[Tiffin Columbian High School Course Selection Guide 2025-2026.pdf](#)

9.2 Approve 2025-2026 Tiffin Middle School Course Selection Guide

As Exhibited:

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

Minutes:

Mr. Kisabeth would like to echo the above comments but this time for Tiffin Middle School. Mr. Imke, Mrs. Mellott, and Mrs. Huffman spend dedication time in the course selection guide. Mr. Williams mentioned he appreciates the uniformity between both the TMS and Columbian guides. This presents that the district is working together. Mr. Nadeau mentioned that it is important for the buildings to work together. We have some students in 8th grade that go to Columbian for classes. It is important to note that both buildings meet on a regular basis to collaborate together for the best interest of the students.

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		

Attachments:

[Tiffin Middle School Course Selection Guide 2025-2026.pdf](#)

9.3 Approve the Tiffin City Schools Board Member Handbook

As exhibited:

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

Minutes:

During the Organizational Meeting January 2025 the board members signed the Code of Ethics. This handbook has been updated and will be signed off by the board members annually. The Code of Ethics is listed within the handbook therefore that will be covered when the handbook is signed. As adjustments need to be made to the handbook, these will be brought back to the board. Mr. Kisabeth mentioned that he appreciates the uniformity between the Handbook and Course Selection Guides.

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		

Attachments:

[Tiffin City Schools Board Member Handbook .pdf](#)

9.4 Approve Specialized Education of Ohio Service Agreement

As exhibited:

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

Minutes:

This agreement is for a Special Education student that will be served at Specialized Education of Ohio. This organization provides more dedicated services to student needs.

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		

Attachments:

[Specialized Education of Ohio Service Agreement .pdf](#)

9.5 Approve the Reading Improvement Plan 2024-2025

As Exhibited:

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

Minutes:

The Reading Improvement Plan was discussed in Mrs. Bryant's presentation. This RIMP plan needs recognized and approved by the board.

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		

Attachments:

[Reading Improvement Plan 2024.2025.pdf](#)

9.6 Approve Amergis Service Agreement

As exhibited:

_____ Mr. Kisabeth
 _____ Mrs. Stephey

_____ Dr. McBride
_____ Mr. Perez
_____ Mr. Williams

Minutes:

Mr. Nadeau mentioned just like any other district, we are experiencing a teacher shortage. Finding certified teachers is a current challenge. Amgeris agreement will assist TCS with a teacher for the remainder of the 2024-2025 school year. At that time as a district we can evaluate the service. This service is provided on a hourly rate.

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		

Attachments:

[Amgeris Service Agreement .pdf](#)

10 BOARD DISCUSSION:

Topics for Discussion:

Disposal of Property

Facilities

Levy Discussion

School Alignment

Minutes:

Disposal of Property:

This was previously discussed in the Work Session. The district is currently working on selling the property. There are guidelines and protocols the district need to adhere by prior to selling. This process has been started. The target date to sell the land by would be Spring. Mr. Williams asked about the land currently being leased. What is the timeframe to notify the individual? Mr. Nadeau responded that this process has been started.

Facilities:

Lincoln boiler needs to be repaired. Evaluating learning for student learning. While the facilities are being evaluated a business plan will also we developed. This will allow accounts to be created to for emergencies.

Levy Discussion:

Operating funds and the district has not received any new money since 2013. It is important to involve the community and receive the support. The district will be on the ballot as of 11/2025. The district needs to collect data and present a plan. There has been a decrease in operating funds of \$141,000. Mr. Kisabeth mentioned that the district is doing everything that needs to be done currently to be fiscally responsible. Mr. Nadeau mentioned that every year the district looks at staffing and how attrition could be beneficial for the district. Ms. Spence mentioned that even though attrition is a great opportunity but it does not last forever.

11 ENTER EXECUTIVE SESSION:

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

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:

Mr. Williams requested item (A) for employment to be amended to Executive Session.

Entered Executive Session: 7:53pm

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		

12 EXIT EXECUTIVE SESSION

Return to open session.

Time out:

Minutes:

No action was taken.

13 ADJOURNMENT

The Board business meeting is concluded.

Meeting started:

Meeting ended:

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

Minutes:

Meeting started at 6:30pm

Meeting ended at 9:22pm

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		

13.1 Next Regular Meeting

The next regular meeting will be February 24th, 2025 at 6:30 PM in the Tiffin Middle School Cafetorium.

Minutes:

Next regular meeting will be February 24th, 2025 at 6:30 PM in the Tiffin Middle School Cafetorium.

14 412 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