

11/19/2025 Special Board Meeting

Board of Education Meeting

Administration Building, 244 South Monroe Street, Tiffin Ohio 44883

Wednesday, November 19, 2025

5:00pm - 6:00pm

Present: Ms. Anne Spence, Treasurer/CFO; Mr. Larry Kisabeth, Board President ; Mrs. Heidi Stephey, Board Vice President ; Dr. Joanna Beres, Board Member ; Dr. Meagan McBride, Board Member; Mr. Victor Perez, Board Member; Mrs. Abigail Young, Executive Administrative Assistant

1 PLEDGE OF ALLEGIANCE

Mr. Larry Kisabeth, Board President

Minutes:

Mr. Kisabeth led the Pledge of Allegiance.

2 CALL TO ORDER: ROLL CALL:

Ms. Anne Spence, Treasurer/CFO

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

Minutes:

Ms. Spence conducted the Roll Call. All members were present.

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. Beres
_____ Dr. McBride
_____ Mr. Perez

Minutes:

Mr. Kisabeth asked for the agenda to be amended to add a board discussion prior to Executive Session. The item was motioned by Dr. Beres originally and seconded by Mrs. Stephey prior to the amendment request. All members approved. The amendment for the agenda was motion by Mr. Kisabeth and seconded by Mr. Perez. All members approved.

Motioned: Mr. Larry Kisabeth

Seconded: Mr. Victor Perez

Voter	Yes	No	Abstained
Mr. Larry Kisabeth, Board President	X		
Mrs. Heidi Stephey, Board Vice President	X		
Dr. Joanna Beres, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Mr. Victor Perez, 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. Kisabeth
☐ Mrs. Stephey
☐ Dr. Beres
☐ Dr. McBride
☐ Mr. Perez

Minutes:

The consent agenda was approved as presented.

Motioned: Dr. Meagan McBride

Seconded: Dr. Joanna Beres

Voter	Yes	No	Abstained
Mr. Larry Kisabeth, Board President	X		
Mrs. Heidi Stephey, Board Vice President	X		
Dr. Joanna Beres, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Mr. Victor Perez, Board Member	X		

4.1 Approve Minutes

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

10/27/2025 Regular Board Meeting Minutes

11/13/2025 Special Board Meeting Minutes

Attachments:

[10.27.2025 Regular Board Meeting Minutes.pdf](#)

[11.13.2025 Special Board Meeting Minutes.pdf](#)

4.2 Approve Committee Reports

The Superintendent recommends the Tiffin City Board of Education approve the attached Committee Reports, as exhibited.

November 6th, 2025: Policy/Governance/Records Meeting Minutes

November 13th, 2025: Business Advisory Meeting Minutes

November 13th, 2025: Finance Committee Meeting Minutes

Attachments:

[11.6.2025 Policy.Governance.Records Committee Meeting Minutes .pdf](#)

[11.13.2025 Business Advisory Meeting Minutes.pdf](#)

[11.13.2025 Finance Committee Meeting Minutes .pdf](#)

5 BOARD DISCUSSION

Minutes:

Mr. Kisabeth mentioned it has been a week since the Superintendent resignation. By law the district needs to appoint an interim Superintendent by December 8th, 2025. Mr. Kisabeth has reached out to Brenda Luhning from the NCOESC. Length of time is potentially December 8th - June 30th, 2026. Mr. Perez said Ms. Luhning from the ESC could do a full search free of charge. BASA also can do a search but a cost would be a factor. K-12 is another company for a search also with a cost. Dr. Beres suggested a full search in January and February regardless of the interim status. Dr. McBride said there are a few different interim options. The search can happen within district or outside typically retire and rehire individuals at this stage. Important to note that not all interims would be interested in long term status. Dr. Beres would like to see the search completed prior to the end of hiring season. Mr. Perez asked about the timeframe to obtain the proposal from the ESC. Dr. McBride asked if Mrs. Stephey and Dr. Beres would want full presentations for deciding what company to use for the search. Mrs. Stephey and Dr. Beres both stated they are both okay without the presentation. Mrs. Stephey prefers to move forward quickly with the no cost search. Ms. Spence was asked to reach out to ESC and BASA with the parameters. Mr. Kisabeth mentioned communication and the transparency to the district and community. Dr. McBride said the board appoints the interim superintendent while the search is being conducted. Dr. Beres asked Mr. Boes about his thoughts about the process. Mr. Boes mentioned that he agrees to start the search quickly. Mr. Kisabeth mentioned that the interim position was offered to Mr. Boes. Mr. Boes is not interested to be named interim superintendent. Dr. McBride said the communication needs to be stated with Mr. Boes permission that Mr. Boes has opted to stay in his role. Mr. Kisabeth asked Anne to contact both BASA and ESC for proposals. Mr. Boes mentioned there is one additional option: Mr. Boes can be named Pro Tem starting December 8th, 2025 for a period of time. Mr. Boes stated he would be in agreement to be named Pro Tem from December 8th, 2025 to December 31st, 2026.

6 ENTER EXECUTIVE SESSION:

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

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.
__X__ g. no action taken.
Time in:

Minutes:

Time in: 5:18pm

Motioned: Mrs. Heidi Stephey

Seconded: Dr. Joanna Beres

Voter	Yes	No	Abstained
Mr. Larry Kisabeth, Board President	X		
Mrs. Heidi Stephey, Board Vice President	X		
Dr. Joanna Beres, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Mr. Victor Perez, Board Member	X		

7 EXIT EXECUTIVE SESSION

Return to open session.

Time out:

Minutes:

Time out: 6:38pm

8 ADJOURNMENT

The Special Board meeting is concluded.

Meeting started:

Meeting ended:

_____ Mr. Kisabeth

_____ Mrs. Stephey

_____ Dr. Beres

_____ Dr. McBride

_____ Mr. Perez

Minutes:

Meeting started: 5:00pm

Meeting ended: 6:42pm

Motioned: Dr. Joanna Beres

Seconded: Dr. Meagan McBride

Voter	Yes	No	Abstained
Mr. Larry Kisabeth, Board President	X		
Mrs. Heidi Stephey, Board Vice President	X		
Dr. Joanna Beres, Board Member	X		
Dr. Meagan McBride, Board Member	X		
Mr. Victor Perez, Board Member	X		

8.1 Next Regular Meeting

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

Minutes:

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