

# 11/24/2025 Regular Board Meeting

## Board of Education Meeting

Tiffin Middle School 103 Shepherd Drive Tiffin, Ohio 44883

Monday, November 24, 2025

6:30pm - 7:30pm

**Present:** Mr. Jerry Nadeau, Superintendent ; Bob Boes, Assistant Superintendent ; 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. Kisabeth, President

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**Minutes:**

Mr. Kisabeth led the Pledge of Allegiance.

### 2 CALL TO ORDER: ROLL CALL:

Ms. Anne Spence, Treasurer/CFO

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

**Minutes:**

Ms. Spence conducted Roll Call. All Board 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:**

The agenda was amended to add a substitute teacher to section 8.5. All board members approved the agenda with the amendment.

**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		

## 4 PRESENTATION

Safety Proclamation: Ms. Kim Priestap, Attorney General's Office

Teacher of the Year Proclamation: Ms. Kim Priestap, Attorney General's Office

Retirement: Ms. Jane Dietrich, Noble

### Minutes:

Ms. Kim Priestap from the Attorney General's Office was present at the meeting. She presented two individual proclamations. First is a Proclamation Recognizing Tiffin City Schools for Excellence in School Safety Utilizing the Attorney General's School Safety Grant Dollars. Ms. Priestap read the proclamation and presented the document to Mr. Boes. The second Proclamation was for Mr. Chris Monsour. Mr. Monsour was presented a Proclamation Recognizing him as Teacher of the Year. Mr. Monsour thanked the community, students and staff. Mr. Kisabeth thanked Mr. Monsour for his dedication and also thanked the entire staff at TCS for making TCS a safe environment.

### Retirement:

Mr. Mike Newlove presented Ms. Jane Dietrich her retirement gift. Ms. Dietrich has been a teacher for 34 years, 32 of the years she has been in the 4th grade. She taught at Krout and Noble. Ms. Dietrich enjoys seeing the light bulb moment for students. She received a well deserved Crystal Apple award. She is thankful for her coworkers over the years. She ends the day with "Come back tomorrow, there is still more to learn". She looks forward to traveling. The district wishes her a wishful and restful retirement. Mr. Kisabeth thanked Ms. Dietrich for all the lives she has touched. Mrs. Stephey appreciates Ms. Dietrich's dedication to the students.

## 5 TREASURER REPORTS AND RECOMMENDATIONS

Ms. Anne Spence, Treasurer/CFO

### Minutes:

Ms. Spence provided a financial report. The General Fund Report is a snapshot of revenue and expenses as of October 31st. As noticed some line items decreased. Interest decline for short/long term investments. Economic rate change will be monitored and the district will make investments when possible. Fringe benefits: the district prepaid one million dollars to health insurance. The new insurance allows the district and employees a holiday and 1 month of no payment. That month is December. Open enrollment for insurance ends soon. January will provide the district with the number of employees on the insurance plan. Purchased services: ESC invoices have not been received yet, right now the budget is down. Supplies: the district is utilizing a grant for the security cameras so the general fund dollars do not need to be utilized. Mr. Perez asked about if the governor signs the bill. Ms. Spence said it will affect TCS. Ms. Spence has never heard of a bill being passed and then retroactive. 2027 will affect us but not sure by how much. Ms. Spence will be attending a webinar the first week of December and that will provide her with a better understanding of the bill. She would like to defer to next months board meeting for additional information. Mr. Kisabeth asked about 185 cash days last month to 160 cash days this month. Why did the jump occur. Ms. Spence responded with reallocating of taxes. The district will receive

the next payment mid March. Each month the district spends down until the next reallocation collection date. The district can ask the auditor office for advancements. January 1st the district can request another advancement. 2 times per year board approval for requesting advancements. January and July would be the preferred time frame. Mr. Kisabeth mentioned that investing and collecting interest would be beneficial. Ms. Spence added that the true day cash would be more regular.

## 6 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. Additionally, we would request that individual students names and/or employees names not be mentioned. If you wish to state a Complaint about a particular employee, curriculum, or instructional materials, we ask that you please review Board Policies KL, KLB, KLD, and KLD-R and follow the steps contained in those policies before raising a complaint directly with the Board. Persons wishing to submit comments can do so by emailing [tcs\\_boardcomments@tiffincityschools.org](mailto:tcs_boardcomments@tiffincityschools.org). The meeting will be publicly available via Facebook.

References: Board Policy  
BDDH- Public Participation at Board Meetings  
KL- Public Complaints  
KLB- Public Complaints about Curriculum or Instructional Materials  
KLD- Public Complaints about School Personnel  
KLD-R- Public Complaints about School Personnel

### Minutes:

No public comment.

## 7 Appoint Superintendent Pro Tempore

The Board of Education appoints Mr. Bob Boes as Superintendent Pro Tempore from December 8th, 2025 - December 31st, 2025.

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

### Minutes:

Mr. Kisabeth thanked Mr. Boes for agreeing to be Pro Tempore from December 8th - December 31st 2025.

**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		

Voter	Yes	No	Abstained
Dr. Meagan McBride, Board Member	X		
Mr. Victor Perez, Board Member	X		

## 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. Beres  
 \_\_\_\_\_ Dr. McBride  
 \_\_\_\_\_ Mr. Perez

### Minutes:

The consent agenda was approved as presented.

**Motioned:** Mr. Victor Perez

**Seconded:** Mrs. Heidi Stephey

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 Approve Treasurer's Report

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

Cash Summary Report

Current Period Outstanding Disbursement Summary Report

Dashboard

General Fund Report

Outstanding Checks

Cash Reconciliation

### Attachments:

[Cash Summary Report.pdf](#)

[Current Period Outstanding Disbursement Summary Report.pdf](#)

## 8.2 Approve Minutes

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

11.19.2025 Special Board Meeting Minutes

**Attachments:**

[11.19.2025 Special Board Meeting Minutes.pdf](#)

## 8.3 Retirements

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

Ms. Patricia Davis, effective December 31st, 2025

## 8.4 Resignations

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

Ms. Hope Boes, Volleyball Coach

Mr. Richard Everhart, effective November 17th, 2025

## 8.5 Employ Professional Staff 2025-2026

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

Home Instruction:

Ms. Alyssa Clason

Substitute Teacher:

Mr. Timothy Demith

**Minutes:**

Addition:

Substitute Teacher:

Mr. Timothy Demith

## 8.6 Employ Support Staff 2025-2026

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

Pupil Activity Permits:

Mr. Blake Michael, Basketball, Assistant Varsity

Mr. Emani Lott, Football, Assistant Varsity, (1/2 stipend)

Mr. Emani Lott, Basketball, Grade 7

Mr. Joseph Stacy, Weight Room Supervisor, Winter

Substitute Bus Driver:

Mr. Eric Gibson

Special Needs Educational Aides:

Ms. Amber Vanover

Ms. Emily Scherger

Ms. Jennifer Reamer

Substitute Aides:

Ms. Amy Irving

Ms. Emily Keefe

## 8.7 Donations and Grants

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

Columbian Athletics:

Boys'/Girls' Basketball fundraising teams have each received a donation in the amount of \$1,150 in memory of Christopher Murphy, Class of 1995.

Krout Elementary:

Grace Community Church donated a large platter of cookies to the staff, valued at \$75.00.

Mr. and Mrs. Michael Fix donated a sensory table, hands-on-learning activities, snacks for the students in Ms. Clason's classroom, valued at \$611.29.

Tiffin Middle School:

Verlin Thacker II donated \$100.00 to the Tiffin Middle School Choir Department.

Mr. & Mrs. Ben Pugno donated \$150.00 to the TMS Choir Department.

Columbian High School:

Tiffin Fire Local 322 donated \$770.00 for 10 graphing calculators to be kept in the classroom and used by the Math students in Mr. Ferstler's room.

District:

Minutemen Ohiocomp donated \$500.00 in gift cards to support the students and families in need.

### **Minutes:**

Mr. Kisabeth thanked all the donors.

## 8.8 Stipends

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The Superintendent recommends the Tiffin City Board of Education pay the following stipends, upon certified completion of duties:

2025-2026 Mentor List, \$500.00, paid in May 2026 upon completion of duties:

Ms. Allie Stump

Mr. Christopher Monsour

Mr. Daniel Gilbert

Ms. Judy Downie

Ms. Kelli Jones

Ms. Kimm Heyman  
Ms. Nicole Arnold (1 gifted intervention specialist mentor)  
Ms. Sarah Babione  
Ms. Shawnie McLellan  
Ms. Wendy Rothrock  
2025-2026 Mentor List, \$1,000.00, paid in May 2026 upon completion of duties:  
Mr. Daniel Cole, (2 resident educators)

## 8.9 Statement of Purpose Budget Reports 2025-2026

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The Superintendent recommends the Tiffin City Board of Education approve Statement of Purpose Budget Report(s) from the following student activity groups for the year beginning July 1, 2025 and ending June 30, 2026:

TMS Student Council	Volleyball
Columbian Golf Teams	ESports
Columbian Wrestling	School Facility Dogs

**Attachments:**

[TMS Student Council.pdf](#)  
[Columbian Golf Teams .pdf](#)  
[Columbian Wrestling.pdf](#)  
[Volleyball .pdf](#)  
[ESports.pdf](#)  
[School Facility Dogs.pdf](#)

## 8.10 Certificate of Fiscal Officer (Then and Now)

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The Superintendent recommends the Tiffin City Board of Education authorize the payment of the following amounts due, as certified by the fiscal officer that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract or order and in the treasury or in process of collection to the credit of the appropriate fund free from any previous encumbrances:

**Attachments:**

[Then and Now Raptor Technologies .pdf](#)  
[Then and Now Raptor Technologies 2024.pdf](#)

## 8.11 Specialized Education of Ohio Student Agreement

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The Superintendent recommends the Board of Education to approve the Specialized Education of Ohio student agreement, as exhibited;

**Attachments:**

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

## 8.12 Approve North Central Ohio Educational Service Center Program Contracts

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The Superintendent recommends the Board of Education approve the following NCOESC Program Contracts, as exhibited;  
Intervention Supervisor Services (2)  
Student & Family Support Specialist Services  
Adapted Physical Education Services  
Aide Services

**Attachments:**

[NCOESC Program Contracts.pdf](#)

## 8.13 Tiffin University Campus Facility Rental Agreement

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The Board of Education approves the Tiffin University Campus Facility Rental Agreement for 2025-2026 Graduation Ceremony, as exhibited;

**Attachments:**

[TIFFIN UNIVERSITY CAMPUS FACILITY RENTAL AGREEMENT.pdf](#)

## 9 ACTION ITEMS:

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### 9.1 Approve Annual Report on Nutritional Standards

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The Superintendent recommends the Board of Education approve the Annual Report on Nutritional Standards, as exhibited;

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

**Minutes:**

The is an annual compliance report that the Board of Education needs to approve.

**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		

**Attachments:**



## 9.2 Approve Secretary to Director of Athletics and Activities Job Description

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The Board of Education approve the Secretary to Director of Athletics and Activities job description, as exhibited;

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

**Minutes:**

The district updates job descriptions as transitions happen. The current Secretary to the Athletic Department is retiring. This is a prime time to review and update the job description.

**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		

**Attachments:**

[Job Description.pdf](#)

## 10 BOARD DISCUSSION:

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**Minutes:**

Mr. Kisabeth asked for a moment of silence for the student and family of the tragic event in the Tiffin community. All Board members recently attended the OSBA Capital conference. Mr. Kisabeth asked each board member to provide a brief summary on the information that was received. Dr. Beres attended AI in Teaching session. A take away from this session is that it is important to teach students how to use it properly. A rubric on the content to help students is strongly encouraged. This will allow students to use AI ethically and responsibly. Providing professional development for teachers to learn and anticipate how to work with the system. The second session was attendance. Studies show the attendance peaks in the 5th grade. Elementary school a student only has 1 teacher. Middle and high school the student can have 7-8 teachers. This makes communication more challenging when speaking about absences. Mrs. Stephey attended a session on Board Strategy and Efficiency - Better Communicators. Superintendents transition and how to better the transition period when this occurs. The second session was Capital Planning. The district has started a Capital 5 year plan. Stadium, seating in auditorium and maintenance plans. Mrs. Stephey mentioned this the first meeting after the levy passed and is thankful for trust and faith in Tiffin City Schools. She is proud and thankful for the community. Mr. Kisabeth thanked the voters. He attended a session on the Voucher updates. EdChoice ruled unconstitutional in 3 out of 5 counts. Career Tech is a meaningful workbase education. Starts in the middle school and/or late elementary school. Mrs. Pat Smith leads Business Advisory Committee and does an amazing job to show the students skills within the community that relate to the actual workforce. Mr. Kisabeth said there are 4 types of people: North: ready to go, East: big picture, not worried about detail, West: to do list people,

South: listen to everyone else before speaking. It does not matter what type the overall goal is: Every Child, everyday, whatever it takes, we take care of kids! Mr. Perez said making connections was the focus of his experience. People knew Tiffin City Schools passed a levy. Other districts are dealing with the same exact thing all over the state. Those individuals want to know what Tiffin did to become successful. Mr. Perez also attended a session on Medicaid. Dr. McBride mentioned passing the levy, superintendent resignation, OSBA Conference and the devastating tragedy in the community. Her first session was when Mr. Monsour spoke about Teacher of the Year. Mr. Monsour spoke to around 1,000 people. Throughout the conference different individuals stopped to talk about the status of Tiffin City Schools.

Dr. McBride mentioned this is the first time in the public since Mr. Nadeau's resignation. Mr. Kisabeth mentioned that Mr. Boes will be Pro Tempore from 12/8-12/31. Mr. Nadeau is on vacation until 12/8. January and February a new search for Superintendent will be conducted. Any superintendent that is looking to move to a different district typically starts looking in March. Dr. Beres thanked Mr. Boes for stepping in Pro Tempore. Mr. Boes mentioned that he appreciates the opportunity and this allows the board more time to secure an interim. Dr. McBride thanked administrators and staff for continuing to teach. Years ago the standard lifespan of a superintendent was 10-12 years in a district. Nowadays, it is more like 2-3 years, the job is hard. She mentioned that with incredible leadership, teachers, and staff the district will continue to move forward. Mr. Perez thanked the community for the trust and passing the levy. Jimmy, Callie and others spent hours informing the community. A lot of people invested in the district and now the district needs to keep going strong.

## 11 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.

☒ g. no action taken.

Time in:

### Minutes:

The board added section A, employment with no action taken.

Executive session was entered at 7:23pm.

**Motioned:** Dr. Joanna Beres

**Seconded:** Dr. Meagan McBride

Voter	Yes	No	Abstained
Mr. Larry Kisabeth, Board President	X		

Voter	Yes	No	Abstained
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		

## 12 EXIT EXECUTIVE SESSION

Return to open session.

Time out:

**Minutes:**

Time Out: 7:56pm

## 13 ADJOURNMENT

The Board business meeting is concluded.

Meeting started:

Meeting ended:

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

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

\_\_\_\_\_ Dr. Beres

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

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

**Minutes:**

Meeting Started: 6:30pm

Meeting Ended: 7:56pm

**Motioned:** Dr. Joanna Beres

**Seconded:** Mrs. Heidi Stephey

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		

### 13.1 Next Regular Meeting

The next regular meeting will be December 15th, 2025 at 6:30pm in the Tiffin Middle School Cafetorium.

**Minutes:**

Mr. Kisabeth mentioned the next regular meeting will be December 15th, 2025 at 6:30pm in the Tiffin Middle School Cafetorium.

## 14 412 CERTIFICATE

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**CERTIFICATE**

Section 5705.412, RC

**Attachments:**

[NCOESC 412 Certificate.pdf](#)

[Specialized Education of Ohio.412.pdf](#)