

5.18.2026 Regular Board Meeting

Board of Education Meeting

Tiffin Middle School 103 Shepherd Drive Tiffin, Ohio 44883

Monday, May 18, 2026

6:30pm - 7:30pm

Present: Mr. Greg Williamson, Interim Superintendent ; Ms. Anne Spence, Treasurer/CFO; Mrs. Heidi Stephey, Board President ; Dr. Meagan McBride, Board Vice President; Dr. Joanna Beres, Board Member ; Mr. Larry Kisabeth, Board Member; Mr. Victor Perez, Board Member

1 PLEDGE OF ALLEGIANCE

Mrs. Heidi Stephey, Board President

Minutes:

Mrs. Stephey led the Pledge of Allegiance.

1.1 Mrs. Heidi Stephey

Mrs. Stephey led the Pledge of Allegiance.

2 CALL TO ORDER: ROLL CALL:

Ms. Anne Spence, Treasurer/CFO

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

Minutes:

Ms. Spence conducted Roll Call.

Present were: Mrs. Stephey, Dr. McBride, Dr. Beres, and Mr. Kisabeth

Mr. Perez was not present at the time of Roll Call, but arrived at 6:51 p.m.

Result: Approved

3 ADOPT THE AGENDA

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

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

Minutes:

The agenda was adopted as presented.

Result: Approved

Motioned: Dr. Meagan McBride

Seconded: Mr. Larry Kisabeth

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

4 PRESENTATION

Audit Award presented by Mr. Sands

Retirements:

Ms. Melissa Cimo, Krout

Ms. Theresa Stover, Krout

Ms. Margaret Wise, Noble

Ms. Amy Cooper, Middle School

Mr. Jim Mason, Middle School

Mr. David Lucius, Washington

Minutes:

Ohio Auditor of State Award - Mr. Scott Sands said "It is an absolute privilege to stand here tonight to present Tiffin City Schools with the official Audit Award. This honor is given to districts that demonstrate exemplary financial accountability, rigorous internal controls, and entirely clean financial reporting over the past fiscal cycle. I want to commend Ms. Spence, her entire staff in the Treasurer's office, and the leadership team for maintaining the highest level of fiscal integrity for the community. Congratulations."

Retirements - The following retiring employees were recognized:

Mrs. Melissa Cimo, Krout Elementary

Mrs. Amy Cooper, Tiffin Middle School

Mr. Dave Lucius, Washington Elementary

Mr. James Mason, Tiffin Middle School

Mrs. Theresa Stover, Krout Elementary

Ms. Margaret Wise, Noble Elementary

Assistant Superintendent Robert Boes said, "Congratulations to all our retirees. We appreciate your years of dedication and commitment to Tiffin City Schools, our students and their families. Administration, Board of Education, we are looking at roughly 180 years of service. These are a lot of big shoes to fill. Best of luck, health, and happiness in retirement."

5 SUPERINTENDENT REPORTS AND RECOMMENDATIONS:

Minutes:

Mr. Williamson said, "As we approach the final weeks of the 2025-2026 school year, our buildings are heavily focused on completing end-of-year assessments and closing out academic milestones. Concurrently, the administrative team is actively transitioning to summer operations. This includes mapping out our seasonal facilities maintenance schedules and finalizing professional staff placements for the 2026-2027 school year to ensure a seamless startup in August. We are meeting with NEOLA to update district policy."

He also gave an update on the 90-day plan and preschool tuition for April and for May, and stated the district is looking at offering two new positions, Director of Teaching and Learning and Community Engagement.

6 TREASURER REPORTS AND RECOMMENDATIONS

Ms. Anne Spence, Treasurer/CFO

Minutes:

Ms. Spence submitted the General Fund Report and reconciliation documentation as of April 30, 2026. She said, "We have just over \$21million in cash. Expenditures across all primary departments are within our projected budget. Our current True Days Cash is 181.8 Days. We got our first income tax payment, collected for the months of January, February and March. We will see a full years payment at the end of fiscal year 2027. Real Estate payments might be down because the State has told county auditors not to collect 100% because of all of the changes in Real Estate taxes. I will continue to monitor these payments. Otherwise, we are on track for revenue and expenditures."

Attachments:

[GeneralFundReport 4-30-2026 3 1 1 .pdf](#)

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.

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. 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:

Mr. Mark Stover gave thanks for and honored all the retirees, especially his wife, Theresa Stover.

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.

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

Result: Approved

Motioned: Dr. Meagan McBride

Seconded: Dr. Joanna Beres

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

8.1 Approve Minutes

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

4.27.2026 Regular Board Meeting Minutes

5/07/2026 Special Board Meeting

Result: Approved

Attachments:

[4.27.2026 Regular Board Meeting Minutes.pdf](#)

[5.07.2026 Special Board Meeting.pdf](#)

8.2 Approve Treasurer's Report

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

Result: Approved

Attachments:

[Cash Reconciliation as of April 30 2026.pdf](#)

[Cash Summary Report 90 1 1 .pdf](#)

[Current Period Outstanding Disbursement Summary Report 34 1 1 .pdf](#)

[Financial Dashboard TIFFIN 4 1 .pdf](#)

[Outstanding Checks 20 1 1 .pdf](#)

8.3 Approve Committee Reports

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

5.7.2026 Policy and Governance Meeting Minutes

Result: Approved

Attachments:

[Policy and Governance Minutes.pdf](#)

8.4 Retirements

The Superintendent recommends the Tiffin City Board of Education accept the following retirements:
Mrs. Amy Cooper, effective the end of the 2025-2026 school year.

Result: Approved

8.5 Resignations

The Superintendent recommends the Tiffin City Board of Education accept the following resignations:
Ms. Mari Hadding, effective the conclusion of the 2025-2026 school year
Ms. Alice Allie, effective the conclusion of the 2025-2026 school year
Mr. Robert Sherman, effective the conclusion of the 2025-2026 school year

Result: Approved

8.6 Employ Professional Staff 2025-2026

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

Teacher, Extended School Year, \$28.60 per hour, not to exceed 10 hours/week

Ms. Alexis Yates, Intervention Specialist, effective May 26 - June 25, 2026

Substitute Teacher:

Ms. Desiree Mckeown

Result: Approved

8.7 Employ Support Staff 2025-2026

The Superintendent recommends the Tiffin City Board of Education employ the following Support Staff:
Special Needs Aide, Extended School Year, to be paid at contracted hourly rate, not to exceed 10.5 hours/week:

Ms. Brandy Bridinger

Special Needs Aide, 1:1, Extended School Year, to be paid at contracted hourly rate, not to exceed 10.5 hours/week:

Ms. Carol Butcher

Ms. Molly Wright-Koch

Special Education Bus Driver and Substitute Bus Driver for Extended School Year, to be paid at contracted hourly rate per approval by the Superintendent.

Special Needs Bus Aide, Extended School Year, to be paid at contracted hourly rate.

Ms. Carol Butcher

Special Needs Aide, Extended School Year, Substitutes as needed, to be paid at contracted hourly rate, not to exceed 10.5 hours/week:

Ms. Heather Steinhauser

Ms. Tracy Metzger

Executive Secretary

Ms. Kelly Spahr, Step 20

Summer Sweeper Positions:

Mr. Lukas Stultz, Step 2

Mr. Vincenzo Busdaker, Step 1

Ms. Madelynn Distel, Step 1

Mr. Dylan Fournier, Step 1

Mr. Rafael Zirger, Step 1

Mr. Maxim Babione, Step 0

Mr. Conner Dukeshire, Step 0

Mr. Bradley Hoffman, Step 0

Mr. Cameron Muzy, Step 0

Ms. Amber Hescht, Step 0

Mr. Hunter Seaman, Step 0

Ms. Donna Smith, Step 0

Mr. Bradley Willman, Step 0

Result: Approved

8.8 Employ Professional Staff 2026-2027

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

Noble:

Ms. Kandra O'Donnell, effective August 1, 2026

Ms. Hannah Launder, effective August 1, 2026

Tiffin Middle School:

Ms. Leigh Alvarado, effective August 1, 2026

Second One-Year Contract (2026-2027)

Mr. John D. Eckroth

Teacher Continuing Contracts starting with 2026-2027

Ms. Nicole Arnold

Ms. Michelle DeBusman

Ms. Trisha Flint

Result: Approved

8.9 Employ Support Staff 2026-2027

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

Mr. Alexander Smith, Head Custodian, Step 0, starting June 1

Substitute Bus Drivers for the 2026-2027 school year

Ms. Lisa M Bogart

Mr. Brian L Coleman

Ms. Barbara A Curry

Mr. Gregory A Distel

Mr. Joseph T Fisher

Mr. Gregory A Gase

Mr. David R Gross

Mr. Randal E Hoover

Mr. Fred L Jones

Ms. Lynn M Krupp

Mr. Derek I Lewis

Ms. Jodi L Saum-Stockner

Mr. Bryan A Schalk

Mr. Daniel R Sherman

Mr. Robert L Sherman

Mr. Paul E Shoemaker

Mr. Howard W Stultz III

Ms. Donna D Thacker

Ms. Diane E Ziegler

Mr. Bryan J Zimmerman

Result: Approved

8.10 Donations and Grants

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

The Tiffin Community Foundation donated money towards the Turf Project, valued at \$272,550.00

Columbian:

The Youth Advisory Council donated money for a chromebook cart and 2 chromebooks, valued at \$1,500.00

Tiffin Middle School:

Grace Baptist Church donated 2 large trays of cookies to TMS staff, valued at \$75.00

Animal Care Center of Tiffin donated vet care for the TMS facility dog, Cooper, valued at \$71.00

AJ's Heavenly Pizza donated 2 jumbo pizzas for Staff Appreciation Week, valued at \$60.00

Food Service Department:

The Co-Op Consortium granted money for Food Service Education for the cafeteria staff, valued at \$1764.00

Minutes:

Mrs. Stephey read the donations and thanked all the donors for their generosity.

Result: Approved

8.11 Stipends

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

Ms. Stacy Basinger, 10 additional extended days per 25/26 contract, paid upon completion of days

Result: Approved

8.12 Leave of Absence

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

Ms. Jamie Sieving, 8/25/2026 - 9/22/2026

Result: Approved

8.13 Approve Bascom Communications Agreement

The Superintendent recommends the Board of Education approve the Bascom Communication Agreement, as exhibited;

Result: Approved

Attachments:

[Bascom Communication Agreement.pdf](#)

8.14 Approve Minutemen HR Management Services Agreement

The Superintendent recommends the Tiffin City Board of Education approve the Minutemen HR Management Services Agreement, as exhibited;

Result: Approved

Attachments:

[Minutemen HR Managment Services.pdf](#)

8.15 Approve Fiscal Agent for Title III

The Superintendent recommends the Board of Education approve the Fiscal Agent for Title III Language Instruction for English Learners Grant Consortium, as exhibited;

Result: Approved

Attachments:

[Fiscal Agent for Title III.pdf](#)

8.16 Approve Extended School Year Services for High Road School of Bucyrus

The Superintendent recommends the Board of Education approve the Extended School Year Services agreements, as exhibited;

Student A

Student B

Student C

Result: Approved

Attachments:

[Student A.doc](#)

[Student B.doc](#)

[Student C .pdf](#)

9 ACTION ITEMS:

9.1 Approve the Seneca County General Health District Agreement

The Superintendent recommends the Board of Education approve the agreement between Tiffin City Schools and the Seneca County General Health District, as exhibited;

_____ Mrs. Stephey

_____ Dr. McBride

_____ Dr. Beres

_____ Mr. Kisabeth

_____ Mr. Perez

Minutes:

Mr. Williamson stated this is the district's standard annual renewal agreement to secure necessary nursing, health, and clinical services for the student body across all district buildings for the coming school year. It maintains a consistent level of care. He recommended its approval.

Result: Approved

Motioned: Mr. Larry Kisabeth

Seconded: Dr. Meagan McBride

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

Attachments:

[Seneca County Health District Agreement.pdf](#)

9.2 Approval Cyber Insurance Renewal

The Superintendent recommends the Board of Education approval the Cyber Insurance Renewal, as exhibited;

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

Minutes:

Ms. Spence stated the premium quote reflects the current market standards required to protect our digital infrastructure, network operations, and data security systems.

Result: Approved

Motioned: Dr. Joanna Beres

Seconded: Mr. Victor Perez

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

Attachments:

[TCS Surplus Lines Statement.pdf](#)
[Insurance Quote.pdf](#)

9.3 Approve Administrative Contracts

The Superintendent recommends the Board of Education approve the Administrative Contracts;

District:

Mr. Bradley Jones, School Psychologist, Classification IV, Step 11, Three-year contract (2026-2029)

Ms. Danielle Raubenolt, Assistant Treasurer, Step 15, Three-year contract (2026-2029)

Tiffin Middle School:

Mr. Ryan Imke, Principal, Classification II, Step 14, Three-year contract (2026-2029)

Ms. Katherine Focht, Assistant Principal, Classification IV, Step 1, Two-year contract (2026-2028)

Krout:

Ms. Lori Pierce, Principal, Classification IV, Step 11, Two-year Contract (2026-2028)

_____ Mrs. Stephey

_____ Dr. McBride

_____ Dr. Beres

_____ Mr. Kisabeth

_____ Mr. Perez

Minutes:

Mr. Williamson said, "I recommend the approval of the multi-year administrative contracts listed. This includes key leadership renewals and extensions, notably Ryan Imke continuing as Tiffin Middle School Principal, Danielle Raubenolt as Assistant Treasurer, Lori Pierce as Krout Principal, and Bradley Jones as School Psychologist. These contracts provide essential leadership stability for our departments."

Result: Approved

Motioned: Mr. Larry Kisabeth

Seconded: Dr. Joanna Beres

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

10 BOARD DISCUSSION:

Minutes:

Mr. Perez congratulated the class of 2026. He mentioned many accomplishments, including students participating in band and choir, baseball playoffs, girls softball, and track.

11 ENTER EXECUTIVE SESSION:

_____ Mrs. Stephey

_____ Dr. McBride

_____ Dr. Beres

_____ Mr. Kisabeth

_____ 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:

No executive session was needed.

12 EXIT EXECUTIVE SESSION

Return to open session.

Time out:

13 Next Regular Meeting

The next regular meeting will be June 22nd, 2026 in the Tiffin Middle School Media Center.

Minutes:

Mrs. Stephey mentioned the next regular meeting will be June 22, 2026 in the Tiffin Middle School Media Center.

14 ADJOURNMENT

The Board Regular meeting is concluded.

Meeting started:

Meeting ended:

_____ Mrs. Stephey

_____ Dr. McBride

_____ Dr. Beres

_____ Mr. Kisabeth

_____ Mr. Perez

Minutes:

Meeting started: 6:30pm

Meeting ended: 7:23pm

Result: Approved

Motioned: Dr. Meagan McBride

Seconded: Dr. Joanna Beres

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

15 412 Certificate

CERTIFICATE

Attachments:

[412 Certificate Bascom Communications.pdf](#)

[412 Certificate Minutemen.docx](#)

[412 Certificate Seneca County General Health District.docx 1 .pdf](#)

[412 Certificate Westchester.docx 1 .pdf](#)