

MONROEVILLE LOCAL SCHOOLS
OFFICIAL RECORD OF PROCEEDINGS
January 6, 2025 ORGANIZATIONAL MEETING

The Board of Education, Monroeville Local School District, Huron County, Ohio, met on
this date in the Monroeville Athletic Community (MAC) Meeting Room.
Kristin Kaple-Jones, Superintendent and Paul DeMarco.

I. CALL TO ORDER (Time: 6:47 p.m.)

II. ROLL CALL

Allen: Present; Bemis: Present; Helmstetter: Present; Ruggles: Present; Smith: Present.

III. TAX BUDGET HEARING:

2025-001

1. Approve the tax budget as presented.

Motion: Allen; 2nd: Bemis

ROLL CALL: Allen: Aye, Bemis: Aye, Helmstetter: Aye, Ruggles: Aye, Smith: Aye

2025-002

IV. Election of Officers:

- A. To Nominate Betsy Ruggles to be President for Calendar Year 2025; no other nominations were made.

Mr. Bemis made the motion to close the nomination. Mrs. Smith seconded the motion.

ROLL CALL: Allen: Aye, Bemis: Aye, Helmstetter: Aye, Ruggles: Aye, Smith: Aye.

Motion Passed.

2025-003

- B. To Nominate Dan Bemis as Vice-President for CY 2025. No other nominations were made.

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Mrs. Allen made the motion to close nominations. Mr. Bemis seconded the motion.

ROLL CALL: Allen: Aye, Bemis: Aye, Helmstetter: Aye, Ruggles: Aye, Smith: Aye.

Motion Passed.

2025-004

V. ORGANIZATIONAL MATTERS FOR 2025

Set Regular Meeting Date –Third Monday of the month at 6:30 p.m.

Motion: Allen; 2nd: Bemis;

ROLL CALL: Allen: Aye, Bemis: Aye, Helmstetter: Aye, Ruggles: Aye, Smith: Aye.

Motion Passed.

2025-005

VI: STANDING ANNUAL AUTHORIZATIONS BY THE BOARD FOR 2025:

. Standing Annual Authorizations by the Board:

1. Establishment of the Board Service Fund at \$5,000 for 2025.
2. Set the Board Member Compensation for calendar year 2025 at \$125 per meeting, not to exceed fifteen (20) regular meetings per year and to authorize the Treasurer to pay Board Members semi-annually.
3. The Board authorizes the Treasurer to request and obtain advances on tax settlements from the Huron and Erie County Auditors during calendar year 2025 in amounts available and at times deemed necessary and advisable.
4. The Board authorizes the Treasurer to pay bills, payroll and other financial obligations, within the funds appropriated by the Board and within Board policies. The Treasurer shall provide a detailed listing of payments made monthly.
5. The Board authorizes the Treasurer to transfer and advance funds from the General Fund to other funds as necessary.

6. The Board authorizes the Treasurer to invest active, inactive, and interim funds as cash flow permits at the most productive rate of interest in accordance with State laws and to Board investment policies.
7. The Board authorizes the Treasurer and the Board President to borrow funds, when necessary, in the event that funds from local, state and federal resources are not received as scheduled and the District has financial obligations which must be met.
8. The Board authorizes the Superintendent to interview, select and place on duty such personnel in established positions as may be required for the effective operation of the total educational program pursuant to Board policies. When it becomes necessary to place personnel on duty prior to Board action, the Superintendent may do so contingent upon subsequent Board approval. Individuals appointed into employment shall be compensated for their time worked, including certain benefits, during the interim period prior to Board approval. Any newly created position(s) will be established by Board approval pursuant with Board policies.
9. The Board authorizes the Superintendent to act as Purchasing Agent for the District for day-to-day operational needs pursuant with Board policies.
10. The Board authorizes the District to participate in the State and Federal Grants including, but limited to Title I, Title II-A, IDEA Part B Special Education, Title II-D, Title IV, and REAP.

Motion: Ruggles; 2nd: Smith;

ROLL CALL: Allen: Aye, Bemis: Aye, Helmstetter: Aye, Ruggles: Aye, Smith: Aye.

Motion Passed.

2026-006

IV. Appointments:

1. The Board appoints Mrs. Ruggles as OSBA Legislative Liaison for 2025.
2. The Board has appointed Mr. Helmstetter as the Student Liaison for 2025.

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3. Approve the following non-paid administrative appointments for 2025:

Asbestos Coordinator/Designated person: **Jeremy Loose**
Drug Free School Coordinator: **Jim Kaczor**
Title IX Sexual Harassment Officer: **Superintendent or Designee**
504 Coordinator: **Jennifer Meyer**
Prevailing Wage Compliance Officer: **Treasurer or Designee**
Records Commission: Superintendent, **Treasurer and Board President**
OHSA Compliance Officer: Superintendent or Designee
ADA Compliance Officer: Superintendent or Designee
Homeless Liaison: Jennifer Meyer
Foster Care Liaison: Jennifer Meyer
ESSA Foster Care Liaison : Jennifer Meyer

4. Board appointments for the following Administrative Committees:

Finance:	Mr. Bemis and Mr. Helmstetter
Personnel:	Mrs. Allen and Mr. Bemis
Facilities:	Mr. Helmstetter and Mrs. Ruggles
Policy:	Mrs. Allen and Mrs. Smith
School Safety:	Mr. Helmstetter and Mrs. Smith
Public Relations/ Communications	Mrs. Ruggles and Mrs. Smith

Motion: Allen; 2nd: Bemis ;

ROLL CALL: Allen: Aye, Bemis: Aye, Helmstetter: Aye, Ruggles: Aye, Smith: Aye.

2025-007

VI. ADJOURNMENT: Time: 7:13 p.m.

Motion: Smith; 2nd: Bemis;

ROLL CALL: Allen: Aye, Bemis: Aye, Helmstetter: Aye, Ruggles: Aye, Smith: Aye.

Motion Passed, and the Organizational meeting was adjourned.

Betsy Ruggles, Board President

Paul DeMarco, Treasurer

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