

# MONROEVILLE LOCAL SCHOOLS

## OFFICIAL RECORD OF PROCEEDINGS

April 21, 2025, Regular Meeting

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The Board of Education, Monroeville Local School District, Huron County, Ohio, met on this date in the Monroeville Athletic Community (MAC) Meeting Room.

The regular meeting called to order by President, Betsy Ruggles,  
Kristin Kaple-Jones, Superintendent and Paul DeMarco.

I. CALL TO ORDER (Time: 6:32 p.m.)

II. PLEDGE OF ALLEGIANCE

VI. MISSION STATEMENT:

The vision of the Monroeville Local School Board is Excellence in Education for all students. Our district assures each student a well-rounded educational program leading to rewarding careers. In addition, our district will foster students who are critical thinkers, creative problem solvers and socially responsible individuals. Through the collaboration of school, home and community, every Monroeville graduate will be well prepared for the global challenges of the 21<sup>st</sup> century.

VI. ROLL CALL

Allen: present Bemis: present Helmstetter: present Ruggles: present Smith: present.

2025-66

V. APPROVE AGENDA:

M: Allen 2<sup>nd</sup>: Bemis

Allen: aye - Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

VI. HEARING OF THE PUBLIC (Bylaw 0169.1) Public meeting notices are posted in the Central Office. If you are interested in being added to the Board's agenda under Public Participation, requests are to be made in the Central Office \*\*\*There shall be no negative public commentary directed at employees, Board members, students or members of the public in accordance

with Board policy. Such comments will only be heard in Executive Session, if appropriate, and determined by the Board President or presiding officer of the Board pursuant with Ohio Revised Code Section 121.22(G)(1)\*\*\*

- Mr. Greg Schafer addressed the Board. Mr. Schafer expressed his concern over the number of resignations of keys staff members and asked what the plan was to replace them.
- Mr. Chris Scherley addressed the Board and expressed his concerns of the lack of evaluations for the superintendent and treasurer of the past several years.

2025-67

**VII. APPROVAL OF MINUTES:**

Approve the regular meeting minutes of March 10, 2025, work session meeting minutes of March 24, 2025, and the Special Meeting minutes of April 7, 2025.

M: Helmstetter 2<sup>nd</sup>: Bemis

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

**VIII. OLD BUSINESS:**

none

**IX. NEW BUSINESS:**

- Jen Harvey addressed the Board and asked the Board to cover the cost of certain graduation expenses for students from the General Fund. For this to happen the Board will need to create a policy or procedure to identify which expenses should be covered by the General Fund rather than the Senior Class Fund.
- Mr. Ben Paul discussed the Ohio State Women's Volleyball Team Camp that some Monroeville athletes will be attending this July.
- 1<sup>st</sup> Reading of MLS Cash Reserve Policy: Mr. DeMarco explained the purpose of this policy.

**TREASURER'S REPORT:**

2025-68

- A.** Approve the financial reports as submitted for March 2025

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M: Allen 2<sup>nd</sup>: Helmstetter

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-69

- B.** Create fund 035: Termination Benefits with an initial transfer of \$250,000.

M: Smith 2<sup>nd</sup>: Bemis

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-70

- C.** Transfer the sum of \$1,250,000 to fund 070.

M: Smith 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-71

- D.** Accept the Payment in Lieu of transportation of \$180 for Jamie Stegman for the transportation of two students for the remainder of the 2024-25 school year.

M: Smith 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-72

- E.** Accept the attached Amended Appropriations for the FY25 School Year

M: Bemis 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-73

- F.** Approve the FY26 Classified Pay Scale as submitted

M: Ruggles 2<sup>nd</sup>: Helmstetter

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

## **SUPERINTENDENT'S REPORT:**

### **A. BUSINESS:**

April 21, 2024

2025-74

1. Approve the service agreement between Lorain County Educational Service Center (Lorain ESC) and Monroeville Local Schools for the 2025 – 2026 school Year.

M: Allen 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-76

2. Approve the service agreement between The Educator's School Safety Network and Monroeville Local Schools.

M: Smith 2<sup>nd</sup>: Helmstetter

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-77

3. Approve the 2025 – 2026 High School Elective Course Fees

M: Allen 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-78

4. Approve the contract for services between Monroeville Local Schools and The Association for Private Counseling for Service for the 2025 – 2026 school year

M: Ruggles 2<sup>nd</sup>: Helmstetter

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-79

5. Approve the 2 year subscription (7/1/25 – 6/30/27) with Vitis Technologies (LY \$1,164.00 Vitis / \$1,407.00 NOECA = \$2,571.00 total)

M: Helmstetter 2<sup>nd</sup>: Adams

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-80

6. Approve the service shared service agreement between North Point Educational Service Center (NPESC) and Monroeville Local Schools for the 2025 – 2026 school year.

M: Allen 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-81

**B. EMPLOYMENT:**

1. Approve Diane Kluding to provide up to two (2) days of lab instruction during summer 2025 for a high school student in order to meet course requirements paid at the tutor rate.

M: Smith 2<sup>nd</sup>: Bemis

2025-82

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2. Approve Morgan Griffith as the Preschool Intervention Specialist for the 2025 – 2026 school year (1 year contract), BA + 0 (contingent on submission of required paperwork)

M: Helmstetter 2<sup>nd</sup>: Smith

Allen: ney, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-83

3. Approve Joe Wasserman as a baseball volunteer for 2025 spring season

M: Dan 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-84

4. Approve the cafeteria stipends of \$500 to Debra Smith & Pat Whitacre for the additional supervisory roles for the 2025 - 2026 school year.

M: Allen 2<sup>nd</sup>: Helmstetter

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-85

5. Approve \$100 to Penny Sparks for transportation of food to St. Joseph School for the 2025 - 2026 school year.

M: Ruggles 2<sup>nd</sup>: Smith

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-86

6. Approve the cafeteria stipend of \$1,000 to Debra Smith for reports 2025 - 2026 school year.

M: Allen 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-87

7. Accept the following resignations:

- Tyler Scott, 7<sup>th</sup> and 8<sup>th</sup> Grade Science Teacher, effective June 2, 2025
- Shila Skinn, Comprehensive Science Teacher, effective at the conclusion of the 2024-2025 school year
- Coral Smith, Curriculum Director, effective July 31, 2025
- Lillian Gregory, 6<sup>th</sup> grade Math and Science Teacher, effective at the conclusion of the 2024-25 school year.
- William Butler, Elementary Principal, effective July 1, 2025 (resignation for the purpose of retirement).

\*Mrs. Gregory and Mr. Butler were added to the agenda on Monday April 21<sup>st</sup>, 2025 as an addendum.

M: Ruggles 2<sup>nd</sup>: Smith

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-88

8. Approve the following certified contracts (2025 – 2026):

- Shannon Adams – Step 27 (2 year contract)
- ~~Dustin Durbin – Step 3 (1 year contract)~~ (removed pending paperwork)

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- Rebecca Fahey – Step 5 (1 year contract)
- Austin Gossett – Step 1 (1 year contract)
- Kendra Hartman – Step 6 (1 year contract)
- Renee Jackson – Step 12 (1 year contract)
- Amy Jeremay – Step 16 (2 year contract)
- Diane Kluding – Step 14 (2 year contract)
- Melanie Lugo-Bowers – Step 2 (1 year contract)
- Tylor Nester – Step 13 (2 year contract)
- Monica Nuhfer – Step 12 (2 year contract)
- Kari Pisano – Step 19 (2 year contract)
- Alex Rogers – Step 2 (1 year contract)
- Eric Rogers – Step 11 (2 year contract)
- Teri Smith – Step 32 (2 year contract)
- Alayna Underwood – Step 13 (2 year contract)
- Stephanie Vanfleet – Step 12 (2 year contract)

M: Ruggles 2<sup>nd</sup>: Smith

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-89

9. Approve the following certified staff extra duty for 2025 – 2026 school year:

- Amanda Stieber, Elementary Student Council – Step 7
- Eric Rogers, Elementary Library Club – Step 3
- Robert Hayes, Band Director – Step 23
- Rebecca Fahey, Choir Director – Step 1
- Rebecca Fahey, Productions Director – Step 1
- Rebecca Fahey, Productions Instrumental Director – Step 1
- Melanie Lugo Bowers, Productions Assistant Director – Step 1
- Caroline Schnetzer-Gessling, Academic Challenge – High School – Step 23
- Laura Replogle, Senior Class Advisor – Assistant – Step 27
- Jennifer Harvey, Senior Class Advisor – Assistant – Step 16
- Caroline Schnetzer-Gessling, Junior Class Advisor – Assistant – Step 23
- Jen Harvey, Freshman Class Advisor – Step 16
- Scott Bauer, FFA – Step 21
- Laura Replogle, Yearbook – Junior High – Step 24
- Laura Replogle, Yearbook – High School – Step 28
- Eric Rogers, Library Club – Step 3
- Stephanie VanFleet, Media Club – Step 10
- Jennifer Harvey, National Honor Society – Step 22
- Caroline Schnetzer-Gessling, High School Student Council – Step 12
- Stephanie Vanfleet, High School Student Council – Step 8
- Laurie Replogle, Art Club – Step 10

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- Amber Whaley, Lead Mentor – Step 4
- Amber Whaley, Team Leader – Step 15
- Ben Paul, Athletic Director – Step 29
- Alex Rogers, Athletics Event Manager – Step 1
- Kari Pisano, Cheerleading – Junior High – Step 3
- Caroline Schnetzer-Gessling, Cheerleading Junior High Assistant – Step 9

M: Allen 2<sup>nd</sup>: Helmstetter

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-90

**10.** Approve the following non-certified contracts for 2025 – 2026 school year:

- Jessica Bellamy – Step 12 (2 year contract)
- Jennifer Clark – Step 24 (2 year contract)
- Susan Dugger – Step 1 (2 year contract)
- Melissa Harvey – Step 5 (2 year contract)
- Denise McMurray – Step 6 (2 year contract)
- Anthony Myers – Step 12 (2 year contract)
- Debra Myers – Step 4 (2 year contract)
- Brittini Myers – Step 9 (2 year contract)
- Daniel Robertson – Step 13 (2 year contract)
- Charles Sanders – Step 12 (2 year contract)
- Rebecca Schoolcraft – Step 21 (2 year contract)

M: Smith 2<sup>nd</sup>: Allen

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-91

**11.** Approve the following St. Joseph School non-certified contracts for 2025 – 2026 school year:

- Lindsey Gfell – Step 1 (2 year contract)
- Annette Lauber – Step 3 (2 year contract)

M: Bemis 2<sup>nd</sup>: Smith

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye



2025-92

- 12.** Approve the following noncertified supplemental contracts for 2025 – 2026 school year:

- Kayla Shaver, Majorettes – Step 5
- Jessica Bellamy, Junior Class Advisor – Assistant – Step 2
- Rebecca Jenks, Sophomore Class Advisor – Step 2
- Beth Clark, Robotics IQ Assistant – Step 1
- Jessica Bellamy, Junior High Drama Club – Director – Step 1
- Candi Kinn, Junior High Drama Club – Assistant – Step 1
- Jacklyn Sefcik, Cheerleading – Varsity – Step 3
- McKenna Dunlap – High School Cheer Assistant Coach, Step 0 (contingent on submission of required paperwork)\* Ms. Dunlap was added to the agenda on Monday April 21, 2025 as an addendum.

M: Dan 2<sup>nd</sup>: Allen

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-93

- 13.** Approve the following supplemental contracts for 2025 – 2026 school year:

- |                        |  |      |
|------------------------|--|------|
| • Tylor Nester<br>13   | Football - Varsity Head Coach          | Step |
| • Jake Underwood<br>4  | Football -Varsity Assistant Coach      | Step |
| • Brad Dunlap<br>22    | Football - Varsity Assistant Coach     | Step |
| • Tyler Scott<br>2     | Football – Varsity Assistant Coach     | Step |
| • Trevor Schafer<br>2  | Football – Varsity Assistant Coach (½) | Step |
| • Ryan Sowders<br>2    | Football – Varsity Assistant Coach (½) | Step |
| • Gail Rosser<br>2     | Cross Country – Head Coach             | Step |
| • Kendra Snook<br>16   | Volleyball – Head Coach                | Step |
| • Sarah Staley<br>4    | Volleyball – Assistant Coach           | Step |
| • Lillian Gregory<br>8 | Volleyball – Junior Varsity Coach      | Step |
| • Tylor Nester<br>11   | Fall Conditioning Director             | Step |

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• Ben Paul \$500.00	Football Field Marking	
• Tom Vitaz 0	Boys Basketball – Varsity Assistant	Step
• Austin Gossett 1	Boys Basketball – Junior Varsity Coach	Step
• Brandon Dresser 1	Boys Basketball – Freshman Coach	Step
• Ted Caldwell 10	Boys Basketball – 8th Grade Coach	Step
• Rickie Shiltz-Metarko 1	Boys Basketball – 7 <sup>th</sup> Grade Coach	Step
• Ryan Bohn 3	Girls Basketball – Varsity Head Coach	Step
• Corynne Schafer 2	Girls Basketball – 8 <sup>th</sup> Grade Coach	Step
• Corynne Schafer 2	Girls Basketball – 7 <sup>th</sup> Grade Coach	Step
• Jerrell Valliant 1	Wrestling – Head Coach	Step
• George Roeder 3	Wrestling – Junior High Head Coach	Step
• Lillian Gregory 8	Winter Conditioning Director	Step

M: Ruggles 2<sup>nd</sup>: Bemis

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-94

**14.** Approve the following volunteers for 2025 – 2026 school year:

Cross Country:

Lynette Nester

Football:

Don Clark  
Jason Kamann  
Ryan Watt  
Tyler Vitez  
Tyler Wasserman  
Chris McDonald

Volleyball:

Bill Orwig  
Cam Hedrick

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Boys Basketball:  
Cam Haver

Cheer:

Faith McCoy

\*Ms. McCoy was added to the agenda on April 21, 2025, as an addendum.

M: Allen 2<sup>nd</sup>: Helmstetter

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-95

15. Robert Fries Boys Basketball – Varsity Head Coach Step 1

M: Allen 2<sup>nd</sup>: Smith

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: **ABSTAIN**, Smith: aye

**C. DONATIONS:**

2025-96

1. Accept the following donations for Robotics:
- \$4,000.00 – Firelands Federal Credit Union
  - \$ 200.00 – Anonymous

M: Helmstetter 2<sup>nd</sup>: Ruggles

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-97

2. Accept the donation of \$500.00 – 1984 Champion Scholarship in the Honor of Norman C Roeder.

M: Smith 2<sup>nd</sup>: Allen

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

2025-98

3. Accept the donation from Amy Smiley at Pepperidge Farms of 10 cases of 100ct .5oz cheddar goldfish (1,000 pouches) – donation value \$110.00 for JH student snacks during state testing

M: Smith 2<sup>nd</sup>: Smith

Allen: aye, Bemis: aye, Helmstetter: aye, Ruggles: aye, Smith: aye

**X. DISCUSSION:**

Next Board Meeting: May 19<sup>th</sup>, 2025 6:30 pm.

2025-99

**I. EXECUTIVE SESSION:**

Section 121.22 of the Ohio Revised Code permits discussion in executive session for the following specified purposes: The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees or regulated individuals or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.

TIME IN: 7:22 p.m.

Mr. Dan Lautar (Board Counsel) was invited into Executive Session by the Board along with Mr. DeMarco and Dr. Kaple-Jones to discuss the discipline of a school employee.

Moved by Mr. Bemis Seconded by Mrs. Allen.

Allen: aye, Bemis: aye, Helmstetter: aye Ruggles: aye Smith: aye

2025-100

TIME OUT: 7:34 p.m.

M: Bemis 2<sup>nd</sup>: Smith

Allen: - Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

2025-101

The Board went back into Executive Session to discuss the discipline of a different public employee.

TIME IN: 7:35 p.m.

Moved by Allen Seconded by: Bemis

Allen: aye, Bemis: aye, Helmstetter: aye Ruggles: aye Smith: aye

2025-102

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TIME OUT: 7:45 p.m.

M: Allen 2<sup>nd</sup>: Bemis

Allen: - Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

2025-103

The Board re-entered Executive Session to discuss the employment of a public official.

TIME IN: 7:48 p.m.

Moved by Bemis Seconded by: Smith

Allen: aye, Bemis: aye, Helmstetter: aye Ruggles: aye Smith: aye

2025-104

TIME OUT: 8:10 p.m.

M: Bemis 2<sup>nd</sup>: Smith

Allen: - Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

2025-105

The Board re-entered Executive Session to discuss the discipline of a public employee.

Time In: 8:11

M: Ruggles 2<sup>nd</sup>: Bemis

Allen: aye Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

2025-106

Time Out: 8:21

M: Ruggles 2<sup>nd</sup>: Bemis

Allen: aye Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

2025-107

The Board re-entered Executive Session to discuss the employment of a public official.

Time In: 8:23

M: Smith 2<sup>nd</sup>: Ruggles

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Allen: aye Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

2025-108

Time Out: 8:33

M: Allen 2<sup>nd</sup>: Bemis

Allen: aye Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

2025-109

**XII. ADJOURNMENT:** 8:34 Time: p.m.

M: Bemis 2<sup>nd</sup>: Allen

Allen: - Bemis: aye Helmstetter: aye Ruggles: aye Smith: aye

Attest:

Board President:

Treasurer:

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