

**MAPLEWOOD CAREER CENTER**  
**Board Meeting Notes**  
**Organizational Meeting**  
**January 16, 2025**

**Organizational Meeting Convened: 5:00 p.m.**

**The meeting was called to order by President Pro Tem, Jay Kelsey.**

**The Pledge of Allegiance was led by visitor, Mary Kaley, and followed by a moment of silence.**

**Oath of Office was administered by Treasurer, Michelle Seckman:**

For three-year terms, starting January 1, 2025, through December 31, 2027:

Patricia Brett, James A. Garfield Representative

Joan Seman, Ravenna Representative

Mary Kaley, Southeast Representative

Mandy Minnick, Windham Representative

**Roll call:** All were present.

**Mary Kaley (Southeast Representative) was nominated and elected to the position of 2025 Board President and sworn in by Treasurer, Michelle Seckman. Mary Kaley assumed the duties of President and conducted the remainder of the meeting.**

**Roger Boltz (Field Representative) was nominated and elected to the position of 2025 Board Vice President and sworn in by Treasurer, Michelle Seckman.**

**The following recommendations were made by the Superintendent and motions were acted on by the Board:**

- Confirmed existing bylaws and policies in line with negotiated agreements.
- Set the time and place for regular Board meetings for the third Thursday of the month at 5:00 p.m., in the Lee W. Grimsley Board Room, beginning with the February 2025, meeting.
- Established a Board of Education service fund in the amount of \$20,000.00 for 2025.
- Authorized the Superintendent and Treasurer to submit proposals, establish fiscal accounts, receive, appropriate, advance, and transfer funds, and begin program operations when Board approval cannot be provided prior to grant deadlines. In such cases, specific grant information will be presented for Board approval at the next regular Board meeting.
- Authorized joining the following for 2025 calendar year (estimated fees): OACTS, OTC, the Ohio School Boards Association (O.S.B.A.), Fair School Funding Plan, Inc., and Portage Development Board.
- Authorized an electronic copy of the Board minutes to each Board member and dispensing with the reading of minutes at the meetings.
- Authorized the *Record-Courier* to be the official newspaper of general circulation for the school district.
- Authorized the Supervisor of Business Affairs or a designee of the Superintendent to write specifications and advertise for bids as defined by the Ohio Revised Code.
- Authorized the Supervisor of Business Affairs or a designee of the Superintendent to sell, without public auction, items of property no longer needed and with an aggregate value of less than \$10,000, as per the Ohio Revised Code.
- Appointed the Superintendent as representative for the Portage Area Schools Consortium and the Treasurer as alternate.
- Authorized the Superintendent to employ legal counsel.
- Authorized the Superintendent to employ personnel.
- Authorized the Superintendent to accept resignations.
- Authorized the Treasurer to modify, advance, and transfer within the adopted appropriations and to report said changes at the following meeting; authorized the Treasurer to pay bills for 2025; authorized the Treasurer to issue salary notices; authorized the Treasurer to request tax advances during 2025 from the County Auditor; authorized the Treasurer to invest interim funds during the 2025 calendar year; and authorized the Treasurer to determine fiscal materiality.

- Moved March 2025 Board of Education regular meeting from Thursday, March 20, 2025, to Wednesday, March 19, 2025.

**New Business:**

- Nominated and appointed **Mary Kaley** (Southeast Representative) as the O.S.B.A. Legislative Liaison for the 2025 calendar year.
- Nominated and appointed **Joan Seman** (Ravenna Representative) as the O.S.B.A. Student Achievement Liaison for the 2025 calendar year.
- Approved compensation to Board members, at the maximum rate allowable by law, for attendance at training programs provided by any organization that tailors professional development for school Board members during the 2025 calendar year.
- Approved a resolution approving limited authority of the Superintendent to approve change orders.
- Appointed the Mogadore representative as the school's representative on the Tax Incentive Review Council of Summit County.
- Appointed the Treasurer to act as the Maplewood Career Center Board of Education's designee to obtain three (3) hours of public records training via a curriculum approved by the Ohio Attorney General during the 2025 calendar year.

**Adjourned: 5:13 p.m.**