

St. Marys City Schools




Administrative Offices:
2250 State Route 66
St. Marys, OH 45885-9355
Phone: 419-394-4312
FAX: 419-394-5638
<http://www.smriders.net>

TO: Seth Hertenstein
FROM: Bill Ruane
DATE: October 12, 2018
RE: Written Warning

This memo constitutes a formal written warning for misconduct that recently came to my attention. As we discussed, your interactions last year with a student were in violation of Board Policy #3210 and #3213, as well as the Licensure Code of Professional Conduct for Ohio Educators. Your association and conduct with a student gave the appearance of impropriety and constitute conduct unbecoming of a professional educator. As a professional educator, it is paramount that you maintain appropriate staff/student boundaries so that our students' welfare is never harmed or perceived to be harmed. Going forward, you are not permitted to transport students in a private vehicle unless expressly authorized, in writing, by the appropriate administrator. Additionally, you are reminded that it is unprofessional and inappropriate for an educator to contact a student for reasons that are not directly related to curricular matters or co-curricular/extracurricular events or activities without prior approval of the principal. Failure to follow these directives or related Board policies will result in additional discipline, up to and including termination of employment. I have attached the policies referenced above for your review. If you have any question concerning them, please contact me immediately.

Acknowledgement of Receipt


Seth Hertenstein
Date 10/12/18

Cc: Mary Miller
Jim Hollman
Personnel File

Superintendent
Bill Ruane
419-394-4312

Treasurer
Robin Laman
419-394-4312

Director of Special
Education/Student Services
Cary Roehm
419-300-1458

Curriculum Director
Kim Overman
419-300-1406

Board of Education
Karl Dammeyer, President
Brian Little, Vice President
Chris Falk
Ronda Shelby
Ron Wilker