

**APOLLO CAREER CENTER
BOARD OF EDUCATION
RECORD OF PROCEEDINGS**

**REGULAR MEETING
JUNE 23, 2014**

I. Call to Order

The Apollo Career Center Board of Education met in regular session on Monday, May 23, 2014, in the community room of the Apollo Career Center. President Jackie Place called the meeting to order at 7:00 p.m.

II. Roll Call

Member	District	Appointment	
Mr. Ron Fleming	Ada	January 2013 – December 2014	Present
Mr. Dennis Fricke	Elida	January 2014 – December 2016	Present
Mr. Brad Fruchey	Bluffton	January 2014 – December 2016	Present
Mr. Todd Hager	Allen East	January 2013 – December 2014	Present
Mrs. Penny Kill	Spencerville	January 2014 – December 2016	Present
Mr. Bob Loescher	Shawnee	January 2013 – December 2014	Present
Mrs. Yvonne Marrs	Perry	February 2014 – December 2016	Present
Mr. Dan Marshman	Hardin Northern	February 2014 – December 2016	Present
Mrs. Jackie Place	Bath	January 2014 – December 2016	Present
Mr. Willie Sammetinger	Wapakoneta	January 2013 – December 2014	Present
Mr. Ned Stechschulte	Columbus Grove	January 2014 – December 2016	Present

III. Hearing of the Public/Visitors/Commendations

- Groundbreaking recap, Dana Dukes-Norton

IV. Approval of Previous Minutes (06-14-1)

The Record of Proceedings for the regular meeting held May 22, 2014, having been previously distributed, was found to be correct.

Mrs. Kill moved and Mr. Fruchey seconded the adoption of the same.

Upon the call of the roll, the vote was recorded as follows:

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

V. Financial Report (06-14- 2)

Mr. Hager moved and Mr. Fleming seconded the approval of the financial reports as presented by the Treasurer.

Investments:

<u>Type of Investment</u>	<u>Investment Amount</u>	<u>Investment Period</u>	<u>Rate</u>	<u>Bank</u>	<u>Interest</u>	<u>Earned</u>
ICS First Federal	39,702,298.66	05/01/14-05/31/14	0.450	First Federal ICS	14,829.02	(Monthly)
Star Ohio (Month End Bal.)	167.59	05/01/14-05/31/14	0.030	Provident	0.89	(Monthly)
Baird Public Investment Advisors	1,037,015.98	05/01/14-05/31/14	Varies	U.S. Bank	698.37	(Monthly)
Checking (Month End)	1,483,337.28	05/01/14-05/31/14	0.500	First Federal	738.88	(Monthly)
AEF Endowment Fund	<u>49,838.85</u>	05/01/14-05/31/14	N/A	Edward Jones		(Quarterly)
	\$2,570,359.70					

These investments represent all of Apollo's cash (not just the General Fund) as of the end of the month. The portfolio includes the General Fund, P.I. Fund, Cafeteria, Adult Education, all Trusts, Grants, and Student Activities.

Rates for \$500,000 as of June 14, 2014:

	<u>Money Mkt</u>	<u>30 days</u>	<u>60 days</u>	<u>90 days</u>	<u>6 mos.</u>	<u>1 year</u>	<u>2 years</u>
Huntington	----	----	----	----	----	----	0.60
United Family of Banks	----	0.01	----	0.01	0.05	0.15	0.35
Fifth Third	----	----	0.10	0.15	0.25	0.35	0.55
Star Ohio	0.03	----	----	----	----	----	----
Treasuries	----	0.02	----	0.04	0.07	0.10	0.42
Com Paper	----	----	0.06	0.08	0.10	----	----

Appropriations and Estimated Resources

- Adopt the Final FY 2014 Permanent Appropriations in the amount of \$78,028,596.91.
- Adopt the Final FY 2014 Estimated Resources in the amount of \$80,792,846.92.
- Adopt the FY 2015 Temporary Appropriations in the amount of \$9,845,555.00.

Financial Activities

<u>Advances From</u>	<u>To</u>	<u>Amount</u>
General Fund	Student Built House	\$2,000.00
001-7410-920	011-5210-9909	
Total Advances		\$2,000.00

Upon the call of the roll, the vote was recorded as follows:

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

VI. New and Recommended Matters

A. Personnel: Contract Action, Salary Notices, and Authorization (06-14-3)

Mr. Fricke moved and Mr. Stechschulte seconded the approval of the following personnel matters, pending criminal investigation checks for all employees and certificated personnel meeting certification/ licensure requirements as determined by the Ohio Department of Education:

1. Adult Evening Manager Job Description

- a. Adopt new Adult Evening Manager Job Description as presented in **Attachment 1**.

2. Administrative Appointments and Salaries

- a. Hire Marcee Graymire, Adult Evening Manager, on a one-year contract for the 2014-15 program year, effective July 1, 2014, at Step 1 on the Administrative Salary Schedule.
- b. Adopt the following Administrative Salary Schedules for the 2014-15 school year:

Administrators initially hired prior to June 26, 2011:

Administrative Salary Schedule 2014-15					
Position	Days Worked	Comparative Significance			
		1 st Year	2 nd Year	3 rd Year	4 th Year
Certified Administration					
Director	230	1.47	1.51	1.55	1.59
Supervisor	225	1.34	1.38	1.42	1.46
Classified Administration					
Facility Manager	* 230	1.20	1.24	1.28	1.32
Technology Manager	* 230	1.20	1.24	1.28	1.32

2014-15 Base Factor: \$270.71 (1.5% increase)

- ◇ + \$800 Longevity Step for an Administrator on 1st year after Step 4
- ◇◇ + \$500 Longevity Step for an Administrator on 2nd year after Step 4

* Authorize Roy Gillespie and Dick Schroyer the option to be paid for up to 10 days of vacation each fiscal year beginning July 1, 2014, and ending December 31, 2016.

Placement on the Salary Schedule:

Doug Bodey	Step 4 ◇◇	High School Director
Roy Gillespie	Step 4 ◇◇	Facility Manager
Dave Hochstetler	Step 4 ◇◇	Instructional Supervisor (203 work days)
Bruce Johnson	Step 4 ◇◇	Instructional Supervisor
Dick Schroyer	Step 4 ◇◇	Technology Manager
Rick Turner	Step 4 ◇◇	Adult Director

c. Administrators initially hired after June 26, 2011:

Administrative Salary Schedule 2014-15					
Position	Days Worked	Comparative Significance			
		1 st Year	2 nd Year	3 rd Year	4 th Year
Certified Administration					
Supervisor	225	1.34	1.38	1.42	1.46
Classified Administration					
Adult Evening Manager	230	1.20	1.24	1.28	1.32
Marketing Manager	225	.946	.986	1.026	1.0666

2014-15 Base Factor: \$253.75 (1.5% increase)

- ✧ + \$800 Longevity Step for an Administrator on 1st year after Step 4
- ✧✧ + \$500 Longevity Step for an Administrator on 2nd year after Step 4

Placement on the Salary Schedule:

Jamie Buell	Step 1	Instructional Supervisor
Pam Downing	Step 3	Instructional Supervisor
Dana Dukes-Norton	Step 4	Marketing Manager
Marcee Graymire	Step 1	Adult Evening Manager

- Nick Earl, Dean of Students, shall be paid a salary of \$62,200 for the 2014-15 school year (193 days).

3. Certified

- a. Hire Colette Knutzen, Intervention Specialist, on a limited one-year contract for the 2014-15 school year, on Salary Schedule D-6.
- b. Hire the following part-time adult education instructors for the **2013-14 program year**, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 22, 2013, (Motion 04-13-3):
 - Brian Christopher, Law Enforcement
 - Douglas Timmerman, Law Enforcement
- c. The pay schedule for part-time adult education instructors for the 2014-15 program year, as approved April 28, 2014 (Motion 04-14-3), is effective June 29, 2014.
- d. Hire the following part-time adult education instructors for the **2014-15 program year**, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 28, 2014, (Motion 04-14-3):
 - Tim Abbott, Motorcycle
 - Tiffany Herron, LPN
 - Michael Seiner, Fire
 - Michael Wilson, Motorcycle
- e. Hire Joyce Tracy, ABLE Coordinator, for the 2014-15 program year, hours as assigned and worked, at \$35 per hour.
- f. Adopt new Licensed Practical Nurse Instructor Job Description as presented in **Attachment 2**.

4. Classified

a. Approve the FY15 Regular Classified Salary Schedules as presented in Attachment 3.

b. Approve all employees eligible for vacation to accumulate 30 days of vacation, effective July 1, 2014. Vacation days shall never accumulate to more than 30 days.

c. Regular Classified Contracts – 2014-15:

1. Issue One-Year Classified Contract

(Effective July 1, 2014 – June 30, 2015)

Michael Hamlin	PP-1
John Wheeler	H-2 R/R

2. Issue New Two-Year Classified Contract

(Year 1 of 2-year contract July 1, 2014-June 30, 2016)

Joan Barton	GG-12
Debra Cross	LL-2
Ron Coonrod	LL-4
Kayce Prinsen	FF-7

3. Issue Classified Salary Notices

(Year 2 of 2-year contract July 1, 2013 – June 30, 2015)

Seth Allen	LL-5
Joy Baeumel	QQ-9

4. Issue New Continuing Contract

(Effective July 1, 2014)

Michele Keller	FF-9
Donna Patrick	FF-9

5. Issue Classified Salary Notices

(Existing Continuing Contracts)

Tonya Bukowski	G-8
Kim Cadle	GG-6
Tevyn Gronas	J-10
Janet Halker	F-14
Brent Hamilton	L-14
Nancy Hilden	M-14
Greg Hillard	J-14
Matt Kentner	P-6
Connie Klima	F-14
Gary Leach	H-14
Sheryl Maier	K-14
Mike Makar	L-6

Amy Mauk	F-14
Jan Mays	J-14
Deb McKivison	G-14
Nancy Mohler	G-7
Kathy Page	F-14
Sandi Piehl	G-14
Mark Preston	H-14
Laura Reynolds	G-14
Chris Smith	P-4
Peg Sterne	E-14
Norbert Suever	J-12
Jan Towey	F-14
Gary Wheeler	L-6
Tammy Wheeler	L-11

- d. Approve new Truck Driving Manager Job Description as presented in Attachment 4, pages 19-22.
- e. Appoint Jim Rosen as Truck Driving Manager for a period of one year, beginning July 2, 2014, as a retired/rehired employee at 70% of step 6 of Salary Schedule OO.
- f. Issue Gerri Smith, Cafeteria Manager, a salary notice for year two of a two year contract, beginning July 1, 2013, through June 30, 2015, on Classified Manager Salary Schedule N-8.
- g. Issue Sandi Piehl a \$3,058 stipend for assistant treasurer duties to be performed during the 2014-15 school year.
- h. Issue Brent Hamilton a \$3,075 supplemental shift supervisor stipend for shift supervisor responsibilities to be performed during for the 2014-15 school year.
- i. Hire Gary Leach, effective July 1, 2014, as a Building Project Support Specialist/Maintenance Associate at a rate of an additional \$5,700/year.
- j. Approve chaperone pay and preapproved in-service participation on a non-duty day for non-certified staff, at \$75 per day, for the 2014-15 school year.
- k. Hire the following classified part-time personnel on a one-year contract for the 2014-15 school year (effective June 30, 2014), hours as assigned and worked:

	2014-15 Hourly Rates	
Carla Blymyer	\$13.52	P-T Cafeteria Worker
Carla Blymyer	\$11.67	P-T Custodian
Angela Carver	\$13.13	P-T Teaching Assistant
Shelly Caudill	\$13.52	P-T Cafeteria Worker, P-T Teaching Assist.
Marcia Clay	\$15.00	* P-T Bus Driver/Trainer
Miriam Dienhart	\$11.67	Cafeteria Sub
Mary Fiedler	\$11.67	Cafeteria Sub, Garden Café Sub
Kacie Green	\$12.02	Secretarial Sub, P-T Adult Secretary
Judy Horlander	\$13.93	P-T Teaching Assistant
Kelly Klima	\$11.67	Secretarial Sub

Dawn Lambert	\$13.52	P-T Teaching Assistant
Dawn Lambert	\$12.02	Maintenance/Receiving Secretary Sub
Kristina Lochner	\$11.67	Cafeteria Sub
Deb Lowther	\$12.02	Secretarial Sub, P-T Adult Secretary
Carol McDonald	\$24.77	District Office Secretarial Sub
Dora Moritz	\$11.67	Cafeteria Sub
Dorothy Morris	\$11.67	Secretarial Sub
Dorothy Morris	\$21.51	District Office Secretarial Sub
Anna Mumma	\$11.67	Adult Ed Teaching Assistant Sub
Ryan O'Neill	\$11.67	P-T Technology Support
Howard Rhinock	\$15.00	* Bus Driver Sub
Lori Riley	\$14.07	P-T Cafeteria Worker
Barb Risner	\$12.02	P-T Teaching Assistant
Jennifer Swanger	\$11.67	Secretarial Sub
Jacob Ward	\$11.67	P-T Custodian

Part-time hourly employees listed above who have worked at least 120 days over the last 3 years will receive a 3% increase in their hourly rate for FY15.

* Bus Drivers

If a driver has more than two hours of down time between driving, the hourly rate is reduced to \$10.00 per hour after the first two hours. If the down time is less than two hours, the rate remains at \$15.00 per hour.

On overnight trips, the driver receives an hourly rate of \$15.00 while driving. The driver will also receive a downtime rate of \$10.00 per hour between the hours of 8:00 a.m. and 5:00 p.m. and the remainder of the trip is a flat rate of \$75.00.

Upon the call of the roll, the vote was recorded as follows:

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechsulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

B. Other Business (Motion 06-14-4)

Mr. Fruchey moved and Mr. Loescher seconded the adoption of the following motions and resolutions:

1. House Project Bid

Authorize the Superintendent to enter into a 6 month real estate agreement with Yocum Realty, and Duane Ridenour as agent, to sell the 2013-14 student-built house, located at 4982 Shoshone Trail, Lima, Ohio.

2. Mileage Reimbursement Rate – FY15

Set the mileage reimbursement rate at 56 cents per mile, effective July 1, 2014, through June 30, 2015, to reflect the current IRS rate.

3. Insurance Bid – FY15

Approve the FY15 Property, Fleet & Liability insurance bid of \$34,723 to S.O.R.S.A. through Stolly Insurance.

4. 2014-15 High School Calendar Correction

Approve the corrected Apollo High School Master Calendar for the 2014-15 school year (as presented), reflecting the deletion of a Waiver Day originally scheduled for September 26, 2014.

5. Northwest Ohio Area Computer Services Cooperative (NOACSC)

Approve the Service Contract with Northwest Ohio Area Computer Services Cooperative for FY15.

Upon the call of the roll, the vote was recorded as follows:

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

VII. Reports and Information

- A. Board of Education
- B. Director of High School Programs
- C. Director of Adult Programs
- D. Superintendent
- E. Instructional Supervisor

VIII. Executive Session (Motion 06-14-5)

Mr. Fricke moved and Mrs. Kill seconded the motion that the Board of Education retire to Executive Session pursuant to Ohio Revised Code Section 121.22 (G) for the following reason(s):

- Discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.
- Consider the purchase of property for public purposes or the sale of property at competitive bidding;
- Conference with the Board’s attorney to discuss matters which are the subject of pending or imminent court action;
- Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees;
- Matters required to be kept confidential by federal law or rules or state statutes;
- Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

Upon the call of the roll, the vote was recorded as follows:

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

The Apollo Career Center Board of Education retired to executive session at 7:55 p.m. and reconvened at 7:59 p.m.

IX. Adjournment (Motion 06-14-6)

Mr. Fricke moved and Mrs. Kill seconded the motion to adjourn.

Upon the call of the roll, the vote was recorded as follows:

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

The Apollo Career Center Board of Education adjourned at 8:02 p.m.