

**APOLLO CAREER CENTER
BOARD OF EDUCATION**
Record of Proceedings
Organizational & Regular Meetings
January 14, 2016
7 p.m.

Record of Proceedings – Organizational Meeting

I. Call to Order

The Apollo Career Center Board of Education met for its Organizational and Regular Meetings on Thursday, January 14, 2016, in the Board Room of the Apollo Career Center. Mr. Dennis Fricke, acting as President Pro Tem, called the meeting to order at 7 p.m.

II. Roll Call

Member	District	Appointment	
Mr. Ron Fleming	Ada	January 2015 – December 2017	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 2015 – December 2017	Present
Mrs. Penny Kill	Spencerville	January 2014 – December 2016	Present
Mr. Bob Loescher	Shawnee	January 2015 – December 2017	Present
Mrs. Jackie Place	Bath	January 2014 – December 2016	Present
Mr. Dan Marshman	Hardin Northern	January 2014 – December 2016	Present
Mr. Willie Sammetinger	Wapakoneta	January 2015 – December 2017	Present
Mrs. Yvonne Marrs	Perry	January 2014 – December 2016	Present
Mr. Ned Stechschulte	Columbus Grove	January 2014 – December 2016	Present

III. Election of Officers

A. Nominations for President (Motion 10-16-1)

The President Pro Tem requests nominations for the position of President of the Apollo Career Center Board of Education. (Nominations do not require seconds.)

Mr. Stechschulte nominated Mr. Fleming for President.

Mrs. Place moved that the nominations for the position of President be closed. Mr. Hager seconded the motion.

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

Mr. Fleming	<u>Abstained</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>		

B. Election of President (Motion 10-16-2)

The President Pro Tem called for the vote.

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

Mr. Fleming	<u>Abstained</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>		

Mr. Fleming was elected President of the Apollo Career Center Board of Education for 2016.

C. Nominations for Vice President (Motion 10-16-3)

Mr. Fleming assumed the presidency and requested nominations for the position of Vice President of the Apollo Career Center Board of Education. (Nominations do not require seconds.)

Mrs. Place nominated Mr. Hager for Vice President.

Mrs. Place moved that the nominations for the position of Vice President be closed.
Mr. Stechschulte seconded the motion.

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>Abstained</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

D. Election of Vice President (Motion 10-16-4)

The President called for the vote.

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>Abstained</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

Mr. Hager was elected Vice President of the Apollo Career Center Board of Education for 2016.

IV. Other Business (Motion 10-16-5)

Mr. Fricke moved and Mrs. Kill seconded the approval of the following motions:

A. 2016 Board Meeting Dates

That the Regular monthly meetings of the Apollo Career Center Board of Education be held on the fourth Monday of each month at 7 p.m. (unless specified otherwise) at Apollo Career Center, 3325 Shawnee Road, Lima, Ohio.

February 22
March 28
April 25
May 26 at 8:30 p.m. (Thursday)
June 27
July 25
August 22
September 26
October 24
November 28
December 13 at 8:00 p.m. (Tuesday)

B. Board Service Fund

That a Board Service Fund of Twenty Thousand Dollars (\$20,000) be established for the purpose of paying expenses of members of the Board of Education and their representatives which are incurred in the performance of their duties, for paying expenses of their office representatives when sent out of the district, and for paying expenses of community citizens who are called upon to advise the Board on matters of designated importance.

C. OSBA Legislative Liaison

That Mrs. Place represent the Apollo Career Center Board of Education as Legislative Liaison to the Ohio School Boards Association for 2016.

D. OSBA Student Achievement Liaison

That Mrs. Kill represent the Apollo Career Center Board of Education as Student Achievement Liaison to the Ohio School Boards Association for 2016.

E. Apollo Educational Foundation Liaison

That Mrs. Place represent the Apollo Career Center Board of Education as Liaison to the Apollo Educational Foundation Board of Trustees for 2016.

F. Board of Education Designees

That a committee of the Board of Education be established to serve as a designee of the Apollo Career Center Board of Education in cases where an appeal is requested relative to an expulsion of an Apollo Career Center student.

The President appointed the following Board members as designees for 2016, and authorized the Superintendent to involve other Board members when the need arises:

Mr. Fricke, Mrs. Kill and Mr. Stechschulte

G. Advance Draw

To approve the request for advance draws by authorizing the following resolution:

BE IT RESOLVED by the Board of Education of the Apollo Joint Vocational School District, Counties of Allen, Auglaize, Hancock, Hardin, Putnam, and Van Wert, State of Ohio:

SECTION I. That the auditors of each and any of the counties of Allen, Auglaize, Hancock, Hardin, Putnam, and Van Wert be and said auditors are hereby requested to issue an order to the Treasurer of said county or counties to pay the Treasurer of the Board such funds as may be available for distribution;

SECTION II. That the President or Vice-President is hereby authorized to sign and the Treasurer to countersign the necessary documents to secure the semi-annual settlement with the county treasurers during the fiscal year;

SECTION III. That the authorization herein contained shall extend to any advances that may be requested during the fiscal year;

SECTION IV. That the Treasurer of the Apollo Career Center Board of Education be and is hereby authorized and directed to certify a copy of this resolution to such county auditors as may be necessary to make this resolution effective and operative.

H. Appointment of Administrative Official

To authorize the Superintendent to serve as the purchasing agent and administrative official with full authority to enter into contracts up to \$50,000 for the Board of Education during 2016.

I. Retention of Legal Counsel

To approve the retention of legal services of Scott, Scriven & Wahoff for 2016 under a retainer of \$250 per month for routine legal issues and at their hourly rate for more complex and time-consuming services, such as negotiations.

J. Institutional Memberships

Authorize the Superintendent to renew the following institutional memberships:

- OSBA (Ohio School Boards Association)
- OACTS (Ohio Association of Career-Technical Superintendents)
- Ohio ACTE (Ohio Association of Career-Technical Education)

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>		

Record of Proceedings – Regular Meeting – January 14, 2016

I. Hearing of the Public

II. Approval of Previous Minutes (Motion 1R-16-1)

The Record of Proceedings for the Regular Meeting held on December 8, 2015, having been previously distributed, were found to be correct.

Mrs. Place moved and Mrs. Kill 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. Stechsulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

III. Financial Report (Motion 1R-16-2)

Mr. Loescher moved and Mr. Stechsulte 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 Earned</u>	
Huntington Investment Corp	\$3,750,000.00	12/01/15-12/31/15	Varies	Huntington Inv Corp	467.12	(Monthly)
First Federal (ICS)	13,549,151.59	12/01/15-12/31/15	0.450	First Federal ICS	5,004.53	(Monthly)
Star Ohio (Month End Bal.)	43,452.48	12/01/15-12/31/15	0.240	Provident	5.73	(Monthly)
RedTree (formerly Baird Public)	1,047,440.08	12/01/15-12/31/15	Varies	U.S. Bank	1,000.48	(Monthly)
Checking (Month End)	3,094,236.00	12/01/15-12/31/15	0.500	First Federal	897.10	(Monthly)
AEF Endowment Fund	<u>55,597.50</u>	10/01/15-12/31/15	0.045	Edward Jones	<u>3,782.35</u>	(Quarterly)
Total	\$21,539,877.65			Total	\$11,157.31	

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 January 7, 2016:

	<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	----	----	----	0.50	0.60	0.80	1.25
United Family of Banks	----	0.01	----	0.01	0.05	0.15	0.25
Fifth Third	----	----	----	0.50	0.60	0.85	0.95
Star Ohio	0.31	----	----	----	----	----	----
First Federal	----	0.05	----	0.05	0.05	0.20	0.50
Treasuries	----	0.21	----	0.21	0.47	0.67	0.99
Com Paper	----	0.30	0.40	0.54	----	----	----

Financial Activities:

<u>Transfer From</u>	<u>To</u>	<u>Amount</u>
General Fund 001-7200-910	Termination Benefits Fund 035-5100	\$300,000.00

Amounts and Rates Resolution

WHEREAS, this Board of Education, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing July 1, 2016; and

WHEREAS, the Budget Commission of Allen County, Ohio, has certified its actions thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, by the Board of Education of the Apollo Joint Vocational School District, Allen County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED
AND COUNTY AUDITOR'S ESTIMATED TAX RATES
APOLLO JOINT VOCATIONAL SCHOOL**

FUND	Amount to be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimated Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	\$3,925,963			1.700
Permanent Improvement	\$795,157			0.500
Classroom Facilities	\$395,986			0.190
Bond Retirement	\$1,408,728			0.610
TOTAL	\$6,525,834	\$0	0.0	3.000

FUND BOND RETIREMENT & PERMANENT IMPROVEMENT			Rate to Be Levied	County Auditor's Estimate of Yield of Levy
Classroom Facilities	10 Years	5/7/2013	0.19	\$395,241
Bond	28 Years	5/7/2013	0.21	\$484,972
Bond	28 Years	5/7/2013	0.40	\$923,756
Permanent Improvement Levy	Continuing	11/8/2005	0.50	\$820,255
TOTAL			1.30	\$2,624,224

And be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of Allen County.
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>		

IV. New and Recommended Matters

A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 1R-16-3)

Mr. Fruchey moved and Mrs. Kill seconded the approval of the following personnel matters, pending criminal investigation check for all personnel and for teaching personnel meeting certification/licensure requirements as determined by the Ohio Department of Education.

1. Administrators' Notification of Expiring Contracts

- a. Notify the following administrators that his/her contract expires June 30, 2016, and they have a right to request an executive session with the Board of Education to discuss the same:
 - Dana Dukes-Norton, District Marketing Manager
 - Nick Earl, Dean of Students
 - Roy Gillespie, Facility Manager
 - Marcee Graymire, Adult Evening Manager
 - Bruce Johnson, Instructional Supervisor
 - Dick Schroyer, Technology Manager

2. Resignations/Retirements

- a. Accept the resignation of Shelly Grimm, Elida Marketing Instructor, effective June 3, 2016.
- b. Accept the resignation of Margaret (Peg) Sterne, Cafeteria Secretary, effective March 18, 2016, for the purpose of retirement.
- c. Accept the resignation of Brenda Tiffner, Sports and Exercise Science Instructor, effective June 1, 2016.

3. Certified

- a. Hire Doug Corwin, Public Safety Program Manager, on a 183 day contract prorated for the remainder of the 2015-16 program year (91 days), on Salary Schedule A-10, effective January 4, 2016.
- b. Hire the following part-time adult education instructor for the 2015-16 program year, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 27, 2015 (Motion 04-15-3):
 - Ralph Long, Jr., Fire Coordinator
- c. Hire Dawn Stechsulte, substitute, for the 2015-16 school year, days as assigned and worked at \$105 per day.

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. New Business (1R-16-4)

Mrs. Kill moved and Mr. Fricke seconded the adoption of the following motions:

1. Mileage Reimbursement

Set staff mileage reimbursement rate at 54 cents per mile, effective January 1, 2016, as determined by the IRS.

2. Auction of Printer

Approve the public auction of a Heidelberg 2-color Print Master 2003 press on Friday, February 5, 2016, at 11:00 a.m. in the Apollo Career Center Treasurer’s office with a minimum bid of \$25,000 and authorize the Treasurer to accept the highest bid.

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. Reports and Information

- A. Board of Education
- B. Director of High School Programs
- C. Director of Adult Programs
- D. Instructional Supervisor
- E. Friends of Apollo/Apollo Education Association
- F. Superintendent

VII. Executive Session (Motion 1R-16-5)

Mr. Hager 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):

- To consider the appointment ____, employment ____, dismissal ____, discipline ____, promotion ____, demotion ____, or compensation ____, of a public employee or official; (check which one or more of the purposes for which the executive session is to be held).

- To consider the investigation of charges or complaints against a public employee, official, licensee or regulated individual, (unless the public employee, official, licensee or regulated individual requests a public hearing).
- To consider the purchase of property for public purposes or the sale of property at competitive bidding;
- Conference with the Board's attorney concerning disputes involving the Board that are the subject of pending or imminent court action;
- Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- Matters required to be kept confidential by federal law or regulations or state statutes;
- Details relative to the security arrangements and emergency response protocols for the District where disclosure of the matters discussed could reasonably be expected to jeopardize the security of the District.

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 7:56 p.m. and reconvened at 8:22 p.m.

VIII. Adjournment (Motion 1R-16-6)

Mr. Loescher moved and Mr. Fruchey 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 8:23 p.m.

Ron Fleming, President

Greg Bukowski, Treasurer