

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

**REGULAR MEETING  
APRIL 24, 2017**

**I. Call to Order**

The Apollo Career Center Board of Education met in regular session on Monday, April 24, 2017, in the Board Room. President Todd Hager called the meeting to order at 7:00 p.m.

**II. Roll Call**

<b>Member</b>	<b>District</b>	<b>Appointment</b>	
Mr. Ron Fleming	Ada	January 2015 – December 2017	Present
Mr. Dennis Fricke	Elida	January 2017 – December 2019	Present
Mr. Brad Fruchey	Bluffton	January 2017 – December 2019	Present
Mr. Todd Hager	Allen East	January 2015 – December 2017	Present
Mrs. Penny Kill	Spencerville	January 2017 – December 2019	Present
Mr. Bob Loescher	Shawnee	January 2015 – December 2017	Present
Mrs. Jackie Place	Bath	January 2017 – December 2019	Present
Mr. Dan Marshman	Hardin Northern	January 2017 – December 2019	Present
Mr. Willie Sammetinger	Wapakoneta	January 2015 – December 2017	Present
Mrs. Yvonne Marrs	Perry	January 2017 – December 2019	Present
Mr. Ned Stechschulte	Columbus Grove	January 2017 – December 2019	Present

**III. Hearing of the Public**

**IV. Approval of Previous Minutes (Motion 4-17-1)**

The Record of Proceedings for the Regular Meeting held on March 27, 2017, and the Special Meeting held on April 10, 2017, having been previously distributed, were found to be correct.

Mrs. Kill moved and Mrs. Place 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 Reports (Motion 4-17-2)**

Mr. Fricke moved and Mr. Stechschulte seconded the approval of the financial reports as presented by the Treasurer.

**Investments: Time Period 03/01/17-03/31/17**

<b>Type of Investment</b>	<b>Investment Amount</b>	<b>Investment Period</b>	<b>Rate</b>	<b>Bank</b>	<b>Interest Earned</b>	
Huntington Investment Corp	\$2,499,693.50	03/01/17-03/31/17	Varies	Huntington Inv Corp	9,861.65	(Monthly)
First Federal (ICS)	1,755,834.18	03/01/17-03/31/17	0.750	First Federal ICS	948.02	(Monthly)
Star Ohio (Month End Bal.)	4,348,312.67	03/01/17-03/31/17	0.870	Provident	2,685.09	(Monthly)
RedTree (formerly Baird Public)	4,061,085.32	03/01/17-03/31/17	Varies	US Bank	2,165.40	(Monthly)
Multi Bank Investments (4 CDs)	3,675,000.00	03/01/17-03/31/17	Varies	Pershing	5,219.62	(Varies)
Checking (Month End)	256,053.25					
AEF Investment Fund	247,091.75	01/01/17-03/31/17	Varies	Edward Jones	5,972.06	(Quarterly)
AEF Endowment Fund	89,848.86	01/01/17-03/31/17	Varies	Edward Jones	3,012.46	(Quarterly)
<b>Total</b>	<b>\$16,932,919.53</b>			<b>Total</b>	<b>\$29,864.30</b>	

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 April 17, 2017:

	<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>
Star Ohio	0.99	----	----	----	----	----	----
First Federal	----	0.03	----	0.04	0.05	0.20	0.50
Treasuries	----	0.76	----	0.81	0.94	1.03	1.21
Com Paper	----	0.83	0.90	0.98	----	----	----

**GAAP Contract**

Approve the Auditor of State’s Office contract for FY18 GAAP preparation, not to exceed \$5,000.

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 (Motion 4-17-3)**

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

1. **Out-of-State Travel**

Approve out-of-state travel for Natalie Stuttler to attend an ASM (American Society for Metals) Material Science teacher’s camp, at the University of Michigan in Ann Arbor, Michigan, July 17-21, 2017. A grant provided by ASM will pay for housing, meals, all materials and curriculum.

**2. Supplemental Assignments Compensation FY 2018**

Authorize the Superintendent to contract with all regular contract staff for periodic supplemental assignments, including, but not limited to emergencies, repairs, special projects and technology help desk at \$22 per hour; company-specific customized instruction, instructional improvement and other mission-specific work at \$25 per hour, or \$150 per day by the Collective Bargaining Agreement, for the 2017-18 school year.

**3. Certified**

a. Issue Nikki Rettig 15 extended days for FY 2017.

b. Approve Memorandums of Understanding with the Apollo Education Association for the 2017-18 school year, as presented.

- MOU 2017-18 (#1) Perry Satellite Business Education Instructor
- MOU 2017-18 (#2) Bluffton Satellite Family & Consumer Science Instructor
- MOU 2017-18 (#3) DIT Coordinator Work Schedule
- MOU 2017-18 (#4) Calamity Day(s) Make Up (Moodle Portal)

c. Substitutes 2017-18

Hire the following substitutes for the 2017-18 school year, days as assigned and worked, at \$105 per day:

Terry Bailey	Roland McCormick
Jill Bakies-Lewis	Peggy Miller
Michele Beggan	Lynn Nagel
Shannon Bohle	Stephanie Noble
Tracy Brown	Michael O'Connor
Margaret Curtis	Phil Odenweller
Nick Ebbing	Kylee Prater
Michele Elliott	Lori Riley
Todd Erb	Celia Risner
Gary Evans	Lou Seddelmeyer
James Fraley	Karen Semple
Sherry Graham	Todd Skaggs
Shelly Grimm	Dawn Stechschulte
Rhonda Hawk	Jennifer Swanger
Judy Horlander	Leticia Thompson
Gregory Hover	Joyce Tracy
Mary Kales	Mark Vaughn
Wayne Kentner	

d. Teaching Assistants (Substitute Role) FY 2018

Compensate regular high school teaching assistants an additional \$35 per day if licensed and used in a substitute position during the 2017-18 school year.

e. Adult Ed Part-time Employees FY 2017

Hire the following part-time adult education employee(s) for FY 2017, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 27, 2016 (Motion 04-16-3):

- Michael Dicke
- Micah French
- Jennifer Johnides
- Duane Jones
- Kimberly Napier

**(Motion 4-17-3)**

f. Adult Ed Part-time Employee Pay Rates FY 2018

Adopt the following pay schedule for part-time adult education employees, for FY 2018:

<b>Position</b>	<b>Pay Rate</b>
Public Safety Services Ratio Instructors	\$13.25 /hr.
Second Safety Services Instructors	\$16/hr.
CPR Instructors and Courses non-reimbursable by ODE	\$21/hr.
Reimbursable Courses	\$22/hr.
ABLE Instructors	\$22/hr.
Heavy Equipment, Law Enforcement and Fire/Public Safety Instructors when performing program coordination duties	\$24/hr.
Motorcycle Instructors performing repair and retest	\$26/hr.
Motorcycle Instructors	\$442 per Basic Motorcycle Rider's Course
Customized Industry Instructors; Registered Nurses teaching STNA, I.V. Therapy and LPN courses; and Hourly Program Managers	\$28/hr.
Individuals successfully completing the 86-hour CDL Instructor Training Program and are then employed by Apollo will be paid an additional \$100 per pay for the first four pays of employment	

g. Part-time Adult Instructors FY 2018

1. Hire the following part-time adult education employees for FY 2018, hours as assigned and worked, per hourly rates as presented above:

Joseph Adams  
 Shawn Allgire  
 Georgina Babcock  
 Tom Bader  
 Brian Bailey  
 Patricia Beams  
 Ann Benfield  
 Brian Berheide  
 Richard Berning  
 Lisa Brackney

Emily Brodman  
 Anthony Brookhart  
 Gregory Browder  
 Dustin Brunner  
 Cody Bryer  
 John Bucher  
 Shelly Burden  
 Tammy Butt  
 Weeba Bylsma  
 Peter Citerin

Stella Clark  
Patricia Clum  
Michele Collins  
Douglas Corwin  
David Coulter  
George Cox  
Larry Crist  
Donald Croy  
Christopher Cummings  
Dick Darlington  
Eugene Davis  
George Davis  
Gary Devier  
Michael Dicke  
Steven Downey  
Vern Dunlap  
Jennifer Dyer  
Denise Early

Terri Edwards  
Sharon Eilerman  
Cris Elstro  
Linda Emmons  
Mandie Erford  
Wendy Fannin  
Inara Febus  
David Ferrand  
Patricia Floro  
Dennis Foxvog  
LeAnnette Frail  
Colt Freeman  
Micah French  
Kelly Friesner-Gephart  
Todd Gardner  
Jeffrey Garman  
Walter George  
Neil Goodwin  
Cathie Gordon  
Kenneth Gray  
Austin Hardin  
Paul Harris  
Michael Harrod  
Linda Hart  
Terry Hedges  
Andrew Heffner  
Barbara Heffner  
Marsha Hefner  
Jordan Hempker  
Donald Hinkle Jr.  
Jessica Hoehn  
Cheryl Holbrook  
Russell Holly  
Norene Holmes  
Robert Howard  
Ruth Huffman

Kristina Hunter  
Travis Jackson  
Jennifer Johnides  
Duane Jones  
Cindy Kaufman  
Angela Keas  
Terry Kemmann  
John Kerner  
Anthony Kilburn  
Ronald Kill  
Kendall Krites  
Ralph Long, Jr.  
Ralph Long, Sr.  
Greg Lowry  
Dode Makley  
Ginger Marman  
Bonnie Martin  
Brooks Mason

Shelly Matjevich  
Sandra McDonnell  
Sarah Mesker  
Kimberly Meyer  
Tracy Meyer  
Eldon Miller  
Matthew Morgan  
Devin Morning  
Patrick Mullen  
Patrick Murphy  
Kimberly Napier  
Derek Newland  
Angela Niemeyer  
Jeff Orphal  
Marcia Osenga  
James Painter  
Joseph Payne  
Norma Penn  
Marc Pescosolido  
Grant Peterson  
Crystal Plumpe  
Jeffrey Pratt  
Carrie Prince  
Toby Prinsen  
Aaron Ralston  
John Rammel  
Jeff Rampe  
Tom Rampe  
Tiffany Randall  
Scott Risner  
Michelle Robinson  
Patti Rodman  
Alex Rompilla Sr.  
Mary Roof  
Jim Rosen  
Robert Rowland

Jessica Sanders  
Elaine Sawmiller  
Vincent Scheid  
Michael Seiner  
Mark Seitz  
Jeb Sheidler  
Tasha Sheipline  
Joy Shepherd  
Mason Shepherd  
Steven Shoffstall  
Benjamin Showalter  
Stephanie Showalter  
Nancy Sidey  
Todd Skaggs  
Meri Skilliter  
Rick Skilliter  
Chris Smith  
Eric Snapp  
Brenda Snyder

Eric Stammen  
Steve Stechschulte  
Roger Steinbrunner  
Tyler Steinke  
Daryl Styer  
Jennifer Swanger  
Joyce Tracy  
Janelle Walters  
Ruth Ann Ward  
Christopher Warnecke  
Joshua Warnecke  
Joe Warnement  
Robert Warren  
Chad Weaver  
Brad Webb  
Pam Weippert  
Robert Widener  
Michael Wilson  
Brock Yingling

2. Hire Jodi Wireman, ABLE Coordinator, for FY 2018, hours as assigned and worked at \$35 per hour.
3. Hire Joyce Tracy, Assistant ABLE Coordinator, for FY 2018, hours as assigned and worked at \$27 per hour.
4. Hire Jessica Hoehn, Assistant ABLE Coordinator, for FY 2018, hours as assigned and worked at \$27 per hour.

**4. Classified**

- a. Adopt the new and revised Classified Job Descriptions and Evaluation Documents as presented.
- b. Hire the following NR Test Proctors for FY 2017, hours as assigned and worked at \$13 per hour:
  - Matthew Hammons
  - Lucas Hasting
  - Scott Jacobs
- c. Hire Dawn Lambert as a part-time secretary for FY 2017, hours as assigned and worked, at \$11.67 per hour.
- d. Hire Jim Rosen as Truck Driving Manager for FY 2018, hours as assigned and worked at \$35 per hour.
- e. Hire the following student workers, hours as assigned and worked at \$9 per hour:

**Vehicle Maintenance FY 2017**

- Fernando Garcia, Auto Technology junior/Perry
- Lucas Phillips, Auto Technology junior/Perry

Technology Services – Summer 2017

- Adam Carver, Automated Manufactory Technology senior/Shawnee
- f. Approve the following Cell Phone Guidelines for the 2017-18 school year:
- Approve an annual stipend for ownership of a personal cell phone for district business, as a condition of employment, per the conditions identified in Policy and Administrative Guidelines for the Superintendent’s Administrative Assistant at an annual rate of \$480.
  - Approve an annual stipend for ownership of a personal cell phone for Maintenance Associates and Technology Support Specialists at an annual rate of \$300.
  - The cell phone stipend is payable at 25% of the annual stipend amount at the end of each quarter (September 30, December 31, March 31, and June 30) of the fiscal year.
  - All other district employees incurring cell phone expense for district business will be reimbursed based on proper documentation submitted to the Treasurer on the monthly expense form.

**5. Resignation**

- a. Accept the resignation of Pam Downing effective June 30, 2017.

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>		

**B. New Business (4-17-4)**

Mr. Fleming moved and Mrs. Place seconded the adoption of the following resolutions and motions:

**1. Satellite Programs 2017-18**

Approve Satellite Program Standards & Maintenance Agreements for the 2017-18 school year, as listed below and presented.

Bath	Family & Consumer Science
Bluffton	Career Based Intervention Family & Consumer Science
Elida	Agribusiness/Agricultural Science Building & Property Maintenance Construction Foundations Family & Consumer Science
Perry	Business Education

	Family & Consumer Science
Shawnee	Culinary Arts Wood Technology/Construction
Wapakoneta	Manufacturing Technologies

**2. F.A.S.T. Agreement 2017-18**

Approve the agreement between Apollo Career Center and the Functional Accelerated Sports Training (F.A.S.T.) facility located at 3477 S. Dixie Hwy., Lima, Ohio, to conduct labs for the Sports Fitness & Exercise Science program during the 2017-18 school year, effective August 1, 2017 through May 31, 2018, as presented.

**3. Ohio Senate Bill 210 Nutrition Standards**

SB 210 requires school districts to set standards for all food and beverages sold to students during the school day and to annually report compliance to the Board of Education. Shelly Caudill, cafeteria manager, reported on April 11, 2017, that Apollo Career Center is in compliance with Senate Bill 210's Certification of Standards governing types of food and beverages sold on school premises.

**4. Bus and Van Driver Physicals**

Appoint doctors at St. Rita's Occupational Health as providers for physical examinations for Apollo school bus and van drivers, as required per Ohio Administrative Code 3301-83-07, for the remainder of the 2016-17 school year and the 2017-18 school year.

**5. Calamity Days Alternative Make-Up Plan Resolution**

WHEREAS, the Apollo Career Center Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in section 3313.482 of the Ohio Revised Code and

WHEREAS, section 3313.88 authorizes a board of education to adopt a make-up plan by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such days of closure;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED THAT the Apollo Career Center Board of Education hereby approves the plan as presented.

**6. 2017 Student Scholarships**

Approve awarding the following 2017 High School Student Scholarships and Awards at Senior Honors Night, May 25, 2017:

- Outstanding Program Student Awards \$500 each
- Superintendent Scholarship \$500
- Board of Education Scholarship \$500
- Scott Coffey Memorial Scholarship \$500
- Wanda Smith Memorial Scholarship \$750
- Christian Neff Memorial Scholarship \$1,000
- FFA Scholarship \$1,000
- Diamond Manufacturing Academic Scholarship \$1,000
- Randall Bearings Academic Scholarship \$1,000
- Touchstone Construction Academic Scholarship \$1,000
- Smith-Boughan Academic Scholarship \$1,000
- Tuttle Construction Academic Scholarship \$1,000
- D.W. Miller Award \$100 gift card
- Golden Hammer Award

**7. ABLE Partnership Memorandum of Understanding – FY 2018**

Authorize the Superintendent to enter into a one-year Memorandum of Understanding with Vantage Career Center, effective July 1, 2017, through June 30, 2018, to act as fiscal agent for the ABL program in Allen, Auglaize, Mercer, Paulding and Van Wert Counties, as presented.

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. Executive Session (Motion 4-17-5)**

Mr. Fricke moved and Mr. Fleming 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 X, 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 7:16 p.m. and reconvened at 7:29 p.m.

**VIII. Other Business**

**A. Treasurer Appointment (Motion 4-17-6)**

Mrs. Kill moved and Mr. Fricke seconded the motion to hire Maria Rellinger as Treasurer of Apollo Career Center for three years, effective August 1, 2017, through July 31, 2020, per the employment contract as presented.

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>		

**B. Treasurer Transition Services (Motion 4-17-7)**

Mrs. Place moved and Mr. Fricke seconded the motion to hire Maria Rellinger as Assistant Treasurer for transition services per the contract as presented.

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>		

**IX. 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

**X. Adjournment (Motion 4-17-8)**

Mr. Loescher moved and Mr. Sammetinger 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 7:52 p.m.