

**APOLLO CAREER CENTER
BOARD OF EDUCATION**

RECORD OF PROCEEDINGS

REGULAR MEETING

APRIL 25, 2016

I. Call to Order

The Apollo Career Center Board of Education met in regular session on Monday, April 25, 2016, in the Board Room. President Ron Fleming called the meeting to order at 7:00 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	Absent
Mr. Brad Fruchey	Bluffton	January 2014 – December 2016	Absent
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	Absent
Mr. Willie Sammetinger	Wapakoneta	January 2015 – December 2017	Absent
Mrs. Yvonne Marrs	Perry	January 2014 – December 2016	Present
Mr. Ned Stechschulte	Columbus Grove	January 2014 – December 2016	Present

III. Hearing of the Public

IV. Approval of Previous Minutes (Motion 4-16-1)

Approve the Record of Proceedings for the Regular Meeting held on March 28, 2016, having been previously distributed, were found to be correct.

Mrs. Kill moved and Mr. Loescher 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>Abstained</u>
Mr. Fricke	<u>Absent</u>	Mr. Marshman	<u>Absent</u>
Mr. Fruchey	<u>Absent</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Absent</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

Mr. Fruchey arrived at 7:05 p.m. and Mr. Fricke arrived at 7:07 p.m.

Financial Reports (Motion 4-16-2)

Mrs. Place moved and Mr. Hager 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	3,500,000.00	03/01/16-03/31/16	Varies	Huntington Inv Corp	626.37	(Monthly)
First Federal (ICS)	13,564,360.20	03/01/16-03/31/16	0.450	First Federal ICS	5,182.92	(Monthly)
Star Ohio (Month end balance)	2,666,175.04	03/01/16-03/31/16	0.450	Provident	441.69	(Monthly)
RedTree (formerly Baird Public)	1,050,239.97	03/01/16-03/31/16	Varies	U.S. Bank	588.10	(Monthly)
Checking (Month End)	1,643,059.06	03/01/16-03/31/16	0.500	First Federal	709.01	(Monthly)
AEF Endowment Fund	<u>56,610.31</u>	01/01/16-03/31/16	0.045	Edward Jones	<u>1,012.81</u>	(Quarterly)
Total	\$22,480,444.58			Total	\$8,560.90	

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 18, 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	----	----	----	0.40	0.50	0.65	1.00
Fifth Third	----	----	----	0.40	0.50	0.55	0.85
Star Ohio	0.48	----	----	----	----	----	----
First Federal	----	----	----	0.05	0.05	0.20	0.50
Treasuries	----	0.19	----	0.22	0.37	0.53	0.74
Com Paper	----	0.41	0.47	0.55	----	----	----

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>Absent</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Absent</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

V. New and Recommended Matters

A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 4-16-3)

Mr. Stechschulte moved and Mrs. Kill 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 Sheryl Diglia and two students to attend the HOSA Leadership Conference in Nashville, TN, June 21-26, 2016.

2. Supplemental Assignments Compensation 2016-17

Authorize the Superintendent to contract with all regular contract staff for periodic

supplemental assignments, including, but not limited to reimbursable adult education instruction, emergencies, repairs, special projects and technology help desk at \$21 per hour; company-specific customized instruction, instructional improvement and other mission specific work at \$25 per hour, or \$150 per day by Collective Bargaining Agreement, for the 2016-17 school year.

3. Certified

a. Approve Memorandums of Understanding with the Apollo Education Association for the 2016-17 school year, as presented.

- MOU 2016-17 (#1) Perry Satellite Business Education Instructor
- MOU 2016-17 (#2) Bluffton Satellite Family & Consumer Science Instructor
- MOU 2016-17 (#3) DIT Coordinator Work Schedule
- MOU 2016-17 (#4) Calamity Day(s) Make Up (Moodle Portal)

b. Summer School Tutors

Hire the following as math and OGT study/testing tutors during online summer school (2016), hours as assigned and worked, at \$22 per hour:

- Angela Carver
- Michael Clark
- Judy Horlander

c. Substitutes 2015-16

Hire the following substitutes, for the 2015-16 school year, days as assigned and worked, at \$105 per day:

- Wayne Kentner
- Phil Odenweller

d. Substitutes 2016-17

Hire the following substitutes for the 2016-17 school year, days as assigned and worked, at \$105 per day:

Terry Bailey	Martha Kahle
Michele Beggan	Wayne Kentner
James Benfield	Cindi Kimmett
Peter Citerin	Angela Niemeyer
Megan Conner	Stephanie Noble
Margaret Curtis	Michael O'Connor
Nick Ebbing	Phil Odenweller
Michele Elliott	Kylee Prater
Todd Erb	Lori Riley
Gary Evans	Celia Risner
James Fraley	Lou Seddelmeyer
Lindsay Fraley	Karen Semple
Sherry Graham	Dawn Stechschulte
Karla Hamrick	Jennifer Swanger
Rhonda Hawk	Eric Temple
Judy Horlander	Mark Vaughn
Gregory Hover	

e. Teaching Assistants (Substitute Role) 2016-17

Compensate regular high school teaching assistants an additional \$35 per day if licensed and used in a substitute position during the 2016-17 school year.

f. Adult Ed Part-time Instructors FY 2016

Hire the following part-time adult education instructor(s) for FY 2016, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 27, 2015 (Motion 04-15-3):

- Dustin Brunner, Fire

g. Adult Ed Part-time Instructor Pay Rates FY 2017

Adopt the following pay schedule for part-time adult education instructors, for the FY 2017:

Position	Pay Rate
Public Safety Services Ratio Instructors	\$12.25 /hr.
Second Safety Services Instructors	\$15/hr.
CPR Instructors and Courses non-reimbursable by ODE	\$20/hr.
Reimbursable Courses	\$21/hr.
ABLE Instructors	\$22/hr.
Heavy Equipment, Law Enforcement and Fire/Public Safety Instructors when performing program coordination duties	\$23/hr.
Motorcycle Instructors performing repair and retest	\$26
Motorcycle Instructors	\$442 per Basic Motorcycle Rider's Course
Customized Industry Instructors & Registered Nurses teaching STNA, I.V. Therapy, and LPN courses	\$27/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.	

h. Part-time Adult Instructors FY 2017

1. Hire the following part-time adult education instructors for FY 2017, hours as assigned and worked, per hourly rates as presented above:

Tim Abbott	Gregory Browder
Georgia Adams	Dustin Brunner
Joseph Adams	John Bucher
Shawn Allgire	Shelly Burden
Georgina Babcock	Tammy Butt
Tom Bader	Weeba (Walt) Bylsma
Brian Bailey	Gary Cearns
Patricia Beams	Peter Citerin
David Belton	Patricia Clum
Brian Berheide	Michele Collins
Richard Berning	David Coulter
Ben Berryman	George Cox
Kimberly Boerger	Larry Crist
Emily Brodman	Donald (Drew) Croy

Christopher Cummings
Eugene Davis
Brendan Deere
Gary Devier
Darlington Dick
Steven Downey
Vern Dunlap
Denise Early
Terri Edwards
Sharon Eilerman
Cris Elstro
Linda Emmons
Mandie Erford
Wendy Fannin
Inara Febus
David Ferrand
Patricia Floro
Dennis Foxvog
Leannette Frail
Todd Gardner
Jeffrey Garman
Walter George
Neil Goodwin
Cathie Gordon
Todd Gordon
Kenneth Gray
Jerry Greer
Austin Hardin
Michael Harmon
Cathy Harris
Paul Harris
Margaret Haas
Michael Harrod
Brooke Hedges
Andrew Heffner
Barbara Heffner
Marsha Hefner
Eric Helms
Jordan Hempker
Christopher Herron
Jessica Hoehn
Cheryl Holbrook
Russell Holly
Hazel Holmes
Norene Holmes
Robert Howard
Ruth Huffman
Kristina Hunter
Nancy Hustak
Travis Jackson
William Johnson
Cindy Kaufman
Angela Keas
Terry Kemmann

John (Ted) Kerner
Anthony Kilburn
Douglas Kill
Ronald Kill
Jennifer Knueven
Kendall Krites
Kimberly Leopold
Ralph Long, Jr.
Ralph Long, Sr.
Gregory Lowry
Dode Makley
Brooks Mason
Shelly Matijevich
Ryan McCullough
Kimberly Meyer
Eldon Miller
Michael Miller
Matthew Morgan
Devin Morning
Walter Moyler
Patrick Mullen
Patrick Murphy
Derek Newland
Angela Niemeyer
Anna Kay Nuesmeyer
Jeff Orphal
James Painter
Joseph Payne
Marc Pescosolido
Grant Peterson
Crystal Plumpe
Jeffrey Pratt
Heather Rabley
Aaron Ralston
John Rammel
Jeff Rampe
Tom Rampe
Tiffany Randall
Teresa Richard
Michelle Robinson
Patti Rodman
Alex Rompilla, Sr.
Robert Rowland
Jessica Sanders
Elaine Sawmiller
Jeffrey Sawmiller
Vincent Scheid
Jeb Scheidler
Michael Seiner
Mark Seitz
Kevin Sheidler
Jeb Sheidler
Joy Shepherd
Tara Shepherd

Mason Shepherd
Benjamin Showalter
Stephanie Showalter
Nancy Sidey
David Simons
Meri Skilliter
Rick Skilliter
Jennifer Smith
Eric Snapp
Brenda Snyder
Eric Stammen
Steve Stechschulte
Roger Steinbrunner
Bill Steinke
Tyler Steinke
Anthony Stinebaugh
Daryl Styer

Jennifer Swanger
Joyce Tracy
Janelle Walters
Ruth Ann Ward
Christopher Warnecke
Joshua Warnecke
Robert Warren
Chad Weaver
Pamela Weippert
Ray Wenck
Robert Widener
Michael Wilson
Jodi Wireman
Kenny Wireman
Samuel Wireman
Debra Workman
William Wortman

2. Hire Joyce Tracy, ABLE Coordinator, for FY 2017, hours as assigned and worked at \$35 per hour.
3. Hire Jodi Wireman, Assistant ABLE Coordinator, for FY 2017, hours as assigned and worked at \$27 per hour.

4. Classified

- a. Adopt the revised Adult Ed Administrative Assistant (Career Enhancement/Financial Support) Job Description, as presented.
- b. Hire Elizabeth Hobbs, Adult Ed Administrative Assistant (Career Enhancement/Financial Support), for the balance of FY16, effective May 2, 2016, on salary schedule GG-5.
- c. Hire the following adult education National Registry test proctors for FY 2016, hours as assigned and worked at \$13 per hour:
 - Dalton Yenser
 - Staci Wenninger
- d. Hire the following student workers for Technology Services, hours as assigned and worked at \$9.00 per hour:
 - Samuel DuBois, Computer Information Support senior/Shawnee, summer 2016
 - Adam Carver, Automated Manufactory Technology junior/Allen East, summer 2016 and possibly during the 2016-17 school year
- e. Approve the following cell phone guidelines for the 2016-17 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.

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>Absent</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Absent</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

B. New Business (4-16-4)

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

1. Wireless Access Points

**APOLLO CAREER CENTER BOARD OF EDUCATION
RESOLUTION REGARDING THE PURCHASE OF WIRELESS ACCESS POINTS**

WHEREAS, the Board of Education, through its E-Rate consultant, submitted an application for an E-Rate discount with the Universal Service Administrative Company for the purchase and installation of up to 150 Wireless Access Points, computer hardware for instructional purposes;

WHEREAS, the application process included a Request for Proposal, a twenty-eight day bid posting period and the selection of the lowest responsible bidder;

WHEREAS, VEC Inc. submitted the lowest responsible bid for a total cost of one hundred nineteen thousand four hundred and four dollars and seventy cents (\$119,404.70);

THEREFORE, BE IT RESOLVED by the Apollo Career Center Board of Education that the Board of Education awards the bid to VEC, Inc. and authorizes the Treasurer and Superintendent to enter into a contract with them;

BE IT FURTHER RESOLVED that the Board of Education authorizes and approves the purchase and installation of the Wireless Access Points, computer hardware for instructional purposes, for a total cost of one hundred nineteen thousand four hundred and four dollars and seventy cents (\$119,404.70).

2. Video Wall and Sound System

Authorize the Treasurer to advertise for bids for a Video Wall and Sound System in the Commons including furnishing all materials, equipment and labor necessary to perform all work in accordance with the drawings and as set forth in the specifications prepared by BCL IT CONSULTING, Inc., 8013 Eagle Ridge Drive, West Chester, Ohio 45069.

3. Internet Service Contract

Direct the Treasurer and Superintendent to enter into a contract, as presented, with the Northwest Ohio Area Computer Services Cooperative (NOACSC) for Internet Service at a connection speed of 1GB for five years, at an annual charge of \$49,800, beginning July 1, 2016, through June 30, 2021.

4. F.A.S.T. Agreement 2016-17

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 2016-17 school year, effective August 1, 2016 through May 31, 2017, as presented.

5. Satellite Programs 2016-17

Approve Satellite Program Standards & Maintenance Agreements for the 2016-17 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	Family & Consumer Science Wood Technology/Construction
Wapakoneta	Manufacturing Technologies

6. Board Policies

Adopt the following new and revised policies as proposed by OSBA Policy Service and reviewed and recommended by the Policy Committee:

AFC-1	Evaluation of Professional Staff
GCB-2-R	Professional Staff Contracts and Compensation Plans
GCN-1	Evaluation of Professional Staff
EEA	Student Transportation Services
EEACC	Student Conduct on District Managed Transportation
EEACD	Drug Testing for District Personnel Required to Hold a Commercial Driver's License
JFCC	Student Conduct on District Managed Transportation

7. 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 5, 2016, 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.

8. 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 3317.01 of the Ohio Revised Code and in excess of the number of days authorized in section 3313.48; and

WHEREAS, section 3313.88 authorizes a board of education to file an annual plan with the Ohio Department of Education by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such excess days;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED THAT the Apollo Career Center Board of Education hereby approves the plan as presented and authorizes its filing with the Ohio Department of Education. (See Attachment 5, pages 29-30.)

9. Garden Café Prices

Adopt new Garden Café lunch buffet prices, effective with the 2016-17 school year, as follows:

- Adults, \$7
- Children (Ages 4-12), \$3
- Children (Age 3 and under), No charge

10. Student Scholarships

Approve awarding the following student scholarships at Senior Honors Night, May 26, 2016:

- | | |
|---|-----------------|
| • D.W. Miller Award | \$100 gift card |
| • AEA Scholarship | \$500 |
| • Board of Education Scholarship | \$500 |
| • Mark Coomer Memorial Bass Club Award | \$500 for tools |
| • Medical Mutual of Ohio Scholarship | \$500 |
| • Scott Coffey Memorial Scholarship | \$500 |
| • Superintendent Scholarship | \$500 |
| • Wanda Smith Memorial Scholarship | \$750 |
| • Apollo Education Foundation Scholarship (2) | \$1,000 each |
| • Christian Neff Memorial Scholarship | \$1,000 |
| • FFA Scholarship | \$1,000 |
| • Straight A Scholarship | \$1500 |
| • Golden Hammer Award | |

11. Bus and Van Driver Physicals

Appoint doctors at Lima Memorial Hospital 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 2015-16 school year and the 2016-17 school year.

12. ABLE Partnership Memorandum of Understanding – FY 17

Authorize the Superintendent to enter into a one-year Memorandum of Understanding with Vantage Career Center, effective July 1, 2016, through June 30, 2017, to act as fiscal agent for the ABLE 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>Absent</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Absent</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. Adjournment (Motion 4-16-5)

Mrs. Kill moved and Mr. Loescher 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>Absent</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Absent</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 8:07 p.m.