

**APOLLO CAREER CENTER
BOARD OF EDUCATION**

RECORD OF PROCEEDINGS

**REGULAR MEETING
JULY 24, 2017**

I. Call to Order

The Apollo Career Center Board of Education met in regular session on Monday, July 24, 2017, in the Board Room. President Todd Hager 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 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	Absent
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 07-17-1)

A. Approve the following corrections to the April 24, 2017, Record of Proceedings:

1. Supplemental Assignments Compensation FY 2018 (Motion 4-17-3, Item 2)

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, **effective with the second pay of July 2017.**

2. Part-time Adult Education Pay Schedule FY 2018 (Motion 4-17-3, Item 3-f)

Adopt the following pay schedule for part-time adult education employees, for FY 2018, **effective with the second pay of July 2017.**

Position	Pay Rate
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	

B. The Record of Proceedings for the Regular Meeting held on June 22, 2017, having been previously distributed were found to be correct.

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

V. **Financial Reports (Motion 07-17-2)**

Mrs. Place moved and Mr. Fruchey seconded the approval of the financial reports as presented by the Treasurer.

Investments: Time Period 06/01/17-06/30/17

Type of Investment	Investment Amount	Investment Period	Rate	Bank	Interest Earned	
Huntington Investment Corp	\$2,499,693.50	06/01/17-06/30/17	Varies	Huntington Inv Corp	212.33	(Monthly)
First Federal (ICS)	1,515,372.35	06/01/17-06/30/17	0.750	First Federal ICS	923.57	(Monthly)
Star Ohio (Month End Bal.)	3,221,099.23	06/01/17-06/30/17	1.070	Provident	3,057.71	(Monthly)
RedTree (formerly Baird Public)	4,064,129.46	06/01/17-06/30/17	Varies	US Bank	1,223.49	(Monthly)
Multi Bank Investments (4 CDs)	3,675,000.00	06/01/17-06/30/17	Varies	Pershing	738.68	(Varies)
Checking (Month End)	255,570.00					
AEF Investment Fund	253,144.79	04/01/17-06/30/17	Varies	Edward Jones	6,053.04	(Quarterly)
AEF Endowment Fund	<u>91,540.37</u>	04/01/17-06/30/17	Varies	Edward Jones	<u>1,691.51</u>	(Quarterly)
TOTAL:	\$15,575,549.70				\$13,900.33	

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 13, 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>
Fifth Third	0.95	N/A	1.00	1.10	1.30	10.40	1.70
Star Ohio	1.11	----	----	----	----	----	----
First Federal	----	0.03	----	0.10	0.10	0.75	1.00
Treasuries	----	0.84	----	1.03	1.14	1.24	1.38
Com Paper	----	1.02	1.06	1.10	----	----	----

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

VI. Executive Session (Motion 07-17-3)

Mrs. Kill moved and Mrs. Marrs 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 X, 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>Absent</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 7:08 p.m. and reconvened at 7:15 p.m.

VII. New and Recommended Matters

A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 07-17-4)

Mrs. Kill moved and Mr. Fruchey 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. Administrative

- a. Employ Judy Wells as Superintendent of Apollo JVSD for a period of one year, commencing August 1, 2017, per amended contract as presented.
- b. Hire Greg Bukowski as Treasurer Consultant on an as as-needed basis, at his current per diem rate.

2. Resignation

- a. Accept the following resignations:
 - Rick Mack, effective August 31, 2017
 - Nicole Rettig, effective July 31, 2017

3. Certified

- a. Compensate Lynne Nagel, high school substitute, \$200 (daily rate) for escorting Cosmetology students to Columbus for State Board testing on June 23, 2017.
- b. Hire Matthew Reynolds as Advanced Manufacturing Careers instructor on a one-year contract for FY 2018, on Salary Schedule A-10.
- c. Hire Justin Rigsby as Multimedia Technology instructor on a one-year contract for FY 2018, on Salary Schedule A-10.
- d. Hire Meridith Seech as social studies teacher on a one-year contract for FY 2018, on Salary Schedule A-1.
- e. Hire the following teachers for math tutoring during summer school (2017), hours as assigned and worked, at \$22 per hour:
 - Stephanie Hemmelgarn
 - Colette Knutzen
- f. Hire the following part-time adult education employees for FY 2018, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 24, 2017:
 - James Augsburger, DIT/Welding
 - Cindy Jones, Special Interest/Healthy Living
 - Wayne Kentner, Truck Driving and Heavy Equipment
 - David Kimmet, EMT
 - Alexandra Myers, Spa Technology
 - Derek Ricker, MIT/MET
 - Dana Ridenour, Dental Assistant
 - Alex Rompilla, Jr., Computers

- Ronald Silbaugh, Jr., DIT/Electricity
- Steven Sykes, Motorcycle

- g. Approve the Allied Medical Careers Instructor job description as presented.
- h. Hire Jennifer Kohl as English teacher on a one-year contract for FY 2018, on Salary Schedule D-10.

4. Classified

- a. Hire Charlotte Howbert as secretarial sub for FY 2018, hours as assigned and worked, at \$12 per hour.
- b. Hire the following as teaching assistants for FY 2018, on a one-year contract, hours as assigned and worked at \$17.50 per hour:
- Roger Mathews, Auto Collision Technology & Automotive Technology
 - Elaine Sawmiller, Construction & Equipment Technology

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

B. Administrative – Instructional Supervisor (Motion 07-17-5)

Mr. Fricke moved and Mrs. Place seconded the motion to hire Nick Sammetinger as Instructional Supervisor on a one-year contract for FY 2018, effective August 1, 2017, per the following Administrative Salary Schedule:

Administrators initially hired after June 26, 2011:

FY 2018 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		1 st Year	2 nd Year	3 rd Year	4 th Year
Supervisor	225	1.34	1.38	1.42	1.46

FY 2018 Base Factor: \$265.33

Placement on the FY 2018 Salary Schedule:

Nick Sammetinger Step 1 Instructional Supervisor

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

VIII. New Business (Motion 07-17-6)

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

A. High School Student Handbook/Conduct Code

Adopt the High School Student Handbook including the Student Conduct Code for the 2017-18 school year, as presented.

B. Adult Student Handbook

Approve the following changes to the 2017-18 Adult Career Enhancement Classes Student Handbook:

Page 50: Graduation Requirements

Delete: ~~Student must have obtained cumulative attendance of 90 percent and grade average of 74 percent~~

Add: Students must have met the attendance and grade requirements of their individual program.

Page 53: Readmission/Leave of Absence Policy

Add: Students applying for readmission must obtain approval from the Adult Director before final admittance into a program.

C. OSBA Delegate and Alternate

Appoint Mr. Fricke as official delegate and Mr. Hager as alternate for the OSBA Capital Conference to be held at the Greater Columbus Convention Center, November 12-14, 2017.

D. OSBA Travel Expenses Resolution

Travel Related to Official Duties While Serving OSBA

Whereas, the Apollo Joint Vocational School District is a member of the Ohio School Boards Association (OSBA); and

Whereas, the OSBA is an association created for the purpose of fulfilling and advancing the JVSD statutory mandate by working for the general advancement of public education in Ohio, for the desirable and efficient working relationships among boards of education, school administrators, teachers and the public, and to maintain channels for exchange of ideas among and distribution of information to school districts to provide better and more effective public service to public schools; and

Whereas, Apollo JVSD Board of Education member Penny Kill will serve as a Trustee and Team Member of the OSBA in the year of 2017; therefore

NOW BE IT RESOLVED that the Apollo JVSD Board of Education determines that Penny Kill's service as Trustee and Team Member of the OSBA, and travel in that role, is related to her official duties as a member of the Apollo JVSD Board of Education; and

That any travel expenses paid for Penny Kill's travel to OSBA conferences, seminars, and similar events during the year of 2017 are ordinary, customary and necessary provided that the travel expenses are the lesser of: (1) the amount that the Apollo JVSD allows to be reimbursed for travel to the destination; or (2) the current per diem rate set by the United States General Services Administration for travel to the destination.

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>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 07-17-7)

Mr. Loescher 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>Absent</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 7:35 p.m.