

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**RECORD OF PROCEEDINGS**

**REGULAR MEETING  
JULY 25, 2016**

**I. Call to Order**

The Apollo Career Center Board of Education met in regular session on Monday, July 25, 2016, in the Board Room. President Ron Fleming 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 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. Hearing of the Public**

Opportunity for comments regarding the re-employment of retiring employee: Gary Leach, Maintenance Associate.

**IV. Approval of Previous Minutes (Motion 07-16-1)**

The Record of Proceedings for the Regular Meeting held on June 27, 2016, 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 07-16-2)**

Mr. Hager moved and Mr. Fricke 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	06/01/16-06/30/16	Varies	Huntington Inv Corp	477.74	(Monthly)
First Federal (ICS)	10,578,180.17	06/01/16-06/30/16	0.450	First Federal ICS	4,151.94	(Monthly)
Star Ohio (Month end balance)	2,214,468.56	06/01/16-06/30/16	0.52	Provident	949.03	(Monthly)
RedTree (formerly Baird Public)	1,052,248.27	06/01/16-06/30/16	Varies	U.S. Bank	1,005.37	(Monthly)
Checking (Month End)	1,358,849.42	06/01/16-06/30/16	0.500	First Federal	295.93	(Monthly)
AEF Endowment Fund	<u>73,850.33</u>	04/01/16-06/30/16	0.045	Edward Jones	<u>1,740.02</u>	(Quarterly)
<b>Total</b>	<b>\$18,777,596.75</b>			<b>Total</b>	<b>\$8,620.03</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 July 19, 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	----	----	----	----	0.55	0.70	1.00
Fifth Third	----	----	----	0.55	0.65	0.75	0.95
Star Ohio	0.52	----	----	----	----	----	----
First Federal	----	0.03	----	0.04	0.05	0.20	0.50
Treasuries	----	0.27	----	0.32	0.42	0.52	0.71
Com Paper	----	0.39	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>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 07-16-3)**

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

**1. Certified**

- a. Hire Nicole Rettig as VOSE Coordinator on a one-year contract for FY 2017 on Salary Schedule D-10.
- b. Hire the following part-time adult education instructor(s) for FY 2017, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 25, 2016 (Motion 04-16-3):

- Tracy Meyer, COST
- Marcia Osenga, ABLE
- Norma Penn, ABLE
- Chris Smith, COST

**2. Classified**

- Hire Brenda Burgy as part-time Adult Public Information Specialist, on a one-year contract for FY 2017, effective July 1, 2016, hours as assigned and worked at \$40 per hour.
- Adjust FY 2017 hourly pay rates for the following part-time employees, hours as assigned and worked:

	FY 2017 Hourly Rates	
Judy Horlander	\$14.21	P-T Teaching Assistant
Deb Lowther	\$12.26	Secretarial Sub, P-T Adult Secretary
Dara Moritz	\$11.90	P-T Cafeteria Worker
Lori Riley	\$14.35	P-T Cafeteria Worker
Gerri Smith	\$14.35	P-T Cafeteria Worker
Jennifer Swanger	\$11.90	Secretarial Sub
Julie Thomas	\$11.90	P-T Cafeteria Worker

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. New Business (07-16-4)**

Mr. Stechsulte moved and Mr. Loescher seconded the adoption of the following motions to:

**1. Permanent Improvement Plan – FY 2017**

Approve the Permanent Improvement Plan for FY 2017 as reviewed by the Physical Facilities & Equipment Committee and presented.

**2. Bus Bids**

Accept the bid for a 2017 model, 72 passenger bus from Cardinal at a cost of \$75,178.

**3. Adult Education Copier Lease**

Authorize the Treasurer to enter into a 60 month lease with PERRY ProTEC for a Bizhub PRO 951 copier for Adult Education at a rate of \$537.08 per month.

**4. High School Student Handbook/Conduct Code**

Adopt the High School Student Handbook including the Student Code for the 2016-17 school year, as presented.

**5. OSBA Delegate and Alternate**

Appoint Mrs. Place as official delegate and Mr. Loescher as alternate for the OSBA Capital Conference to be held at the Greater Columbus Convention Center, November 13-16, 2016.

**6. Donation**

Accept the donation of a Nor-Lake walk-in cooler (freezer) to be used for training purposes by Apollo Culinary classes, donated by from Procter and Gamble, 3875 Reservoir Road, Lima, Ohio.

**7. 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 2016; 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 2016 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>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>Abstained</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. Instructional Supervisor
- E. Friends of Apollo/Apollo Education Association
- F. Superintendent

**VIII. Executive Session (Motion 07-16-5)**

Mr. Loescher moved and Mr. Hager 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 X 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 7:42 p.m. and reconvened at 7:47 p.m.

**IX. Superintendent and Treasurer Salaries (Motion 07-16-6)**

Mr. Marshman moved and Mr. Fricke seconded the motion to increase the salaries of Superintendent Judy Wells and Treasurer Greg Bukowski by 2% effective August 1, 2016.

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>		

**X. Adjournment (Motion 07-16-7)**

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>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 7:48 p.m.