**APOLLO CAREER CENTER**

**BOARD OF EDUCATION**

**Record of Proceedings**

**Regular Meeting**

**June 25, 2018**

1. **Call to Order**

The Apollo Career Center Board of Education met in regular session on Monday, June 25, 2018, at Milano’s Café, Lima. President Ned Stechschulte called the meeting to order at 6:00 p.m.

1. **Roll Call**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **District** | **Appointment** |  |
| Mr. Ron Fleming | Ada | January 2018 – December 2020 | 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 2018 – December 2020 | Present |
| Mrs. Penny Kill | Spencerville | January 2017 – December 2019 | Present |
| Mr. Bob Loescher | Shawnee | January 2018 – December 2020 | 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 2018 – December 2020 | Present |
| Mrs. Yvonne Marrs | Perry | January 2017 – December 2019 | Present |
| Mr. Ned Stechschulte | Columbus Grove | January 2017 – December 2019 | Present |

1. **Hearing of the Public**
2. **Approval of Previous Minutes (Motion 06-18-1)**

The Record of Proceedings for the Regular Meeting held on May 24, 2018, 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 | Yea | Mrs. Marrs | Yea |
| Mr. Fricke | Yea | Mr. Marshman | Yea |
| Mr. Fruchey | Yea | Mrs. Place | Yea |
| Mr. Hager | Yea | Mr. Sammetinger | Yea |
| Mrs. Kill | Yea | Mr. Stechschulte | Yea |
| Mr. Loescher | Yea |  |  |

1. **Financial Reports (Motion 06-18-2)**

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

1. **Financial Reports**
2. Bank Reconciliation and Financial Reports for May 2018.
3. All bills for May 2018 and confirm they are for a proper public purpose.
4. Investment Ledger for May 2018.
5. **Appropriations and Estimated Resources**
6. Adopt the Final FY 2018 Permanent Appropriations in the amount of $58,183,002.
7. Adopt the Final FY 2018 Estimated Resources in the amount of $67,494,846.
8. Adopt the FY 2019 Temporary Appropriations in the amount of $19,012,970.
9. **Grants**

Accept the following grants for FY 2019 and create the related funds to account for the revenue and expenditures of each. (Amounts are subject to change per Grant sponsor throughout the year):

Perkins Adult Grant $194,774.01 524-919R

Perkins Secondary Grant $204,789.92 524-919Q

Agriculture Education 5th Quarter Grant $6,000.00 461-9919

Ohio K-12 Network Grant $1,800.00 451-9919

ASPIRE/ABLE $308,700.00 501-9919

Pell Grant Varies 022-9919

Stafford Loan Grant Varies 022-9009

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming | Yea | Mrs. Marrs | Yea |
| Mr. Fricke | Yea | Mr. Marshman | Yea |
| Mr. Fruchey | Yea | Mrs. Place | Yea |
| Mr. Hager | Yea | Mr. Sammetinger | Yea |
| Mrs. Kill | Yea | Mr. Stechschulte | Yea |
| Mr. Loescher | Yea |  |  |

1. **New and Recommended Matters**
2. **Personnel: Contract Action, Salary Notices, and Authorization (Motion 06-18-3)**

Mrs. Kill moved and Mr. Loescher 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**
2. BE IT RESOLVED by the Apollo Career Center Board of Education, upon the recommendation of the Superintendent, that the following administrators are re-employed pursuant to Section 3319.02 of the Ohio Revised Code:

One-Year Contracts (July 1, 2018 – June 30, 2019)

Nick Earl, Dean of Students/Principal

Dick Schroyer, Technology Manager

1. Adopt the following FY 2019 Administrative Salary Schedules:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FY 2019 Administrative Salary Schedules | | | | | |
| **Position** | **Days Worked** | **Comparative  Significance** | | | |
| **Certified Administration** |  | 1st  Year | 2nd Year | 3rd Year | 4th Year |
| Director | 230 | 1.47 | 1.51 | 1.55 | 1.59 |
| Supervisor / Asst. Director | 225 | 1.34 | 1.38 | 1.42 | 1.46 |
| Dean of Students/Principal | 193 | 1.34 | 1.38 | 1.42 | 1.46 |
| **Classified Administration** |  |  |  |  |  |
| Facility Manager | 230 | 1.20 | 1.24 | 1.28 | 1.32 |
| Technology Manager | 230 | 1.20 | 1.24 | 1.28 | 1.32 |
| District Communications Mgr. | 230 | 0.98 | 1.02 | 1.06 | 1.10 |

⯎ **+** $800 Longevity Step for an Administrator on 1st year after Step 4

⯎⯎ **+** $500 Longevity Step for an Administrator on 2nd year after Step 4

Administrators hired prior to June 26, 2011:

FY 2019 Base Factor: $287.31 (1.5% increase)

Doug Bodey Step 4 ⯎⯎ High School Director

Roy Gillespie Step 4 ⯎⯎ Facility Manager

Bruce Johnson Step ~~4~~ ⯎⯎ Instructional Supervisor

Dick Schroyer \*Step 4 ⯎⯎ Technology Manager

\*70% of step (retire/rehire)

Administrators hired after June 26, 2011:

FY 2019 Base Factor: $269.31 (1.5% increase)

Jamie Buell Step 4 ⯎ Instructional Supervisor

Dana Dukes-Norton Step 4 ⯎⯎ District Communications Manager

Nick Earl Step 1 Dean of Students/Principal (retire/rehire)

Tasha Sheipline Step 2 Director of Adult Programs

Tara Shepherd Step 1 Assistant Director of Adult Programs

1. Reimburse the cost of an Administrator’s Five-Year License Renewal.
2. Approve the amendment agreement to administrator contracts for Roy Gillespie, Bruce Johnson, Tasha Sheipline and Dana Dukes-Norton, effective July 1, 2018, through June 30, 2020, as presented.
3. **Certified**
4. Hire Gideon Fisher as Multimedia instructor for FY 2019 on Salary Schedule A-10.
5. Move Toby Prinsen from Salary Schedule B-24 to C-24 effective with the 2018-19 school year on the basis of an earned Bachelor’s Degree and submission of transcripts to the Superintendent’s office.

1. Part-time Adult Education Instructors FY 2018

Hire the following part-time adult education employee(s) for FY 2018, hours as assigned and worked, per hourly rates as adopted by the Board of Education on   
April 24, 2017:

* Tony Hayes, CPR (effective May 17, 2018)

1. Part-time Adult Education Instructors FY 2019

Hire the following part-time adult education employee(s) for FY 2019, hours as assigned and worked, per hourly rates as adopted by the Board of Education on   
April 23, 2018:

* Tony Hayes, CPR
* Cristin Orick, LPN

1. **Classified**
2. Hire Judy Siefer as a part-time bus driver, hours as assigned and worked, at $15 per hour, effective May 8, 2018.
3. Hire Trisha Kroeger as Adult Education Administrative Assistant, effective July 1, 2018, on salary schedule GG-2.
4. Hire Matt Reynolds as summer technology help, hours as assigned and worked, at $22 per hour.
5. Authorize the Treasurer to issue the following FY 2019 regular Classified Contracts and Salary Notices:
6. Issue One-Year Classified Contracts

(Effective July 1, 2018 – June 30, 2019)

|  |  |
| --- | --- |
| Katilyn Askins | JJ-7 |
| Denny Horlander | JJ-7 |
| Judy Horlander | JJ-7 |
| Connie Klima | G-1 R/R |
| Trisha Kroeger | GG-2 |
| Gary Leach | H-3 R/R |
| Roger Mathews | JJ-7 |
| Sandi Piehl | G-3 R/R |
| Sherri Slechter | JJ-7 |
| John Wheeler | H-2 R/R |

1. Issue New Two-Year Classified Contracts

(Effective July 1, 2018 – June 30, 2020)

|  |  |
| --- | --- |
| Shelly Caudill | NN-7 |
| Brittany Roof | GG-6 |
| Jennifer Swanger | GG-2 |
| Mike Thomas | LL-3 |

1. Issue Classified Salary Notices

(Year two of two-year contract July 1, 2017 – June 30, 2019)

|  |  |
| --- | --- |
| Carla Blymyer | EE-5 |
| Mallory Cox-Eley | FF-6 |
| Shawn Heiing | LL-5 |
| Liz Hobbs | GG-7 |
| Zach Toland | LL-5 |

1. Issue New Continuing Contracts

(Effective July 1, 2018)

|  |  |
| --- | --- |
| Khristina Adkins | LL-6 |
| Kacie Green | FF-5 |
| Matthew Kinzer | PP-8 |
| Dawn Lambert | FF-5 |

1. Issue Classified Salary Notices

(Effective July 1, 2018 – Existing Continuing Contracts)

|  |  |
| --- | --- |
| Joy Baeumel | QQ-13 |
| Joan Barton | MM-11 |
| Tonya Bukowski | G-12 |
| Kim Cadle | GG-10 |
| Ron Coonrod | LL-8 |
| Todd Erb | II-9 |
| Tevyn Gronas | J-14 |
| Brent Hamilton | L-14 |
| Greg Hillard | J-14 |
| Michele Keller | FF-13 |
| Matt Kentner | P-10 |
| Sheryl Maier | K-14 |
| Mike Makar | L-10 |
| Deb McKivison | G-14 |
| Tammy Miller | L-14 |
| Mark Preston | H-14 |
| Kayce Prinsen | GG-10 |
| Chris Smith | P-8 |
| Jan Towey | F-14 |
| Gary Wheeler | L-10 |

1. Issue Sandi Piehl a $2,275 ($3,250 x 70%) stipend for Assistant Treasurer duties to be performed during FY 2019.
2. Issue Brent Hamilton a $3,250 stipend for Maintenance Shift Supervisor duties to be performed during FY 2019.
3. Issue Tammy Miller a $3,000 stipend for Summer 2018 Lead Custodian duties.
4. Approve chaperone pay for non-certified staff at $75 for overnight on a contract day and $125 for a non-contract day.
5. Approve the hourly rates for substitute teaching assistants at $17.50 per hour and other classified substitutes at $12.00 hour.
6. Hire the following classified part-time and substitute personnel for FY 2019, hours as assigned and worked:

|  |  |  |
| --- | --- | --- |
|  | FY 2019  Hourly Rates |  |
| Kelsi Akers | $12.42 | P-T Administrative Secretary (Adult Ed) |
| Stephanie Burley | $12.00 | Sub Secretary (Adult Ed) |
| Mary Fiedler | $12.42 | P-T Cafeteria Worker |
| Ann Frieson | $15.00 | P-T Bus Driver\* |
| Jessica Gossard | $12.00 | Sub Cafeteria Worker |
| Charlotte Howbert | $12.00 | Sub Secretary |
| Kendra Jackson | $12.00 | Sub Cafeteria Worker and Secretary |
| Ted Kerner | $15.00 | P-T Bus Driver\* |
| Ted Kerner | $20.00 | On-Board Bus Driver Instructor |
| Deb Lowther | $13.26 | P-T Adult Secretary and Sub Secretary |
| Elizabeth May | $12.42 | P-T Cafeteria Worker |
| Lauren May | $12.00 | Sub Cafeteria Worker |
| Dara Moritz | $12.84 | P-T Cafeteria Worker |
| Allison Overholt | $24.00 | P-T Communications Assistant |
| Lori Riley | $15.78 | P-T Cafeteria Worker |
| Lou Seddelmeyer | $15.00 | P-T Bus Driver\* |
| Judy Siefer | $15.00 | P-T Bus Driver\* |
| Cristi Smith | $12.00 | P-T Cafeteria Worker |
| Julie Thomas | $12.84 | P-T Cafeteria Worker |

\* Bus Drivers

If a driver has more than two hours of down time between driving, the hourly rate is reduced to $10.00 per hour after the first two hours. If the down time is less than two hours, the rate remains at $15.00 per hour.

On overnight trips, the driver receives an hourly rate of $15.00 while driving. The driver will also receive a downtime rate of $10.00 per hour between the hours of 8:00 a.m. and 5:00 p.m. and the remainder of the trip is a flat rate of $75.00.

1. Approve the following Cell Phone Guidelines for the 2018-19 school year:

* Approve an annual stipend for ownership of a personal cell phone for district business, as a condition of employment, for Maintenance Associates, Superintendent’s Administrative Assistant and Technology Support Specialists at an annual rate of $300.
* The cell phone stipend is payable on June 30 at the completion of the employee contract year.

1. Hire the following adult education National Registry test proctors for FY 2018, hours as assigned and worked at $14 per hour:
2. Graeme Bockrath
3. Hire the following adult education test proctors for FY 2019, hours as assigned and worked, per hourly rates adopted by the Board of Education on April 23, 2018:

Kelsi Akers

John Bishop

Linda Bishop

Graeme Bockrath

Cody Bryer

Dave Coulter

Phylicia Faun

Brendan Fry

Jennifer Ganson-Bowman

Kacie Green

Matthew Hammons

Dean Hankins

Lucas Hastings

Tony Hayes

Brooke Hedges

Scott Jacobs

Jared Jenkins

Dave Kimmet

Amy King

Margaret Kohls

Jenni Litten

Nita Maag

Shelly Matijevich

Patrick Mullen

Justin Orphal

Katie Pierce

Amy Powley

Kayce Prinsen

Dave Russell

Barry Schneck

Brenda Snyder

William Stippich

William Starr

Ashlyn Tracy

1. Hire the following AWE Evening Manager substitutes for FY 2019, hours as assigned and worked at $32 per hour:
2. Matt Kentner
3. Wayne Kentner
4. Hire the following AWE Medical Directors for FY 2019:

* Dr. Stephanie Casey, Public Safety program Medical Director, at a rate of $595 for FY 2019.
* Dr. James Patterson, Medical Assisting program Medical Director, at a rate of $500 for FY 2019.

1. **Adult Education Part-time Employee Pay Rates FY 2019**

Approve the revised pay schedule for part-time adult education employees for FY 2019. (Originally adopted April 23, 2018, Motion 4-18-3)

|  |  |
| --- | --- |
| **Position** | **Pay Rate** |
| Fire Test Skills Proctor Assistants (3rd person) – non-certified  Proctors for computerized testing (all areas except Workkeys) – non-certified  Public Safety Services Ratio Instructors | $14.00/hr |
| Fire Test Skills Proctor Assistants (Second Lead)  Public Safety Services Instructors (Second Lead) | $16.00/hr |
| CPR Instructors  Instructors for courses non-reimbursable by ODE | $21.00/hr |
| Aspire Instructors  Fire Test Skills Proctors (Lead)  Instructors for reimbursable courses  Public Safety Services Instructors (Lead)  Workkeys Test Proctors – non-certified | $22.00/hr |
| Instructors performing program coordination duties | $24.00/hr |
| Motorcycle Instructors performing repairs and retests | $26.00/hr |
| Customized Industry Instructors; Registered Nurses teaching STNA, I.V. Therapy and LPN courses; Hourly Program Managers | $28.00/hr |
| Motorcycle Instructors | $442 per Basic Motorcycle Riders Course |
| Individuals successfully completing the 86 hour CDL Instructor Training Program and then employed by Apollo. | Additional $100 per pay for the first four pays |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming | Yea | Mrs. Marrs | Yea |
| Mr. Fricke | Yea | Mr. Marshman | Yea |
| Mr. Fruchey | Yea | Mrs. Place | Yea |
| Mr. Hager | Yea | Mr. Sammetinger | Yea |
| Mrs. Kill | Yea | Mr. Stechschulte | Yea |
| Mr. Loescher | Yea |  |  |

1. **Administrative Salary Schedule** **(06-18-4)**

Mr. Fricke moved and Mrs. Kill seconded the adoption of the following FY 2019 Administrative Salary Schedule:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FY 2019 Administrative Salary Schedules | | | | | |
| **Position** | **Days Worked** | **Comparative  Significance** | | | |
| **Certified Administration** |  | 1st  Year | 2nd Year | 3rd Year | 4th Year |
| Supervisor | 225 | 1.34 | 1.38 | 1.42 | 1.46 |

Administrator hired after June 26, 2011:

FY 2019 Base Factor: $269.31 (1.5% increase)

Nick Sammetinger Step 2 Instructional Supervisor

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming | Yea | Mrs. Marrs | Yea |
| Mr. Fricke | Yea | Mr. Marshman | Yea |
| Mr. Fruchey | Yea | Mrs. Place | Yea |
| Mr. Hager | Yea | Mr. Sammetinger | Abstain |
| Mrs. Kill | Yea | Mr. Stechschulte | Yea |
| Mr. Loescher | Yea |  |  |

1. **New Business (06-18-5)**

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

* + - 1. **Membership in Purchasing Council Insurance Program**

**RESOLUTION FOR MEMBERSHIP IN THE SOUTHWESTERN OHIO EDUCATIONAL PURCHASING COUNCIL – LIABILITY, FLEET & PROPERTY INSURANCE PROGRAM**

**WHEREAS**, the Board of Education of the Apollo Career Center Joint Vocational School District, Counties of Allen, Auglaize, Hardin, Hancock, Putnam and Van Wert, Ohio has the authority to participate with other units of government for the purpose of jointly providing property and casualty protections through self-insurance and insurance; and

**WHEREAS**, pursuant to this authority this Board of Education has receipted and reviewed an agreement for the Apollo Career Center Joint Vocational School District’s participation in a self-funded insurance and excess insurance property and casualty pool known as the Southwestern Ohio Educational Purchasing Council – Liability, Fleet & Property Insurance Program; and

**WHEREAS,** the operations of the self-funded property and casualty program has, over the years, been beneficial to the interest of School Districts; and

**WHEREAS**, certain formats and procedures have evolved for the prompt and efficient operation and administration of the Southwestern Ohio Educational Purchasing Council – Liability, Fleet & Property Insurance Program.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** that:

1. This Regional Council of Governments approves membership in and adopts the Intergovernmental Agreement for the Southwestern Ohio Educational Purchasing Council – Liability, Fleet & Property Insurance Program as presented and intends to be bound thereto.

2. This Regional Council of Governments authorizes and directs its President and Secretary to execute the signature page of the Intergovernmental Agreement on behalf of this School District in the form as attached hereto.

* + - 1. **Insurance Bid – FY 2019**

Accept the FY 2019 Property, Fleet & Liability insurance bid from the Southwestern Ohio Educational Purchasing Council for a maximum cost of $36,628.

* + - 1. **F.A.S.T. Agreement 2018-19**

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 2018-19 school year, effective August 1, 2018 through May 31, 2019, as presented.

* + - 1. **Satellite Programs 2018-19**

Approve Satellite Program Standards & Maintenance Agreements for the 2018-19 school year, as listed below and presented.

|  |  |
| --- | --- |
| Bath | Career Based Intervention  Family & Consumer Science |
| Bluffton | Career Based Intervention  Family & Consumer Science  Project Lead The Way |
| Elida | Agribusiness/Agricultural Science  Construction Foundations, Building & Property Maintenance  Family & Consumer Science |
| Perry | Business Education  Family & Consumer Science |
| Shawnee | Culinary Arts  Wood Technology/Construction |
| Wapakoneta | Manufacturing Technologies  Project Lead The Way |

* + - 1. **Donation**

Accept the donation of dental equipment to be used by Adult Education Dental Assisting classes to further their training, donated by Grove City Dental, Grove City, Ohio.

1. **FY 2018 Student-Built House**

Accept the purchase offer bid of $218,000 from Robin Eisert, through Superior Plus Realtors, for the purchase of the FY 2018 student-built house, located at 111 Woodbine Drive, (Clover Ridge Subdivision Lot #95), Wapakoneta, Ohio, Auglaize County.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming | Yea | Mrs. Marrs | Yea |
| Mr. Fricke | Yea | Mr. Marshman | Yea |
| Mr. Fruchey | Yea | Mrs. Place | Yea |
| Mr. Hager | Yea | Mr. Sammetinger | Yea |
| Mrs. Kill | Yea | Mr. Stechschulte | Yea |
| Mr. Loescher | Yea |  |  |

1. **Reports and Information**
2. Board of Education
3. Director of High School Programs
4. Director of Adult Programs
5. Superintendent
6. **Adjournment (Motion 06-18-6)**

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 | Yea | Mrs. Marrs | Yea |
| Mr. Fricke | Yea | Mr. Marshman | Yea |
| Mr. Fruchey | Yea | Mrs. Place | Yea |
| Mr. Hager | Yea | Mr. Sammetinger | Yea |
| Mrs. Kill | Yea | Mr. Stechschulte | Yea |
| Mr. Loescher | Yea |  |  |

The Apollo Career Center Board of Education adjourned at 6:26 p.m.