

**APOLLO CAREER CENTER
BOARD OF EDUCATION**

RECORD OF PROCEEDINGS

**Regular Meeting
September 24, 2018**

I. Call to Order

The Apollo Career Center Board of Education met in regular session on Monday, September 24, 2018, in the Board Room. President Ned Stechschulte called the meeting to order at 7:00 p.m.

II. Roll Call

Member	District	Appointment	
Mr. Ron Fleming	Ada	January 2018 – December 2020	Present
Mr. Dennis Fricke	Elida	January 2017 – December 2019	Absent
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

Dennis Fricke arrived at 7:01 p.m.

III. Hearing of the Public

Craig Kupferberg introduced himself as the new Allen County ESC Superintendent.

IV. Approval of Previous Minutes (Motion 09-18-1)

The Record of Proceedings for the Regular Meeting held on August 27, 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	<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. **Treasurer's Report (Motion 09-18-2)**

Mr. Hager moved and Mr. Fruchey seconded the approval of the following as presented by the Treasurer:

A. **Financial Reports**

1. Bank Reconciliation and Financial Reports for August 2018.
2. All bills for August 2018 and confirm they are for a proper public purpose.
3. Investment Ledger for August 2018.

B. **Other Financial Activities**

1. Approve the FY 2019 Permanent Appropriations and Amended Certificate of Estimated Resources.
2. Approve the following Then and Now purchase order(s) over \$3,000:
 - PO #2190526, Lima/Allen County College Access Program, 8/23/18, \$10,000

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. Stechsulte	<u>Yea</u>
Mr. Loescher	<u>Yea</u>		

VI. **New and Recommended Matters**

A. **Personnel: Contract Action, Salary Notices, and Authorization (Motion 09-18-3)**

Mrs. Kill moved and Mr. Fricke seconded the adoption 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. **Resignation**

- a. Accept the resignation of Tonya Bukowski, Adult Ed. Administrative Assistant, effective December 31, 2018.

2. **Certified**

- a. **Part-time Adult Education Instructor(s) FY 2019**

Hire the following part-time adult education instructor(s) for FY 2019, hours as assigned and worked, per hourly rates as adopted by the Board of Education on June 25, 2018:

- Libby McKean
- Mary Kales
- Carrie Prince

b. Hire the following substitute(s) for FY 2019, hours as assigned and worked at \$105 per day:

- Alexander Zimmerman

c. Approve additional compensation for the following instructors for the 2017-18 and 2018-19 school years:

Name	Additional Compensation
Darla Krites	+ 1/7 th Additional compensation of annual salary for teaching one additional period of English.
Marnie Lowden	+ 1/7 th Additional compensation of annual salary for teaching one additional period of English.
Jennifer Stepleton	+ 1/7 th Additional compensation of annual salary for teaching one additional period of English.

d. Approve compensation for the following teachers for Lab/Lab Assignments during the 2018-19 school year:

Lab/Lab Teachers	Amount
Jody Benda	\$5,000
Cindy Bowsher	\$5,000
Megan Conner	\$5,000
Steve Conner	\$5,000
Mike Dicke	\$5,000
Mike Diglia	\$5,000
Sheryl Diglia	\$5,000
Mike Fiedler	\$5,000
Gideon Fisher	\$5,000
Darin Grimm	\$5,000
Terry Hedges	\$5,000
Kurt Hohlbein	\$5,000
Diana Malone	\$5,000
Courtnee Morris	\$5,000
James Nickles	\$5,000
Carrie Prince	\$5,000
Mark Sweigart	\$5,000
Joe Warnement	\$5,000
Rod Wise	\$5,000

e. Approve stipends for the following instructors for their Apollo mentorship roles during the 2018-19 school year:

Mentor	Amount	New Teacher
Cindy Bowsher	\$350	Lynne Nagel
Sheryl Diglia	\$350	Megan Conner
Terry Hedges	\$350	James Nickles
Jay Herbst	\$350	Meridith Seech

Ross Kantner	\$150	Mindy Tabler
Courtnee Morris	\$350	Gideon Fisher
Toby Prinsen	\$350	Mike Dicke
Toby Prinsen	\$350	Mathew Reynolds
Hannah Dickey	\$350	Natalie Stuttler
Marnie Lowden	\$350	Kurt Hohlbein

- f. Approve the following FY 2019 Supplemental Contracts per Article 19 of the AEA Collective Bargaining Agreement:

Activity	Teacher	Amount
Club Advisors		
SKILLSUSA 1	Cindy Bowsher	\$1,000
SKILLSUSA 2	Mike Dicke	\$1,000
FFA	Joe Warnement	\$1,000
FCCLA 1 (Culinary)	Carrie Prince	\$ 500
FCCLA 2 (ECE)	Courtnee Morris	\$ 500
BPA	Diana Malone	\$1,000
NTHS	Angela Carver	\$ 500
Student Council (split)		
Student Council 1	Natalie Stuttler	\$1,000
Student Council 2	Meridith Seech	\$1,000
Yearbook	Courtnee Morris	\$1,750
Craft Fair	Diana Malone	\$ 500
CDL 1	James Nickles	\$ 500
CDL 2	Terry Hedges	\$ 500
CDL 3	Kurt Hohlbein	\$ 500

3. Classified

- a. Authorize the Treasurer to move the following teaching assistants from Salary Schedule JJ-7 to JJ-8, retroactive to the beginning of the 2018-19 school year:
- Katilyn Askins
 - Irene Hesseling
 - Denny Horlander
 - Judy Horlander
 - Roger Mathews
 - Sherri Slechter
- b. Hire the following adult education test proctor(s) for FY 2019, hours as assigned and worked, per hourly rates adopted by the Board of Education on June 25, 2018:
- Tracy Meyer

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 (Motion 09-18-4)

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

1. Board Policies

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

AFC-1	Evaluation of Professional Staff (OTES) (Also GCN-1)
AFC-2	Evaluation of Professional Staff (Administrators) (Also GCN-2)
BB	School Board Legal Status
BDDG	Minutes
DBD	Budget Planning (Five-Year Forecast)
DECA	Administration of Federal Grant Funds
DIDA	Property Inventory
DJ	Purchasing
DJB	Petty Cash Accounts
DJC	Bidding Requirements
DJF	Purchasing Procedures
DJF-R	Purchasing Procedures
DJH	Credit Cards
EBBA	First Aid
EBC	Emergency Management and Safety Plans
EFF	Food Sale Standards
EFG	Student Wellness Program
GA	Personnel Policies Goals
GBI	Staff Gifts and Solicitations
GBIA	Online Fundraising Campaigns/Crowdfunding (Also IGDFFA)
GBQ	Criminal Records Check
GCB-1	Professional Staff Contracts and Compensation Plans (Teachers)
GCB-2	Professional Staff Contracts and Compensation Plans (Administrators)
GCD	Professional Staff Hiring
GCE	Part-Time and Substitute Professional Staff Employment
GCN-1	Evaluation of Professional Staff (OTES) (Also AFC-1)
GCN-2	Evaluation of Professional Staff (Administrators) (Also AFC-2)
GCPD	Suspension and Termination of Professional Staff
GDB	Support Staff Contracts and Compensation Plans
GDC	Support Staff Recruiting
GDE	Part-Time, Temporary and Substitute Support Staff Employment
GDI	Support Staff Assignments and Transfers
GDPD	Suspension, Demotion and Termination of Support Staff Members
IGCH	College Credit Plus (Also LEC)
IGD	Co-curricular and Extracurricular Activities
IGDF	Student Fundraising Activities
IGDFA	Online Fundraising Campaigns/Crowdfunding (Also GBIA)
JECBB	Interdistrict Open Enrollment (Joint Vocational School Districts)

JED	Student Absences and Excuses
JEDA	Truancy
JFC	Student Conduct (Zero Tolerance)
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ	Weapons in the Schools
JG	Student Discipline
JGD	Student Suspension
JGDA	Emergency Removal of a Student
JP	Positive Behavioral Intervention and Supports (Restraint and Seclusion)
KH	Public Gifts to the District
KI	Public Solicitations in the Schools
KKA	Recruiters in the Schools
LEA	Student Teaching and Internships
LEC	College Credit Plus (Also IGCH)

2. VHE Health Insurance Premiums

Set the Variable Hour Employee (VHE) health insurance premium rate at 25% of the Total Premium for all Single Plans and 35% of the Total Premium for all Family Plans offered.

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. Reports and Information

- A. Board of Education
- B. Director of High School Programs
- C. Director of Adult Programs
- D. Superintendent

VIII. Executive Session (Motion 09-18-5)

Mr. Sammetinger moved and Mr. Fricke 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 X , 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 7:34 p.m. and reconvened at 7:43 p.m.

IX. Adjournment (Motion 09-18-6)

Mr. Loescher moved and Mrs. Marrs 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 7:44 p.m.