

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**RECORD OF PROCEEDINGS**

**Regular Meeting  
June 24, 2019**

**I. Call to Order**

The Apollo Career Center Board of Education met in regular session on Monday, June 24, 2019, in the Board Room. President Dennis Fricke 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 2018 – December 2020	Present
Mr. Dennis Fricke	Elida	January 2017 – December 2019	Present
Mr. Brad Fruchey	Bluffton	January 2017 – December 2019	Absent
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. Yvonne Marrs	Perry	January 2017 – December 2019	Present
Mr. Dan Marshman	Hardin Northern	January 2017 – December 2019	Present
Mrs. Jackie Place	Bath	January 2017 – December 2019	Present
Mr. Willie Sammetinger	Wapakoneta	January 2018 – December 2020	Present
Mr. Ned Stechschulte	Columbus Grove	January 2017 – December 2019	Present

**III. Hearing of the Public**

**IV. Approval of Previous Minutes (Motion 06-19-1)**

The Record of Proceedings for the Regular Meeting held on May 23, 2019, having been previously distributed were found to be correct.

Mrs. Kill moved and Mrs. Marrs 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>Absent</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 06-19-2)**

Mrs. Place moved and Mr. Loescher seconded the approval of the following as presented by the Treasurer:

**A. Financial Reports**

1. Bank Reconciliation and Financial Reports for May 2019.
2. All bills for May 2019 and confirm they are for a proper public purpose.
3. Investment Ledger for May 2019.

**B. Appropriations and Estimated Resources**

1. Adopt the Final FY 2019 Permanent Appropriations.
2. Adopt the FY 2020 Temporary Appropriations.

**C. Other Financial Activities**

1. Approve an advance of \$60,000 from the General Fund (001-0000) to the House Project Fund (011-9909).

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>Absent</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 06-19-3)**

Mrs. Kill moved and Mr. Loescher 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. Out-of-State Travel**

- a. Approve out-of-state travel for Tara Shepherd, Jessica Sanders and Joy Shepherd to attend the American Association of Medical Assistants (AAMA) Annual Conference and Accreditation Workshop, Greensboro, NC, September 11–15, 2019. (required for 5 year accreditation renewal)

**2. Administrative**

- a. Approve that the percentage increase of Superintendent Horner’s yearly salary, along with the yearly stipend, matches the amounts on the yearly teacher salary schedules in the AEA Collective Bargaining Agreement adopted by the Board of Education on April 29, 2019.
- b. Hire Toby Prinsen as Assistant Director of Adult Programs, on a two-year contract effective July 1, 2019, through June 30, 2021, 225 days per year, on Step 1 of the Certified Administrative Salary Schedule.

- c. 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, 2019 – June 30, 2020)

Nick Earl, Dean of Students/Principal  
Dick Schroyer, Technology Manager

- d. Adopt the following FY 2020 Administrative Salary Schedules:

FY 2020 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		1st Year	2nd Year	3rd Year	4th Year
<b>Certified Administration</b>					
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
<b>Classified Administration*</b>					
Facility & Grounds 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

\*A classified administrator's 230 work days does not include holidays or 20 vacation days.

- ◇ + \$800 Longevity Step for an Administrator on 1<sup>st</sup> year after Step 4
- ◇◇ + \$500 Longevity Step for an Administrator on 2<sup>nd</sup> year after Step 4

Administrators hired prior to June 26, 2011:

FY 2020 Base Factor: \$291.62 (1.5% increase)

Bruce Johnson      Step 4 ◇◇      Instructional Supervisor  
Dick Schroyer      \*Step 4 ◇◇      Technology Manager

\*70% of step (retire/rehire)

Administrators hired after June 26, 2011:

FY 2020 Base Factor: \$273.35 (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)  
Nick Michel      Step 1      Facilities and Grounds Manager  
Toby Prinsen      Step 1      Assistant Director of Adult Programs  
Tasha Sheipline      Step 3      Director of High School Programs  
Tara Shepherd      Step 1      Director of Adult Programs

- e. Reimburse the cost of an Administrator's Five-Year License Renewal.

**3. Certified**

- a. Hire Sarah Jamison as Special Education Coordinator for FY 2020 on Salary Schedule D-10 with 15 extended days.

b. Hire the following part-time adult education instructor(s) for FY 2020, hours as assigned and worked, per hourly rates adopted by the Board of Education on March 25, 2019:

- Lauren Bondrowski
- Patricia Fast
- Natalie Geiger
- Bryan Lynch
- Holly Recker
- Crystal Rode
- Timothy Surfield

c. Substitutes for 2019-20 School Year

Hire the following substitutes for the 2019-20 school year, days as assigned and worked, at \$105 per day:

- Charles Hefner
- Judy Skonieczny

**4. Classified**

- Hire James Bowersock as Teaching Assistant for FY 2020 on Salary Schedule JJ-1.
- Hire Tim Haller as Teaching Assistant for FY 2020 on Salary Schedule JJ-1.
- Hire Christian Harshman as Teaching Assistant for FY 2020 on Salary Schedule JJ-1.
- Hire Kelly Knutzen as Teaching Assistant for FY 2020 on Salary Schedule JJ-1.
- Hire Sarah Prinsen as a substitute secretary for FY 2019 hours as assigned and worked at \$12 per hour.
- Hire Paige Cox as a part-time Adult Ed. secretary (evenings) for FY 2019, hours as assigned and worked at \$12 per hour.
- Authorize the Treasurer to issue the following FY 2020 regular Classified Contracts and Salary Notices:

1. Issue One-Year Classified Contracts  
(Effective July 1, 2019 – June 30, 2020)

James Bowersock	JJ-1
Tim Haller	JJ-1
Christian Harshman	JJ-1
Connie Klima	G-1*
Kelly Knutzen	JJ-1
Gary Leach	H-3*
Sandi Piehl	G-3*

\*Retire/Rehire

2. Issue New Two-Year Classified Contracts  
(Effective July 1, 2019 – June 30, 2021)

Katilyn Askins	JJ-9
Carla Blymyer	EE-6
Mallory Cox-Eley	FF-7
Shawn Heiing	LL-6
Irene Hesseling	JJ-9
Liz Hobbs	GG-8
Trisha Kroeger	GG-3
Jarrod Lyle	HH-5
Sherri Slechter	JJ-9
Zach Toland	LL-6

3. Issue Classified Salary Notices  
(Year two of two-year contract July 1, 2018 – June 30, 2020)

Shelly Caudill	NN-8
Brittany Roof	GG-7
Jennifer Swanger	GG-3
Mike Thomas	LL-4

4. Issue Classified Salary Notices  
(Effective July 1, 2019 – Existing Continuing Contracts)

Khristina Adkins	LL-7
Joy Baeumel	QQ-14
Joan Barton	MM-12
Kim Cadle	GG-11
Ron Coonrod	LL-9
Todd Erb	II-10
Kacie Green	FF-6
Tevyn Gronas	J-14
Michele Keller	FF-14
Matt Kentner	P-11
Matthew Kinzer	PP-9
Dawn Lambert	FF-6
Sheryl Maier	K-14
Mike Makar	L-11
Deb McKivison	G-14
Tammy Miller	L-14
Mark Preston	H-14
Kayce Prinsen	GG-11
Chris Smith	P-9
Jan Towey	F-14
Gary Wheeler	L-11

- h. Issue Sandi Piehl a \$2,275 (\$3,250 x 70%) stipend for Assistant Treasurer duties to be performed during FY 2020.
- i. Issue Tammy Miller a \$3,000 stipend for Summer 2019 Lead Custodian duties.
- j. Approve chaperone pay for non-certified staff at \$125 for overnight on a contract day and \$175 for a non-contract day.

- k. Approve the hourly rates for substitute teaching assistants at \$15.00 per hour and other classified substitutes at \$12.00 hour.
- l. Hire the following classified part-time and substitute personnel for FY 2020, hours as assigned and worked:

	FY 2020 Hourly Rates	
Kelsi Akers	\$12.00	Sub Secretary
Paige Cox	\$12.00	P-T Secretary (Adult Ed)
Mary Fiedler	\$12.00	Sub Cafeteria Worker
Jessica Gossard	\$12.00	Sub Cafeteria Worker
Charlotte Howbert	\$12.84	P-T Secretary (Adult Ed)
Kendra Jackson	\$12.00	Sub Cafeteria Worker and Secretary
Ted Kerner	\$17.00	Sub Bus Driver*
Ted Kerner	\$20.00	On-Board Bus Driver Instructor
Elizabeth May	\$12.00	Sub Cafeteria Worker
Dara Moritz	\$13.26	P-T Cafeteria Worker
Allison Overholt	\$24.00	P-T Communications Assistant
Sarah Prinsen	\$12.00	Sub Secretary
Lori Riley	\$16.20	P-T Cafeteria Worker
Erin Sarven	\$12.00	P-T Cafeteria Worker
Lou Seddelmeyer	\$17.00	Sub Bus Driver*
Sheila Snider	\$19.00	Regular Bus Driver*
Julie Thomas	\$13.26	P-T Cafeteria Worker

\*Bus Drivers

On overnight trips, the driver receives \$17.00 per hour between the hours of 8:00 a.m. and 5:00 p.m. and the remainder of the trip is paid a flat rate of \$100.

All driver training will be paid at \$17.00 per hour.

- m. Approve the following Cell Phone Guidelines for the 2019-20 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.
- n. 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:
- Blake Martin
- o. Hire the following adult education test proctor(s) and public safety maintenance for FY 2020, hours as assigned and worked, per hourly rates adopted by the Board of Education on March 25, 2019:
- Blake Martin
  - Holly Recker

- p. Hire the following as summer technology help, hours as assigned and worked, at \$22 per hour:
- Mike DuBois
  - Matt Reynolds
  - Lila Whyman
- q. Hire the following AWE Medical Directors for FY 2020:
- Dr. Todd Brookens, Public Safety program Medical Director, at a rate of \$595 for FY 2020.
  - Dr. James Patterson, Medical Assisting program Medical Director, at a rate of \$500 for FY 2020.

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>Absent</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 Salary Schedule (Motion 06-19-4)**

Mr. Hager moved and Mr. Loescher seconded the adoption of the following FY 2020 Administrative Salary Schedule:

FY 2020 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		1st Year	2nd Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
Certified Administration					
Supervisor	225	1.34	1.38	1.42	1.46

Administrator hired after June 26, 2011:  
 FY 2020 Base Factor: \$273.35 (1.5% increase)

Nick Sammetinger                      Step 3                      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>Yea</u>
Mr. Fruchey	<u>Absent</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>		

**C. New Business (Motion 06-19-5)**

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

**1. Donation**

Accept the donation of a 2004 Volvo XC90 to be used by the Automotive Collision and Automotive Technology classes to further their training, donated by Sandra Clark, Cridersville, OH.

**2. Insurance Bid – FY 2020**

Accept the FY 2020 Property, Fleet & Liability insurance bid from the Southwestern Ohio Educational Purchasing Council for a cost of \$52,103.

**3. FY 2019 Student-Built House**

Accept the purchase offer bid of \$224,000 from Douglas and Kimberly Wiener, through Superior Plus Realtors, for the purchase of the FY 2019 student-built house, located at 1809 Applejack Dr. (Clover Ridge Subdivision Lot #89), Wapakoneta, Ohio, Auglaize County.

**4. Aspire Partnership Memorandum of Understanding – FY 2020**

Authorized the Superintendent to enter into a one-year Memorandum of Understanding with Vantage Career Center, effective July 1, 2019, through June 30, 2020, to act as fiscal agent for the Aspire program in Allen, Auglaize, Mercer, Paulding and Van Wert Counties, as presented.

**5. Adult Education Student Handbook**

Approve the Adult Education Student Handbook for Career Enhancement Classes for the 2019-20 program year, 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>Yea</u>
Mr. Fruchey	<u>Absent</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. Program Report – Public Safety
- B. Board of Education
- C. Director of High School Programs
- D. Director of Adult Programs
- E. Superintendent

**VIII. Adjournment (Motion 06-19-6)**

Mr. Fleming moved and Mrs. Place 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>Absent</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 7:28 p.m.