

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**RECORD OF PROCEEDINGS**

**Regular Meeting  
April 27, 2020**

**I. Call to Order**

The Apollo Career Center Board of Education met in regular session on Monday, April 27, 2020, online via video conference call (Zoom). President Willie Sammetinger 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 2020 – December 2022	Present
Mr. Brad Fruchey	Bluffton	January 2020 – December 2022	Present
Mr. Todd Hager	Allen East	January 2018 – December 2020	Present
Mrs. Penny Kill	Spencerville	January 2020 – December 2022	Present
Mr. Bob Loescher	Shawnee	January 2018 – December 2020	Present
Mrs. Yvonne Marrs	Perry	January 2020 – December 2022	Present
Mr. Dan Marshman	Hardin Northern	January 2020 – December 2022	Present
Mrs. Jackie Place	Bath	January 2020 – December 2022	Present
Mr. Willie Sammetinger	Wapakoneta	January 2018 – December 2020	Present
Mr. Ned Stechschulte	Columbus Grove	January 2020 – December 2022	Present

**III. Suspension of Policy BDDH (Motion 04-20-01)**

Approve suspension of policy BDDH (Public Participation at Board Meetings) for board meetings held via video conference calls during the State of Ohio’s mandated stay-at-home orders and to maintain safe social distancing. Policy will be reinstated when mandates are lifted.

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. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Yea</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**IV. Approval of Previous Minutes (Motion 04-20-02)**

The Record of Proceedings for the Regular Meeting held on February 24, 2020, having been previously distributed, were found to be correct.

Mr. Hager moved and Mr. Stechsulte seconded the adoption of the same.

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Yea</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechsulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**V. Treasurer's Report (Motion 04-20-03)**

Mr. Fruchey 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 February and March 2020.
2. All bills for February and March 2020 and confirm they are for a proper public purpose.
3. Investment Ledger for February and March 2020.
4. Approve FY 2020 Amended Permanent Appropriations.

**B. Other Financial Activities**

1. Approve the creation of the JobsOhio Industrial Maintenance Grant Fund (019-9920), and the associated expenditures made from the grant, received from JobsOhio in the amount of \$140,000.
2. Approve the creation of the IELCE/IET (Aspire) Grant Fund (501-9020), and the associated expenditures made from the grant, received from the Ohio Dept. of Education in the amount of \$4,000.
3. Approve the following Then and Now purchase order(s) over \$3,000:
  - PO #2202256, Lima/Allen County College Access, 3/9/20, \$5,000

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Yea</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechsulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**VI. New and Recommended Matters**

**A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 04-20-04)**

Mrs. Kill moved and Mr. Stechschulte seconded the adoption of the following personnel matters, pending criminal investigation checks for all personnel and for teaching personnel meeting certification/licensure requirements as determined by the Ohio Department of Education.

**1. Resignations**

- a. Accept the resignation of Connie Klima, high school administrative assistant (25 years), effective May 31, 2020.
- b. Accept the resignation of Meridith Seech, social studies instructor (3 years), effective at the end of the current contract year.

**2. Adult Education Part-time Employee Pay Rates FY 2021**

<b>Position</b>	<b>Pay Rate</b>
Adult Ed. Instructors in Training Fire Test Skills Ratio Proctors (non-certified) Proctors for computerized testing in all areas except Workkeys (non-certified) Public Safety Maintenance (non-certified) Public Safety Ratio Instructors	\$14/hour
NR Fire Test Skills Proctors (Second Lead) Public Safety Instructors (Second Lead)	\$16/hour
CPR Instructors Instructors for courses non-reimbursable by ODE (i.e. Special Interest)	\$21/hour
ADP Instructors Aspire Instructors Forklift Instructors (Truck Driving) Instructors for reimbursable courses NR Fire Test Skills Proctors (Lead) Public Safety Instructors (Lead) WorkKeys Test Proctors (non-certified)	\$22/hour
Instructors performing program coordination duties	\$24/hour
Motorcycle Instructors performing repairs and retests	\$26/hour
CWI Test Proctor Apprentice/Customized Industry Instructors Registered Nurses teaching STNA, I.V. Therapy and LPN courses Hourly Program Managers	\$29/hour
General Dynamics Customized Training, effective 8/26/19	\$32/hour
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

**3. Supplemental Assignments Compensation FY 2021**

- a. 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.

**4. Administrative**

- a. 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:

Three-Year Contracts (July 1, 2020 – June 30, 2023)

Jamie Buell, Assistant Principal  
Dana Dukes-Norton, District Communications Manager  
Bruce Johnson, Assistant Principal  
Tasha Sheipline, High School Principal  
Tara Shepherd, Director of Adult Programs

**5. Certified**

- a. Hire Emily Hamric as English/Language Arts instructor for FY 2021, on salary schedule D-5.
- b. Hire Tiffany Randall as Adult Education STNA Program Manager on a 1-year contract, effective July 1, 2020. Placement on a salary schedule pending records.
- c. Hire Lucas Nagel as Electrical Systems Technology instructor for FY 2021, on salary schedule A-10.
- d. Rescind Cindy Bowsher's supplemental contract as the FY 2020 HOSA advisor (approved on the September 23, 2019, board agenda).
- e. Approve the following FY 2020 supplemental contracts for HOSA advisor (4-way split):
- Jody Benda                 \$250
  - Cindy Bowsher           \$250
  - Megan Conner            \$250
  - Sheryl Diglia             \$250
- f. Hire the following high school substitute(s) for the 2019-20 school year, days as assigned and worked, at \$105 per day:
- Anthony Sheipline (effective March 9, 2020)
- g. 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:
- Gary Cearns
  - Robert Fitzgerald
  - Roger Fuerst
  - Jason Reel
  - John Shawver
- h. Hire the following part-time adult education instructors for FY 2021, hours as assigned and worked, per hourly rates as presented above:

Shawn Allgire  
James Augsburger  
Georgina Babcock

Adam Baber  
Brian Bailey  
Laken Beery

Kevin Bellman  
Brian Berheide  
Richard Berning  
John Bishop  
Graeme Bockrath  
Lauren Bondrowski  
Jason Bowers  
David Boyles  
Denny Brackney  
Cory Branscum  
David Briem  
Emily Brodman  
Wayne Bruening  
Jan Bruggeman  
Kyle-Ashton Brugler  
Cody Bryer  
Tammy Butt  
Weeba Bylsma  
Laurie Camper  
Joseph Carl  
Gary Cearns  
Peter Citerin  
Gerald Cline Jr.  
Patricia Clum  
Douglas Corwin  
David Coulter  
Christopher (John) Craft  
Karissa Cuffy  
Christopher Cummings  
Heather Dawson  
Michael Dicke  
Sheryl Diglia  
Letese Dobbins  
Steven Downey  
Mike DuBois  
Jennifer Dyer  
Denise Early  
Nicholas Ebbing  
Terri Edwards  
Sharon Eilerman  
Mandie Erford  
Mark Ernst  
Thomas Ernst  
Wendy Fannin  
James Fast  
Patricia Fast  
Inara Febus  
Mark Figert  
Robert Fitzgerald  
Allen Floro  
Patricia Floro  
Brent Forsthoefel  
Dennis Foxvog  
Nick Frena

Micah French  
Roger Fuerst  
Paul Gannon  
Todd Gardner  
Natalie Geiger  
Walter George  
Casey Glick  
Kenneth Gray  
Vanessa Gronas  
Matthew Hammons  
Dean Hankins  
Jeffrey Hauge  
Tony Hayes  
Patrick Hebauf  
Andrew Heffner  
Barbara Heffner  
Marsha Hefner  
Jordan Hempker  
Donald Hinkle Jr.  
Jessica Hoehn  
Cheryl Holbrook  
Russell Holly  
Norene Holmes  
Perry Hopkins  
Patricia Huffman  
Cristin Johnson  
Daren Johnson  
Cindy Jones  
Duane Jones  
Kristie Jones  
Ronald Joseph  
Mary Kales  
Cindy Kaufman  
Angela Keas  
Jane Keirns  
John Kerner  
Anthony Kilburn  
Dave Kimmet  
Robyn King  
Alexis Kline  
Kimberly Lane  
Misty Lee  
Bethany Leiendecker  
Brooke Long  
Ralph Long Jr.  
Ralph Long Sr.  
Gregory Lowry  
Bryan Lynch  
Dode Makley  
Bonnie Martin  
Brooks Mason  
Jeffrey Mason  
Chadwick Massie  
David McDaniel

Jack McDermitt  
Matthew McDougall  
Libby McKean  
Sarah Mesker  
Eldon Miller  
Michael Miller  
Gregory Mooney  
Russell Moorman  
Matthew Morgan  
Devin Morning  
Patrick Mullen  
Alexandra Myers  
Lucas Nagel  
Stephen Nartker  
Derek Newland  
James Nickles  
Janet O'Neil  
Jeff Orphal  
Justin Orphal  
David Parker  
Joseph Payne  
Paige Peterson  
Crystal Plumpe  
Carrie Prince  
Sarah Prinsen  
Karen Quatman  
Aaron Ralston  
Tiffany Randall  
Brooke Rasneor  
Holly Recker  
Jason Reel  
Marcus Reineke  
Jason Reynolds  
Matthew Reynolds  
Michelle Robinson  
Holly Roderigues  
Patti Rodman  
Robert Rowland  
Jessica Sanders  
Vincent Scheid  
Diane Schoonover  
Michael Seiner  
John Shawver  
Kamile Shed  
Jeb Sheidler

Anthony Sheipline  
Joy Shepherd  
Tara Shepherd  
Steven Shoffstall  
Jacob Shook  
Nancy Sidey  
Ronald Silbaugh Jr.  
Judi Skonieczny  
Beau Smith  
Jeffrey Smith  
Eric Snapp  
Brenda Snyder  
Jason Snyder  
Kenneth Snyder  
William Starr  
Steve Stechschulte Sr.  
Roger Steinbrunner  
Allen Strunk  
Jacob Sutton  
Jennifer Swanger  
Steven Sykes  
Brandy Theis  
Shane Thomas  
Aricka Thompson  
Ebony Thompson  
Joyce Tracy  
Kimberly Vedrode  
Janelle Walters  
Christopher Warnecke  
Joshua Warnecke  
Joe Warnement  
Robert Warren  
Garrick Warthem  
Chad Weaver  
Pam Weippert  
Robert Widener  
Joseph Williams  
Allison Williamson  
Michael Wilson  
Jodi Wireman  
Samuel Wireman  
Debra Workman  
William Wortman  
Brock Yingling  
Harold Zinsmeister

**6. Classified**

- a. Hire Todd Erb as a substitute bus driver, hours as assigned and worked at \$17 per hour, effective February 14, 2020.
- b. Hire Lou Seddelmeyer as a substitute teaching assistant, hours as assigned and worked at \$15 per hour, effective February 18, 2020.

- c. Adopt non-bargaining unit salary schedules T and TT (10-month Administrative Assistant) for FY 2020 and FY 2021.
- d. Hire Charlotte Howbert as 10-month Administrative Assistant, on a one-year contract for FY 2021, on salary schedule TT-1.
- e. Approve Charlotte Howbert for part-time hourly work, at \$17.35 per hour, from May 1 until the beginning of her 10-month Administrative Assistant contract, for training purposes in the high school office.
- f. Hire Kayce Prinsen as Adult Education Program Manager, effective July 1, 2020, on salary schedule S-1.
- g. Hire the following technology substitute(s) for summer 2020 and as needed during FY 2021, hours as assigned and worked at \$12 per hour:
  - Gabe Kentner
- h. Hire the following custodial substitute(s) for summer 2020 and as needed during FY 2021, hours as assigned and worked at \$15 per hour.
  - Chelsea Myers
  - Lauren Snider
- i. Hire the following classified substitute(s) for summer 2020 and as needed during FY 2021, hours as assigned and worked at their current hourly rate.
  - Carla Blymyer
- j. Hire the following adult education test proctor(s) and public safety maintenance worker(s) for FY 2021, hours as assigned and worked, per hourly rates presented above:

Kevin Bellman  
 John Bishop  
 Graeme Bockrath  
 Cory Branscum  
 Emily Brodman  
 Wayne Bruening  
 Cody Bryer  
 Peter Citerin  
 Doug Corwin  
 Dave Coulter  
 Denise Early  
 Brendan Fry  
 Jennifer Ganson-Bowman  
 Kacie Green  
 Matthew Hammons  
 Dean Hankins  
 Tony Hayes  
 Barb Heffner  
 Perry Hopkins

Charlotte Howbert  
 Scott Jacobs  
 Dave Kimmet  
 Margaret Kohls  
 Ralph Long Sr.  
 Chadwick Massie  
 Michael Miller  
 Jackie Mitchell  
 Patrick Mullen  
 Justin Orphal  
 Kayce Prinsen  
 Holly Recker  
 Marcus Reineke  
 Jacob Shook  
 Beau Smith  
 Brenda Snyder  
 William Starr  
 Brock Yingling

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Yea</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**B. Administrative Contract (Motion 04-20-5)**

1. Mr. Fricke moved and Mr. Hager seconded the recommendation of the Superintendent, that the following administrator be re-employed pursuant to Section 3319.02 of the Ohio Revised Code:

Three-Year Contract (July 1, 2020 – June 30, 2023)

Nick Sammetinger, Assistant Principal

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Yea</u>	Mr. Willie Sammetinger	<u>Abstained</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**C. New Business (Motion 04-20-06)**

Mr. Fleming moved and Mr. Fruchey seconded the adoption of the following motions:

**1. Bus and Van Driver Physicals**

Appoint doctors at Mercy Health – South Dixie Occupational Health as providers for physical examinations for Apollo school bus and van drivers, as required per Ohio Administrative Code 3301-83-07, for the 2020-21 school year.

**2. Allen County Health Consortium Proxy**

Appoint Treasurer Maria Rellinger as proxy for Allen County Health Consortium meetings in the absence of Superintendent Keith Horner.

**3. Board Policies**

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

GBE	Staff Health and Safety
GBH (also JM)	Staff-Student Relations
JM (also GBH)	Staff-Student Relations

**4. Distance Learning Resolution**

WHEREAS, Governor Mike DeWine has declared a state of emergency in Ohio, and the Governor and the Director of the Ohio Department of Health have closed all Ohio

schools to students from March 16, 2020, until at least May 1, 2020; and

WHEREAS, Governor DeWine and the Ohio Department of Education have stated that schools should work to provide education through alternative means during the period of extended school closure; and

WHEREAS, Section 15 of Ohio House Bill 197, signed into law by Governor DeWine on March 27, 2020, permits a board of education to adopt a plan for distance learning for students during the school shutdown, even if it had not adopted one previously pursuant to Revised Code § 3313.482; and

WHEREAS, Ohio Department of Education guidance indicates that schools may use “blizzard bags” during this extended school closure, beyond the normal three days;

NOW, THEREFORE, BE IT RESOLVED that pursuant to Ohio House Bill 197, Section 15, the Board hereby approves the provision of distance learning retroactive to March 16, 2020, and continuing through the period of extended school closure due to COVID-19.

BE IT FURTHER RESOLVED that the Board ratifies and authorizes the Superintendent’s development and implementation of a plan of distance learning to enable and require students of the district to access and complete classroom lessons in order to make up hours because of the closing of schools in compliance with orders of the Governor, Director of the Ohio Department of Health, a local board of health, and/or an extension of such an order due to the COVID-19 pandemic.

**5. Memorandums of Understanding**

Approve Memorandums of Understanding with the Apollo Education Association for the 2019-20 and 2020-21 school years:

- MOU 2019-20 (#3) Distance Learning
- MOU 2020-21 (#1) Perry Satellite Business Education Instructor
- MOU 2020-21 (#2) Bluffton Satellite Family & Consumer Science Instructor

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Yea</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**VII. Reports and Information**

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

**VIII. Adjournment (Motion 04-20-07)**

Mr. Fricke moved and Mr. Loescher seconded the motion to adjourn.

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Yea</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechsulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

The Apollo Career Center Board of Education adjourned at 7:22 p.m.

The next regular Board meeting is scheduled for Thursday, May 21, 2020, at 7:00 p.m.