



August 2020 *Administrative Updates*

Tasha Shepline *High School Principal*

- Four of our Carpentry graduates were recently hired by Carpenters Local Union 372. They will be starting at an entry level wage of \$26.50/hour.
 - Teachers conducted summer contact visits via Zoom and phone calls. Each program has its own tab on our website which features information that is easy to access for students and parents.
 - We have had great responses by students, parents and staff on our reopening plans.
 - We held training on August 11 and 13 to welcome our newest teaching staff.
 - Our August 19 pre-service will include a video conference with Susan Wilke of the Ohio Ethics Commission. Susan is a dynamic speaker who covers information on how Ohio ethics laws relate to public sector employees.
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Tara Shepherd *Adult Education Director*

- The newest LPN class started at full capacity.
 - Truck Driving classes are full through September.
 - I completed a COE training webinar.
 - I attended a Workforce Policy board meeting, an ACTE Pace advisory committee meeting, and participated in the OTC statewide trade and industry conference.
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Jamie Buell *Supervisor of Student Services*

- The Student Services department worked with over 150 students in online summer school this year. This helped students recover credits needed for graduation and for underclassmen to stay on track for graduation.
- We are currently working on a new system to offer all of our student/parent forms online and to be able to upload the information to the Student Information System (SIS).
- The Student Services department completed an online training for APEX. We will use this program for credit recovery and summer school. The previous online program for credit recovery expired.
- This school year will begin with record enrollment for the third year in a row. 792 students will be on campus for the 2020-21 school year.

Program Name	AV	AE	BA	BF	CG	EL	HN	LC	LM	PE	SV	SW	WK	Other	Total
AUTO COLLISION TECH I	0	0	1	0	0	2	0	0	0	7	0	5	0	0	15
AUTO COLLISION TECH II	0	0	1	1	1	0	0	0	0	1	0	0	1	0	5
AUTOMOTIVE TECH I	3	1	8	0	0	1	0	0	1	0	1	3	4	0	22
AUTOMOTIVE TECH II	1	2	4	1	0	2	0	0	1	1	1	0	5	1	19
BUILDING & RENOVATIONS I	0	0	1	0	0	1	0	1	0	5	0	1	5	0	14
BUILDING & RENOVATIONS II	1	1	1	0	2	0	0	0	0	0	0	0	2	1	8
CAREER EXPLORATION	1	2	0	0	2	2	2	0	0	0	2	2	2	0	15
CARPENTRY I	1	1	3	0	2	6	0	1	0	3	0	4	1	3	25
CARPENTRY II	1	0	2	0	0	6	0	0	0	1	0	3	3	1	17
COMPTR INFO SUPPORT I	0	0	2	0	0	3	0	0	0	1	0	3	1	3	13
COMPTR INFO SUPPORT II	0	0	0	0	1	2	0	0	0	3	2	4	3	1	16
CONSTRUCTION TECH I A	0	0	2	1	0	1	1	0	0	1	3	2	5	1	17
CONSTRUCTION TECH I B	1	2	4	2	1	1	0	0	0	0	2	0	4	1	18
CONSTRUCTION TECH II A	1	3	2	1	1	3	0	0	0	0	1	0	2	1	15
CONSTRUCTION TECH II B	1	1	1	1	0	0	0	0	0	2	2	1	3	1	13
COSMETOLOGY I	1	3	4	0	2	3	0	0	0	2	2	2	3	0	24
COSMETOLOGY II	0	3	1	1	2	2	0	1	0	0	1	5	2	1	19
CULINARY ARTS I	0	1	2	0	0	6	0	0	0	2	0	2	6	1	20
CULINARY ARTS II	0	0	2	0	3	1	0	0	0	0	2	5	6	1	20
EARLY CHILDHOOD ED I	2	0	2	0	2	7	2	0	0	1	1	2	5	0	24
EARLY CHILDHOOD ED II	0	0	3	1	1	6	0	0	0	0	1	1	1	0	14
ELECTRICAL SYSTEMS TECH I	0	2	0	0	2	1	0	0	0	5	4	5	5	1	25
FIRE/EMS TECH I	0	1	3	0	2	4	0	0	0	1	1	3	2	3	20
FIRE/EMS TECH II	0	2	2	0	1	2	0	0	0	1	0	3	4	2	17
FLORAL MARKETING INT I	0	0	1	0	0	0	1	0	1	0	0	1	1	1	6
FLORAL MARKETING INT II	0	0	0	1	0	1	0	0	1	0	0	2	2	2	9
HEALTH SCIENCE 1A	2	2	3	0	1	4	0	2	0	1	1	1	4	0	24
HEALTH SCIENCE 1B	2	2	2	0	0	2	0	0	2	4	3	1	5	1	24
HEALTH SCIENCE 1C	1	1	3	0	0	2	0	0	0	5	1	7	1	3	24
HEALTH SCIENCE 2A	0	1	2	1	1	4	0	0	2	5	1	3	1	3	24
HEALTH SCIENCE 2B	0	1	1	1	0	6	0	0	2	0	2	6	4	1	24
MULTIMEDIA TECH I	0	0	4	0	0	2	0	1	0	1	2	4	5	1	20
MULTIMEDIA TECH II	0	3	2	0	0	2	1	0	1	0	2	2	2	1	16
PRINT & GRAPHICS I	0	0	0	0	1	0	0	3	3	1	0	1	1	1	11
PRINT & GRAPHICS II	1	3	0	0	0	0	0	0	0	3	0	2	1	1	11
PROJECT SEARCH	1	0	1	0	2	0	0	0	0	0	1	2	2	2	11
ROBOTICS/CNC TECH I	0	0	0	0	1	0	0	0	0	1	0	0	4	1	7
ROBOTICS/CNC TECH II	0	1	1	1	2	3	0	0	0	2	1	1	0	0	12
SPA & ESTHETICS	0	0	1	1	0	4	0	1	1	1	1	2	1	2	15
SPORTS FITNESS I	0	2	2	0	0	0	1	0	3	2	5	4	3	2	24
SPORTS FITNESS II	1	0	3	0	0	4	0	2	1	2	1	5	4	0	23
WELDING I A	0	1	2	1	1	2	1	0	0	3	0	4	9	0	24
WELDING I B	2	2	4	1	1	5	0	0	0	1	1	4	0	1	25
WELDING II A	0	1	0	0	0	4	0	2	0	0	1	5	5	0	18
WELDING II B	0	2	3	0	2	3	0	0	0	1	0	9	5	0	25
TOTAL	24	47	86	16	37	110	9	14	19	70	49	122	135	46	792

Nick Sammetinger
Assistant High School Principal

- Michele Magoteaux was hired as a Social Studies instructor.
- Charlotte Howbert will be our new Early Childhood Education instructor.
- I set up first-year student day and I am developing the Handbook Assembly for students.

- The PBIS committee has met several times this summer to get ready for the school year. We will be implementing Tier 1 of PBIS this school year. The staff will be trained on August 10 and August 17.
 - I met with my NASA cohort at Great Oaks in Cincinnati on August 5 and attended the legal seminar held at Apollo on August 6.
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Bruce Johnson

Assistant High School Principal

- I conducted interviews with Elida administrators to hire a new Agriculture teacher.
 - I renewed OTES certification.
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Dana Dukes-Norton

District Communications Manager

- Marketing materials and social media analytics can be found here:
<https://bit.ly/2021MarketingCommunications>
 - I worked on COVID safety signage and a COVID safety flyer covering Apollo's 3 plans.
 - New web pages were developed for new and returning students.
 - The online adult catalog was created and the high school uniform stores were updated.
 - Advertising schedules were tailored to promotional needs and billboard advertising was set up.
 - Interviews with Keith, Jamie, Tasha and Tara were arranged with WLIO and iHeart Media.
 - The new Apollo #nextready shirts were designed and produced.
 - Water bottles and face masks were purchased.
 - Due to the limited number of visitors allowed in the building, we are in the planning stages of a 3D interactive video tour for students, community and businesses to show our facilities and what we do.
 - Senior Honors Night videos by program were created.
 - Postcards were designed and mailed to all students.
 - **Cafeteria**
 - The cafeteria expects to see an increase in product prices and a limited supply chain. This may result in menu substitutions. There will also be fewer choices as all items will be placed on student trays to limit student contact to surfaces.
 - Microwaves and vending machines will be available per guidance from the Allen County Health Department.
 - There are many waivers in place this year, including:
 - Non-congregate Feeding Waiver
 - Meal Times Waiver (helps with social distancing)
 - Meal Pattern Waiver
 - Offer Versus Serve Waiver (related to limited supply chain)
 - Parent Guardian Meal Pickup Waiver (if we serve meals when school is not in person)
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Nick Michel
Facility Manager

- Maintenance has spent a better part of the summer giving the CET area a much-needed face lift: floors were redone; new walk off carpet installed; walls, doors and ceiling grids were repainted; new ceiling tile and LED light fixtures installed; and the west exterior door was replaced and added to the building access control system.
 - We have been working with Toby Prinsen and his crew to make shields and dividers for desk tops and office areas. We have also been installing larger shields in the cafeteria and customer service areas throughout the school.
 - A couple large leaks and several small leaks in the Welding labs' gas piping were fixed. This is a result of improper installation when it was originally put in place. We have fixed all the leaks for now, but we believe the piping will need to be replaced eventually.
 - All Service Glass installed security film on all the glass connected to the front vestibule in the Commons area. The reason is to slow down an active shooter by keeping the glass in place so it doesn't shatter on impact.
 - We received our new bus from Cardinal on July 20. It has been inspected and we are waiting for the state to issue us a license number. Our four main buses are now all 2013 and newer.
 - Minster Concrete installed a new epoxy floor in the Floral lab area to address a slip hazard that was occurring when the floor would get wet while classes were working with flowers/floral arrangements.
 - Summer cleaning and disinfecting is going according to schedule. We have also been busy mulching and landscaping around the buildings.
 - Ryan Sharp was hired as a full-time maintenance assistant. He started working for us as an after-school student helper last year and did a really good job. I think he will be a great addition to our team.
 - We completed 33 maintenance requests and 18 preventative maintenance tasks in July.
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Dick Schroyer
Technology Manager

- We have been very busy this summer preparing for a blended-learning environment for start-up in August.
- The video wall and related equipment in the Commons was serviced (cleaned and software/firmware updated). Paladin PPS (original installer) worked on this with us.
- Our internet filtering system was migrated from iBoss to Lightspeed Relay. Internet filtering is required by the Child Internet Protection Act (CIPA).
- The staff login process for Google and Schoology was changed to match our Windows account logins (one less password to keep).
- We worked with Shawnee Township Fire Department to finally make our MARCS radio signal booster work properly for local police and fire departments.
- Our antivirus protection system was migrated from Sophos to a cloud-based Enterprise Version.
- Our digital fax service, Ring Central, was restructured to reduce phone lines and fax numbers.
- We are actively working on a more secure remote access service for staff (VPN). Our daily on-line intrusion threats never stop growing.