

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**RECORD OF PROCEEDINGS**

**Regular Meeting  
June 28, 2021**

**I. Call to Order**

The Apollo Career Center Board of Education met in regular session on Monday, June 28, 2021, in the Board Room of the Apollo Career Center. President Jackie Place 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 2021 – December 2023	Present
Mr. Dennis Fricke	Elida	January 2020 – December 2022	Present
Mr. Brad Fruchey	Bluffton	January 2020 – December 2022	Present
Mrs. Penny Kill	Spencerville	January 2020 – December 2022	Present
Mr. Bob Loescher	Shawnee	January 2021 – December 2023	Absent
Mrs. Yvonne Marrs	Perry	January 2020 – December 2022	Present
Mr. Dan Marshman	Hardin Northern	January 2020 – December 2022	Present
Mr. Ron Mertz	Wapakoneta	January 2021 – December 2023	Present
Mrs. Jackie Place	Bath	January 2020 – December 2022	Present
Mr. Brian Spallinger	Allen East	January 2021 – December 2023	Present
Mr. Ned Stechschulte	Columbus Grove	January 2020 – December 2022	Present

**III. Hearing of the Public**

**IV. Approval of Previous Minutes (Motion 06-21-01)**

The Record of Proceedings for the Regular Meeting held on May 27, 2021, having been previously distributed, were found to be correct.

Mr. Fruchey moved and Mr. Fleming seconded the adoption of the same.

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

Mr. Ron Fleming	<u>Yea</u>	Mr. Dan Marshman	<u>Abstained</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Ron Mertz	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mrs. Penny Kill	<u>Abstained</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Bob Loescher	<u>Absent</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>		

**V. Treasurer's Report (Motion 06-21-02)**

Mrs. Kill moved and Mr. Stechschulte seconded the approval of the following as presented by the Treasurer:

**A. Financial Reports**

1. Bank Reconciliation and Financial Reports for May 2021.

2. All bills for May 2021 and confirm they are for a proper public purpose.
3. Investment Ledger for May 2021.

**B. Appropriations and Estimated Resources**

1. Adopt the Final FY 2021 Permanent Appropriations as presented.
2. Adopt the FY 2022 Temporary Appropriations as presented.

**C. Other Financial Activities**

1. Approve the renaming of the AE 2<sup>nd</sup> Emergency Financial Aid Grant (599-9922) to the AE 2<sup>nd</sup> & 3<sup>rd</sup> Emergency Financial Aid Grant (599-9922), and the associated expenditures made from the grant, received from the U.S. Dept. of Education in the increased amount totaling \$652,729 and any additional future increases.
2. Approve the renaming of the AE 2<sup>nd</sup> Institutional Stimulus Grant (599-9923) to the AE 2<sup>nd</sup> & 3<sup>rd</sup> Institutional Stimulus Grant (599-9923), and the associated expenditures made from the grant, received from the U.S. Dept. of Education in the increased amount totaling \$1,029,069 and any additional future increases.
3. Approve the transfer of \$39,296.63 from the AE 2<sup>nd</sup> & 3<sup>rd</sup> Institutional Stimulus Grant (599-9923) to the following for lost revenue replacement:

AE Public Safety	1217-070907	\$3,235.50
AE LPN	1217-072001	\$19,711.00
AE Dental Asst.	1217-072075	\$1,744.00
AE Medical Asst.	1217-072135	\$6,522.66
AE ECE	1217-090201	\$887.00
AE Police Academy	1217-170913	\$99.00
AE DIT	1217-171701	\$45.00
AE Truck Driving	1217-172814	\$1,277.50
AE Spa	1217-174150	\$2,837.30
AE Welding	1217-176009	\$2,937.67

4. Approve the following Then and Now purchase order(s) over \$3,000:
  - PO #2210308, AEP, 7/1/20, \$16,275.25 invoice (\$6,749.21 over total PO amount)
  - PO #2210104, Burmax, 7/1/20, \$6,682.71 invoice (\$4,059 over total PO amount)
  - PO #2212069, Council on Occupational Education, 6/17/21, \$3,945

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

Mr. Ron Fleming	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Ron Mertz	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Bob Loescher	<u>Absent</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>		

**VI. New and Recommended Matters**

**A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 06-21-03)**

Mr. Fricke moved and Mrs. Kill 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. Updated Adult Education Part-time Employee Pay Rates FY 2022**

<b>Position</b>	<b>Pay Rate</b>
Adult Ed. Instructor in Training Fire Test Skills Ratio Proctor (non-certified) Proctor for <i>all</i> computerized testing <i>except</i> WorkKeys (non-certified) Public Safety Maintenance (non-certified) Public Safety Ratio Instructor	\$14/hour
Aspire Data Entry (non-certified) Machine Shop Assistant (non-certified) NR Fire Test Skills Proctor (non-certified) Public Safety Instructor (Second Lead) Second Lead Instructor	\$16/hour
Driver's Education Instructor	\$20/hour
CPR Instructor Instructor for courses non-reimbursable by ODE (i.e. Special Interest)	\$21/hour
ADP Instructor Forklift Instructor (Truck Driving) Instructor for reimbursable courses NR Fire Test Skills Proctor (Lead) Public Safety Instructor (Lead) WorkKeys Test Proctor (non-certified)	\$22/hour
Aspire Instructor Instructor performing program coordination duties	\$24/hour
Motorcycle Instructor performing repairs and retests	\$26/hour
Apprentice/Customized Industry Instructor CWI Test Proctor Registered Nurse teaching STNA, I.V. Therapy and LPN courses Hourly Program Manager Substitute Evening Manager (non-certified)	\$29/hour
General Dynamics Customized Training	\$32/hour
Motorcycle Instructor	\$442 per Basic Motorcycle Riders Course
Individual successfully completing the 86 hour CDL Instructor Training Program and then employed by Apollo	Additional \$100 per pay for the first four pays

**2. Administrative**

- a. BE IT RESOLVED by the Apollo Career Center Board of Education, upon the recommendation of the Superintendent, that the following administrator is re-employed pursuant to Section 3319.02 of the Ohio Revised Code:

One-Year Contracts (July 1, 2021 – June 30, 2022)

Dick Schroyer, Technology Manager

- b. Adopt the following FY 2022 Administrative Salary Schedules:

FY 2022 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		1st Year	2nd Year	3rd Year	4th Year
<b>Certified Administration</b>					
H.S. Principal / Adult Director	230	1.47	1.51	1.55	1.59
Asst. Principal / Asst. Director	225	1.34	1.38	1.42	1.46
Special Education Director	225	1.34	1.38	1.42	1.46
<b>Classified Administration*</b>					
Facilities & Grounds Manager	230	1.20	1.24	1.28	1.32
Technology Manager	230	1.20	1.24	1.28	1.32
District Communications Manager	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 2022 Base Factor: \$300.43 (1.5% increase)

- Bruce Johnson                      Step 4 ◇◇      Assistant Principal
- Dick Schroyer                      \*Step 4 ◇◇      Technology Manager
- \*70% of step (retire/rehire)

Administrators hired after June 26, 2011:

FY 2022 Base Factor: \$281.61 (1.5% increase)

- Dana Dukes-Norton              Step 4 ◇◇      District Communications Manager
- Sarah Jamison                      Step 1              Special Education Director
- Nick Michel                          Step 3              Facilities and Grounds Manager
- Toby Prinsen                          Step 3              Assistant Director of Adult Programs
- Nick Sammetinger                  Step 4 ◇              Assistant Principal
- Tasha Shepline                      Step 4 ◇              High School Principal
- Tara Shepherd                      Step 3              Director of Adult Programs

- c. Reimburse the cost of an administrator's five-year license renewal.

**3. Resignation**

- a. Accept the resignation of Richard Schroyer (25 years), technology manager, for the purposes of retirement, effective January 1, 2022.

**4. Certified**

- a. Hire the following part-time adult education instructor(s) for FY 2022, hours as assigned and worked, per hourly rates as presented above.
  - Patti Kesner
  - Joyce Tracy
  - Cecil Warriner
- b. Hire the following substitute teachers for the 2021-22 school year, days as assigned and worked, at \$105 per day:
  - Sandra Bentley
  - Keith Bryant

- Lorraine Ciminillo
  - Rick Shields
- c. Hire Nicholas Ebbing as Culinary Arts instructor (Shawnee satellite) on a 1-year contract for FY 2022. Placement on the salary schedule pending records.

**5. Classified**

- a. Approve the updated Employment Policies for Non-Bargaining Unit Employees as presented.
- b. Hire the following adult education test proctor(s), public safety maintenance worker(s), and other adult education non-certified worker(s) for FY 2022, hours as assigned and worked, per hourly rates as presented above:
- Brooks Mason
- c. Hire the following AWE Medical Directors for FY 2022:
- Dr. Todd Brookens, Public Safety program medical director, at a rate of \$1,000 for FY 2022.
  - Dr. James Patterson, Medical Assisting program medical director, at a rate of \$500 for FY 2022.
- d. Authorize the Treasurer to issue the following FY 2022 regular Classified Contracts and Salary Notices:

1. Issue One-Year Classified Contracts  
(Effective July 1, 2021 – June 30, 2022)

Name	Schedule
Sandi Piehl	G-3*

\*Retire/Rehire

2. Issue New Two-Year Classified Contracts  
(Effective July 1, 2021 – June 30, 2023)

Name	Schedule
Jadyn Adkins	L-2
Carla Blymyer	E-7
Mallory Cox-Eley	F-7
Tim Donovan	J-1
Abby Fisk	J-2
Shawn Heiing	L-7
Irene Hesseling	J-9
Liz Hobbs	G-8
Trisha Kroeger	G-5
Jarrold Lyle	H-6
Sheila Prater	L-2
Laecen Seese	T-2
Sherri Slechter	J-9

3. Issue Classified Salary Notices  
(Year two of two-year contract July 1, 2020 – June 30, 2022)

Name	Schedule
Steve Brown	J-3
Shelly Caudill	N-7
Martin Daley	J-3
Lisa Ford	L-5
Jason Fromm	L-5
Tim Haller	J-3
Crystal Pyles	R-3
Brittany Roof	G-7
Diane Stennett	J-3
Jennifer Swanger	G-5

4. Issue Classified Salary Notices  
(Effective July 1, 2021 – Existing Continuing Contracts)

Name	Schedule
Khristina Adkins	L-7
Joy Baeumel	Q-15
Joan Barton	M-10
Kim Cadle	G-9
Todd Erb	I-9
Kacie Green	F-7
Tevyn Gronas	J-15
Michele Keller	F-10
Matt Kentner	P-13
Matthew Kinzer	P-9
Dawn Lambert	F-7
Sheryl Maier	K-15
Mike Makar	L-13
Deb McKivison	G-15
Tammy Miller	L-15
Mark Preston	H-15
Kayce Prinsen	S-2
Chris Smith	P-11
Gary Wheeler	L-13

- e. Issue Sandi Piehl a \$2,275 (\$3,250 x 70%) stipend for assistant treasurer duties for FY 2022.
- f. Issue Brittany Roof a \$3,250 stipend for assistant treasurer duties for FY 2022.
- g. Issue Gary Wheeler a \$4,000 stipend for custodial shift supervisor duties for FY 2022.
- h. Issue Tammy Miller a \$3,000 stipend for Summer 2021 lead custodian duties.
- i. Issue Mike Makar a \$2,000 stipend for maintenance associate work performed during FY 2022.
- 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 and custodians at \$15.00 per hour and other classified substitutes at \$13.00 hour.
- l. Hire the following classified part-time and substitute personnel for FY 2022, hours as

assigned and worked:

Name	FY 2022 Hourly Rates	Position
Paige Cox	\$13.91	P-T Secretary (Adult Ed.)
Heather Dicke	\$19.00	Regular Bus Driver*
Todd Erb	\$17.00	Sub Bus Driver*
Jessica Gossard	\$13.00	P-T Cafeteria Worker
Alexandra Houston	\$13.00	P-T Cafeteria Worker
Kendra Jackson	\$13.00	P-T Cafeteria Worker
Ted Kerner	\$17.00	Sub Bus Driver*
Ted Kerner	\$20.00	On-Board Bus Driver Instructor
Shelly Long	\$13.00	P-T Cafeteria Worker
Elizabeth May	\$13.00	P-T Cafeteria Worker
Dara Moritz	\$14.82	P-T Cafeteria Worker
Allison Overholt	\$26.00	P-T Communications Assistant
Lori Riley	\$18.01	P-T Cafeteria Worker
Lou Seddelmeyer	\$17.00	Sub Bus Driver*
Anna Schiel	\$13.46	P-T Cafeteria Worker
Ryan Sharp	\$15.00	Sub Custodian
Sheila Snider	\$19.00	Regular Bus Driver*
Julie Thomas	\$15.28	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 2021-22 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.

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

Mr. Ron Fleming	Yea	Mr. Dan Marshman	Yea
Mr. Dennis Fricke	Yea	Mr. Ron Mertz	Yea
Mr. Brad Fruchey	Yea	Mrs. Jackie Place	Yea
Mrs. Penny Kill	Yea	Mr. Brian Spallinger	Yea
Mr. Bob Loescher	Absent	Mr. Ned Stechschulte	Yea
Mrs. Yvonne Marrs	Yea		

**B. New Business (Motion 06-21-04)**

Mr. Mertz moved and Mrs. Kill seconded the adoption of the following motions:

**1. Board Policies**

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

AC	Nondiscrimination
AC-R	Discrimination Complaint Procedure
DH	Bonded Employees and Officers
EDE	Computer/Online Services (Acceptable Use and Internet Safety)
EDE-E	Computer Network Agreement Form
EDE-R	Computer/Online Services (Acceptable Use and Internet Safety)
EF/EFB	Food Services Management/Free and Reduced-Price Food Services
IGCB	Innovative Education Programs
IGE	Adult Education Programs
IGED	Adult Diploma
JECBB	Interdistrict Open Enrollment (Joint Vocational Schools)

- b. Rescind the following board policy as proposed by OSBA Policy Service and recommended by the superintendent:

EBEA	Use of Face Coverings
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## 2. Purchases

Approve the following purchases:

- Nursing simulator from CAE Healthcare, Inc., \$51,501.03
- Two HAAS VF-2SS CNC milling machines from HAAS Factory Outlet, \$99,999 (\$182,130 - \$42,131 discount - \$40,000 trade-in)
- TranSim 7-Series Driver Training Simulator, with law enforcement package, from D.P. Associates (division of L3 Technologies, Inc.), \$145,000

## 3. F.A.S.T. Agreement 2021-22

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 and Exercise Science program during the 2021-2022 school year, effective August 1, 2021, through May 31, 2022, as presented.

## 4. Adult Education Student Handbook

Approve the Adult Education Student Handbook for the 2021-22 program year, as presented.

## 5. Insurance Proposal – FY 2022

Accept the FY 2022 Property Fleet & Liability insurance proposal from the Southwestern Ohio Educational Purchasing Council for a cost of \$70,311.

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

Mr. Ron Fleming	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Ron Mertz	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Bob Loescher	<u>Absent</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>		

**VII. Reports and Information**

- A. Program Report – Nick Michel/Facilities & Grounds
- B. Board of Education
- C. Director of High School Programs
- D. Director of Adult Programs
- E. Superintendent

**VIII. Adjournment (Motion 06-21-05)**

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

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

Mr. Ron Fleming	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Ron Mertz	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Bob Loescher	<u>Absent</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>		

The Apollo Career Center Board of Education adjourned at 7:28 p.m.