



## October 2021 *Administrative Updates*

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### **Tasha Shepline** *High School Principal*

- Sports Fitness & Exercise Science students have begun working with Fire Technology students on physical training. Both programs also do specialized training at F.A.S.T. each Tuesday.
- Carpentry students are practicing framing walls. They recently completed a customer service project in which they framed all the walls for a house. The customer then erected the walls. (pictured)
- Auto Collision juniors have passed their safety training and are ready to use the paint booth.
- Health science students visited a cadaver lab in Toledo. They are preparing for National HOSA Week and will visit Mercy Health's new education center.
- We welcomed over 200 grandparents on campus during Grandparents' Day.



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### **Tara Shepherd** *Adult Education Director*

- I attended the Lima/Allen County Chamber of Commerce's Women in Business meeting.
- The Welding and Phlebotomy programs have started new classes.
- ASPIRE held an orientation and a new class has started.
- We gave Penta Career Center a tour of Adult Education and discussed best practices.
- I attended the ODHE Perkins Administrators, the Area 7 Workforce Policy Board and the ACTE PACE Advisory Committee meetings.

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### **Bruce Johnson** *Assistant High School Principal*

- Construction Equipment (CET) students are pouring a foundation and a concrete pad for St Mathew's cemetery in addition to digging and pouring a foundation at Apollo for the Carpentry lab.
- Building & Renovation (BDR) students are working on the Flip House.
- CET and BDR students assisted in building the all-abilities playground at Marimor Industries. (pictured)
- Multimedia is working on several videos and program posters.
- Robotics/CNC students traveled to Chicago to attend a trade show.



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**Nick Sammetinger**  
**Assistant High School Principal**

Science:

- Students in Material Science classes have been completing a series of experiments including one where students take copper sulfate, potassium, and heat to make observations and eventually, crystals. (pictured)
- Mrs. Brown's Anatomy classes have a weekly ten minute lesson on the reproductive system. This unit has only been vaguely discussed and taught in the past, so Mrs. Brown wanted to find a way to teach students about the reproductive system. Each student is having a baby and for ten minutes each Monday they learn about what stage of development the fetus is in, what it would look like, types of nutrients needed, etc.



Early Childhood Education:

- Students completed communicable disease and CPR training. They are also completing their OCCRRA training. Those who have completed their training/requirements are looking at a mid-October placement in pre-schools and day cares.
- Pictured are students showing the file folder games they created. These games are a unique and easy way for young children to learn. They teach important concepts such as letter/color/shape recognition, sequencing, and much more. The students made autumn-based file folder games that are small enough for little hands to manipulate, holds any notes taken regarding the child for later reference and stores as easy as a regular folder.



Cosmetology/Spa:

- Juniors have started practicing on each other.
- A 48"x36" white board was installed for the teachers to write their agendas, objectives, etc.
- Reorganization and inventory are nearly complete.
- The H.S. COS/SPA program, in collaboration with the Adult Ed. Program, has ordered new materials, books, and other resources.

PBIS:

- PBIS is meant to teach and support positive behavior. It allows us to identify students that may need more targeted supports and resources.
- In the first month, students were issued 330 acknowledgements which are to be turned in for a spin of the wheel for items on the PBIS cart.

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**Sarah Jamison**  
**Director of Special Education**

- Culinary (CA) students had a successful trip to Jungle Jim's last month.
- The café will be opening this month.

- Senior CA students will be visiting the Columbus Culinary Institute to see what is offered as a post-secondary education option.
- Senior CA students prepared 250 boxed meals for Advisory Committee Night. (pictured)
- A special education committee is being created to help guide changes being made to better serve our students with disabilities. Jennie Hefner and Gwen Johns (member school special education directors) attended Advisory night to discuss how Apollo and our member schools can work seamlessly together.
- Missy McClurg (Allen Co. ESC) and Jenna Shaffer (parent advocate) will be training our teachers on the best ways to work with students with disabilities in the general education classroom.




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**Dana Dukes-Norton/Allison Overholt**  
***District Communications***

- Coordinated uniform order/delivery.
- Prepared H.S. recruitment materials.
- Coordinated Grandparents Day. (attendees pictured)
- Produced an Adult/High School ad for CTV.
- Took photos of various events/activities.
- Coordinated television and news coverage for several events.
- Social media management & website updates/maintenance.
- Coordinated designs and production of retail items for our spirit wear store.
- Analytics and marketing materials: [https://bit.ly/21\\_22MarketingCommunications](https://bit.ly/21_22MarketingCommunications)
- **Library/Media/Tech Integration:**
  - Dashboards/Work-Based Learning Student Data Collection Form: imported program-specific responses into the appropriate career tech dashboard; troubleshooted and solved student issues. Updated forms and fixed access to timesheets and requisition links.
  - STAR/Accelerated Reader: added/switched students into/out of classes, assisted students with login issues.
  - Apple School Manager/Jamf: assisted students/staff with login issues, updated apps, and dealt with other technical issues related to shared iPad usage in math classes.
  - Google: assisted staff with Google issues; moved items such as dashboards, classroom forms, advisory committee spreadsheets, etc. into a shared Google drive so they are district-owned and accessible to all Apollo administrators and office staff. Created a 'Shared Drive' folder for all teachers with district forms and information; Participated in a Professional Development committee meeting.
  - Worked with special education staff on text-to-speech software that could assist IEP students with reading difficulties in the classroom.
  - Processed, set up and then downloaded/installed two textbooks on 23 Kindles for Adult Ed. Cosmetology.
  - Circulation stats for the month of September: 57 check-ins, 167 check-outs, 2 renewals for a total of 226 transactions.





➤ **Cafeteria:**

- After meeting with industry representatives, supply shortages are estimated to continue for the next 6 months.
- Provided coffee for *Coffee with Crystal*.
- September meals served:

Breakfast: 2,017 20 days

Lunch: 12,725 21 days (includes 1,080 meals served on Career Connection Day)  
14,742

**Jamie Buell**

**School Counselor/Admissions Coordinator**

- We currently have 829 students on campus and 877 satellite students for a total of 1,706.
- The online application will open up for the 2022-23 school year on November 1. I will be out visiting member school 10<sup>th</sup> graders in November and December.
- Career Scope Visits (when member schools bring their IEP & 504 students to Apollo for a Career Assessment and tour) begin November 8. These assessments are reviewed with the students when applying to Apollo and are also reviewed in their IEP/504 meetings.
- Over 1000 8<sup>th</sup>/9<sup>th</sup> graders were on our campus on Friday, September 24 visiting 3 programs each and enjoying lunch at Apollo!

Program	AV	AE	BA	BF	CG	EL	HN	LC	LM	PE	SV	SW	WK	Other	Total
AUTO COLLISION TECH I	0	0	2	1	1	4	0	0	2	0	1	3	4	0	18
AUTO COLLISION TECH II	0	0	3	0	0	1	0	0	0	3	0	2	0	0	9
AUTOMOTIVE TECH I	0	0	3	0	0	3	1	0	1	1	3	0	3	2	17
AUTOMOTIVE TECH II	1	2	5	0	0	1	0	0	1	0	0	3	2	0	15
BUILDING & RENOVATIONS I	1	0	1	0	1	1	0	0	0	1	0	3	5	1	14
BUILDING & RENOVATIONS II	0	0	1	0	0	1	0	1	0	6	0	2	1	0	12
CAREER EXPLORATION	2	2	2	2	3	2	1	0	0	1	2	3	2	0	22
CARPENTRY I	1	0	1	0	2	2	1	0	1	6	2	1	5	1	23
CARPENTRY II	0	1	2	0	2	5	0	0	0	3	0	2	0	2	17
COMPTR INFO SUPPORT I	0	3	2	0	3	0	1	0	0	2	1	5	4	1	22
COMPTR INFO SUPPORT II	0	0	2	0	0	2	0	0	0	1	0	2	0	2	9
CONSTRUCTION TECH I A	1	1	3	3	3	2	0	0	0	1	5	2	3	0	24
CONSTRUCTION TECH I B	1	1	1	1	1	4	3	0	0	2	3	1	5	2	25
CONSTRUCTION TECH II A	0	0	3	0	0	1	0	0	0	1	4	2	5	1	17
CONSTRUCTION TECH II B	1	2	3	2	1	0	0	0	0	0	2	1	3	1	16
COSMETOLOGY I	1	3	3	3	0	2	1	0	0	2	0	3	5	1	24
COSMETOLOGY II	0	2	2	0	2	3	0	0	0	2	2	3	4	0	20
CULINARY ARTS I	2	3	4	0	1	4	0	0	0	1	2	1	3	1	22
CULINARY ARTS II	0	0	2	0	0	2	0	0	0	2	1	2	2	1	12
EARLY CHILDHOOD ED I	1	2	2	0	1	4	0	0	0	3	1	5	3	1	23
EARLY CHILDHOOD ED II	3	0	0	0	1	4	0	0	0	1	1	2	4	0	16
ELECTRICAL SYS TECH I	0	3	6	0	1	6	0	0	2	0	2	1	4	0	25
ELECTRICAL SYS TECH II	0	2	0	1	2	1	0	0	0	3	4	5	5	0	23
FIRE/EMS TECH I	2	0	4	1	0	2	0	1	0	0	1	3	4	0	18
FIRE/EMS TECH II	0	1	3	0	1	5	0	0	0	0	0	1	2	2	15
FLORAL MARKETING INT I	0	1	2	0	0	1	0	0	0	3	2	3	2	1	15
FLORAL MARKETING INT II	0	0	0	0	0	1	0	0	1	0	0	1	1	0	4
HEALTH SCIENCE 1A	0	2	4	2	1	3	0	0	0	0	1	7	4	0	24
HEALTH SCIENCE 1B	2	3	0	0	0	2	0	0	0	1	3	7	6	0	24
HEALTH SCIENCE 1C	0	0	4	1	0	4	0	0	1	6	1	1	2	2	22
HEALTH SCIENCE 2A	0	2	2	0	1	3	0	3	1	1	0	8	4	0	25
HEALTH SCIENCE 2B	3	3	5	0	1	1	0	0	3	4	2	1	4	0	27
MULTIMEDIA TECH I	0	2	1	0	1	4	0	0	0	2	1	4	5	0	20
MULTIMEDIA TECH II	0	0	3	0	0	1	0	1	0	2	1	3	4	0	15
PRINT & GRAPHICS I	0	2	3	1	0	3	0	0	0	2	1	4	1	1	18
PRINT & GRAPHICS II	0	0	0	0	0	1	0	1	2	1	0	0	0	2	7
PROJECT SEARCH	0	0	2	2	0	0	0	0	0	0	0	1	0	0	5
ROBOTICS/CNC TECH I	0	0	2	3	2	1	0	0	0	1	3	4	4	2	22
ROBOTICS/CNC TECH II	0	0	0	0	1	0	0	1	0	2	0	1	2	0	7
SPA & ESTHETICS	0	1	1	0	0	2	0	0	2	1	2	1	3	2	15
SPORTS FITNESS I	1	1	1	0	2	7	0	0	0	2	1	4	2	3	24
SPORTS FITNESS II	0	2	1	0	0	0	0	0	1	0	5	2	2	0	13
WELDING I A	1	7	3	0	4	4	0	0	0	0	0	3	3	0	25
WELDING I B	1	3	6	0	0	2	0	0	0	0	2	1	9	0	24
WELDING II A	1	0	1	0	0	1	1	0	0	1	0	3	5	1	14
WELDING II B	1	3	4	2	2	7	0	0	0	2	0	5	3	0	29
<b>Total</b>	<b>27</b>	<b>60</b>	<b>105</b>	<b>25</b>	<b>41</b>	<b>110</b>	<b>9</b>	<b>8</b>	<b>18</b>	<b>73</b>	<b>62</b>	<b>122</b>	<b>144</b>	<b>33</b>	<b>837</b>

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**Nick Michel*****Facility Manager***

- Working in collaboration with the CET program, excavation has begun on the Carpentry foundation. We had to do some extensive pre-excavation investigation due to the site blueprints not matching up with what was actually installed underground. After excavation began, an old driveway was also found, but they were able to dig through it. They are currently working on the footings.
- We assisted Smith-Boughan in performing a complete tear down & cleaning of all three boilers. This has not been done since they were installed in 2015.
- I worked with Safety Systems Inc. to figure out a way for us to be able to shut down all the HVAC equipment and to also sound an audible alarm in the event of a chemical release in the area.
- I gave tours to all three Shawnee Fire Dept. shifts so their new recruits would be familiar with our buildings, especially where the utilities come into the buildings and where to shut off them off.
- In the month of September, we completed 16 preventative maintenance tasks and 70 maintenance requests.

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**Dick Schroyer*****Technology Manager***

- We worked with NOACSC on an Exchange/Outlook email issue within employee 'Drafts' folders.
- We have been troubleshooting issues with the new HALO Vape Sensors in our H.S. restrooms.
- Desktop PC's were pulled and we helped re-arrange room A20 in the Lowry Building.
- We are still waiting on delivery of Cisco network switches ('chip shortage') for the Lowry building (E-Rate).
- Aruba Wireless Access Points were purchased for our wireless network (E-Rate).
- We are working with SchoolHouse Electronics on replacements for the projector whiteboards. Next generation interactive classroom displays will eventually replace projectors.
- We continue to update staff PC's with solid state disks (SSDs).
- Technology Services processed 289 Help Desk trouble tickets during the month of September, 2021.