



March 2022

## ***Administrative Updates***

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**Tara Shepherd**

***Adult Education Director***

- Drivers Education continues to be full for all classes. We are also now offering a test prep class for students planning to take the BMV's written test to obtain their temporary driver's permit. The goal is to teach students the rules of the road utilizing the Digest of Ohio Motor Vehicle Laws and published driver's education curriculum. Two hours are dedicated to test prep and the last ½ hour is a Q&A session for both parents and students. Our first class in February had 12 students enrolled.
  - Medical Assisting will have their accreditation CAAHEP/MERB virtual site visit this month. Jessica Sanders has been prepping the documentation for months.
  - Orick Tool and Die has started two toolmaker apprentices and Danone (Dannon Yogurt) has employees training in the Industrial Maintenance Technician program.
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**Bruce Johnson**

***Assistant High School Principal***

- I served on the Grievance Committee at the Northwest Regional SkillsUSA contest.
- Formal focus observations have been started.
- I held a number of attendance meetings.
- Robotics/CNC Technologies students toured Nidec Minster Machine



**Sarah Jamison**

***Director of Special Education***

- The Project SEARCH Skills Day was a success. Five applicants attended.
- Of the five current Project SEARCH interns, three have been offered jobs, one will be starting job development and one will be working with a trainer on social skills.

## **Nick Sammetinger**

### **Assistant High School Principal**

- **Cosmetology (COS) / Spa & Esthetics Technologies (SET)**
  - 10 of 20 senior COS students have earned their state cosmetology license. The remaining students should have their licenses by the end of April.
  - 13 of 14 SET students have passed their state boards and are now licensed manicurists.
  - COS juniors welcomed guest Tricia Garcia (Great Clips) to learn clipper cutting techniques (see pic).
  - Spa Day was held on Saturday, March 5, 2022.
- **Early Childhood Education**
  - Three students will compete at the regional FCCLA competition at Butler Tech on March 12.
  - Seniors are scheduled to complete their CDA's and should be licensed by May 1.
- **Science**
  - Anatomy students are learning about the heart. They will be dissecting sheep and pig hearts.
- **Government, History, Geometry, and Biology Teachers**
  - Teachers are making a big curriculum push prior to the start of end-of-course exams scheduled for the first week of April.
- **Misc.**
  - Mr. Horner and I have been working with Lauren Cunningham, ECE/Bath, on a Relay for Life campaign to be held at Apollo on Club Day (May 25).
  - I am meeting with the Fire Prevention Officer from Shawnee Township to improve our fire drills and emergency plans.



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## **Dana Dukes-Norton/Allison Overholt**

### **District Communications**

- Uniform coordination and delivery
- Prep for ApolloPalooza, Allen County College Fair, and newsletter
- Social Media Management
- Photos
- Website updates and maintenance
- Attending a job fair at the University of Findlay
- Design and lay-out for many adult and high school programs and individual projects
- **Library/Media/Tech Integration**
  - Designed and piloting an Achievement Center tracking spreadsheet for all junior IEP/504 students (one tab for each of the 125 students). There are links between student tabs and teacher dashboards. The rollout for all the staff is planned for the 4<sup>th</sup> quarter with full implementation next school year.
  - Authored Google 'Tip of the Week' emails.
  - Assisted staff members with Gmail, Google Classroom, iPad issues, and INFOhio.
  - Assisted students with printing, iPad and Accelerated Reader logins.
  - Circulation stats for the month of February: 41 check-ins; 22 check-outs, 0 renewals for a total of 63 transactions.
- **Cafeteria:**
  - The cafeteria provided support for the Swartz Fire Seminar (use of cafeteria) and coffee for

- Coffee with Crystal.
- February students served:
    - Breakfast: 1,981
    - Lunch: 8,379
    - Total: 10,360
  - At this time, we expect students will have to pay for their meals for the 2022-23 school year. There is a movement gaining support to continue “free” meals for all students.

**Jamie Buell**  
**School Counselor/Admissions Coordinator**

<b>Apollo Career Center 2022-23 Enrollment Progress</b>	<b>MAX</b>	<b>2/8/22</b>	<b>Wait &amp; OE Apps</b>
<b>ACT - Automotive Collision Tech.</b>	<b>25</b>	11	
<b>AT - Automotive Tech.</b>	<b>22</b>	17	
<b>BDR - Building &amp; Renovations</b>	<b>14</b>	11	
<b>CA - Culinary Arts</b>	<b>22</b>	22	Wait: 5 OE: 2
<b>CE - Career Exploration</b>	<b>22</b>	5	
<b>CET - Construction Equipment Tech.</b>	<b>50</b>	50	Wait: 8 OE: 3
<b>CIS - Computer Information Support</b>	<b>22</b>	15	
<b>COS - Cosmetology</b>	<b>24</b>	24	Wait: 50 OE: 5
<b>CRP - Carpentry</b>	<b>25</b>	21	
<b>ECE - Early Childhood Education</b>	<b>24</b>	24	Wait: 22 OE: 3
<b>EST - Electrical Systems Tech.</b>	<b>25</b>	18	
<b>FET - Fire/EMS Tech.</b>	<b>20</b>	19	OE: 1
<b>HS - Health Science</b>	<b>72</b>	72	Wait: 16 OE: 3
<b>HVAC - Heating Ventilation &amp; Air Conditioning</b>	<b>22</b>	6	
<b>MT - Multimedia Tech.</b>	<b>20</b>	20	Wait: 6 OE: 1
<b>PG - Print &amp; Graphics</b>	<b>22</b>	19	OE: 1
<b>PS - Project SEARCH</b>	<b>12</b>	5	
<b>RCT (+4 SR) - Robotics/CNC Tech.</b>	<b>22</b>	26	Wait: 1
<b>SES - Sports Fitness &amp; Exercise Science</b>	<b>24</b>	24	Wait: 10 OE: 1
<b>SET - Spa &amp; Esthetics Tech.</b>	<b>16</b>	16	Wait: 3 OE: 2
<b>WLD - Welding</b>	<b>49</b>	49	Wait: 26 OE: 1
<b>TOTAL</b>	<b>554</b>	<b>474</b>	Wait Only: 60 OE: 23
	<b>2021-22:</b>	<b>552</b>	<b>417</b>
		Program has reached maximum number:	

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

- Lima Armature Works, Inc. rebuilt two exhaust fan motors for us. This was approximately a quarter of the price as compared to new motors.
  - We assisted Ohio Indiana Roofing with inspection and repair of three roof leaks. We believe that most of leaks were caused by ice falling off of the metal roof onto the roof below.
  - We shut down the heat and winterized the water lines in the greenhouse while we wait for a decision on its future.
  - I placed an order for a 2022 Ford Transit 10-passenger van from Beau Townsend Ford Inc. through the Ohio Educational Purchasing Council (EPC). I do not have an estimated build date yet.
  - I hired Aaron Becker as a Maintenance Associate and his first day was Feb. 16. Aaron is still learning the building and people, but I believe he is going to be a great addition to our team.
  - In February, we completed 17 preventative maintenance tasks and 36 work requests.
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**Matt Kentner*****Technology Manager***

- The tech team performed server updates and reboots, along with removing unneeded WiFi cables on President's Day.
- We supported multiple video wall events including outside company presentations and the Swartz Fire Seminar.
- We moved a CET camera to cover the mezzanine area where some vaping has occurred.
- I took part in a webinar titled Cyber Insurance 101 - What K-12s Need.
- We are continuing to upgrade staff hard drives to SSDs for faster speeds.
- Chris Smith fixed the broken locks and doors of the laptop and Chromebook carts.
- Lightspeed web filtering was updated and pushed to student devices
- The phone system software was updated.
- Technology Services completed 108 Help Desk trouble tickets during the month of February.