

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**RECORD OF PROCEEDINGS**

**Regular Meeting  
June 27, 2022**

**I. Call to Order**

The Apollo Career Center Board of Education met in regular session on Monday, June 27, 2022, in the Board Room of the Apollo Career Center. President Ned Stechschulte called the meeting to order at 7:00 p.m.

**II. Roll Call**

<b>Member</b>	<b>District</b>	<b>Appointment</b>	
Mr. Mike Carpenter	Shawnee	January 2022 – December 2023	Present
Mr. Spencer Clum	Spencerville	January 2022 – December 2024	Present
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. 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	Absent
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**

- Rehire of Michael DuBois, retiring Math teacher

**IV. Approval of Previous Minutes (Motion 06-22-01)**

Approve the Record of Proceedings for the Regular meeting held on May 26, 2022, having been previously distributed, were found to be correct.

Mrs. Place moved and Mrs. Marrs seconded the adoption of the same.

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

Mr. Mike Carpenter	Yea _____	Mr. Dan Marshman	Yea _____
Mr. Spencer Clum	Yea _____	Mr. Ron Mertz	Absent _____
Mr. Ron Fleming	Abstained _____	Mrs. Jackie Place	Yea _____
Mr. Dennis Fricke	Yea _____	Mr. Brian Spallinger	Yea _____
Mr. Brad Fruchey	Yea _____	Mr. Ned Stechschulte	Yea _____
Mrs. Yvonne Marrs	Yea _____		

**V. Treasurer's Report (Motion 06-22-02)**

Mr. Fricke moved and Mr. Fruchey seconded the approval of the following as presented by the Treasurer:

**A. Financial Reports**

1. Bank Reconciliation and Financial Reports for May 2022.

2. All bills for May 2022 and confirm they are for a proper public purpose.
3. Investment Ledger for May 2022.

**B. Appropriations and Estimated Resources**

1. Adopt the Final FY 2022 Permanent Appropriations as presented.
2. Adopt the FY 2023 Temporary Appropriations as presented.

**C. Other Financial Activities**

1. Approve the creation of the Adult Education FY23 Short Term Certificate Grant (012-9023) and the associated expenditures made from the grant, received from the Ohio Dept. of Higher Education, in the amount of \$73,500.
2. Accept the Commercial Truck Driver Student Aid Program, received from the Ohio Department of Higher Education, in the amount of \$83,278.
3. Approve the following transfers to distribute remaining balances from closed club accounts:
  - \$1,087.32 from Admin Assts (200-9260) to Student Competitions – Admin (200-9280)
  - \$2,661.37 from Floral Marketing Interiors (200-9220) to Student Competitions – Admin (200-9280)
4. Approve the following Then and Now purchase order(s) over \$3,000:
  - PO #2222467, Elite Builders General Contracting LLC, 6/3/22, \$25,000
  - PO #2222477, Council on Occupational Education, 6/8/22, \$4,440
5. Approve the creation of the HVAC club fund (200-9269).
6. Approve the transfer of \$30,349.95 from the AE 2<sup>nd</sup> & 3<sup>rd</sup> Institutional Stimulus Grant (599-9923) to the following for lost revenue replacement:

AE LPN	1217-072001	\$17,719.64
AE ECE	1217-090201	\$674.00
AE Public Safety	1217-070907	\$1,146.31
AE Spa	1217-174150	\$1,627.00
AE Welding	1217-176009	\$186.00
AE Dental	1217-072075	\$2,510.00
AE Med Asst	1217-072135	\$2,060.00
AE COST	1217-145040	\$2,050.00
AE Police Academy	1217-170913	\$77.00
AE Truck Driving	1217-172814	\$2,300.00

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

Mr. Mike Carpenter	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Spencer Clum	<u>Yea</u>	Mr. Ron Mertz	<u>Absent</u>
Mr. Ron Fleming	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</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 06-22-03)**

Mr. Fleming moved and Mr. Carpenter 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 Greg Zumberger (7 years), School Counselor, effective at the end of the current contract year.
- b. Accept the resignation of Jady Adkins (1 year), Maintenance Assistant, effective June 17, 2022.

2. **Administrative**

- a. Adopt the following FY 2023 Administrative Salary Schedules:

FY 2023 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		Step 1	Step 2	Step 3	Step 4
<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 receives paid holidays and 20 vacation days per year.

- ✧ + \$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 2023 Base Factor: \$306.44 (2.0% increase)

Bruce Johnson                      Step 4 ✧✧      Assistant Principal

Administrators hired after June 26, 2011:

FY 2023 Base Factor: \$287.24 (2.0% increase)

Dana Dukes-Norton      Step 4 ✧✧      District Communications Manager  
 Sarah Jamison              Step 2              Special Education Director  
 Matt Kentner              Step 2              Technology Manager  
 Nick Michel              Step 4              Facilities and Grounds Manager  
 Toby Prinsen              Step 4              Assistant Director of Adult Programs  
 Nick Sammetinger      Step 1              High School Principal  
 Tara Shepherd              Step 4              Director of Adult Programs  
 Michael Ward              Step 3              Assistant Principal

3. **Updated Adult Education Part-time Employee Pay Rates FY 2023**

Position	Pay Rate
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	\$15/hour

Aspire Data Entry (non-certified)	\$16/hour
Machine Shop Assistant (non-certified) NR Fire Test Skills Proctor (Second Lead) Public Safety Instructor (Second Lead) Second Lead Instructor	\$17/hour
Driver's Education Instructor	\$20/hour
CPR Instructor Instructor for courses non-reimbursable by ODE (i.e. Special Interest)	\$22/hour
ADP Instructor Forklift Instructor (Truck Driving) Instructor for reimbursable courses Learning Lab Instructor NR Fire Test Skills Proctor (Lead) Public Safety Instructor (Lead) WorkKeys Test Proctor (non-certified)	\$23/hour
Aspire Instructor Instructor performing program coordination duties	\$25/hour
Motorcycle Instructor performing repairs and retests	\$27/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)	\$30/hour
General Dynamics Customized Training LPN Lead Instructor	\$33/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

4. **Certified**

- a. Hire Shawn Orphal as Culinary instructor, on a 1-year contract, effective FY 2023. Placement on the salary schedule pending records.
- b. Hire Alyson Harruff as School Counselor, on a 1-year contract with 25 extended days, effective FY 2023. Placement on the salary schedule pending records.
- c. Hire Jenna Flick as English teacher, on Salary Schedule A-1, on a 1-year contract, effective FY 2023.
- d. Hire the following part-time adult education instructor(s) for FY 2022, hours as assigned and worked, per hourly rates as adopted by the Board of Education on July 26, 2021:
  - Lisa Hensel (effective June 25, 2022)
- e. Hire the following part-time adult education instructor(s) for FY 2023, hours as assigned and worked, per hourly rates as presented above:
  - Victoria Christy
  - Lisa Hensel
  - Gayle Miller
  - Arianna Renee Painter

- Matt Reynolds
- Hannie Wolfe

f. Hire Jason Ernest as Multimedia instructor, on a 1-year contract, effective FY 2023. Placement on the salary schedule pending records.

5. **Classified**

a. Hire James Cox as Teaching Assistant on Salary Schedule J-1, on a one-year contract, for FY 2023.

b. Hire the following AWE Medical Directors for FY 2023:

- Dr. Todd Brookens, Public Safety program medical director, at a rate of \$1,000 for FY 2023.
- Dr. James Patterson, Medical Assisting program medical director, at a rate of \$500 for FY 2023.

c. Authorize the Treasurer to issue the following FY 2023 regular Classified Contracts and Salary Notices:

1. Issue Classified Salary Notices

(Effective July 1, 2022 – Existing Continuing Contracts)

Name	Schedule
Khristina Adkins	L-8
Joy Baeumel	Q-15
Joan Barton	M-11
Kim Cadle	G-10
Todd Erb	I-10
Kacie Green	F-8
Tevyn Gronas	J-15
Michele Keller	F-11
Matthew Kinzer	P-10
Dawn Lambert	F-8
Sheryl Maier	K-15
Mike Makar	L-14
Deb McKivison	G-15
Tammy Miller	L-15
Mark Preston	H-15
Kayce Prinsen	S-3
Chris Smith	P-12
Gary Wheeler	L-14

2. Issue One-Year Classified Contracts

(Effective July 1, 2022 – June 30, 2023)

Name	Schedule
Sandi Piehl	G-3*

\*Retire/Rehire

3. Issue New Two-Year Classified Contracts

(Effective July 1, 2022 – June 30, 2024)

Name	Schedule
Aaron Becker	H-7
Dalton Blymyer	J-2

Steve Brown	J-4
Stephen Burrow	L-8
Shelly Caudill	N-8
Martin Daley	J-4
Tony DeRose	J-2
Tim Haller	J-4
Cory Hartzog	L-6
Diane Hunt	F-11
David Kinzer	J-2
Crystal Pyles	R-4
Brittany Roof	G-8
Diane Stennett	J-4
Jordan Sutton	J-2
Jennifer Swanger	G-6

4. Issue Classified Salary Notices  
(Year two of two-year contract July 1, 2021 – June 30, 2023)

Name	Schedule
Carla Blymyer	E-8
Mallory Cox-Eley	F-8
Tim Donovan	J-2
Abby Fisk	J-3
Shawn Heing	L-8
Irene Hesseling	J-10
Liz Hobbs	G-9
Trisha Kroeger	G-6
Sheila Prater	L-3
Laecen Seese	T-3
Sherri Slechter	J-10

- d. Issue Sandi Piehl a \$2,275 (\$3,250 x 70%) stipend for assistant treasurer duties for FY 2023.
- e. Issue Brittany Roof a \$3,250 stipend for assistant treasurer duties for FY 2023.
- f. Issue Gary Wheeler a \$4,000 stipend for custodial shift supervisor duties for FY 2023.
- g. Issue Tammy Miller a \$3,000 stipend for Summer 2022 lead custodian duties.
- h. Issue Mike Makar a \$2,000 stipend for maintenance associate work performed during FY 2023.
- i. Approve chaperone pay for non-certified staff at \$125 for overnight on a contract day and \$175 for a non-contract day.
- j. Approve the hourly rates for substitute teaching assistants and custodians at \$15.00 per hour and other classified substitutes at \$13.00 hour.
- k. Hire the following classified part-time and substitute personnel for FY 2023, hours as assigned and worked:

Name	FY 2023 Hourly Rates	Position
Donna Anderson	\$13.00	P-T Cafeteria Worker

Sandra Buerger	\$13.00	P-T Cafeteria Worker
Heather Dicke	\$20.00	Regular Bus Driver*
Todd Erb	\$20.00	Sub Bus Driver*
Michele Houseworth	\$13.00	P-T Cafeteria Worker
Alexandra Houston	\$13.00	P-T Cafeteria Worker
Ted Kerner	\$20.00	Sub Bus Driver*
Ted Kerner	\$20.00	On-Board Bus Driver Instructor
Carol Kleffner	\$13.00	Sub Secretary (Adult Ed.)
Shelly Long	\$13.00	P-T Cafeteria Worker
Elizabeth May	\$13.46	P-T Cafeteria Worker
Jackie Mitchell	\$13.00	Sub Secretary (Adult Ed.)
Dara Moritz	\$15.73	P-T Cafeteria Worker
Allison Overholt	\$26.00	P-T Communications Assistant
Anna Schiel	\$13.91	P-T Cafeteria Worker
Robin Schroeder	\$13.00	P-T Cafeteria Worker
Sheila Snider	\$20.00	Regular Bus Driver*
Julie Thomas	\$15.73	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.

- I. Approve the following Cell Phone Guidelines for the 2022-23 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. Mike Carpenter	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Spencer Clum	<u>Yea</u>	Mr. Ron Mertz	<u>Absent</u>
Mr. Ron Fleming	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>		

**B. New Business (Motion 06-22-04)**

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

**1. Out-of-State Travel**

Approve out-of-state travel for Roger Mathews, Bruce Johnson and fourteen Automotive Technology students to attend the Specialty Equipment Market Association (SEMA) show in Las Vegas, NV, November 1-4, 2022. (travel dates tentative)

2. **Board Policies**

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

- GCCB Staff Conduct
- GDBE Support Staff Vacations and Holidays
- BJA Liaison With School Boards Associations
- DN School Properties Disposal
- IJA Career Advising

3. **Adult Education Student Handbook**

Approve the Adult Education Student Handbook for the 2022-23 program year, as presented.

4. **Insurance Proposal – FY 2023**

Accept the FY 2023 Property Fleet & Liability insurance proposal from the Southwestern Ohio Educational Purchasing Council for a cost of \$82,183.

5. **Mileage Reimbursement**

Set the staff mileage reimbursement rate at 62.5 cents per mile for the remainder of 2022, as determined by the IRS, effective July 1, 2022.

Mr. Mike Carpenter	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Spencer Clum	<u>Yea</u>	Mr. Ron Mertz	<u>Absent</u>
Mr. Ron Fleming	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>		

C. **Levy Renewal Resolution (Motion 06-22-05)**

Mr. Fleming moved the adoption of the following resolution:

**APOLLO CAREER CENTER JOINT VOCATIONAL SCHOOL DISTRICT  
RESOLUTION NO. 06-22-05**

**RESOLUTION DETERMINING TO PROCEED TO LEVY A RENEWAL TAX  
IN EXCESS OF THE TEN-MILL LIMITATION**

WHEREAS, pursuant to the provisions of Section 3311.21 of the Ohio Revised Code, this Board has determined the necessity to levy a tax in excess of such ten-mill limitation for the purpose of enlarging, improving and rebuilding buildings, including maintenance of classroom facilities at the rate not exceeding nineteen-hundredths (0.19) mills for each one dollar (\$1.00) of valuation, which amounts to one and nine-tenths cents (\$0.019) for each one hundred dollars (\$100.00) of valuation, for a period of ten (10) years; and

WHEREAS, the County Auditor has certified the total current tax valuation of Apollo Career Center Joint Vocational School District and the dollar amount of revenue that would be generated by the proposed levy annually.

BE IT RESOLVED by the Board of Education of the Apollo Career Center Joint Vocational School District (herein the "School District"), Counties of Allen, Auglaize, Hardin, Hancock, Putnam and Van Wert, Ohio, two-thirds of all the members elected thereto concurring:

SECTION 1. That the Board of Education hereby determines to proceed with the renewal levy and the question of the adoption of said tax shall be submitted to the electors of the entire territory of the School District at the election to be held on November 8, 2022, and if said tax is approved by a majority of said electors such tax levy shall first be placed upon the 2023 tax list and duplicate, for first collection in calendar year 2024.

SECTION 2. That the form of the ballot to be used at said election shall be substantially as follows:

**PROPOSED TAX LEVY**  
**APOLLO CAREER CENTER JOINT VOCATIONAL SCHOOL DISTRICT**  
*A majority affirmative vote is necessary for passage*

A renewal of a tax for the benefit of the Apollo Career Center Joint Vocational School District **FOR THE PURPOSE OF ENLARGING, IMPROVING AND REBUILDING BUILDINGS, INCLUDING MAINTENANCE OF CLASSROOM FACILITIES** at a rate not exceeding nineteen-hundredths (0.19) mills for each one dollar (\$1.00) of valuation, which amounts to one and nine-tenths cents (\$0.019) for each one hundred dollars (\$100.00) of valuation, for a period of ten (10) years, commencing in 2023, first due in calendar year 2024.

	FOR THE TAX LEVY
	AGAINST THE TAX LEVY

SECTION 3. That the Treasurer of this Board of Education be and is hereby directed to certify a copy of this resolution to the Board of Elections, not later than four o'clock (4:00) p.m. of the ninetieth (90th) day before the date of said election and to notify said Board of Elections to cause notice of the election on the question of levying said tax to be given as required by law.

SECTION 4. That it is found and determined that all formal actions of this Board of Education concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board of Education; and that all deliberations of this Board of Education and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Mr. Fricke seconded the motion, and the roll being called upon the question of adoption of the resolution, the vote resulted as follows:

Mr. Mike Carpenter	Yea		Mr. Dan Marshman	Yea
Mr. Spencer Clum	Yea		Mr. Ron Mertz	Absent
Mr. Ron Fleming	Yea		Mrs. Jackie Place	Yea
Mr. Dennis Fricke	Yea		Mr. Brian Spallinger	Yea
Mr. Brad Fruchey	Yea		Mr. Ned Stechschulte	Yea
Mrs. Yvonne Marrs	Yea			

**VII. Reports and Information**

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

**VIII. Hearing of the Public**

Yvonne Smith asked where the board stands with the new gun laws (arming teachers). The board responded they have not discussed this yet.

**IX. Adjournment (Motion 06-22-06)**

Mr. Fruchey moved and Mr. Clum seconded the motion to adjourn.

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

Mr. Mike Carpenter	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Spencer Clum	<u>Yea</u>	Mr. Ron Mertz	<u>Absent</u>
Mr. Ron Fleming	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>		

The Apollo Career Center Board of Education adjourned at 7:32 p.m.