

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**Record of Proceedings  
Organizational & Regular Meetings  
January 30, 2023**

<b>Record of Proceedings – Organizational Meeting</b>
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**I. Call to Order**

The Apollo Career Center Board of Education met for its organizational and regular meetings on Monday, January 30, 2023, in the Board room of the Apollo Career Center. Mr. Stechschulte, acting as President Pro Tem, called the meeting to order at 7:06 p.m.

**II. Swearing in of New Members**

Mrs. Rellinger will administer the oath of office to the newly appointed board members for a term of three years effective January 2023:

- Mr. Dennis Fricke, Elida
- Mrs. Yvonne Marrs, Perry
- Mr. Dan Marshman, Hardin Northern
- Mrs. Jackie Place, Bath
- Mr. Jeremy Scoles, Bluffton
- Mr. Ned Stechschulte, Columbus Grove

Please respond “I do” if you agree with the following:

*Do you solemnly swear to uphold the policies of the Apollo Career Center Board of Education, the statutes and regulations of the State of Ohio and the United States of America and continuously strive to provide excellence and leadership to the program of studies of the Apollo Career Center?*

**III. 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 2023 – December 2025	Present
Mrs. Yvonne Marrs	Perry	January 2023 – December 2025	Present
Mr. Dan Marshman	Hardin Northern	January 2023 – December 2025	Present
Mr. Ron Mertz	Wapakoneta	January 2021 – December 2023	Present
Mrs. Jackie Place	Bath	January 2023 – December 2025	Present
Mr. Jeremy Scoles	Bluffton	January 2023 – December 2025	Present
Mr. Brian Spallinger	Allen East	January 2021 – December 2023	Absent
Mr. Ned Stechschulte	Columbus Grove	January 2023 – December 2025	Present

**IV. Election of Officers**

**A. Nominations for President (Motion 10-23-01)**

The President Pro Tem requests nominations for the position of President of the Apollo Career Center Board of Education for 2023. (Nominations do not require seconds.)

Mrs. Place nominates Mrs. Marrs for President.

Mr. Clum moved that the nominations for the position of President be closed. Mr. Fleming seconded the motion.

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

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

**B. Election of President (Motion 10-23-02)**

The President Pro Tem calls for the vote to elect the person nominated above as President.

*If more than one person is nominated, please state the name of the person the vote is for during the call of the roll.*

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

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

Mrs. Marrs was elected President of the Apollo Career Center Board of Education for 2023.

**C. Nominations for Vice President (Motion 10-23-03)**

Mrs. Marrs assumes the presidency and requests nominations for the position of Vice President of the Apollo Career Center Board of Education for 2023. (Nominations do not require seconds.)

Mr. Fleming nominates Mr. Fricke for Vice President.

Mr. Stechschulte moved that the nominations for the position of Vice President be closed. Mr. Clum seconded the motion.

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

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

**D. Election of Vice President (Motion 10-23-04)**

The President calls for the vote to elect the person nominated above as Vice President.

*If more than one person is nominated, please state the name of the person the vote is for during the call of the roll.*

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

Mr. Mike Carpenter	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Spencer Clum	<u>Yea</u>	Mr. Jeremy Scoles	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Brian Spallinger	<u>Absent</u>
Mr. Dennis Fricke	<u>Abstained</u>	Mr. Ned Stechsulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Ron Mertz	<u>Yea</u>		

Mr. Fricke was elected Vice President of the Apollo Career Center Board of Education for 2023.

**V. Other Business (Motion 10-23-05)**

Mrs. Place moved and Mr. Stechsulte seconded the approval of the following motions:

**A. 2023 Board Meeting Dates**

That the Regular monthly meetings of the Apollo Career Center Board of Education be held on the fourth Monday of each month at 7:00 p.m. (unless specified otherwise) at Apollo Career Center, 3325 Shawnee Road, Lima, Ohio.

February 27

March 27

April 24

May 22

June 26

July 24

August 28

September 25

October 23

November 27

December 18 (*third Monday of the month*)

**B. Board Service Fund**

That a Board Service Fund of Twenty Thousand Dollars (\$20,000) be established for the purpose of paying expenses of members of the Board of Education and their representatives which are incurred in the performance of their duties, for paying expenses of their office representatives when sent out of the district, and for paying expenses of community citizens who are called upon to advise the Board on matters of designated importance.

**C. OSBA Legislative Liaison**

That Mrs. Place represent the Apollo Career Center Board of Education as Legislative Liaison to the Ohio School Boards Association for 2023.

**D. OSBA Student Achievement Liaison**

That Mr. Stechsulte represent the Apollo Career Center Board of Education as Student Achievement Liaison to the Ohio School Boards Association for 2023.

**E. Apollo Educational Foundation Liaison**

That Mrs. Place represent the Apollo Career Center Board of Education as Liaison to the Apollo Educational Foundation Board of Trustees for 2023.

**F. Board of Education Designees**

That a committee of the Board of Education be established to serve as a designee of the Apollo Career Center Board of Education in cases where an appeal is requested relative to an expulsion of

an Apollo Career Center student.

The President appointed the following Board members as designees for 2023, and authorized the Superintendent to involve other Board members when the need arises:

Mr. Clum, Mr. Mertz, Mr. Stechschulte

**G. Superintendent and Treasurer Authorizations**

1. Authorize the Superintendent and Treasurer to enter into and/or accept/participate in federal, state, or local grants or agreements deemed advantageous to the school district and authorize the Treasurer to appropriate funds for grants awarded.
2. Authorize the Superintendent and Treasurer to be official signatories for Apollo Career Center regarding official school business and the Apollo Educational Foundation.
3. Authorize the Superintendent and Treasurer to accept donations on behalf of the Board of Education.
4. Authorize the Superintendent to serve as the purchasing agent and administrative official with full authority to enter into contracts up to \$50,000 for the Board of Education during 2023.
5. Authorize the Superintendent to employ such temporary personnel as needed and approved by the Board of Education in the next regular meeting.
6. Appoint the Treasurer as the representative for public records training for all Board Members as required.
7. Authorize the Treasurer to make advance draws on February and August tax settlements.
8. Authorize the Treasurer to invest active, inactive, or interim funds at the most productive rate of interest according to law whenever these funds are available.
9. Authorize the Treasurer to make fund to fund advances, advance returns, transfers, and appropriation changes as needed throughout the year with Board ratification as part of the financial reports at the next meeting.
10. Authorize the Treasurer to pay the bills.
11. Authorize the Treasurer to file requests for amendments of the Certificate of Estimated Resources with the Allen County Auditor as information becomes available to the Treasurer to warrant such filing.

**H. Institutional Memberships**

Authorize the Superintendent to renew the following institutional memberships:

- OSBA (Ohio School Boards Association)
- OACTS (Ohio Association of Career-Technical Superintendents)
- Ohio ACTE (Ohio Association of Career-Technical Education)

**I. Mileage Reimbursement**

Set that staff mileage reimbursement at the same rate as the Internal Revenue Service's standard business use mileage rate that is in effect on the date of travel.

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

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

**Record of Proceedings – Regular Meeting – January 30, 2023**

**I. Hearing of the Public**

- Mr. Sammetinger presented the proposed 2023-24 school calendar.
- Scholarship presentation by OASBO Executive Director Jim Rowan.

**II. Approval of Previous Minutes (Motion 1R-23-01)**

The Record of Proceedings for the Regular Meeting held on December 19, 2022, having been previously distributed, were found to be correct.

Mr. Clum moved and Mr. Mertz seconded the adoption of the same.

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

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

**III. Treasurer’s Report (Motion 1R-23-02)**

Mr. Fricke 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 December 2022.
2. All bills for December 2022 and confirm they are for a proper public purpose.
3. Investment ledger for December 2022.

**B. Other Financial Activities**

1. Approve the following Then and Now purchase order(s) over \$3,000:
  - PO #2231359, Northwest State Community College, 1/12/2023, \$41,330
2. Approve the transfer of \$34,758 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	\$18,886.00
AE Nurse Aid	1217-072050	\$1,942.50

AE ECE	1217-090201	\$398.00
AE Public Safety	1217-070907	\$300.00
AE Spa	1217-174150	\$4,791.00
AE Welding	1217-176009	\$1,862.00
AE Dental	1217-072075	\$1,024.00
AE Med Asst	1217-072135	\$3,963.50
AE Police Academy	1217-170913	\$1,618.00

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

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

#### IV. New and Recommended Matters

##### A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 1R-23-03)

Mr. Scoles moved and Mr. Clum 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. Administrator Notification of Expiring Contract

- a. Notify the following administrator(s) that his/her contract expires June 30, 2023, and they have the right to request an executive session with the Board of Education to discuss the same:
  - Dana Dukes-Norton, District Communications Manager
  - Sarah Jamison, Special Education Director
  - Bruce Johnson, Assistant Principal
  - Matt Kentner, Technology Manager
  - Nick Sammetinger, High School Principal
  - Tara Shepherd, Director of Adult Programs

##### 2. Certified

- a. Hire the following part-time adult education instructor(s) for FY 2023, hours as assigned and worked, per hourly rates as adopted by the Board of Education on August 29, 2022:
  - Ja'Kel Brown
  - Heidi Hoff
  - Dalton Jones
  - Kellie Mansfield
  - Christine Payson
- b. Hire the following high school substitute(s) for the 2022-23 school year, days as assigned and worked, at \$110 per day:
  - Aimee Hickey
  - Leah Soloff
- c. Accept the resignation of Ann Benfield (15 years), adult education welding program manager, effective at the end of the work day on June 23, 2023, for the purposes of retirement.

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

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

**B. New Business (Motion 1R-23-04)**

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

**1. Donations**

- a. Accept twelve Sara's Sweets cupcake tokens to be used by the Positive Behavioral Interventions and Support (PBIS) program, donated by Sara's Sweets, Lima, OH.
- b. Accept a 2000 Ford Ranger truck to be used by Automotive Collision and Automotive Technology students to further their training, donated by Jennifer Swanger, Lima, OH.
- c. Accept a 2017 Nissan van to be used by Automotive Collision and Automotive Technology students to further their training, donated by Reineke Ford Lincoln of Lima, Lima, OH.

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

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

**V. Reports and Information**

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

**VI. Executive Session (Motion 1R-23-05)**

Mr. Stechschulte moved and Mr. Mertz seconded the motion that the Board of Education retire to Executive Session pursuant to Ohio Revised Code Section 121.22 (G) for the following reason(s):

- To consider the appointment \_\_\_\_, employment \_\_\_\_, dismissal \_\_\_\_, discipline \_\_\_\_, promotion \_\_\_\_, demotion \_\_\_\_, or compensation \_\_\_\_, of a public employee or official; (check which one or more of the purposes for which the executive session is to be held).
- To consider the investigation of charges or complaints against a public employee, official, licensee or regulated individual, (unless the public employee, official, licensee or regulated individual requests a public hearing).
- To consider the purchase of property for public purposes or the sale of property at competitive bidding;
- Conference with the Board's attorney concerning disputes involving the Board that are the subject of pending or imminent court action;
- Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

- Matters required to be kept confidential by federal law or regulations or state statutes;
- Details relative to the security arrangements and emergency response protocols for the District where disclosure of the matters discussed could reasonably be expected to jeopardize the security of the District.

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

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

The Apollo Career Center Board of Education retired to executive session at 7:45 p.m. and reconvened at 7:56 p.m.

**VII. Adjournment (Motion 1R-23-06)**

Mr. Mertz moved and Mrs. Place seconded the motion to adjourn.

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

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

The Apollo Career Center Board of Education adjourned at 7:56 p.m.