

**APOLLO CAREER CENTER
BOARD OF EDUCATION**

**Regular Meeting
June 26, 2023**

I. Call to Order

The Apollo Career Center Board of Education met in regular session on Monday, June 26, 2023, in the Board room of the Apollo Career Center. President Yvonne Marrs called the meeting to order at 7:00 p.m.

II. Roll Call

Member	District	Appointment	
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	Absent
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	Absent

III. Approval of Previous Minutes (Motion 06-23-01)

The Record of Proceedings for the Regular meeting held on May 22, 2023, having been previously distributed, were found to be correct.

Mrs. Place moved and Mr. Fleming 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>Absent</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

IV. Treasurer’s Report (Motion 06-23-02)

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

A. Financial Reports

1. Bank reconciliation and financial reports for May 2023.
2. All bills for May 2023 and confirm they are for a proper public purpose.
3. Investment ledger for May 2023.

B. Appropriations and Estimated Resources

1. Adopt the Final FY 2023 Permanent Appropriations as presented.

2. Adopt the FY 2024 Permanent Appropriations as presented.

C. Other Financial Activities

1. Approve the following Then and Now purchase order(s) over \$3,000:
 - PO #2231976, Northwest State Community College, 6/1/23, \$20,000
 - PO #2232105, Ameristar CDL, 6/1/23, \$8,000
2. Approve the transfer of \$19,985.75 from the AE 2nd & 3rd Institutional Stimulus Grant (599-9923) to the following for lost revenue replacement:

AE LPN	1217-072001	\$7,432.00
AE Nurse Aide	1217-072050	\$855.00
AE Med Asst	1217-072135	\$6,135.75
AE Police Academy	1217-170913	\$2,000.00
AE Spa	1217-174150	\$1,113.00
AE Welding	1217-176009	\$2,450.00

3. Approve the transfer of \$427,027.04 from the Permanent Improvement Fund (003-0000) to the Public Safety Building Fund (003-9923).

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>Absent</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

V. New and Recommended Matters

A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 06-23-03)

Mr. Clum 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

Accept the following resignations effective at the end of the current contract year:

- Tim Alger (1 year), teaching assistant
- Emily Hamric (3 years), English teacher

2. Rescission of Employment Offer

Rescind the motion (Motion 05-23-07) to hire Tyler Simmons.

3. Certified

- a. Hire Lindsey Sellman as English teacher, on a 1-year contract effective FY 2024, on salary schedule A-1
- b. Hire Erickson Collar as Automation & Robotics instructor on a 1-year contract effective FY 2024. Placement on salary schedule pending records.
- c. Issue Limited One-Year Teaching Contracts (July 1, 2023 – June 30, 2024)

Name	Base Schedule	Extended Days
Brandie Bogart	D-24	
Shannen Vermillion	A-3	

- d. Move the following teacher(s) on the salary schedule based upon obtaining a 5-year teaching license and/or college degree, effective FY 2024:

Name	Salary Schedule	
	From	To
Nicholas Ebbing	A-12	B-12
Charlotte Howbert	A-12	B-12
Lucas Nagel	A-13	C-13

- e. Hire the following part-time adult education instructor(s) for FY 2024, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 24, 2023:
- William Ames
 - Amy Delgado
 - Shirley Evans
 - Mark Fisher
 - Jeffrey Hauge
 - Bryan Lynch
 - Brenda Ricker
 - Heather Swinehart
- f. Hire the following high school substitute(s) for the 2023-34 school year, days as assigned and worked, at \$110 per day:
- Dean Brown
 - Irene Hesseling

4. **Classified**

- a. Approve changing the job description name of Maintenance Associate to Maintenance Technician.
- b. Hire Bert Cummins as Maintenance Technician on salary schedule H-10, on a 1-year contract, effective July 10, 2023.
- c. Hire Aaron Becker as a part-time maintenance technician, hours as assigned and worked at \$29 per hour, effective June 20, 2023.
- d. Move Michelle Weis from L-2 to L-3 on the salary schedule, effective FY 2024.
- e. Hire the following as Teaching Assistants on salary schedule J-1, on 1-year contracts, effective FY 2024:
- Eric Beach
 - Kevin Clay
 - John Landin
 - James Martin
 - H. Anthony Swygart
- f. Hire the following classified part-time and substitute personnel for FY 2024, hours as assigned and worked:

Name	FY 2024 Hourly Rates	Position
Donna Anderson	\$13.46	P-T Cafeteria Worker
Heather Dicke	\$22.00	Regular Bus Driver*
Todd Erb	\$22.00	Sub Bus Driver*
Deborah Hatton	\$13.46	P-T Cafeteria Worker
Michele Houseworth	\$13.46	P-T Cafeteria Worker
Ted Kerner	\$22.00	Sub Bus Driver*
Ted Kerner	\$22.00	On-Board Bus Driver Instructor
Janet Kinzer	\$13.00	P-T Cafeteria Worker
Carol Kleffner	\$13.00	Sub Secretary (Adult Ed.)
Shelly Long	\$13.46	P-T Cafeteria Worker
James Martin	\$15.00	Sub Custodian
Jackie Mitchell	\$13.00	Sub Secretary (Adult Ed.)
Dara Moritz	\$16.19	P-T Cafeteria Worker
Allison Overholt	\$29.00	P-T Communications Assistant
Anna Schiel	\$14.37	P-T Cafeteria Worker
Robin Schroeder	\$13.46	P-T Cafeteria Worker
Kevin Shook	\$15.00	Sub Custodian
Julie Thomas	\$16.19	P-T Cafeteria Worker
Kevin Thorne	\$22.00	Regular Bus Driver*

*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 \$22.00 per hour.

- g. Approve the following Cell Phone Guidelines for the 2023-24 school year:
 - Approve an annual stipend for ownership of a personal cell phone for district business, as a condition of employment, for Maintenance Technicians, 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.
- h. Approve chaperone pay for non-certified staff at \$125 for overnight on a contract day and \$175 for a non-contract day, effective FY 2024
- i. Approve the hourly rates for substitute teaching assistants and custodians at \$15 per hour and other classified substitutes at \$13 per hour, effective FY 2024
- j. Change the effective starting date of Eli Butterfield, student worker, to May 30, 2023. (originally hired under Motion 05-23-04)

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>Absent</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

B. New Business (Motion 06-23-04)

Mr. Fleming moved and Mrs. Place seconded the adoption of the following:

1. Adult Education Student Handbook

Approve the Adult Education Student Handbook for the 2023-24 program year, as presented.

2. Insurance Proposal

Accept the FY 2024 Property, Fleet & Liability insurance proposal from the Southwestern Ohio Educational Purchasing Council at a cost of \$82,183.

3. F.A.S.T. Agreement

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, OH, to conduct labs for the Sports Exercise Science program during the 2023-24 school year, effective August 1, 2023, through May 31, 2024, as presented.

4. Working Information Service Policy

Approve Adult Education’s Working Information Service Policy (W.I.S.P.), required by the Gramm-Leach-Bliley Act, as presented.

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>Absent</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marris	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

VI. Reports and Information

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

VII. Adjournment (Motion 06-23-05)

Mr. Fricke 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>	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>Absent</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marris	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

The Apollo Career Center Board of Education adjourned at 7:23 p.m.