

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**Record of Proceedings  
Organizational & Regular Meetings  
January 15, 2020**

<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 Wednesday, January 15, 2020, in the Board Room of the Apollo Career Center. Mr. Fricke, acting as President Pro Tem, called the meeting to order at 7 p.m.

**II. Swearing in of New Members**

Mrs. Rellinger will administer the oath of office to newly appointed board members for a term of three years effective January 2020.

Mr. Dennis Fricke, Elida  
Mr. Brad Fruchey, Bluffton  
Mrs. Penny Kill, Spencerville  
Mrs. Yvonne Marrs, Perry  
Mr. Dan Marshman, Hardin Northern  
Mrs. Jackie Place, Bath

I, \_\_\_\_\_, do 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. In so doing, I shall 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. Ron Fleming	Ada	January 2018 – December 2020	Present
Mr. Dennis Fricke	Elida	January 2020 – December 2022	Present
Mr. Brad Fruchey	Bluffton	January 2020 – December 2022	Present
Mr. Todd Hager	Allen East	January 2018 – December 2020	Present
Mrs. Penny Kill	Spencerville	January 2020 – December 2022	Present
Mr. Bob Loescher	Shawnee	January 2018 – December 2020	Present
Mrs. Yvonne Marrs	Perry	January 2020 – December 2022	Present
Mr. Dan Marshman	Hardin Northern	January 2020 – December 2022	Present
Mrs. Jackie Place	Bath	January 2020 – December 2022	Present
Mr. Willie Sammetinger	Wapakoneta	January 2018 – December 2020	Present
Mr. Ned Stechschulte	Columbus Grove	January 2020 – December 2022	Absent

**IV. Election of Officers**

**A. Nominations for President (Motion 10-20-01)**

The President Pro Tem requests nominations for the position of President of the Apollo Career Center Board of Education for 2020. (Nominations do not require seconds.)

Mr. Hager nominates Mr. Sammetinger for President.

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

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

**B. Election of President (Motion 10-20-02)**

The President Pro Tem calls for the vote.

Roll call vote (if more than one candidate, please state the person you wish to vote for President).

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Abstained</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

Mr. Sammetinger was elected President of the Apollo Career Center Board of Education for 2020.

**C. Nominations for Vice President (Motion 10-20-03)**

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

Mr. Fruchey nominates Mrs. Place for Vice President.

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

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

**D. Election of Vice President (Motion 10-20-04)**

The President calls for the vote.

Roll call vote (if more than one candidate, please state the person you wish to vote for Vice President).

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Abstained</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

Mrs. Place was elected Vice President of the Apollo Career Center Board of Education for 2020.

**V. Other Business (Motion 10-20-05)**

Mr. Hager moved and Mrs. Marrs seconded the approval of the following motions:

**A. 2020 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 24

March 23

April 27

May 21, immediately following Sr. Honors ceremony (Thursday)

June 25 (Thursday)

July 27

August 31

September 28

October 26

November 12 (Thursday)

December 17, 8 p.m. (Thursday)

**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 2020.

**D. OSBA Student Achievement Liaison**

That Mrs. Kill represent the Apollo Career Center Board of Education as Student Achievement Liaison to the Ohio School Boards Association for 2020.

**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 2020.

**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 2020, and authorized the Superintendent to involve other Board members when the need arises:

Mr. Fricke, Mrs. Kill, 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 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 2020.
4. Authorize the Superintendent to employ such temporary personnel as needed and approved by the Board of Education in the next regular meeting.
5. Appoint the Treasurer as the representative for public records training for all Board Members as required.
6. Authorize the Treasurer to make advance draws on February and August tax settlements.
7. 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.
8. 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.
9. Authorize the Treasurer to pay the bills.
10. 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)

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

## Record of Proceedings – Regular Meeting – January 15, 2020

### I. Hearing of the Public

- Present the 2020-21 school calendar.

### II. Approval of Previous Minutes (Motion 1R-20-01)

The Record of Proceedings for the Regular Meeting held on December 12, 2019, 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. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Abstained</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

### III. Treasurer's Report (Motion 1R-20-02)

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

#### A. Financial Reports

1. Bank Reconciliation and Financial Reports for December 2019.
2. All bills for December 2019 and confirm they are for a proper public purpose.

3. Investment Ledger for December 2019.

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

**IV. New and Recommended Matters**

**A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 1R-20-03)**

Mr. Hager moved and Mrs. Marrs 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. Resignation**

- a. Accept the resignation of Ruth Nichols, Adult Ed. Nurse Aide Program Instructor/Coordinator (13 years), effective at the end of the contract year, for the purposes of retirement.

**2. Administrators' Notification of Expiring Contract**

- a. Notify the following administrators that his/her contract expires June 30, 2020, and they have the right to request an executive session with the Board of Education to discuss the same:
- Jamie Buell, Instructional Supervisor
  - Dana Duke-Norton, District Communications Manager
  - Bruce Johnson, Instructional Supervisor
  - Nick Sammetinger, Instructional Supervisor
  - Tasha Sheipline, Director of High School Programs
  - Tara Shepherd, Director of Adult Programs

**3. Certified**

- a. Hire the following part-time adult education instructor(s) for FY 2020, hours as assigned and worked, per hourly rates adopted by the Board of Education on March 25, 2019:
- Nick Frena
  - Paige Peterson
  - Brooke Rasneor
  - Allison Williamson
- b. Hire the following high school substitute(s) for the 2019-20 school year, days as assigned and worked, at \$105 per day:
- Kelly Knutzen

**4. Classified**

- a. Hire Diane Stennett as Teaching Assistant for FY 2020, on Salary Schedule JJ-1, effective January 13, 2020.
- b. Hire Nicole Vettters as Teaching Assistant for FY 2020, on Salary Schedule JJ-1, effective January 13, 2020.
- c. Hire Elisa Long as a substitute cafeteria worker for FY 2020, hours as assigned and worked, at \$12 per hour.

**5. Other**

- a. Approve the following changes to the Employment Policies for Non-Bargaining Unit Employees manual (changes in bold):

**ADVANCEMENT ON SALARY SCHEDULE**

Newly appointed employees will be placed on step one (1) of the appropriate schedule or at a higher step based on experience at the discretion of the superintendent, and shall receive a one-step increase for each year served in the position.

**12-Month Employees**

A year of service shall be defined as one hundred twenty (120) days worked in a contract year. If placed on a higher paying schedule, the employee will be placed at the first step which guarantees an increase in earnings.

**Less than 12-Month Employees**

**A year of service shall be defined as those working in a position prior to March 1 of the current contract year. If placed on a higher paying schedule, the employee will be placed at the first step which guarantees an increase in earnings.**

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechschulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

**B. New Business (Motion 1R-20-04)**

Mrs. Kill moved and Mrs. Place seconded the adoption of the following motions:

**1. Mileage Reimbursement**

Set the staff mileage reimbursement rate at 57.5 cents per mile, effective January 1, 2020, as determined by the IRS.

**2. Donations**

Accept a brake lathe to be used by Automotive Technology classes to further their training, donated by Miller Brothers Tire Service, Uniopolis, OH.

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechsulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

**V. Reports and Information**

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

**VI. Adjournment (Motion 1R-20-05)**

Mrs. Place moved and Mrs. Kill seconded the motion to adjourn.

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

Mr. Fleming	<u>Yea</u>	Mrs. Marrs	<u>Yea</u>
Mr. Fricke	<u>Yea</u>	Mr. Marshman	<u>Yea</u>
Mr. Fruchey	<u>Yea</u>	Mrs. Place	<u>Yea</u>
Mr. Hager	<u>Yea</u>	Mr. Sammetinger	<u>Yea</u>
Mrs. Kill	<u>Yea</u>	Mr. Stechsulte	<u>Absent</u>
Mr. Loescher	<u>Yea</u>		

The Apollo Career Center Board of Education adjourned at 7:42 p.m.