

**APOLLO CAREER CENTER  
BOARD OF EDUCATION**

**RECORD OF PROCEEDINGS**

**Regular Meeting  
June 25, 2020**

**I. Call to Order**

The Apollo Career Center Board of Education met in regular session on Thursday, June 25, 2020, in the Goare Room. President Willie Sammetinger called the meeting to order at 7:00 p.m.

**II. 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	Absent
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	Present

**III. Hearing of the Public**

**IV. Approval of Previous Minutes (Motion 06-20-01)**

The Record of Proceedings for the Regular Meeting held on May 21, 2020, having been previously distributed, were found to be correct.

Mrs. Place moved and Mr. Loescher seconded the adoption of the same.

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

Mr. Ron Fleming	<u>Abstained</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Abstained</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Absent</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Abstained</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**V. Treasurer's Report (Motion 06-20-02)**

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

**A. Financial Reports**

1. Bank Reconciliation and Financial Reports for May 2020.
2. All bills for May 2020 and confirm they are for a proper public purpose.
3. Investment Ledger for May 2020.

**B. Appropriations and Estimated Resources**

1. Adopt the Final FY 2020 Permanent Appropriations as presented.
2. Adopt the FY 2021 Temporary Appropriations presented.

**C. Other Financial Activities**

1. Approve the creation of the AE Institutional Grant Fund (599-9919), and the associated expenditures made from the grant, received from the U.S. Dept. of Education in the amount of \$84,099.

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Absent</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechsulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**VI. New and Recommended Matters**

**A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 06-20-03)**

Mr. Fricke moved and Mr. Fruchey 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**

Accept the resignation of Dennis Pohlman, Agriculture instructor (16 years/Elida satellite), effective at the end of the current contract year.

**2. Updated Adult Education Part-time Employee Pay Rates FY 2021**

Position	Pay Rate
Adult Ed. Instructor in Training <b>Aspire Data Entry (non-certified)</b> Fire Test Skills Ratio Proctor (non-certified) Proctor for computerized testing in all areas except Workkeys (non-certified) Public Safety Maintenance (non-certified) Public Safety Ratio Instructor	\$14/hour
NR Fire Test Skills Proctor (Second Lead) Public Safety Instructor (Second Lead) <b>Second Lead Instructor</b>	\$16/hour

CPR Instructor Instructor for courses non-reimbursable by ODE (i.e. Special Interest)	\$21/hour
ADP Instructor Aspire Instructor Forklift Instructor (Truck Driving) Instructor for reimbursable courses NR Fire Test Skills Proctor (Lead) Public Safety Instructor (Lead) WorkKeys Test Proctor (non-certified)	\$22/hour
Instructor performing program coordination duties	\$24/hour
Motorcycle Instructor performing repairs and retests	\$26/hour
CWI Test Proctor Apprentice/Customized Industry Instructor Registered Nurse teaching STNA, I.V. Therapy and LPN courses Hourly Program Manager <b>Substitute Evening Manager (non-certified)</b>	\$29/hour
General Dynamics Customized Training, effective 8/26/19	\$32/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

### 3. Administrative

- a. BE IT RESOLVED by the Apollo Career Center Board of Education, upon the recommendation of the Superintendent, that the following administrator is re-employed pursuant to Section 3319.02 of the Ohio Revised Code:

One-Year Contracts (July 1, 2020 – June 30, 2021)

Dick Schroyer, Technology Manager

- b. Adopt the following FY 2021 Administrative Salary Schedules:

FY 2021 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		1st Year	2nd Year	3rd Year	4th Year
<b>Certified Administration</b>					
Principal / Director	230	1.47	1.51	1.55	1.59
Asst. Principal / Asst. 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 Mgr.	230	0.98	1.02	1.06	1.10

\*A classified administrator's 230 work days does not include holidays or 20 vacation days.

- ◇ + \$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 2021 Base Factor: \$295.99 (1.5% increase)

Bruce Johnson	Step 4 ✧✧	Assistant Principal
Dick Schroyer	*Step 4 ✧✧	Technology Manager

\*70% of step (retire/rehire)

Administrators hired after June 26, 2011:

FY 2021 Base Factor: \$277.45 (1.5% increase)

Jamie Buell	Step 4 ✧✧	Assistant Principal
Dana Dukes-Norton	Step 4 ✧✧	District Communications Manager
Nick Michel	Step 2	Facilities and Grounds Manager
Toby Prinsen	Step 2	Assistant Director of Adult Programs
Tasha Sheipline	Step 4	High School Principal
Tara Shepherd	Step 2	Director of Adult Programs

- c. Reimburse the cost of an administrator's five-year license renewal.

**4. Certified**

- a. Hire Michele Magoteaux as Social Studies instructor, on Salary Schedule A-1, on a 1-year contract for FY 2021.
- b. Approve Sarah Jamison for 15 extended days for FY 2021.
- c. Move Jim Nickles from Salary Schedule A-13 to B-13 on the basis of obtaining a 5-year teaching license, effective with FY 2021.
- d. Move Megan Conner from Salary Schedule A-14 to B-14 on the basis of obtaining a 5-year teaching license, effective with FY 2021.
- e. Hire Jodi Wireman as Aspire Coordinator, hours as assigned and worked at \$33 per hour, for FY 2021.
- f. Hire Jessica Hoehn as Assistant Aspire Coordinator, hours as assigned and worked at \$29 per hour, for FY 2021.
- g. Hire Micah French as Truck Driving Manager, hours as assigned and worked at \$29 per hour, effective July 1, 2020.
- h. Approve the Memorandum of Agreement (MOA) and associated Exhibit A with the Apollo Education Association regarding changes to the collective bargaining agreement addressing adult education contracted certified instructors.
- i. Move Jessica Sanders to Salary Schedule B-10 per MOA Exhibit A above.
- j. Move Joy Shepherd to Salary Schedule A-10 per MOA Exhibit A above.
- k. Move Ron Silbaugh to Salary Schedule A-7, per MOA Exhibit A above, on a one-year contract and approve 30 extended days for FY 2021.
- l. Place Tiffany Randall, Adult Ed. STNA Program Manager, on Salary Schedule B-10 for FY 2021.

- m. Hire the following part-time adult education instructors for FY 2021, hours as assigned and worked, per hourly rates as presented above:
- Sharlene Anderson
  - Ann Brake
  - Jennifer Flinn
  - Roger Roberts
  - Heather Sosby
  - Shaun Wenrick

**5. Classified**

- a. Approve the modified FY 2021 and FY 2022 regular Classified Salary Schedules and the Employment Policies for Non-Bargaining Unit Employees as presented.
- b. Hire the following as summer technology help, hours as assigned and worked, at \$22 per hour:
- Mike DuBois
- c. Hire the following AWE Medical Directors for FY 2021:
- Dr. Todd Brookens, Public Safety program Medical Director, at a rate of \$595 for FY 2021.
  - Dr. James Patterson, Medical Assisting program Medical Director, at a rate of \$500 for FY 2021.
- d. Authorize the Treasurer to issue the following FY 2021 regular Classified Contracts and Salary Notices:

1. Issue One-Year Classified Contracts  
(Effective July 1, 2020 – June 30, 2021)

Charlotte Howbert	T-1
Sandi Piehl	G-3*

\*Retire/Rehire

2. Issue New Two-Year Classified Contracts  
(Effective July 1, 2020 – June 30, 2022)

James Bowersock	J-2
Steve Brown	J-2
Shelly Caudill	N-6
Martin Daley	J-2
Lisa Ford	L-4
Jason Fromm	L-4
Tim Haller	J-2
Crystal Pyles	R-2
Brittany Roof	G-6
Diane Stennett	J-2
Jennifer Swanger	G-4
Nicole Veters	J-2

3. Issue Classified Salary Notices  
(Year two of two-year contract July 1, 2019 – June 30, 2021)

Katilyn Askins	J-8
Carla Blymyer	E-6
Mallory Cox-Eley	F-6
Shawn Heiing	L-6
Irene Hesseling	J-8
Liz Hobbs	G-7
Trisha Kroeger	G-4
Jarrod Lyle	H-5
Sherri Slechter	J-8

4. Issue Classified Salary Notices  
(Effective July 1, 2020 – Existing Continuing Contracts)

Khristina Adkins	L-6
Joy Baeumel	Q-15
Joan Barton	M-9
Kim Cadle	G-8
Ron Coonrod	L-8
Todd Erb	I-8
Kacie Green	F-6
Tevyn Gronas	J-15
Michele Keller	F-9
Matt Kentner	P-12
Matthew Kinzer	P-8
Dawn Lambert	F-6
Sheryl Maier	K-15
Mike Makar	L-12
Deb McKivison	G-15
Tammy Miller	L-15
Mark Preston	H-15
Kayce Prinsen	S-1
Chris Smith	P-10
Gary Wheeler	L-12

- e. Issue Sandi Piehl a \$2,275 (\$3,250 x 70%) stipend for Assistant Treasurer duties to be performed during FY 2021.
- f. Approve a \$3,250 stipend for Gary Wheeler for custodial shift supervisor duties for FY 2021.
- g. Issue Tammy Miller a \$3,000 stipend for Summer 2020 Lead Custodian duties.
- h. Approve chaperone pay for non-certified staff at \$125 for overnight on a contract day and \$175 for a non-contract day.
- i. Approve the hourly rates for substitute teaching assistants and custodians at \$15.00 per hour and other classified substitutes at \$12.00 hour.
- j. Hire the following classified part-time and substitute personnel for FY 2021, hours as assigned and worked:

	FY 2021 Hourly Rates	
Paige Cox	\$12.42	P-T Secretary (Adult Ed)
Todd Erb	\$17.00	Sub Bus Driver*
Jessica Gossard	\$12.00	Sub Cafeteria Worker
Charlotte Howbert	\$13.26	P-T Secretary (Adult Ed)
Kendra Jackson	\$12.00	Sub Cafeteria Worker and Secretary
Ted Kerner	\$17.00	Sub Bus Driver*
Ted Kerner	\$20.00	On-Board Bus Driver Instructor
Elisa Long	\$12.00	Sub Cafeteria Worker
Dara Moritz	\$13.26	P-T Cafeteria Worker
Allison Overholt	\$26.00	P-T Communications Assistant
Sarah Prinsen	\$12.00	Sub Secretary
Lori Riley	\$16.62	P-T Cafeteria Worker
Erin Sarven	\$12.42	P-T Cafeteria Worker
Arianna Sassi	\$12.00	Sub Cafeteria Worker
Lou Seddelmeyer	\$17.00	Sub Bus Driver*
Ryan Sharp	\$15.00	P-T Custodian
Sheila Snider	\$19.00	Regular Bus Driver*
Julie Thomas	\$13.68	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.

- k. Approve the following Cell Phone Guidelines for the 2020-21 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. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Absent</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**B. Administrative Salary Schedule (Motion 06-20-04)**

Mr. Fricke moved and Mr. Fleming seconded the adoption of the following FY 2021 Administrative Salary Schedule:

FY 2021 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		1st Year	2nd Year	3rd Year	4th Year
Asst. Principal / Asst. Director	225	1.34	1.38	1.42	1.46

Administrator hired after June 26, 2011:

FY 2021 Base Factor: \$277.45 (1.5% increase)

Nick Sammetinger                      Step 4                      Assistant Principal

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Absent</u>	Mr. Willie Sammetinger	<u>Abstained</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**C. New Business (Motion 06-20-05)**

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

**1. Board Policies**

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

IJA	Career Advising
IKFC	Graduation Plans and Students at Risk of Not Qualifying for a H.S. Diploma
JK	Employment of Students

**2. F.A.S.T. Agreement 2020-21**

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, Ohio, to conduct labs for the Sports Fitness and Exercise Science program during the 2020-2021 school year, effective August 1, 2020, through May 31, 2021, as presented.

**3. Programs Eligible for Financial Aid**

Approve the FY 2021 Adult Education programs eligible for financial aid, as listed:

**APOLLO CAREER CENTER ADULT EDUCATION  
FY21 FINANCIAL AID ELIGIBLE PROGRAMS (600+ HOURS)**

Program	Clock Hours	Tuition	Books & Supplies	Full Cost FY21
Basic Police Academy	740	\$4,596	\$404	\$5,000
CNC Machining Operations & Programming	640	\$7,555	\$895	\$8,450
Culinary	600	\$7,870	\$630	\$8,500
Dental Assistant	900	\$8,100	\$1,000	\$9,100
Early Childhood Education	600	\$3,196	\$552	\$3,748



Esthetician	600	\$3,386	\$564	\$3,950
Industrial Maintenance Technician	648	\$7,644	\$1,856	\$9,500
Licensed Practical Nurse	1376	\$10,960	\$1,940	\$12,900
Medical Assistant	900	\$9,476	\$1,324	\$10,800
Medical Insurance Specialist	856	\$8,140	\$1,660	\$9,800
Network & Cloud Technologies	900	\$7,290	\$1,655	\$8,945
Spa Technology	800	\$4,510	\$740	\$5,250
Welding - Fabrication Concepts and Plate	696	\$10,290	\$610	\$10,900
Welding - Structural Plate and Pipe	768	\$11,340	\$610	\$11,950

**4. Aspire Partnership Memorandum of Understanding – FY 2021**

Authorized the Superintendent to enter into a one-year Memorandum of Understanding with Vantage Career Center, effective July 1, 2020, through June 30, 2021, to act as fiscal agent for the Aspire program in Allen, Auglaize, Mercer, Paulding and Van Wert Counties, as presented.

**5. High School Student Handbook/Conduct Code**

Adopt the High School Handbook, including the Student Conduct Code, for the 2020-21 school year, as presented.

**6. Adult Education Student Handbook**

Approve the Adult Education Student Handbook for the 2020-21 program year, as presented.

**7. Insurance Proposal – FY 2021**

Accept the FY 2021 Property Fleet & Liability insurance proposal from the Southwestern Ohio Educational Purchasing Council for a cost of \$58,858.

**8. Donations**

- a. Accept a 1999 Ford Ranger to be used by Automotive Technology classes to further their training, donated by Bill Lyons, Lima, OH.
- b. Accept 4 pallets of seed-starting soil and various flower and vegetable seeds to be used by Floral Marketing Interiors classes to further their training, donated by Lowe’s Home Improvement, Wapakoneta, OH.

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Absent</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

**VII. Reports and Information**

- A. Board of Education
- B. High School Principal

- C. Director of Adult Programs
- D. Superintendent

**VIII. Adjournment (Motion 06-20-06)**

Mr. Loescher moved and Mrs. Kill seconded the motion to adjourn.

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

Mr. Ron Fleming	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Dan Marshman	<u>Yea</u>
Mr. Brad Fruchey	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Todd Hager	<u>Absent</u>	Mr. Willie Sammetinger	<u>Yea</u>
Mrs. Penny Kill	<u>Yea</u>	Mr. Ned Stechsulte	<u>Yea</u>
Mr. Bob Loescher	<u>Yea</u>		

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