



September 2024 *Administrative Updates*

Nick Sammetinger
High School Principal

➤ General:

- Pre-service and Open House were a big success. The start of the school year has been relatively smooth.
- George Arrants, V.P. of the ASE Education Foundation, was the pre-service speaker. He spoke about Advisory Committees and their importance. We formed a committee last spring representing career tech instructors, academic instructors, administrative assistants and administration to start developing a 3-5 year plan to improve our Advisory Committees.
- Financial Literacy is in full swing as a state required transcribed course. The Social Studies department has been reviewing grading scales and best practices to implement next school year to ensure everyone is consistent.
- The Math department is trying out Delta Math software, new color graphing calculators, and We are transitioning to Chromebooks as we look to phase out iPads.
- Mr. Ward has been working with EdWise to implement a Work Based Learning program to help improve how we collect information. The program will also let us do credential collection and import WebXam data for analysis.
- Our Special Education department will be hosting all of our associate districts' intervention specialists to better utilize Career Scope and help students appropriately align interests to Apollo programs.
- On September 10 we hosted all of our satellite instructors on campus as we have taken back full responsibility for professional development, licensing, OTES evaluations and supervision.

➤ Enrollment:

- On Campus: 950
- Satellites: 1,050 (approximate as we are still waiting for a few districts to send their numbers)
- Total Students: 2,000 (approximate)

➤ Miscellaneous:

- We are in the planning process for a full-scale emergency exercise. We are working through our SRO, Shawnee Township (police, fire and EMS) and the Allen County EMA. We are looking to have this exercise the afternoon of November 25.

➤ Pictures:

- Auto Collision students sanding a vehicle and Mr. Sweigart demonstrating proper use of a sander and what to look for in the process:



- Culinary students practiced knife cuts on potatoes then cooked them. Advanced Manufacturing students are working on their first projects:



- Health Science students working with the Anatomage table:



Tara Shepherd

Adult Education Director

- On August 6, Apollo A.E. participated in Shawnee Township's National Night Out.
- At the request of Motorcycle Ohio, Apollo A.E. recently took over coordinating Motorcycle Ohio satellite classes at Ohio Hi-Point Career Center.
- On August 8, I attended the On-Boarding Newcomers meeting with Lima/Allen Co. Chamber of Commerce.
- I met with the Allen Co. ESC on Aug. 14 for the Innovation Hub Grant submission.
- On August 19, I attended Meaningful Employment for Medicaid enrollees representing Ohio Technical Centers.
- I attended the Ohio ACTE PACE (Post-Secondary Adult Career-technical Education) Executive Board Meeting on August 21.
- On August 23, I met with Cenovus Lima Refinery representatives.
- We completed ODHE HEI data reporting.
- The following programs began: LPN, Phlebotomy, Industrial Maintenance Technician and Electrical Apprenticeship (year 2).

Dana Dukes/Allison Overholt

District Communications

- social media management
- design and update of recruitment materials has started
- posters, brochures, video and mobile campaign are in process
- website changes, updates and maintenance
- social media analytics and report generation

- photos, flyers, and press releases
 - coordinate AYS with Todd Walker
 - uniform coordination and staff store coordination
 - catalog and website updates
 - special projects
 - Cafeteria
 - We offered all juniors a free breakfast on the first day of school and served 123.
 - August meals served (8 days):

Breakfast:	515
Lunch:	<u>3,977</u>
Total:	4,492
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Nick Michel

Facility Manager

- Coordinated setups and tear-downs for events in the Commons.
 - Assisted Touchstone/Tuttle contractors with construction issues on the Public Safety building site.
 - Assisted T.J. Painting with repainting/touchups of the media center, Commons and front vestibule.
 - Removed old data drops, repainted, and installed new flooring, hand wash sinks and millwork to convert room 302 from a classroom to a Health Science room.
 - Room 40 was converted from a shared office to two separate offices.
 - Media Center Updates: removed kitchen area, relocated bookshelves, fixed flooring, added electrical outlets, and installed a new countertop.
 - We installed utilities for an additional washer and dryer set in the H.S. kitchen area.
 - Replaced damaged ceiling tiles and added lighting to men's restrooms in the Commons and the 200 & 300 hallways.
 - We diagnosed and replaced a failed 15hp blower motor in AHU-C102.
 - We transitioned the former Dot's building into the Allen County Exam Center by installing a temporary partition wall, fixing floor tiles, servicing HVAC units, properly wiring lights, and cleaning thoroughly.
 - We completed 19 preventative maintenance tasks and 99 work requests in August.
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Matt Kentner

Technology Manager

- We supported events in the Goare room including outside company presentations, Adult Ed graduations and student handbook assemblies.
- Four new video doorbells were installed and the other six were replaced. Also replaced thirteen devices to allow staff members to unlock those doors for better security.
- Five network switches were replaced to improve wireless speeds.
- BenQ TV displays were installed in six classrooms to replace aging Epson projectors.
- New Windows desktops and Chromebooks were deployed for 2024-25 school year. All academic classrooms are now using Chromebooks.
- The firmware for Bogen Paging System, Vape Sensors, and Aruba Wireless Access Points were all upgraded.
- An Epson projector and screen were installed in the Goare Room.
- We processed 955 student computer accounts and emails with over 500 new students.
- Tech Services completed 147 tickets during the summer.

Lila Whyman***Instructional Technology Specialist***

- Updated all Dashboards and created new for math, science and social studies instructors.
- Conducted Schoology training for staff on grade setup, communications, organization, and test/quizzes, common issues, etc.
- Configured Delta Math for integration with Schoology
- Set up STAR/AR reading comprehension program for 8 teachers, 44 classes, & 897 students
- Assisted teachers with technology related issues/projects including:
 - LightSpeed Classroom
 - Canva whiteboard project for students
 - Teacher Pay Teacher licenses
 - Read&Write extension for special needs
 - Google, Schoology, shared iPads, and Dropout Detective