



November 2024 Administrative Updates

Nick Sammetinger
High School Principal

➤ General

- Culinary Arts students prepped, catered, and hosted the Guiding Lights Ministries' banquet at Apollo (200+ guests). The seniors did all of the cooking and prep work and the juniors executed the event.
- Construction Equipment Technology is hosting an 811 Dig event for our students. The event will include speakers from BWC, United Rental, OUPS, OSHA, and Conie Construction Co. Topics include trench safety, empty boot syndrome, demonstrations, and more.
- Fourteen female students attended the annual SheDig event at the Ohio Operating Engineers Training Center in Cygnet to experience heavy equipment/construction work.
- HOSA completed their annual fall service project by adopting Reed Road and cleaning up trash along the roadway and around campus. This is a great way to encourage service to the community and actively promote our HOSA chapter.
- Grandparents Day was a huge success. We hosted 366 grandparents and students. Grandparents were able to see what their grandchildren do at Apollo and to see the facility.
- Melissa Roll's social studies students wrote over 150 notes of appreciation to veterans for Veterans Day. They were delivered to veterans at two nursing homes, the American Legion and Apollo staff.
- Building & Renovations (BDR) students built a haunted house float for the Wapakoneta Halloween Parade. BDR and Fusion students passed out candy along the route. The float earned the Mayor's Choice award.



- Carpentry students are working on a customer service project building walls for a home on McPherson Ave.



- Advisory Committee Night went very well and we had nothing but great feedback. The committee that organizes the event is already hard at work planning next year's advisory night. Advisory is a good way to get feedback about our programs and get ideas for upgrades and changes based on industry and workforce needs. We also have to tie advisory meetings to our Perkins V Funding.



- HOSA sent twelve students to the Fall Leadership Conference. (pictured)
- A Veterans Day event was held on November 11. Retired Navy Seal Dr. Clancy Hatleberg was the guest speaker.

He was the first person to greet the Apollo 11 crew (Neil Armstrong, Michael Collins and Buzz Aldrin) when they landed in the Pacific Ocean on their return from the moon. He decontaminated the astronauts and the command module before they were lifted into a helicopter.

➤ Enrollment

On Campus: 937

Satellites: 968

Total: 1,905

- Three students are enrolled in the OTC+ program.

Tara Shepherd

Adult Education Director

- We held interviews for welding manager.
- I attended the ODHE HEI/OTC monthly meeting and the Lima Newcomer board meeting.
- District-wide advisory committee meetings were held on October 23 and I attended individual meetings for the STNA, EMS, Fire, and Cosmetology programs.
- I met with OMA for preparations for their upcoming November conference.
- Senior Vice Chancellor Gary Cates visited the YWCA Northwest ESOL location. Apollo was recognized for exceeding enrollment targets for FY24.
- The Bob Evans factory and St. Luke's Church were approved as ESOL class sites beginning in November.
- We had a site visit from Tiffany Barnes, Ohio Department of Public Safety BMV office.
- LPN Students are currently running an influenza shot clinic for Lima Memorial Hospital.
- I attended the Ohio Healthcare and Workforce Leaders update meeting for new regulations on nursing assistants and medication aides.
- Phlebotomy OTC+ class began on October 1.
- Customized training continues for Lima Convalescent Home, Procter & Gamble, Ford, Hardin Community School, Cheeseman Trucking, Classic Carriers, Rumpke, and ProTec.

Dana Dukes/Allison Overholt

District Communications

- social media management
- recruitment/marketing posters, brochure, video and mobile campaigns are complete. [Click here](#)
- TV spots created and scheduled
- website changes, updates and maintenance
- social media/Google Analytics and report generation [Click Here AE](#) - [Click Here HS](#)
- photos, flyers, press releases

- coordinated AYS with Todd Walker [Click Here](#)
- uniform and staff coordination/delivery
- adult education promotion and catalog updates
- special project: Veterans Day
- Cafeteria
 - provided coffee carts for events including perfect attendance and Coffee with Crystal
 - provided coffee and/or water and snacks for Veterans Day and the monthly counselor meeting
 - Seven cafeteria staff members attend the School Nutrition meeting at Bath Local Schools and received CEUs.
 - Small treats were handed out to students who purchased a lunch during National School Lunch Week (October 14-18).
 - provided water and snacks for the monthly counselors' meeting
 - October meals served (22 days):

Breakfast:	1,728
Lunch:	<u>11,056</u>
Total:	12,784
- Lila Whyman, Instructional Technology Specialist
 - assisted instructors/staff (HS & AE) with technology-related issues and/or projects including: Text-to-Speech software, LightSpeed Classroom, Accelerated Reading/STAR Reading, and Google Docs
 - delivered PD to 10 instructors on use of LightSpeed Classroom and Lockdown Browser
 - worked with Adult Ed students on issues viewing quiz scores and correct answers using Google Classroom/Quizizz integration

Nick Michel

Facility Manager

- managed maintenance and custodial operations campus-wide
- oversaw vehicle fleet maintenance and ensured smooth transportation services
- conducted continuous monitoring of temperature, humidity, and overall comfort levels across all facilities
- campus grounds, turf, and green spaces were maintained
- managed setup and teardown logistics for events in the Commons
- assisted Touchstone & Tuttle Contractors with construction-related issues
- We assisted Dancer Concrete with their attempt to reattach a section of the terrazzo flooring that had come loose from the subfloor. Unfortunately, it did not hold and will be re-addressed during summer break.
- installed new electrical drops in the Building & Renovations lab for the new shop equipment that was purchased
- We started the installation process for the new Shop Sabre in the Carpentry lab. The unit is set in place and electrical work has begun.
- completed 39 preventative maintenance tasks and addressed 80 work requests during the month.

Matt Kentner

Technology Manager

- supported events in the Goare, Apollo Room and Garden Cafe including outside company presentations and OSHA training

- sent out required Senate Bill 29 monitoring notices to parents through SchoolMessenger
 - installed a larger Avigilon camera system server and removed 2 old archive servers to expand storage space
 - several computers were replaced in the Lowry building to prepare for reorganization once the new Public Safety building is open
 - attended NWOET's AI Professional Development Seminar (we have allowed AI access for staff and students)
 - attended NOACSC's annual meeting at Old Barn Out Back which included Cybersecurity and SB 29 (Student Data Privacy) presentations
 - tech dept. participated in NOACSC's server admin training
 - prepared for a Pearson Vue Data Center move in December with configuration changes and testing
 - took part in continuing Filament Cyber Security Zoom meetings through NOACSC for Cyber Security NIST compliance (Zooms are bi-weekly)
 - attended bi-weekly coordination meetings for the new Public Safety building
 - Tech Services completed 135 tickets during October.
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