

**Apollo Career Center
Board Notes
Regular Meeting
March 24, 2025**

The Apollo Career Center Board of Education met in regular session on Monday, March 24, 2025, in the Board room of the Apollo Career Center. President Spencer Clum called the meeting to order at 7:00 p.m.

- ❖ Approved the Record of Proceedings for the regular meeting held on Monday, February 24, 2025.
- ❖ Approved the financial reports.
- ❖ Approved the following Then and Now purchase order(s) over \$3,000:
 - PO #225167, Miller Auto, Inc., \$24,000
- ❖ Approved the updated Adult Education part-time employee pay rates for FY 2025 (effective March 1, 2025):

Position	Pay Rate
Adult Ed. Instructor in Training EMS/Fire Skills Test Proctor (Second Lead) Machine Shop Assistant (non-certified) Proctor for <i>all</i> computerized testing <i>except</i> WorkKeys (non-certified) Public Safety Maintenance (non-certified) Second Lead Instructor	\$17.34/hour
Aspire Data Entry (non-certified) Public Safety Ratio Instructor	\$18.36/hour
Driver's Education Instructor	\$20.40/hour
ADP Instructor CPR Instructor EMS/Fire Skills Test Proctor (Lead) Forklift Instructor (Truck Driving) Instructor for courses non-reimbursable by ODE (i.e. Special Interest) Instructor for courses reimbursable by ODE Learning Lab Instructor Ohio Dept. of Transportation Examiner Public Safety Instructor (Lead) Raw Materials Prep (non-certified) WorkKeys Test Proctor (non-certified)	\$24.48/hour
Aspire Instructor Instructor performing program coordination duties	\$26.52/hour
Motorcycle Instructor performing repairs and retests	\$27.00/hour
Apprenticeship Instructor Customized Industry Instructor CWI Test Proctor Hourly Program Manager Registered Nurse teaching STNA, I.V. Therapy and LPN courses Robotics Instructor	\$31.62/hour
General Dynamics Customized Training LPN Lead Instructor	\$34.68/hour
Motorcycle Instructor	\$459 per Basic Motorcycle Riders Course
Individual that has successfully completed the 86-hour CDL Instructor Training Program and then employed by Apollo as a CDL instructor.	Additional \$100 per pay for the first four pays.

Individual that has successfully completed the 80-hour CDL Examination Training program, obtained Third-Party CDL Examiner certification and then employed by Apollo as a CDL testing examiner.	Additional \$100 per pay for the first four pays.
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- ❖ Accepted the resignation of Jeanette Grothouse (1 year), Assistant Principal, effective June 30, 2025.
- ❖ Accepted the resignations of the following part-time instructors:
 - Heidi Hoff, effective February 5, 2025
 - Jeffrey Orphal, effective January 31, 2025
- ❖ Hired the following instructors on 1-year contracts effective FY 2026. Placement on salary schedule pending records:
 - Danielle Banks – Agribusiness & Agricultural Science (Perry satellite)
 - Robin Sonstegard – Intervention Specialist
 - Laurel Wireman – Intervention Specialist
 - Allyson Zvara – English/Language Arts
- ❖ Hired the following high school substitute teacher(s) for the 2024-25 school year, days as assigned and worked, at \$120 per day:
 - Jon Everhart
 - Jeffrey Orphal (effective March 19, 2025)
- ❖ Hired the following part-time adult education instructor(s) for FY 2025, hours as assigned and worked, per hourly rates as presented above:
 - Trey Goodin
 - Jerry Halberstadt (effective March 10, 2025)
 - Sandee Mentrup
 - Colin O'Connor
 - Jeffrey Orphal (effective March 19, 2025)
 - Nicholas Rohrs
 - Anthony Sturgill (effective March 10, 2025)
- ❖ Hired the following high school substitute nurse for the 2024-25 school year, days as assigned and worked at \$24.48 per hour:
 - Jeffrey Orphal (effective March 19, 2025)
- ❖ Hired the following as student workers for summer 2025, hours as assigned and worked at \$16 per hour, effective March 25, 2025:
 - Ashdon Boyer (Construction Equipment/Spencerville) – Facilities & Grounds
 - Kortney Ley (Health Science/Wapakoneta) – Facilities & Grounds
 - Kallea Shoffner (Health Science/Wapakoneta) – Facilities & Grounds
- ❖ Hired the following custodial substitutes for summer 2025 and as needed for FY 2026, hours as assigned and worked at \$16 per hour, effective March 25, 2025:
 - Shanndon Smith
 - Lauren Snider
 - Madison Snider
- ❖ Adopted the following new and revised policies as proposed by the OSBA Policy Service and recommended by the superintendent:
 - DJF – Purchasing Procedures
 - GBH (Also JM) – Staff-Student Relations
 - IGBLA – Promoting Parental Involvement

- IGCH-R (Also LEC-R) – College Credit Plus
 - JEFB – Released Time for Religious Instruction
 - JHCD – Administering Medicines to Students
 - JHCD-R-1 – Administering Prescription Drugs to Students (General Regulation)
 - JHF – Student Safety
 - JHG – Reporting Child Abuse and Mandatory Training
 - JM (Also GBH) – Staff-Student Relations
 - KBA – Public’s Right to Know
 - LEC-R (Also IGCH-R) – College Credit Plus
- ❖ Approved the 2025-26 Project SEARCH calendar.
- ❖ The regular board meeting scheduled for May 19, 2025, will start at 8 p.m. (instead of 7 p.m.)
- ❖ The Apollo Career Center Board of Education adjourned at 7:42 p.m. The next regular Board meeting is scheduled for Monday, April 28, 2025, at 7:00 p.m.