



March 2025

Administrative Updates

Nick Sammetinger
High School Principal

➤ General:

- Sheryl Diglia (school nurse) organized the Dental Outreach Program for March 24. This is a great opportunity to help students in need of a dental check-up and appropriate care. There is no out-of-pocket cost to the student/family. There has been a very good response from our students for this program.
 - Our CTSO chapters will be sending a number of students to the State Leadership Conference:
 - SkillsUSA - 55 students
 - HOSA - 19 students qualified to compete
 - FCCLA - to be determined as regionals are not complete
 - Senior Ava Swartz (Early Childhood Education/Wapakoneta) was recognized by the Lima Exchange Club as one of Allen County's "Youth of the Year." (pictured)
 - Our HOSA Chapter will be installing new officers at their annual induction ceremony on March 18 at 5:00 p.m.
 - The "Just Write" team arranged for Ohio author Mindy McGinnis to work with our students on creative writing and overcoming writer's block on March 26 from 2:30-4:30 p.m.
 - The "Just Write" team qualified 7 students for the state contest to be held May 20 at Ashland University.
 - The Construction Equipment Technology program was recognized for their work at the McDonald House by the Allen County Museum. [Click here for the Hometown Stations interview.](#)
 - Students enrolled in Anatomy recently pinned, labeled, and dissected sheep brains. Our science department continues to provide hands-on experiences and creative labs to engage students in the learning process.
 - In February we started a Student-Principal Advisory Committee. Twenty-two students signed up to participate and nineteen students attended the first meeting at 7:15 a.m. one morning before school. This is an opportunity for administration to hear about issues and/or concerns, to provide a direct link to the principal, and an opportunity to discuss ways to continue improving the district. At our first meeting we reviewed and discussed the results and data from the first half of the School Climate Survey.
- Applications for 2025-26:
- As of March 4, we have received 819 applications.
 - Since moving the Career Explorations program application online, this is the most we have ever had apply for the program.
 - The numbers below are first choice and include open enrollment interest. We are up 166 first choice applications from the same time last year.



Program	# Apps	Program	# Apps	Program	# Apps	Program	# Apps
ACT (22)	9	CE (22)	50	ECE (24)	37	PS (12)	7
AM (22)	22	CET (50)	53	EST (25)	38	SES (24)	30
AR (22)	16	CIS (22)	15	FET (24)	18	SET (16)	29
AT (22)	27	CJ (24)	61	HS (72)	91	WLD (49)	94
BDR (22)	11	COS (25)	100	HVAC (22)	28		
CA (44)	28	CRP (25)	26	MT (20)	29		

➤ Miscellaneous.:

- The Allen County ESC and Apollo Career Center are again hosting a College Fair to be held, March 27 at 5:30 -7:30 p.m. at Apollo.
- Apollo Career Center will be in regular session on Monday, April 21, 2025 (make-up day).
- School counselors met for their monthly meeting and had lunch together. They discussed initial enrollment and student placement in programs as well as discussed other issues/topics at this meeting. (pictured)



Tara Shepherd

Adult Education Director

- new classes have started: CNA, Phlebotomy, Forklift, CDL A, Esthetics, Manicuring, and Spa Technology
- staff evaluations were completed
- We hosted the Ohio Department of Higher Education regional training session on February 12.
- I attended the Ohio ACTE PACE planning meeting, Lima New Comer Coalition committee meeting, SkillsUSA Regional Contest, One-Year Option for OTC meeting and the ACTE CTE Legislative Seminar and OTC Directors meeting February 4-6.
- I held an Adult Ed. support staff meeting.
- A Chemical Operator open house was held on February 3.

Dana Dukes/Allison Overholt

District Communications

- social media management, photos, flyers, press releases
- recruitment/marketing posters, brochures, video and mobile campaigns [Click here](#)
- re-design of Apollo's website landing pages are complete
- all the June Career Camp programs are full except for one
- social media/Google Analytics and report generation [Click Here AE](#) - [Click Here HS](#)
- coordinated AYS with Todd Walker [Click Here](#)
- worked on a special project with the Project SEARCH and MultiMedia programs
- preparing for the Public Safety Training Center Dedication, Allen County College Fair, ApolloPalooza and Signing Day
- staff and student spirit wear stores and uniform coordination/delivery

- OTC+ Manicuring registration and promotion
- flyer and promotion of Uniquely Abled Project
- Adult Catalog updates
- Cafeteria:
 - Allen County Health Department inspection on February 19 found no infractions. The inspector commented on how well the kitchen is run, clean and all items marked.
 - Two cafeteria staff worked the Swartz Contracting/Regional Fire Seminar. FET students helped with trays.
 - February meals served (14 breakfast and 17 lunch serving days):

Breakfast:	874
Lunch:	<u>7,348</u>
Total:	8,222
- Lila Whyman, Instructional Technology Specialist:
 - assisted instructors/staff (HS & AE) with technology-related issues and/or projects including: new Google 'Student Withdrawal Form', revamped Google 'Room Booking Calendar' to trial as a possible replacement for Meeting Room Manager, troubleshooting issues with Classroom LightSpeed, Chrome Extensions, Canva, Schoology, Dashboards, iPads, computers, and Chromebooks
 - assisted students (HS & AE) with technology-related issues and/or projects including: COS students importing Canva designs into Google Sites for their projects; Schoology, Canva, printing, uploading videos, and book recommendations/checkouts

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 lift fleet maintenance and compliance
- ensured proper disposal of all campus waste
- managed online testing and onboarding per state requirements
- oversaw setup and teardown logistics for events in the Commons.
- assisted Touchstone with construction-related issues
- Armor Fire found no deficiencies during first-quarter inspections.
- replaced the main control board on the Betenbender shear again and installed an earth ground rod to help prevent future failures
- assisted Won-Door with replacing the lead trolley wheels on the movable wall in the Commons
- completed 22 preventative maintenance tasks and addressed 65 work requests in February

Matt Kentner

Technology Manager

- supported events in the Goare room, Apollo room and Garden Cafe including Future Founders Presentation and Swartz Fire Seminar
- held a Networking Day on Feb. 16 to upgrade and restart network servers
- installed in new Public Safety Training Center:

- network switches to power cameras, wireless access points, phones
 - 15 wireless access points
 - blocked a loophole where students were playing games on Windows devices
 - resolved an issue with Sophos Antivirus program not reporting correctly to the Sophos console in several classrooms
 - quarterly 2-day phishing email test resulted in 20 staff members clicking on link
 - continued bi-weekly Filament Cyber Security Zoom calls through NOACSC for NIST compliance
 - attended the final Public Safety Training Center coordination meeting and toured the building to check for issues
 - Tech Services completed 101 tickets during February.
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