

**APOLLO CAREER CENTER
BOARD OF EDUCATION**

RECORD OF PROCEEDINGS

**Regular Meeting
June 23, 2025**

I. Call to Order

The Apollo Career Center Board of Education met in regular session on Monday, June 23, 2025, in the Board room of the Apollo Career Center. President Spencer Clum called the meeting to order at 7:00 p.m.

II. Roll Call

Member	District	Appointment	
Mr. Mike Carpenter	Shawnee	January 2024 – December 2026	Present
Mr. Spencer Clum	Spencerville	January 2025 – December 2027	Present
Mr. Ron Fleming	Ada	January 2024 – December 2026	Present
Mr. Dennis Fricke	Elida	January 2023 – December 2025	Present
Mrs. Yvonne Marrs	Perry	January 2023 – December 2025	Present
Mr. Dan Marshman	Hardin Northern	January 2023 – December 2025	Present
Mr. Ron Mertz	Wapakoneta	January 2024 – December 2026	Absent
Mrs. Jackie Place	Bath	January 2023 – December 2025	Present
Mr. Jeremy Scoles	Bluffton	January 2023 – December 2025	Absent
Mr. Brian Spallinger	Allen East	January 2024 – December 2026	Present
Mr. Ned Stechschulte	Columbus Grove	January 2023 – December 2025	Present

III. Hearing of the Public

IV. Approval of Previous Minutes (Motion 06-25-01)

Approve the Record of Proceedings for the Regular meeting held on May 23, 2025, having been previously distributed, with the following correction under Motion 05-25-03, A(1):

- a. Accept the resignations of the following staff effective at the end of the current contract year except as noted:*
- Brian Clymer (29 years), CBI/math teacher, for the purposes of retirement*

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

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

Mr. Mike Carpenter	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Jeremy Scoles	<u>Absent</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Abstain</u>
Mrs. Yvonne Marrs	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mr. Spencer Clum	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

V. Treasurer's Report (Motion 06-25-02)

Mr. Stechschulte moved and Mr. Carpenter seconded the approval of the following as presented by the Treasurer:

A. Financial Reports

1. Bank reconciliation and financial reports for May 2025.

2. All bills for May 2025 and confirm they are for a proper public purpose.
3. Investment ledger for May 2025.

B. Other Financial Activities

1. Approve a transfer of \$308,504.44 from the General Fund (001-0000) to the OFCC Public Safety Building Grant Local Share Fund (001-9924).

C. Appropriations and Estimated Resources

1. Adopt the Final FY 2025 Permanent Appropriations as presented.
2. Adopt the FY 2026 Permanent Appropriations as presented.

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

Mr. Mike Carpenter	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Jeremy Scoles	<u>Absent</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mr. Spencer Clum	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

VI. New and Recommended Matters

A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 06-25-03)

Mr. Fricke moved and Mr. Stechschulte 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. Rescission of Employment Offer

- a. Rescind the motion (Motion 03-25-03) to hire Laurel Wireman.

2. Certified

- a. Hire Jalen Cromwell as Intervention Specialist on a one-year contract for FY 2026. Placement on salary schedule pending records.
- b. Hire Sarah Ludlam as Intervention Specialist on a one-year contract for FY 2026. Placement on salary schedule pending records.
- c. Hire Tami AuFrance as Intervention Specialist on a one-year contract for FY 2026. Placement on salary schedule pending records.
- d. Approve Shannen Vermillion for fifteen (15) extended days for FY 2026.
- e. Approve Alyson Harruff for a maximum of five (5) additional extended days to be used between July 1 and August 15, 2025.
- f. Approve Kristie Solomon for a maximum of five (5) additional extended days to be used between July 1 and August 15, 2025.
- g. Hire the following part-time adult education instructor(s) for FY 2026, hours as assigned and worked, per hourly rates as adopted by the Board of Education on May 19, 2025:
 - Thelithia Banks
 - Josh Eberle
 - Bradley McKee
 - Timothy Merrick

- Mara Ruhlen
- Harry Sharp III
- Jamie Wallace
- Vera White

h. Hire the following substitute high school teachers for the 2025-26 school year, days as assigned and worked, at \$125 per day:

- Don Berry
- Kelly Clifford
- Todd Gordon
- Kellie Miller

i. Issue limited one-year teaching contracts (July 1, 2025 – June 30, 2026):

Name	Base Schedule	Extended Days
Dalton Huelskamp	A-1	
Michelle Klaus	D-10	
Allison Williamson	A-9	

j. Move the following teacher(s) on the salary schedule based upon obtaining a 5-year teaching license, college degree, additional college credits, and/or additional work experience verification(s), effective FY 2026:

Name	Salary Schedule	
	From	To
Erickson Collar	A-8	B-8
Brittany Harris	A-4	A-5
Lindsey Sellman	A-3	E-3
Tasha Shepline	D-31	E-31

k. Approve Jamie Buell for a maximum of five (5) additional extended days to be used between June 26 and July 31, 2025.

3. **Classified**

- Hire Johnny Banks as Maintenance Assistant on salary schedule L-2, on a one-year contract for FY 2026, effective July 7, 2025.
- Hire Robert Jones as Teaching Assistant on salary schedule J-1, on a one-year contract for FY 2026.
- Hire Dale Petersen as Teaching Assistant on salary schedule J-1, on a one-year contract for FY 2026.
- Hire Brittney Redding as Administrative Secretary on salary schedule F-5, on a one-year contract for FY 2026, effective July 1, 2025.
- Hire Caryn Strayer as Teaching Assistant on salary schedule J-1, on a one-year contract for FY 2026.
- Hire the following as part-time adult education employee(s) for non-certified positions for FY 2026, hours as assigned and worked, per hourly rates as adopted by the Board of Education on May 19, 2025:
 - James Scott Lucas
- Approve the following classified part-time and substitute hourly pay rates for FY 2026, effective July 2, 2025:

Position	FY 2026 Hourly Rates
Bus Driver	\$25.00
Cafeteria Worker	\$15.08
Custodian	\$17.00
Secretary	\$16.00
Student Worker (Custodial & Technology)	\$16.00
Teaching Assistant	\$16.34
Van Driver	\$20.00

Bus and Van Drivers

On overnight trips, the driver receives the regular hourly rate between the hours of 8:00 a.m. and 5:00 p.m. and while transporting/supervising students. The remaining/overnight portion of the trip is paid at a flat rate of \$125.

All driver training will be paid at \$25 per hour.

Part-time Cafeteria Workers

Cafeteria staff that work 120 days or more per school year will advance one step on the part-time pay scale. Staff who work less than 120 days will advance to the next step at the beginning of every three years (or third year) of employment.

- h. Hire the following classified part-time and substitute personnel for FY 2026, hours as assigned and worked, effective July 2, 2025:

Name	FY 2026 Hourly Rates	Position
Donna Anderson	\$16.66	P-T Cafeteria Worker
John Bishop	\$25.00	Sub Bus Driver
Jennifer Blevins	\$17.00	Sub Custodian
Cassandra Burns	\$15.08	P-T Cafeteria Worker
Todd Erb	\$25.00	Sub Bus Driver
Adrienne Gossard	\$25.00	Sub Bus Driver
Donna Guerra	\$16.14	P-T Cafeteria Worker
Deborah Hatton	\$16.66	P-T Cafeteria Worker
Irene Hesseling	\$20.00	Sub Van Driver
Michele Houseworth	\$16.66	P-T Cafeteria Worker
David Jamison	\$17.00	P-T Custodian
Ted Kerner	\$25.00	Sub Bus Driver
Ted Kerner	\$25.00	On-Board Bus Driver Instructor
Janet Kinzer	\$16.14	P-T Cafeteria Worker
Anthony Kroeger	\$25.00	Sub Bus Driver
Shelly Long	\$16.14	P-T Cafeteria Worker
Earl Price	\$25.00	Sub Bus Driver
Shanndon Smith	\$17.00	Sub Custodian
Lauren Snider	\$17.00	Sub Custodian
Madison Snider	\$17.00	Sub Custodian
Julie Thomas	\$19.83	P-T Cafeteria Worker
Kevin Thorne	\$25.00	P-T Bus Driver
Michelle Weis	\$17.00	Sub Custodian

- i. Approve chaperone pay for non-certified staff at \$195 for overnight on a contract day and \$260 for a non-contract day, effective FY 2026.
- j. Issue Tammy Miller a \$3,000 stipend for summer 2025 lead custodian duties.
- k. Issue Mike Makar a \$2,000 stipend for maintenance technician work performed during FY 2026.

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

Mr. Mike Carpenter	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Jeremy Scoles	<u>Absent</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mr. Spencer Clum	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

B. New Business (Motion 06-25-04)

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

1. Handbooks

Approve the high school student, high school staff and adult education student handbooks for FY 2026, as presented.

2. Written Information Security Program

Approve the updated Adult Education's Written Information Security Program (W.I.S.P.), required by the Gramm-Leach-Bliley Act, as presented.

3. Board Policies

a. Adopt the revised policies as proposed by the OSBA Policy Service and recommended by the superintendent:

- JECE – Student Withdrawal From School
- JED – Student Absences and Excuses
- JEDA – Truancy
- JFCJ – Weapons in the School
- IGBA – Students with Disabilities
- IGBLA – Promoting Parental Involvement

b. Rescind policy JED-R (Student Absences and Excuses) as proposed by the OSBA Policy Service and recommended by the superintendent.

4. Welders

Approve the purchase of two sets of 24 Lincoln Power Wave 300C welders from Baker's Gas & Welding Supplies, Inc., Toledo, OH, \$300,000 per set.

5. Establishment of Capital Projects Fund Resolution

RESOLUTION TO ESTABLISH A CAPITAL PROJECTS FUND

WHEREAS, pursuant to Ohio Revised Code Section 5705.13(C), a school district may establish a Capital Projects Fund for the purpose of accumulating resources for the acquisition, construction, or improvement of fixed assets of the school district;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Apollo Joint Vocational School District ("Board") that the District hereby establishes a Capital Projects Fund (070) to be used for the purpose of accumulating resources for the acquisition, construction, or improvement

of fixed assets. Monies unexpended in the Capital Projects Fund after a period of ten (10) years shall be returned to the fund(s) from which they originated.

IT IS HEREBY FOUND AND DETERMINED that all formal actions by the Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, where in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

6. **Transfers to the Capital Projects Fund**

Approve the following transfers made from the General Fund (001) in accordance with Ohio Revised Code Section 5705.13(C):

Fund	Capital Projects	Transfer	Anticipated 10-Year Costs (2026-2035)	Purpose
070-9251	Lowry Building	\$1,000,000	\$1,123,668	Building construction, improvements, and equipment
070-9252	CDL Testing Center	\$1,500,000	\$1,507,682	Building construction, improvements, and equipment
070-9253	Classroom Expansion	\$2,500,000	\$2,926,154	Building construction, improvements, and equipment

7. **Special Education JVSD Model Policies & Procedures Resolution**

Adopt the following resolution adopting JVSD special education model policies and procedures:

RESOLUTION TO ADOPT SPECIAL EDUCATION MODEL POLICIES AND PROCEDURES

WHEREAS, RC 3323.08 requires each school district to provide assurances to the Ohio Department of Education and Workforce (DEW) that the district will provide for the education of children with disabilities within its jurisdiction and has in effect policies, procedures, and programs that are consistent with the policies and procedures adopted by DEW; and

WHEREAS, DEW developed a document entitled "Education Model Policies and Special Education Model Policies and Procedures for Joint Vocational School Districts" ("JVSD Model Policies") that a board of education may adopt to fulfill the requirement described in the preceding paragraph; and

BE IT FURTHER RESOLVED, that the Board directs all staff in the District to use and comply with the JVSD Model Policies as set forth above. The Board further authorizes the Superintendent to notify DEW of the Board's adoption of the JVSD Model Policies through DEW's monitoring systems by uploading a copy of this Board resolution; and

BE IT FURTHER RESOLVED, the Board acknowledges that the JVSD Model Policies, while comprehensive, do not include every requirement set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code, and the Board recognizes its obligation to follow these laws and regulations, as well as applicable caselaw, in the event there is a conflict between their requirements and the Board-adopted JVSD Model Policies.

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

Mr. Mike Carpenter	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Jeremy Scoles	<u>Absent</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mr. Spencer Clum	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

VII. Reports and Information

- A.** Board of Education
- B.** High School Principal
- C.** Director of Adult Programs
- D.** Superintendent

VIII. Adjournment (Motion 06-25-05)

Mr. Fricke moved and Mr. Fleming seconded the motion to adjourn.

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

Mr. Mike Carpenter	<u>Yea</u>	Mrs. Jackie Place	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Jeremy Scoles	<u>Absent</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mrs. Yvonne Marrs	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mr. Spencer Clum	<u>Yea</u>
Mr. Ron Mertz	<u>Absent</u>		

The Apollo Career Center Board of Education adjourned at 7:22 p.m.