



September 2025

Administrative Updates

Nick Sammetinger ***High School Principal***

- General:
 - Staff pre-service kicked off the school year with Dee Smith, executive director of Ohio ACTE, telling her story. She reinforced the “why” in career tech education and how we all make a difference in the lives of our students.
 - We are working with State Support Team 6 to develop a data team and a district Aspire team. The goal is to look into the root causes for at risk students and to develop/implement intervention plans for staff and the struggling students.
 - Senior Construction and Equipment Tech students are demolishing a house and some smaller structures in Cridersville for the Cridersville Historical Society. Cridersville is paying for the fuel, dumpsters, and pizza for the students. (picture at right)
- Miscellaneous:
 - In October we will be hosting the Perkins V CLNA Stakeholders meeting. We will work on our Perkins V grant funding plans at both the secondary and post-secondary levels.



Tara Shepherd ***Adult Education Director***

- Apollo Adult Ed. participated in National Night Out on Aug. 5 at Heritage park.
- In August, I attended the Annual Law Seminar at Apollo; the On-Boarding Newcomers meeting with the Chamber of Commerce/City of Lima; the Ohio Dept. of Higher Education (ODHE) CTX (customized training) focus group; the Meaningful Employment for Medicaid Enrollees representing Ohio Technical Centers; and the Ohio ACTE PACE (Post-Secondary Adult Career-technical Education) Executive Board meeting
- I toured the Wilson Sporting Goods plant in Ada with the Apollo administrative team.
- ODHE HEI data reporting is completed.
- Lisa Brackney (Adult Ed. LPN program manager) and I presented at the Ohio Healthcare Education and Workforce Leaders meeting.
- We have started Perkins planning for secondary, post-secondary, and Lima City.
- The following programs are in session:
 - LPN
 - Phlebotomy
 - Industrial Maintenance Technician
 - Electrical Apprenticeship (year 2)
 - Motorcycle Ohio
 - P&G customized training

Dana Dukes/Allison Overholt ***District Communications***

- social media management
- website changes, updates and maintenance
- photos, flyers, press releases, campus signage, hall monitor signage, billboards

- coordinated AYS with Todd Walker
 - uniform delivery
 - social media/google analytics and report generation
 - media coordination
 - spirit wear stores for staff and students
 - Adult Ed. catalog updates
 - business cards & email signatures for new employees
 - Cafeteria:
 - We are participating in the CEP meal program. Students now receive free breakfast and lunch.
 - Three new part-time cafeteria workers were hired.
 - Two cafeteria staff attended the SNA conference, state training for the NSLP, procurement state training, and the Rightway Food Show.
 - Cafeteria manager Carla Blymyer is the now treasurer for the regional SPOONS organization.
 - August meals served (10 days):

Breakfast:	806 (291 more than last August)
Lunch:	<u>5,177</u> (1,200 more than last August)
Total:	5,983
 - Lila Whyman, Instructional Technology Specialist:
 - created an “Apollo District Technology Resource Guide’ intranet for all Apollo staff (*A Goggle Sites intranet links key productivity apps such as email, DASL, and EdWise, along with instructional materials, resource tools, advisory committee spreadsheets, etc.*)
 - created an instructional video to assist students with first time logins and assisted the tech department with student login issues during the first two weeks of school
 - conducted Schoology and BenQ training for staff
 - set up STAR Reading classes and assisted parents with access to Schoology Parent accounts
 - assisted teachers with technology-related items including LightSpeed Classroom, Teacher Pay Teacher, Google, Schoology, EdPuzzle and Dropout Detective
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Nick Michel

Facility Manager

- managed maintenance and custodial operations campus-wide
- conducted continuous monitoring of temperature, humidity, and overall comfort levels across all facilities
- oversaw vehicle fleet maintenance and ensured smooth transportation services
- 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
- managed insecticide treatments on campus
- administered online testing and onboarding in compliance with state requirements
- managed setup and teardown logistics for commons area events
- assisted TJ Painting with repainting of the cosmetology lab, culinary lab, and cafeteria kitchen
- worked with Sprint Electric to upgrade service panels and branch circuits in the Lowry building
- assisted ATR with the replacement of refrigeration equipment in both the walk-in freezer and cooler
- replaced three countertops in the cosmetology lab and added overhead cabinets

- moved Robotics and Multimedia programs into new locations and converted their old spaces into study halls
 - assisted M&W Construction with cutting block and installing new doors and windows in Rooms 301 and A20
 - worked with Taylor Painting to restripe all campus lots and adjust spacing as needed
 - completed 34 preventative maintenance task and resolved 101 work requests in August
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Matt Kentner

Technology Manager

- supported events in the Goare room including outside company presentations, Adult Ed graduations and student handbook assemblies
 - implemented student data privacy per Senate Bill 29 by changing the process for approving applications used by students making sure they comply with SB29
 - connected the Exam Center (formerly Dots) to the Public Safety Training Center building with fiber to allow the computers at the Exam Center to connect with the Apollo Network
 - installed a new Central Primex Clock server to replace 3 aging Primex Clock servers
 - implemented 12-character passwords to replace prior 8-character standard for security purposes
 - installed 20 BenQ TV displays on campus, replacing aging Epson projectors
 - deployed new Windows desktops, laptops and Chromebooks to replace aging devices in the H.S. and Adult Ed.
 - upgraded several host and virtual servers; camera system firmware, vape sensors, and wireless access points
 - processed 1022 student computer accounts and emails with over 500 new students
 - completed 176 tickets over the summer
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