

**APOLLO CAREER CENTER
BOARD OF EDUCATION**

**Regular Meeting
May 22, 2023**

I. Call to Order

The Apollo Career Center Board of Education met in regular session on Monday, May 22, 2023, in the Board room of the Apollo Career Center. President Yvonne Marrs called the meeting to order at 8:00 p.m.

II. Roll Call

Member	District	Appointment	
Mr. Mike Carpenter	Shawnee	January 2022 – December 2023	Present
Mr. Spencer Clum	Spencerville	January 2022 – December 2024	Present
Mr. Ron Fleming	Ada	January 2021 – December 2023	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 2021 – December 2023	Present
Mrs. Jackie Place	Bath	January 2023 – December 2025	Present
Mr. Jeremy Scoles	Bluffton	January 2023 – December 2025	Present
Mr. Brian Spallinger	Allen East	January 2021 – December 2023	Present
Mr. Ned Stechschulte	Columbus Grove	January 2023 – December 2025	Present

III. Approval of Previous Minutes (Motion 05-23-01)

The Record of Proceedings for the Regular meeting held on April 24, 2023, having been previously distributed, were found to be correct.

Mr. Mertz moved and Mr. Clum 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. Spencer Clum	<u>Yea</u>	Mr. Jeremy Scoles	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Ned Stechschulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Ron Mertz	<u>Yea</u>		

IV. Treasurer's Report (Motion 05-23-02)

Mr. Fricke moved and Mrs. Place seconded the approval of the following as presented by the Treasurer:

A. Financial Reports

1. Bank reconciliation and financial reports for April 2023.
2. All bills for April 2023 and confirm they are for a proper public purpose.
3. Investment ledger for April 2023.

B. Other Financial Activities

1. Approve the May 2023 update of the Five-Year Forecast.

2. Approve the following Then and Now purchase order(s) over \$3,000:
- PO #2231183, Northwest State Community College, 11/29/22, \$20,000
 - PO #2231879, Penta Career Center, 4/25/23, \$30,000
 - PO #2231921, American Heart Association, 5/1/23, \$20,000
 - PO #2231991, EMS Linq, Inc., 5/8/23, \$3,402.60
 - PO #2232006, Vanguard-Sentinel Career Center, 5/5/23, \$30,000

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

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

V. Executive Session (Motion 05-23-03)

Mr. Stechschulte moved and Mr. Fricke seconded the motion that the Board of Education retire to Executive Session pursuant to Ohio Revised Code Section 121.22 (G) for the following reason(s):

- To consider the appointment ____, employment X, dismissal ____, discipline X, promotion ____, demotion ____ or compensation ____ of a public employee or official; (check which one or more of the purposes for which the executive session is to be held).
- To consider the investigation of charges or complaints against a public employee, official, licensee or regulated individual, (unless the public employee, official, licensee or regulated individual requests a public hearing).
- To consider the purchase of property for public purposes or the sale of property at competitive bidding;
- Conference with the Board's attorney concerning disputes involving the Board that are the subject of pending or imminent court action;
- Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- Matters required to be kept confidential by federal law or regulations or state statutes;
- Details relative to the security arrangements and emergency response protocols for the District where disclosure of the matters discussed could reasonably be expected to jeopardize the security of the District.

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

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

The Apollo Career Center Board of Education retired to executive session at 8:11 p.m. and reconvened at 8:24 p.m.

VI. New and Recommended Matters

A. Personnel: Contract Action, Salary Notices, and Authorization (Motion 05-23-04)

Mr. Scoles moved and Mr. Clum 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. **Resignations**

Accept the following resignations effective at the end of the current contract year except as noted:

- Natalie Elsass (<1 year), maintenance assistant, effective at the end of the work day May 5, 2023
- Aaron Becker (1 year), maintenance associate, effective at the end of the work day June 16, 2023
- Martin Daley (4 years), teaching assistant
- Irene Hesseling (5 years), teaching assistant
- Sandi Piehl (30 years), assistant treasurer/payroll, for the purposes of retirement
- William Snider (1 year), teaching assistant
- Diane Stennett (4 years), teaching assistant
- Jordan Sutton (2 years), teaching assistant

2. **Administrative**

Adopt the following FY 2024 Administrative Salary Schedules:

FY 2024 Administrative Salary Schedules					
Position	Days Worked	Comparative Significance			
		Step 1	Step 2	Step 3	Step 4
Certified Administration					
H.S. Principal / Adult Director	230	1.47	1.51	1.55	1.59
Asst. Principal / Asst. Director	225	1.34	1.38	1.42	1.46
Special Education Director	225	1.34	1.38	1.42	1.46
Classified Administration*					
Facilities & Grounds Manager	230	1.20	1.24	1.28	1.32
Technology Manager	230	1.20	1.24	1.28	1.32
District Communications Manager	230	0.98	1.02	1.06	1.10

*A classified administrator receives paid holidays and 20 vacation days per year.

- ✧ + \$800 Longevity Step for an Administrator on 1st year after Step 4
- ✧✧ + \$500 Longevity Step for an Administrator on 2nd year after Step 4

Administrators hired prior to June 26, 2011:

FY 2024 Base Factor: \$312.57 (2.0% increase)

Bruce Johnson Step 4 ✧✧ Assistant Principal

Administrators hired after June 26, 2011:

FY 2024 Base Factor: \$292.98 (2.0% increase)

Dana Dukes-Norton Step 4 ✧✧ District Communications Manager
 Sarah Jamison Step 3 Special Education Director
 Matt Kentner Step 3 Technology Manager
 Nick Michel Step 4 ✧ Facilities and Grounds Manager
 Toby Prinsen Step 4 ✧ Assistant Director of Adult Programs
 Nick Sammetinger Step 2 High School Principal
 Tara Shepherd Step 4 ✧ Director of Adult Programs
 Michael Ward Step 4 Assistant Principal

3. **Certified**

- a. Hire Brandie Bogart as Family & Consumer Science instructor (Bluffton satellite), on a 1-year contract, effective FY 2024. Placement on the salary schedule pending records.

- b. Hire the following part-time adult education instructor(s) for FY 2023, hours as assigned and worked, per hourly rates as adopted by the Board of Education on August 29, 2022:
 - Brian Schlenker
- c. Hire the following part-time adult education instructor(s) for FY 2024, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 24, 2023:
 - Heather Regula
 - Brian Schlenker
 - Carolyn Stein
- d. Hire Matt Pauff, Business Education instructor, for the 2023-24 school year, on the Perry salary schedule and fringe benefits per Memorandum of Understanding (2023-24 #1), following the Perry school calendar.
- e. Hire Lila Whyman as part-time Instructional Technology Specialist, at \$27 per hour, for FY 2024.
- f. Substitute Teachers for 2023-24 School Year

Hire the following substitute high school teachers for the 2023-24 school year, days as assigned and worked, at \$110 per day:

Terry Bailey	Constance Kimmey	Robert Rowland
Kevin Bellman	Kelly Knutzen	Marlena SchAAF
Brian Berheide	Rick Lee	Karen Semple
Bennie Dempsey	Ralph (JR) Long Jr.	Anthony Sheipline
Steve Downey	David Lowery	Stacie Shine
Michael Gegel	Jared Lutz	Jacob Shook
Shelly Grimm	Matthew Martini	John Simindinger
Judith Hedges	Michael O'Connor	Eric Snapp
Charles Hefner	Jeffrey Orphal	Leah Soloff
Aimee Hickey	Crystal Plumpe	Diane Stennett
Nicole Horvath	Randy Prince	Hope White
Krista Jones	Karen Quatman	
Kristina Kidd	Pamela Reeder	

- g. Approve the agreement with Ron Silbaugh (signed May 17, 2023) as presented.
- h. Issue Certified Salary Notices for the 2023-24 School Year
(continuing contracts)

Name	Base Schedule	Extended Days
Matt Amstutz	C-26	
Jody Benda	D-15	
Todd Boblitt	D-24	
Jamie Buell	D-27	25
Kelly Clifford	D-35	
Brian Clymer	D-35	
Hannah Dickey	D-21	
Sheryl Diglia	D-35	5
Stephanie Hemmelgarn	D-20	
Jay Herbst	D-17	
Sherli Holbrook	D-21	
Darla Krites	D-34	
Keisha Larimore	D-19	

Marnie Lowden	D-31	
Kevin O’Rear	D-20	
Julie Pitts	D-20	
Patrick Prichard	D-30	5
Carrie Prince	D-35	
Keith Rambin	B-35	
Melissa Roll	D-25	
Tasha Sheipline	D-29	
Yvonne Smith	B-34	
Kristie Solomon	D-26	25
Carolyn Stein	D-30	
Leigh Taylor	D-12	
Brock Yingling	D-14	

- i. Issue New Continuing Contract(s)
(effective with the 2023-24 school year)

Name	Base Schedule	Extended Days
Emily Hamric	D-8	

- j. Issue Certified Salary Notices for the 2023-24 School Year
(year two of two-year contracts, effective July 1, 2022 – June 30, 2024)

Name	Base Schedule	Extended Days
Lisa Brackney	D-31	35
Megan Conner	B-17	
Steve Conner	B-30	
Mike Diglia	B-35	
Jennifer Dyer	C-27	
Patricia Floro	C-19	
Darin Grimm	C-35	
Alan Pollock	B-35	
Jessica Sanders	B-13	
Christopher Washam	B-15	

- k. Issue Two-Year Teaching Contracts
(year one of two-year contracts, effective July 1, 2023– June 30, 2025)

Name	Base Schedule	Extended Days
Linda Brown	D-20	
Angie Carver	B-10	
Mike Dicke	B-16	
William Hedges ☞	B-14	
Roger Mathews ☞	B-14	
Joy Mendez	A-13	
Lynne Nagel	B-16	
James Nickles	B-16	
Natalie Stuttler	D-11	
Mark Sweigart	B-25	
Ryan Taylor	C-17	

Randy Wells ☒	B-14	
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☒ Moving from a limited 1-year contract to a 2-year contract effective FY24

I. Issue Limited One-Year Teaching Contracts
(July 1, 2023 – June 30, 2024)

Name	Base Schedule	Extended Days
Michael Shane Allemeier	A-11	
Hailey Diana	A-2	
Mike DuBois	*D-2	
Alecia Dunn	A-2	
Nicholas Ebbing	A-12	
Jason Ernest	A-9	
Jenna Flick	A-2	
Alyson Harruff	D-10	25
Ashleigh Hodosko	D-9	
David Howard	B-10	15
Charlotte Howbert	A-12	
Shelby Kiene	C-10	
Jared Lutz	A-12	
Michele Magoteaux	D-4	
Courtney Meyers	D-10	
Lucas Nagel	A-13	
Mitchell Oen	A-11	10
Shawn Orphal	A-11	
Tiffany Randall	B-13	
Ashley Rozell	D-12	
Anthony Sheipline	A-11	
Jacob Shook (.5 FTE)	A-8	
Kaitlyn Stechsulte	A-2	
Rod Wise	*B-32	
Amy Yahl	D-12	

* Retire/Rehire

m. Approve the following FY 2024 Supplemental Contracts per Article 19 of the AEA Collective Bargaining Agreement:

Activity	Teacher	Amount
FCCLA	Carrie Prince	\$ 1,000
Fusion 1	Jamie Buell	\$ 584
Fusion 2	Mallory Cox-Eley	\$ 584
Fusion 3	Crystal Pyles	\$ 584
HOSA	Ashley Rozell	\$ 1,000
NTHS	Alyson Harruff	\$ 500
Prom	Sherli Holbrook	\$ 500
Yearbook	Yvonne Smith	\$ 1,750

n. Hire Shannen Vermillion as Intervention Specialist, on a 1-year contract, effective FY 2024. Placement on salary schedule pending records.

4. **Classified**

- a. Hire Colette Knutzen as Teaching Assistant, on a 1-year contract for FY 2024, on salary schedule J-1.
- b. Hire the following adult education test proctor(s), public safety maintenance worker(s), and other adult education non-certified worker(s) for FY 2023, hours as assigned and worked, per hourly rates as adopted by the Board of Education on August 29, 2022:
 - Joy Mendez (effective May 4, 2023)
- c. Hire the following adult education test proctor(s), public safety maintenance worker(s), and other adult education non-certified worker(s) for FY 2024, hours as assigned and worked, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 27, 2023:
 - Joy Mendez
- d. Hire the following as summer 2023 student workers, hours as assigned and worked at \$12 per hour, effective June 5, 2023:
 - Nathan Sanford (RCT/Elida) – Technology dept.
 - Eli Butterfield (CET/Homeschooled) – Facilities & Grounds dept.
- e. Hire the following custodial substitutes and for summer 2023 and as needed for FY 2024, hours as assigned and worked, at \$15 per hour:
 - Alexa Lambert
 - Lauren Snider
 - Madison Snider
- f. Hire Alan Pollock as summer 2023 technology help, hours as assigned and worked at \$22 per hour.
- g. Issue Classified Salary Notices for the 2023-24 School Year
(continuing contracts)

Name	Schedule
Khristina Adkins	L-9
Joy Baeumel	Q-15
Joan Barton	M-12
Kim Cadle	G-11
Todd Erb	I-11
Kacie Green	F-9
Tevyn Gronas	J-15
Michele Keller	F-12
Matthew Kinzer	P-11
Dawn Lambert	F-9
Sheryl Maier	K-15
Mike Makar	L-15
Deb McKivison	G-15
Tammy Miller	L-15
Mark Preston	H-15
Kayce Prinsen	S-4
Chris Smith	P-13
Gary Wheeler	L-15

- h. Issue New Continuing Contract(s)
(effective with the 2023-24 school year)

Name	Schedule
Carla Blymyer	E-9
Mallory Cox-Eley	T-9
Shawn Heiing	L-9
Liz Hobbs	G-10

- i. Issue Classified Salary Notices
(year two of two-year contracts, effective July 1, 2022 – June 30, 2024)

Name	Schedule
Steve Brown	J-5
Shelly Caudill	N-9
Tony DeRose	J-3
Tim Haller	J-5
Cory Hartzog	L-7
Diane Hunt	F-12
David Kinzer	J-3
Crystal Pyles	R-5
Brittany Roof	G-9
Jennifer Swanger	G-7

- j. Issue New Two-Year Classified Contracts
(year one of two-year contracts, effective July 1, 2023 – June 30, 2025)

Name	Schedule
Tim Alger	J-2
Jim Cox	J-2
Tim Donovan	J-3
Trisha Kroeger	G-7
Patrick Nungester	J-2
Sheila Prater	L-4
Sherri Slechter	J-11
Sara Stemen	T-5
Michelle Weis	L-2

- k. Issue Brittany Roof a \$3,250 stipend for assistant treasurer duties for FY 2024.
 l. Issue Gary Wheeler a \$4,000 stipend for custodial shift supervisor duties for FY 2024.
 m. Issue Tammy Miller a \$3,000 stipend for summer 2023 lead custodian duties.
 n. Issue Mike Makar a \$2,000 stipend for maintenance associate work performed during FY 2024.

5. **Supplemental Assignments Compensation FY 2024**

Authorize the Superintendent to contract with all regular contract staff for periodic supplemental assignments, including, but not limited to emergencies, repairs, special projects and technology help desk at \$22 per hour; company-specific customized instruction, instructional improvement and other mission-specific work at \$25 per hour, or \$150 per day.

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. Spencer Clum	<u>Yea</u>	Mr. Jeremy Scoles	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Ned Stechsulte	<u>Abstained</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Ron Mertz	<u>Yea</u>		

B. New Business (Motion 05-23-05)

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

1. Out-of-State Travel

- a. Approve out-of-state travel for Mike Dicke, Brock Yingling and six students to attend SkillsUSA National Leadership & Skills Conference in Atlanta, GA, June 19-24, 2023.
- b. Approve out-of-state travel for Shawn Orphal and one student to attend FCCLA National Leadership Conference in Denver, CO, July 2-7, 2023.

2. Summer School Fees

Set the 2023 summer school fees at \$120 per course for resident and non-resident students. Students attending Apollo for the 2023-24 school year will have the fee waived.

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. Spencer Clum	<u>Yea</u>	Mr. Jeremy Scoles	<u>Yea</u>
Mr. Ron Fleming	<u>Yea</u>	Mr. Brian Spallinger	<u>Yea</u>
Mr. Dennis Fricke	<u>Yea</u>	Mr. Ned Stechsulte	<u>Yea</u>
Mr. Dan Marshman	<u>Yea</u>	Mrs. Yvonne Marrs	<u>Yea</u>
Mr. Ron Mertz	<u>Yea</u>		

C. Design-Builder Selection Resolution (Motion 05-23-06)

Mr. Fricke moved and Mr. Scoles seconded the adoption of the following resolution and moved its passage:

**RESOLUTION NO. 05-23-06
APPROVING SELECTION OF TOUCHSTONE CPM, INC. AS THE
BEST VALUE DESIGN-BUILDER FOR THE PUBLIC SAFETY TRAINING CENTER PROJECT
AND AUTHORIZING THE PRELIMINARY AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER**

The Superintendent recommends approval of the selection of Touchstone CPM, Inc. (“DB”) as the firm providing the best value proposal to provide design-build services for the Public Safety Training Center Project (the “Project”) and requests authorization to enter into the Modified Standard Form of Preliminary Agreement between the Owner and Design-Builder (“Preliminary Agreement”).

Rationale:

1. The Board previously identified a need for the Project.
2. The Board requires the services of a design-builder to plan, design, coordinate, manage, and direct all phases of the Project for a guaranteed maximum price.
3. The Ohio Revised Code and the Ohio Administrative Code prescribe a “best value” selection process, which is required to be followed by public entities when design-build services are procured.
4. In accordance with the statutory process, the District publicly advertised and issued a request for qualifications (“RFQ”) for design-build services for the Project. The Evaluation Committee reviewed and ranked the statements of qualifications received in response to the RFQ to create

a short list of three interested firms. The District then solicited pricing and technical proposals from the short-listed firms via a request for proposals. The Evaluation Committee reviewed the proposals received, and following the review of the proposals, the Evaluation Committee held interviews of the short-listed firms.

5. After the Evaluation Committee’s review and evaluation of the proposals and the corresponding interviews, it identified DB as the firm that provided the best value proposal for the Project.
6. In its proposal, DB offered to perform design and preliminary services for the Project pursuant to the Preliminary Agreement for an amount not to exceed \$194,432.00.
7. The Superintendent recommends the approval of the selection of DB as the firm that provided the best value proposal for the Project.
8. The Superintendent also requests that the Superintendent and Treasurer be authorized to work with other administrators and legal counsel to negotiate and enter into the Preliminary Agreement with DB for the Project at the conclusion of satisfactory negotiations in an amount not to exceed \$194,432.00 on behalf of the Board.

The Board of Education resolves as follows:

1. The Board approves the selection of Touchstone CPM, Inc. as the firm that provided the best value proposal for the Project.
2. The Board authorizes the Superintendent and Treasurer, working with other administrators and legal counsel, to negotiate the terms Preliminary Agreement with Touchstone CPM, Inc. for the Project in an amount not to exceed \$194,432.00, and for the Superintendent or Treasurer to execute the Preliminary Agreement and any related documentation consistent with the intent of this Resolution on behalf of the Board.

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

VII. Reports and Information

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

VIII. Certified Instructor (Motion 05-23-07)

Mr. Stechschulte made a motion from the floor and Mr. Clum seconded the motion to hire Tyler Simmons as Automation & Robotics instructor, on a 1-year contract effective FY 2024, pending criminal investigation checks and meeting certification/licensure requirements as determined by the Ohio Department of Education. Placement on salary schedule pending records.

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

IX. Adjournment (Motion 05-23-08)

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

The Apollo Career Center Board of Education adjourned at 8:47 p.m.