**Apollo Career Center**

**Board of Education**

**Regular Meeting**

**May 14, 2012**

**7 p.m.**

**AGENDA**

1. **Call to Order**
2. **Roll Call**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **District** | **Two Year Appointment** |  |
| Mr. Ron Fleming | Ada Exempted Village | 2011 |  |
| Mr. Dennis Fricke | Elida Local | 2012 |  |
| Mr. Brad Fruchey | Bluffton Exempted Village | 2012 |  |
| Mr. Todd Hager | Allen East Local | 2011 |  |
| Mrs. Penny Kill | Spencerville Local | 2012 |  |
| Mr. Bob Loescher | Shawnee Local | 2011 |  |
| Mr. Marc Pescosolido | Perry Local  | 2011 |  |
| Mrs. Jackie Place | Bath Local | 2012 |  |
| Mr. Michael Purdy | Hardin Northern Local | 2012 |  |
| Mr. Willie Sammetinger | Wapakoneta City | 2011 |  |
| Mr. Ned Stechschulte | Columbus Grove Local | 2012 |  |

1. **Hearing of the Public/Visitors/Commendations**
2. **Approval of Previous Minutes (05-12-1) (Pages 14-25)**

The Record of Proceedings for the Regular meeting held April 23, 2012, having been previously distributed, was found to be correct with the following correction to certified personnel:

Issue Certified Salary Notice (Year 2 of 2-year contract July 1, 2011 – June 30, 2013)

|  |  |  |
| --- | --- | --- |
| Name | BaseSchedule | ExtendedDays |
| Tasha Sheipline | ~~B-15~~C-15 |  |

\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the same.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. Pescosolido |  |
| Mr. Fricke |  | Mrs. Place |  |
| Mr. Fruchey |  | Mr. Purdy |  |
| Mr. Hager |  | Mr. Sammetinger |  |
| Mrs. Kill |  | Mr. Stechschulte |  |
| Mr. Loescher |  |  |  |

1. **Financial Report (05-12-2) (Pages 26-48)**

\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the approval of the financial reports as presented by the Treasurer.

**Investments:**

 **Investment Investment Interest**

## **Type of Investment Amount Period Rate Bank Interest Earned**

##

ICS First Federal 5,006,333.07 04/01/12-04/30/12 1.000 First Federal 3948.53 (Monthly)

Star Ohio (Month End Bal.) 930.14 04/01/12-04/30/12 0.040 Provident 0.39 (Monthly)

Baird Public Investment Advisors 1,029,613.76 04/01/12-04/30/12 U.S. Bank 566.62 (Monthly)

Checking (Month End) 2,903,108.24 04/01/12-04/30/12 1.000 First Federal 2,315.95 (Monthly)

AEF Endowment Fund 35,504.91 04/01/12-04/30/12 Edward Jones (Quarterly)

 $8,975,490.12

These investments represent all of Apollo’s cash (not just the General Fund) as of the end of the month. The portfolio includes the General Fund, P.I. Fund, Cafeteria, Adult Education, all Trusts, Grants, and Student Activities.

Rates for $500,000 as of May 3, 2012:

Money Mkt 30 days 60 days 90 days 6 mos. 1 year 2 years

Huntington ----- 0.01 0.01 0.01 0.01 0.01 0.01

United Family of Banks ----- ----- ----- ----- ----- 0.15 0.35

Star Ohio 0.07 ----- ----- ----- ----- ----- -----

First Federal ----- 0.05 ----- 0.05 0.05 0.25 0.50

Treasuries ----- 0.07 ----- 0.10 0.15 0.20 0.27

Com Paper ----- 0.12 0.16 0.19 ----- ----- -----

 **Five-Year Forecast**

Approve the revised FY12 Five-Year Forecast as presented (see pages 44-46).

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. Pescosolido |  |
| Mr. Fricke |  | Mrs. Place |  |
| Mr. Fruchey |  | Mr. Purdy |  |
| Mr. Hager |  | Mr. Sammetinger |  |
| Mrs. Kill |  | Mr. Stechschulte |  |
| Mr. Loescher |  |  |  |

1. **New and Recommended Matters**
2. **Personnel: Contract Action, Salary Notices, and Authorization (05-12-3)**

\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the approval of the following personnel matters, pending criminal investigation checks and for teaching personnel meeting certification/ licensure requirements as determined by the Ohio Department of Education:

1. **Resignation**

Accept the resignation of Tara Wilkinson, effective at the end of the 2011-12 school year,
and authorize the Treasurer to compensate Ms. Wilkinson $150 per day, plus expenses, for youth club responsibilities at the National FCCLA Leadership Conference in Orlando,
July 2012.

1. **Out-of-State Travel**
2. Vanessa Gronas, Toby Prinsen, Rod Wise and six students to attend the SkillsUSA National Leadership and Skills Conference in Kansas City, Missouri, June 22-28, 2012.
3. Carrie Hamilton, Keisha Larimore, Tara Wilkinson and seven students to attend the FCCLA National Leadership Conference in Orlando, Florida, July 6 – 13, 2012.
4. **Certified**
5. Hire Douglas Csikos, CBI instructor, on a limited one-year contract for the 2012-13 school year, on salary schedule D-8.
6. HSTW Coordinator 2011-12

Hire Darla Krites to assist with HSTW projects for the 2011-12 school year, at the rate of $20 per hour, up to 250 hours combined with HSTW co-coordinators Tasha Sheipline and Carla Gilroy, hours to be worked outside of the regular work day and on non-work days as approved by the Director of High School Programs.

1. Substitutes 2012-13

Hire the following Substitutes for the 2012-13school year, days as assigned and worked, at $105 per day:

* Jodie Twining
* Darlyn Werner
1. Adult Part-time Instructors 2012-13

Hire the following part-time Adult Education Instructors for the 2012-13 program year, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 23, 2012 (Motion 4-12-3):

* Andrew Berelsman, Fire
* Sara Berelsman, ABLE
* David Biddinger, ABLE
* Alex Rompilla T&I
* William Ryan Smith, NR Test Proctor
* Melanie VanMoulken, LPN
1. **Classified**
2. Regular Classified Salary Schedule
3. Approve the FY13 Regular Classified Salary Schedule (0% increase) as presented in Attachment 1, page 12.
4. Regular Classified Contracts – 2012-13
5. Issue Classified Salary Notice

(Year 2 of 2-year contract July 1, 2011 – June 30, 2013)

|  |  |
| --- | --- |
| Kim Cadle | I-4 |

1. Issue New Two-Year Classified Contract

(Year 1 of 2-year contract July 1, 2012-June 30, 2014)

|  |  |
| --- | --- |
| Michele Keller | FF-7 |
| Donna Patrick | FF-7 |
| Wendy Schall | QQ-2 |

1. Issue New Continuing Contracts

(Effective July 1, 2012)

|  |  |
| --- | --- |
| Matt Kentner | P-6 |
| Mike Makar | L-4 |
| Gary Wheeler | L-4 |

1. Issue Classified Salary Notices

(Existing Continuing Contracts)

|  |  |
| --- | --- |
| Tonya Bukowski | F-12 |
| Dana Dukes-Norton | M-12 |
| Tevyn Gronas | J-8 |
| Janet Halker | G-7 |
| Brent Hamilton | L-12 |
| Nancy Hilden | M-12 |
| Greg Hillard | J-12 |
| Andy Jacobs | L-12 |
| Connie Klima | F-12 |
| Gary Leach | H-12 |
| Sheryl Maier | K-12 |
| Amy Mauk | F-12 |
| Jan Mays | J-12 (63% time) |
| Carol McDonald | G-12 (80% time) |
| Deb McKivison | G-12 |
| Nancy Mohler | F-11 |
| Kathy Page  | F-12 |
| Sandi Piehl | G-12 |
| Mark Preston | H-12 |
| Laura Reynolds | G-12 |
| Chris Smith | P-4 |
| Peg Sterne | E-12 |
| Norbert Suever | J-10 |
| Jan Towey | F-12 |
| John Wheeler | H-12 |
| Tammy Wheeler | L-9 |

1. Issue Gerri Smith, Cafeteria Manager, a salary notice for the 2012-13 school year
(year two of a two-year contract, July 1, 2011 – June 30, 2013), at step 6 on
Classified Manager Salary Schedule N.
2. Issue $3,013 stipend to Sandi Piehl for Assistant Treasurer duties performed during
the 2012-13 school year.
3. Issue Brent Hamilton a $3,030 supplemental shift supervisor stipend for shift supervisor responsibilities performed during for the 2012-13 school year.
4. Approve chaperone pay for non-certified staff when applicable, at $75 per day,
for the 2012-13 school year.
5. Hire Donna Patrick and Shari Tryon, Adult Test Proctors (non-EMT) for the 2011-12 program year, hours as assigned and worked at $19 per hour.
6. Hire Ron Coonrod, part-time grounds/custodial, for the balance of the 2011-12 school year, hours as assigned and worked, at $11.67 per hour.
7. Hire Tevyn Gronas to assist with secretarial duties and special needs tutoring during summer school (2012), hours as assigned and worked at $16.74 per hour.
8. Hire Dawn Lambert and Leigh Taylor for part-time summer (2012) custodial/ maintenance duties, hours as assigned and worked, at $11.67 per hour.
9. Hire Adam Johnson, junior Automotive Technology student, Columbus Grove, to assist with school vehicle maintenance, during summer 2012, hours as assigned and worked, at $9 per hour.
10. Hire the following AWE Medical Directors for FY13:
* Dr. William Tucker, Public Safety Medical Director, at a rate of $595 for the 2012-13 program year.
* Dr. James Patterson, Medical Assisting Medical Director, at a rate of $500 for the 2012-13 program year.
1. Maintain current hourly rates for all part-time and substitute custodians, secretaries, teaching assistants, and cafeteria workers through the 2012-13 school year.
2. Hire the following classified part-time personnel on a limited one-year contract for the 2012-13 school year, hours as assigned and worked:

|  |  |  |
| --- | --- | --- |
|  | 2012-13Hourly Rate |  |
| Seth Allen | $12.02 | P-T Custodian |
| Carla Blymyer | $13.13 | P-T Cafeteria Worker |
| Stephanie Burley | $11.67 | Secretarial Sub  |
| Angela Carver | $12.75 | P-T Teaching Assistant |
| Aubrey Caudill | $11.67 | P-T Custodian |
| Shelly Caudill | $13.13 | P-T Cafeteria Worker, P-T Teaching Assistant |
| Kayla Chamberlin | $11.67 | Secretarial Sub |
| Marcia Clay | $15.00 | \* PT Bus Driver/Trainer |
| Ron Coonrod | $11.67 | P-T Custodian/Grounds |
| Leah Diehl | $15.00 | \* Bus Drive Sub |
| Sheila Doering | $15.00 | \* Bus Drive Sub |
| Sally Eilerman | $15.00 | \* Bus Drive Sub |
| Erin Essex | $12.75 | P-T Teaching Assistant |
| Mary Fiedler | $11.67 | Cafeteria Sub, Garden Café Sub |
| Kacie Green | $11.67 | Secretarial Sub, P-T Adult Secretary |
| Austin Green-Paxton | $9.00 | Student Worker, Technology Support |
| Judy Horlander | $13.52 | P-T Teaching Assistant |
| Kathleen Kahle | $11.67 | Secretarial Sub |
| Jennifer Koenig | $11.67 | Cafeteria Sub |
| Dawn Lambert | $13.13 | P-T Teaching Assistant |
| Dawn Lambert | $11.67 | Custodial Sub and Secretarial Sub |
| Deb Lowther | $11.67 | Cafeteria Sub, Garden Café Sub, Hospitality Sub, Secretarial Sub, P-T Adult Secretary |
| Dorothy Morris | $11.67 | Secretarial Sub |
| Dorothy Morris | $21.51 | District Office Secretarial Sub |
| Matthew Nichols | $11.67 | P-T Custodian |
| Donna Patrick | $19.00 | Adult Test Proctor (non-EMT) |
| Sheila Patterson | $12.38 | P-T Secretary  |
| Kayce Prinsen | $11.67 | P-T Secretary |
| Lori Riley | $13.66 | P-T Cafeteria Worker |
| Barb Risner | $11.67 | P-T Teaching Assistant |
| Deb Roby | $19.00 | P-T Test Proctor (non-EMT) |
| Rita Suever | $11.67 | Secretarial Sub |
| Ryan Taylor | $12.02 | Custodian Sub |
| Jodie Twining | $13.13 | P-T Cafeteria Worker |
| Shari Tryon | $19.00 | Adult Test Proctor (non-EMT) |
| Darlyn Werner | $11.67 | Cafeteria, Hospitality and Transitions Sub |
| Ruth Winslow | $11.67 | Secretarial Sub  |

\* Bus Drivers

If driver has more than two hours of down time between driving but the trip is not an overnight trip, the hourly rate is reduced to $10 per hour. If the trip is two hours or less, the rate remains at $15 per hour.

If on an overnight trip, driver receives an hourly rate of $15 while driving but the remainder of the trip is a flat rate of $75. Driver will also be reimbursed for hotel accommodations and meals.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. Pescosolido |  |
| Mr. Fricke |  | Mrs. Place |  |
| Mr. Fruchey |  | Mr. Purdy |  |
| Mr. Hager |  | Mr. Sammetinger |  |
| Mrs. Kill |  | Mr. Stechschulte |  |
| Mr. Loescher |  |  |  |

1. **Other Business (Motion 05-12-4)**

\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the following resolutions and motions:

1. **OSFC Facilities Assistance Program Resolution**

**Resolution Authorizing the Apollo JVSD Board
to Participate in the Ohio School Facilities Commission
Vocational Facilities Assistance Program**

 **WHEREAS**, the Ohio School Facilities Commission has notified the School District to be approved to participate in the Vocational Facilities Assistance Program this year; and

 **WHEREAS,** the district hereby concurs with, and approves the use of, the findings outlined in the final “Facilities Assessment Report” dated February, 2005 with revisions November, 2011 for the purpose of developing a master facilities plan. The district and OSFC understand that the use of the Facilities Assessment Report is for the purpose of developing an

estimated project budget and scope and that the potential for the existence of undocumented conditions that could increase the final cost of the project does exist; and

 **WHEREAS,** the School District Board hereby concurs with and approves the use of the Enrollment Projections dated March 20, 2012***.*** The School District Board and the Commission acknowledge that actual enrollment status will be reviewed annually; and

 **WHEREAS,** the district acknowledges the OSFC recommendation that the district engage a design and construction professional to assist in the review of the information presented in the Facilities Assessment Report. The district has provided any information available to aid in the identification of any areas of concern for conditions, which cannot be readily observed by standard assessment procedures throughout the district’s facilities and the district acknowledges that the scope of services provided by the professional authoring the Facilities Assessment Report does not include invasive facilities and grounds investigation; and

 **WHEREAS,** The district acknowledges that neither the district nor the Commission have control over conditions which are hidden or otherwise unknown at the conclusion of the assessment report and master facilities plan; and

 **WHEREAS*,*** the School District desires to proceed with the Scope of the Project and Master Facilities Plan as indicated below:

**SCOPE OF THE PROJECT**

Renovations/addition to Apollo Joint Vocational facility to house Career Tech students.

STATE SHARE: $22,983,250

LOCAL SHARE: $11,141,843

PROJECT BUDGET: $34,125,093

Project Budget and Shares with Project Agreement LFI of $497,080.

STATE SHARE: $22,983,250

LOCAL SHARE: $11,638,923

PROJECT BUDGET: $34,622,173

 **NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Apollo Joint Vocational School District, Allen County,Ohio that the conditional approval as granted by the Ohio School Facilities Commission for the Vocational Facilities project be hereby accepted in accordance with the provisions of Section 3318.05 of the Revised Code.

1. **Bond Attorneys**

**Resolution Retaining Bond Attorneys**

 NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Apollo Joint Vocational School District (hereinafter called the "Board of Education"), Allen County, Ohio:

 SECTION 1. That Peck, Shaffer & Williams LLP, Attorneys of Columbus, Ohio, be and are hereby retained to prepare the necessary proceedings for the Board of Education in connection with its proposed School Improvement Bonds ballot question and issuance.

 SECTION 2. That said firm of attorneys shall be compensated by this Board of Education for its services as follows:

|  |  |
| --- | --- |
| For School Improvement Bonds (if issued): Bond Counsel Services (includes documents, legal opinion, tax counsel advice): and | $3.00 per $1,000 + expenses (not to exceed $500)  |
| For Assistance with Pre-Election Proceedings | $500.00 |

Said fee to be paid from proceeds of the anticipated bond issue. An additional charge of $6,000 will apply for assistance with Official Statement preparation if requested. No fees will be charged if no bonds are issued.

 SECTION 3. That the Treasurer of this District is hereby authorized to execute an engagement letter with Peck, Shaffer & Williams LLP for its bond counsel services.

 SECTION 4. That this Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education; and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

1. **Appointment of Underwriter**

**Resolution Appointing Underwriter**

 WHEREAS, the Board of Education of the Apollo Joint Vocational School District (the "Board of Education") desires to issue general obligation School Improvement Bonds (assuming voter approval at the November 6, 2012 general election) for the purpose of paying a portion of the cost of improvements to the District's school facilities as an Ohio School Facilities Commission project; and

 WHEREAS, the Board desires to appoint Robert W. Baird & Co., Columbus, Ohio, as its underwriter to purchase and market the proposed bonds.

 NOW, THEREFORE, BE IT RESOLVED by the Board of Education:

 SECTION 1. That Robert W. Baird & Co. is hereby retained to purchase and resell said bonds (and any notes issued in anticipation thereof) on behalf of the Board of Education for a fee as specified in its written proposal.

 SECTION 2. That it is found and determined that all formal actions of this Board of Education concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board of Education; and that all deliberations of this Board of Education and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

1. **Student Activity Budgets**

Approve the Student Activity Budgets for the 2012-13 school year as presented in Attachment 2, page 13.

1. **High School Student Handbook/Code of Conduct**

Approve the High School Student Handbook including the Student Conduct Code for the 2012-13 school year, as presented.

1. **Adult Education Handbooks**

Approve the 2012-13 Adult Education Career Development Student Handbook, Student Handbook for Career Enhancement (part-time) classes, and Instructor’s Handbook for Career Enhancement classes as presented.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. Pescosolido |  |
| Mr. Fricke |  | Mrs. Place |  |
| Mr. Fruchey |  | Mr. Purdy |  |
| Mr. Hager |  | Mr. Sammetinger |  |
| Mrs. Kill |  | Mr. Stechschulte |  |
| Mr. Loescher |  |  |  |

1. **Executive Session (Motion 05-12-5)**

\_\_\_\_\_\_ moved and \_\_\_\_\_\_ 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):

* Discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing.

* Consider the purchase of property for public purposes or the sale of property at competitive bidding;
* Conference with the Board’s attorney to discuss matters which are the subject of pending or imminent court action;
* Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees;
* Matters required to be kept confidential by federal law or rules or state statutes;
* Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. Pescosolido |  |
| Mr. Fricke |  | Mrs. Place |  |
| Mr. Fruchey |  | Mr. Purdy |  |
| Mr. Hager |  | Mr. Sammetinger |  |
| Mrs. Kill |  | Mr. Stechschulte |  |
| Mr. Loescher |  |  |  |

The Apollo Career Center Board of Education retired to executive session at \_\_\_\_\_ p.m.
and reconvened at \_\_\_\_\_ p.m.

1. **Reports and Information**

|  |
| --- |
| 1. Board of Education
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| 1. Director of High School Programs
 |
| 1. Director of Adult Programs
 |
| 1. Superintendent
 |

1. **Adjournment (Motion 05-12-6)**

\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the motion to adjourn.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. Pescosolido |  |
| Mr. Fricke |  | Mrs. Place |  |
| Mr. Fruchey |  | Mr. Purdy |  |
| Mr. Hager |  | Mr. Sammetinger |  |
| Mrs. Kill |  | Mr. Stechschulte |  |
| Mr. Loescher |  |  |  |

The Apollo Career Center Board of Education adjourned at \_\_\_\_\_\_\_ p.m.