**Apollo Career Center**

**Board of Education**

**Regular Meeting**

**May 23, 2011**

**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 | 2010 |  |
| Mr. Brad Fruchey | Bluffton Exempted Village | 2010 |  |
| Mr. Todd Hager | Allen East Local | 2011 |  |
| Mrs. Penny Kill | Spencerville Local | 2010 |  |
| Mr. Bob Loescher | Shawnee Local | 2011 |  |
| Mr. Rob McPheron | Bath Local | 2010 |  |
| Mr. Marc Pescosolido | Perry Local  | 2011 |  |
| Mr. Michael Purdy | Hardin Northern Local | 2010 |  |
| Mr. Willie Sammetinger | Wapakoneta City | 2011 |  |
| Mr. Ned Stechschulte | Columbus Grove Local | 2010 |  |

1. **Hearing of the Public/Visitors/Commendations**
2. **Approval of Previous Minutes (5-11-1) (Pages 11-23)**

The Record of Proceedings for the Regular meeting held April 25, 2011, having been previously distributed, were found to be correct.

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

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

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

1. **Financial Report (5-11-2) (Pages 24-47)**

\_\_\_\_\_\_ 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**

##

Huntington MMA 01261901992 100.00 04/01/11-04/30/11 Huntington (No Interest)

Huntington CDARS 1,000,000.00 05/07/09-05/05/11 2.200 Huntington (At Maturity)

Huntington Investment 50.00 Huntington

Star Ohio (Month End Bal.) 8,159.97 04/01/11-04/30/11 0.400 Provident 1.09 (Monthly)

Baird Public Investment Advisors 1,025,852.55 04/01/11-04/30/11 U.S. Bank 1,499.45 (Monthly)

Checking (Month End) 5,797,886.47 04/01/11-04/30/11 1.500 First Federal 7,329.48 (Monthly)

AEF Endowment Fund 32,773.05 04/01/11-04/30/11 Edward Jones (Quarterly)

Fifth Third MMA 069-030830 7.90 04/01/11-04/30/11 Fifth Third

 $7,864,829.94

**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 16, 2011:

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

Huntington ----- 0.01 0.03 0.05 0.09 0.12 0.30

Fifth Third ----- ----- ----- ----- ----- ----- 0.29

Star Ohio 0.06 ----- ----- ----- ----- ----- -----

Treasuries ----- 0.01 ----- 0.03 0.07 0.17 0.57

Com Paper ----- 0.12 0.17 0.17 ----- ----- -----

* **Grants**

ABLE –FY2011

Increase FY11 ABLE (501-9911) appropriations by $10,055 to $99,440.

* **5-Year Forecast**

Approve the revised FY11 Five-Year Forecast as presented (pages 28-31).

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. McPheron |  |
| Mr. Fricke |  | Mr. Pescosolido |  |
| 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 (5-11-3)**

\_\_\_\_\_\_ 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. **Resignations/Retirements**
2. Accept the following resignations for the purpose of retirement:
* Dorothy Morris, district office administrative secretary, effective June 30, 2011.
* Darlyn Werner, teaching assistant, effective May 31, 2011.
1. Accept the resignation of Ted Verhoff, Landscape/Turf Management instructor, effective at the end of the 2011-12 school year.
2. **Certified**
3. Hire Ryan Taylor, Construction Technology instructor (Shawnee satellite), on a limited one-year contract for the 2011-12 school year, on salary schedule A-4, effective July 1, 2011, for the purpose of attending the state route “B” four-week workshop at the University of Toledo.
4. Move Carolyn Stein, science teacher, from Salary Schedule B-14 to C-14, for the 2011-12 school year, based on earned semester hours and submission of transcripts to the Superintendent’s office.
5. Move Dawn Luthman, English teacher, from Salary Schedule A-5 to B-5, for the 2011-12 school year, based on advancing to a new five-year teaching license.
6. Hire Tasha Dulebohn and Carla Gilroy as co-HSTW site coordinators for the 2011-12 school year, at the rate of $20 per hour up to 250 hours combined, hours to be worked outside of the regular work day and on non-work days as approved by the Director of High School Programs.
7. Hire the following part-time Adult Education instructor for the **2010-11 program year**, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 26, 2010, (Motion 4-10-3):
* Crystal Rode, Early Childhood Development
1. Hire the following part-time Adult Education instructors for the **2011-12 program year**, hours as assigned and worked, per hourly rates as adopted by the Board of Education on April 25, 2011, (Motion 4-11-3):
* Steven Benfield, T&I
* Crystal Rode, Early Childhood Development
* Jeb Sheidler, Fire
* Mary Verhoff, Nurse Aide
1. Hire the following AWE evening manager substitutes for the 2011-12 program year, hours as assigned and worked, at $31 per hour:
* Craig Hart
* Wayne Kentner
1. **Classified**
2. Offer any classified employee who is enrolled with family health insurance and not returning to work for FY12, a $1500 incentive stipend if he/she drops all insurance coverage effective May 31, 2011.
3. Course/Program Reduction-in-Force Resolution

BE IT RESOLVED by the Board of Education of Apollo Career Center that the following position be reduced for financial reasons and/or declining enrollment of pupils pursuant to Section 3319.172 of the Ohio Revised Code and that therefore this position is reduced 37%, effective at 11:59 p.m. on June 30, 2011:

* Family & Consumer Science Teaching Assistant

BE IT FURTHER RESOLVED that the employment contract of the least senior teaching assistant in the following field be reduced to 63%, effective at 11:59 p.m. on June 30, 2011, pursuant to Sections 3319.172 of the Ohio Revised Code are as follows:

* Jan Mays, Family & Consumer Science Teaching Assistant
1. Amend the continuing contract of Carol McDonald, treasurer’s assistant, from full time to 80% time, effective July 1, 2011.
2. Amend the continuing contract of Sheryl Maier from full time to a 10-month contract (203 work days) effective July 1, 2011.
3. Adopt the FY12 Classified Salary Schedule (0% raise; filling in a step; reducing full-year employee contracts to a 253 work day year; new 10-month Administrative Secretary column; and 6 steps (5% steps) for Cafeteria Manager), as presented in Attachment 1, page 51.
4. Appoint Gerri Smith, Cafeteria Manager, for a period of two years, beginning
July 1, 2011, through June 30, 2013, at step 6 on Classified Manager Salary
Schedule “N.”
5. Regular Classified Contracts – 2011-12
6. Issue Classified Salary Notice

(Year 2 of 2-year contract July 1, 2010 – June 30, 2012)

 Matt Kentner P-5

 Mike Makar L-3

 Gary Wheeler L-3

1. Issue New Two-year Classified Contract

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

Kim Cadle I-3

1. Issue New Classified Continuing Contract, effective July 1, 2011

Natalie Smith F-5

1. Issue Classified Salary Notices

(Existing Continuing Contracts)

Tonya Bukowski F-12

Dana Dukes-Norton M-12

Tevyn Gronas J-7

Janet Halker G-6

Brent Hamilton L-12

Nancy Hilden M-12

Greg Hillard J-12

Andy Jacobs L-11

Connie Klima F-12

Gary Leach H-12

Sarah Leland F-5

Sheryl Maier K-12

Amy Mauk F-12

Tammy May L-8

Jan Mays J-12 (63% time)

Carol McDonald G-12 (80% time)

Deb McKivison G-11

Nancy Mohler F-10

Kathy Page F-12

Sandi Piehl G-12

Mark Preston H-12

Laura Reynolds G-11

Chris Smith P-3

Norbert Suever J-9

Peg Sterne E-12

Jan Towey F-12

John Wheeler H-12

1. Issue $3,013 stipend to Sandi Piehl for Assistant Treasurer duties performed during
the 2011-12 school year.
2. Issue Brent Hamilton a $3,030 supplemental shift supervisor stipend for shift supervisor responsibilities performed during for the 2011-12 school year.
3. Approve chaperone pay for non-certified staff when applicable, at $75 per day,
for the 2011-12 school year.
4. Hire the following AWE Medical Directors for FY12:
* Dr. William Tucker, Public Safety Medical Director, at a rate of $595 for the 2011-12 program year.
* Dr. James Patterson, Medical Assisting Medical Director, at a rate of $500 for
the 2011-12 program year.
1. Maintain current hourly rates for all part-time and substitute custodians, secretaries, teaching assistants, and cafeteria workers through the 2011-12 school year.
2. Hire the following classified part-time personnel on a limited one-year contract for the 2011-12 school year, hours as assigned and worked:

|  |  |  |
| --- | --- | --- |
|  | 2011-12Hourly 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 | P-T Bus Driver Trainer |
| Erin Essex | $12.75 | P-T Teaching Assistant |
| Mary Fiedler | $11.67 | Cafeteria Sub, Garden Café Sub |
| Kacie Green | $11.67 | Secretarial Sub |
| Judy Horlander | $13.52 | P-T Teaching Assistant |
| Tim Jackson | $11.67 | P-T Custodian  |
| Terry Kantner | $12.38 | P-T Secretary  |
| 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 |
| Dorothy Morris | $11.67 | Secretarial Sub |
| Dorothy Morris | $21.51 | District Office Secretarial Sub |
| Anna Mumma | $13.52 | P-T Teaching Assistant |
| Sheila Patterson | $12.38 | 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 |
| Natalie Smith | $19.00 | P-T Test Proctor |
| Ryan Taylor | $12.02 | Custodian Sub |
| Jodie Twining | $13.13 | P-T Cafeteria Worker |
| Ruth Winslow | $11.67 | Secretarial Sub  |
| Maha Zehery | $11.67 | Secretarial Sub |

1. Hire Tevyn Gronas to assist with secretarial duties and special needs tutoring during summer school (2011), hours as assigned and worked at $16.09 per hour.
2. Hire Dawn Lambert for part-time summer (2011) custodial maintenance duties, hours as assigned and worked, at $11.67 per hour.
3. Student Workers
4. Hire the following students for summer 2011 duties, hours as assigned and worked, at $9 per hour:

Grounds/Landscaping Luke Hatfield, Landscaping, Bible Believers

Custodial/Maintenance Shane Sandlin, CBI, Elida

Vehicle Maintenance Sebastian Moneer, Auto Technology, Spencerville

Technology Helpdesk Trey Smith, Automated Manufacturing Tech, Bath

1. Hire Kyle Vorhees, Automated Manufacturing Technology, LCC, for technology helpdesk for the balance of the 2010-11 school year, summer 2011, and the 2011-12 school year, hours as assigned and worked, at $9 per hour.

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

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

1. **Other Business (Motion 5-11-4)**

\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the following motion to:

1. **Student House Project Bid**

Accept the public auction bid of $ \_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purchase of the 2010-11 student-built house, located at 853 Hasting Ave.,
Cridersville, OH 45806.

1. **Permanent Improvement Expenditures**
2. Approve Permanent Improvement expenditures for FY12, as presented in Attachment 2.
3. Approve the purchase of a 2011 Dodge Ram 2500 4WD Crew Cab truck from Tom Ahl Chrysler for $25,143 with Adult Education funds, and the purchase and construction of
a Public Safety burn room funded by a donation made to the Apollo Educational Foundation by the Elida Community Fire Department Board of Directors.
4. **Textbooks**

Adopt the following textbooks effective with the 2011-12 school year:

**English**

*Literature, The British Tradition, Grade 12,* Pearson Education, Inc., 2012.

**Accounting (Elida Satellite)**

*Accounting Real-World Applications & Connections*, McGraw-Hill, 2012.

1. **Student Activity Budgets**

Approve the Student Activity Budgets for the 2011-12 school year as presented in Attachment 3, page 52.

1. **Satellite Workbooks, Tools, and Fees**

Approve the 2011-12 consumable list of satellite program workbooks, tools, and fees as presented in Attachment 4, page 53.

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

Approve the High School Student Handbook including the Student Conduct Code for the 2011-12 school year, as presented.

1. **Adult Education Handbooks**

Approve the 2011-12 Adult Education Career Development Student Handbook, Student Handbook for Career Enhancement (part-time) classes, and Instructor’s Handbook for Career Enhancement classes as presented.

1. **AWE Career Development Program Tuition 2011-12**

Approve tuition rates for Adult Workforce Education Career Development programs for the 2011-12 program year, as presented in Attachment 5, page 54.

1. **Donation**

Accept the donation of a 2001 Hyundai to be used by Apollo’s Auto Collision and Auto Technology programs for training purposes. Donated by Ms. Delores Schumann, 15785 Pusheta Rd., Wapakoneta, OH.

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

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

1. **Executive Session (Motion 5-11-5)**

\_\_\_\_\_\_ 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 purpose of:

* Discussing the appointment or employment of a public employee or official, unless the public employee, official, licensee, or regulated individual requests a public hearing;

* Discussing the purchase of property for public purposes or sale of property;
* Conferences 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 to be kept confidential by federal law or rules or state statutes;
* Security arrangements and emergency response protocols, with no action to be taken.

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

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| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. McPheron |  |
| Mr. Fricke |  | Mr. Pescosolido |  |
| 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. **Superintendent & Treasurer Contracts (Motion 5-11-6)**

\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the motions to:

1. Hire Greg Bukowski, as Treasurer, effective August 1, 2012 through July 31, 2013 with the contract as presented.
2. Hire Judy Wells, as Superintendent, effective August 1, 2012 through July 31, 2014 with the contract as presented.

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

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

1. **Reports and Information**

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

1. **Adjournment (Motion 5-11-7)**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Fleming |  | Mr. McPheron |  |
| Mr. Fricke |  | Mr. Pescosolido |  |
| 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.