

BOARD OF EDUCATION
LITTLE MIAMI LOCAL SCHOOL DISTRICT
REGULAR MEETING
JUNE 15, 2004

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on June 15, 2004 at 7:00 p.m. in the Little Miami High School Media Center, 3001 E. U.S. 22 & 3, Morrow, Ohio.

CALL TO ORDER AND ROLL CALL

The Board of Education President, Nona Cress, called the meeting to order. The following members of the Board of Education were present:

Nona Cress	Bobbie Grice	Steve Rothwell
Mike Cremeans	Mary Beth Hamburg	

Also in attendance were: Daniel Bennett, Ruth Mitchell, Barbara Swisher, Greg Hauser, Lisa Knodel of *The Western Star*, Scott Gloshen, John Westrup, Mike Howard, Rudy Beaujoli, Connie Combs, Krista Parker, Terri Ihnat, Beverly Massey, Tim Massey, Diane Snow, Liz Gloshen and Lee Marks.

145-2004 ADOPT THE AGENDA

Bobbie Grice moved, seconded by Steve Rothwell, the agenda for the June 15, 2004 meeting be adopted.

Roll call vote: all yeas.

146-2004 READING OF MINUTES

Mary Beth Hamburg moved, seconded by Mike Cremeans, the May 18, 2004 regular board meeting minutes be approved as read.

Roll call vote: all yeas.

COMMUNICATIONS

Scott Hermann was introduced as the head football coach for Little Miami High School.

VISITORS TO THE BOARD

A presentation was made by John Hise, a member of the Community Design Team, and Kent Cashell of Seasongood and Mayer, bond issue underwriters.

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147-2004 FINANCIAL REPORTS

Bobbie Grice moved, seconded by Mary Beth Hamburg, the approval of the following financial reports for May 2004:

1. Bank Reconciliation
2. Cash Ledger, Appropriations Ledger, Receipts Ledger
3. Investments Ledger

Roll call vote: all yeas.

148-2004 RESOLUTION OF INTENT TO PARTICIPATE IN THE SCHOOL BUILDING ASSISTANCE EXPEDITED LOCAL PARTNERSHIP PROGRAM (ELPP)

Mary Beth Hamburg moved, seconded by Steve Rothwell, the adoption of the submitted resolution, which recommends delaying the ½ mill maintenance requirement until participation in the Classroom Facilities Assistance Program.

**RESOLUTION OF INTENT
EXPEDITED LOCAL PARTNERSHIP PROGRAM
½ MILL MAINTENANCE REQUIREMENT**

WHEREAS, the Little Miami Local School District, Warren County, is participating in the School Building Assistance Expedited Local Partnership Program (ELPP) as outlined in S.B. 272, and

WHEREAS, the Little Miami Local School District, Warren County, is required to pass or provide the equivalent to ½ mill for a period of 23 years to maintain their ELPP project. Districts may either pass a levy or provide the equivalent of the ½ mill requirement at the time they participate in ELPP or delay the requirement until they become eligible for assistance under the Classroom Facilities Assistance Program.

Little Miami Local School District, Warren County, hereby certifies that they have chosen the following option for their ½ mill maintenance requirement.

_____ District will pass a ½ mill levy during participation in ELP Program.

_____ Districts may dedicate proceeds from either an ongoing permanent improvement tax levied under Chapter 5705.21 of the Ohio Revised Code or an income tax levied under Chapter 5748 of the Ohio Revised Code in an amount equivalent to the amount required for the maintenance of the classroom facilities included in their project.

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__X__ District intends to delay ½ mill maintenance requirement until participation in Classroom Facilities Assistance Program.

Little Miami Local School District, Warren County, also acknowledges that no state assistance under CFAP will be released until the district certifies that it has either levied the ½ mill tax or earmarked proceeds of a permanent improvement tax. Any amount required for maintenance shall be deposited into a separate fund established by the school district for purposes of maintaining the new facility.

THEREFORE, BE IT RESOLVED that the Board of Education, declares its intention above and will submit this resolution to the Commission within ten days of its adoption.

Roll call vote: all yeas.

149-2004 FUND TO FUND TRANSFERS

Nona Cress moved, seconded by Mary Beth Hamburg, that \$25,000.00 be transferred from the General Fund to EMIS Fund 432.

Roll call vote: all yeas.

150-2004 SUPPLEMENT TO FY 2004 APPROPRIATIONS

Mary Beth Hamburg moved, seconded by Bobbie Grice, the following additions to the FY 2004 annual appropriations:

Fund 019-9402	Jewell Education Foundation Award	\$1300.
Fund 019-9403	University of Cincinnati Mentor Grant	\$7600.

Roll call vote: all yeas.

151-2004 MEMORANDUM OF UNDERSTANDING WITH L.M.T.A.

Mike Cremeans moved, seconded by Mary Beth Hamburg, the approval of the submitted Memorandum of Understanding with the Little Miami Teachers' Association concerning **Don Muchmore** teaching an extra class of Industrial Arts and relinquishing his planning period for the 2004-2005 school year.

Memorandum of Understanding
Little Miami Board of Education
And
Little Miami Teachers' Association

This Memorandum of Understanding is entered into by the Little Miami Board of Education (the Board) and the Little Miami Teachers' Association (the Association) for

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the school year 2004-2005. It is understood that nothing in this Memorandum will be considered to set precedent in the District and that the contents of this agreement will be invalid at the end of said school year.

Due to the high number of students who are interested in the Industrial Arts Program at Little Miami and the willingness of the teacher, Don Muchmore, to be involved, the Board and the Association agree that Mr. Muchmore will teach an extra class everyday, giving up his planning period. In addition to his contractual salary, Mr. Muchmore will receive financial compensation equivalent to his per diem divided by five (5), which is the number of classes he regularly taught. If during a given trimester an additional Industrial Arts class is not scheduled, Mr. Muchmore will return to his regular teaching schedule, including his planning period. Should no extra Industrial Arts class be necessary, no additional compensation will be paid.

Roll call vote: all yeas.

152-2004 REVISION OF 2004-2005 ADMINISTRATIVE CONTRACT

Bobbie Grice moved, seconded by Steve Rothwell, the administrative contract for **Ruth Mitchell**, Director of Curriculum and Instruction, be revised to 120 days at the 2003-2004 per diem rate of pay. The additional 30 days will be picked up by High Schools That Work for the 2004-2005 school year.

Roll call vote: all yeas.

153-2004 JOB DESCRIPTION

Bobbie Grice moved, seconded by Nona Cress, the submitted job description for a Computer Network Specialist be adopted as presented.

**Little Miami Schools
JOB DESCRIPTION**

Title:	Computer Network Specialist
Reports To:	Director of Instructional Technology
Employment Status:	260 days
Job Goal:	To ensure that network communication infrastructure is in place and compatible to service all technological platforms used by the District to achieve its educational and operational objectives.
Qualifications:	1. Bachelor's Degree in appropriate field.

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2. Valid driver's license.
3. Good health, high moral character, and good attendance record.
4. Have experience with the implementation and maintenance of network infrastructures.
5. Ability to maintain maintenance records on all hardware and publish reports as requested.
6. Experience with the setup and maintenance of data backup and recovery systems.
7. Ability to evaluate and make repairs and/or recommendations on hardware and/or software related needs on DOS/Intel, Windows, Apple, and Mac computer systems.
8. Experience with the setup and maintenance of advanced security systems on all of the above listed operating systems.
9. Support district policies such as copyright, Internet access, etc.
10. Experience using Internet resources for updates, patches, and fixes.
11. Experience training end-users on techniques and procedures using technology.
12. Experience repairing computers, printers, and other related computer devices as necessary.
13. Experience troubleshooting network problems as related to hardware, cable, and software.
14. Experience with firewalls used with Internet access.
15. Experience in TCP and related protocols.
16. Experience in using diagnostic equipment in preventative and corrective maintenance of network equipment.
17. Provide telephone help desk and on-site support for user hardware, software, and networking issues.
18. Maintain help deskwork order forms for accurate tracking of incidents, etc.
19. Assist in training of end-users in operating systems and various applications.
20. Establish and maintain effective working relationships with end-users, vendors, administrators, coworkers, parents and the general public.
21. Perform related duties as assigned.

General Description:

Serves as technical expert to the technology director; provide network administration duties as required. Repair and maintenance duties as required. Network management and repair with overall knowledge of hardware and

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software. Support to include diagnosing and resolving hardware, software and networking problems; provide end-user technical support of both hardware and software; provide technology training on various software applications; provide programming support for administrative applications.

The ability to operate in various environments and conditions as well as the ability to work independently. To be able to get along with administrators, staff, students, parents, and community members; courteous, polite, and considerate at all times.

Essential Functions:

1. Maintains respect at all times for confidential information.
2. Performs duties of network specialist and maintains a pleasant attitude.
3. Receives a variety of questions and requests and sees that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operates various network components.
5. Prepares reports as directed by the technology director.
6. Conducts important contacts with the public/community, vendors, and others requiring tact and diplomacy.
7. Receives telephone calls, responds appropriately and correctly, and makes proper disposition of such.
8. Coordinate purchase orders with director/central office to ensure vendors are paid in a timely fashion.
9. Use on-line services (Internet) to research information and obtain patch files as needed.
10. Assist callers that have a technical problem and/or visit the person to assist that individual in need.
11. Implement a maintenance schedule for the network and all the clients within the networks.
12. Maintain maintenance records on all hardware and publish reports as requested.
13. Perform regular backup of all network servers.
14. Make repairs of all hardware including printers.
15. Setup and maintenance of security system. Investigate and report any unusual activity to the building principal and director of technology.
16. Diagnose and correct network equipment when necessary.

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17. Perform on-site training when necessary for users that are having difficulty using the system or performing a particular function.
18. Develop and maintain a firewall system to keep outside sources from invading our computer system via the Internet.
19. Maintain TCP and related protocols and troubleshoot problems that occur.
20. Develop plans for the use of computer technology and networking as it relates to both the District and the school-level.
21. Assist in the preparation of the Technology Department budget.

Proactive Orientation:

1. Implement needed additions to network technologies on a timely schedule.
2. Demonstrate initiative in the performance of assigned responsibilities.
3. Anticipate potential problems and develop procedures to prevent or address them.

Critical Thinking:

1. Prioritize network problems to ensure that those with the greatest impact are resolved first.
2. Assist in developing the Department's Technology Plan.

Continuous Improvement:

1. Set high standards for self and others.
2. Provide staff development on the use of computer applications relating to computer systems and network technologies in all support areas.
3. Keep abreast of developments, directions, and trends.
4. Assist school and district staff in keeping abreast of issues and requirements in technology areas.

Constancy of Purpose:

1. Exhibit support for the District's vision, mission, goals, and priorities.
2. Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness:

1. Make and share decisions in a timely manner.
2. Respond quickly to emergency situations.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as a citizen and as responsible, intelligent human beings.

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2. Helps instill in students the belief in a practice of ethical principles and democratic values.
3. Conducts other duties related to the computer specialist's duties as assigned by the director of technology.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

Roll call vote: all yeas.

154-2004 CERTIFIED PERSONNEL – RESIGNATION

Mike Cremeans moved, seconded by Nona Cress, the resignations submitted by the following certificated staff be accepted as presented:

Suzy Kramer—Special Education teacher at Morrow Elementary—effective as of the end of the 2003-2004 contract year.

Irma Robbins—Nurse, Little Miami High School—effective as of the end of the 2003-2004 contract year.

Roll call vote: all yeas.

155-2004 CERTIFIED PERSONNEL—LEAVE OF ABSENCE

Bobbie Grice moved, seconded by Mary Beth Hamburg, the request for an unpaid leave of absence from **Valerie Casto**, Language Arts teacher at the junior high, for the 2004-2005 school year be approved as submitted.

Roll call vote: all yeas.

156-2004 CERTIFIED PERSONNEL-EMPLOYMENT

Mike Cremeans moved, seconded by Nona Cress, the following personnel be employed on one year contracts for the 2004-2005 school year. Employment is contingent upon the school system receiving the results of the mandated criminal records background check as required by O.R.C. 3319.311 which indicates that no conviction or pleas of guilty were entered into by any persons being employed:

Robert Malling—Assignment: 4th grade Maineville Elementary
Step: B-2 Salary: \$34,708

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Christina Gallagher—Assignment: Intervention Teacher Butlerville Elementary
Step: M-4 Salary: \$42,582

Chris Becker—Assignment: Math Teacher Junior High
Step: B-0 Salary: \$32,137

Jennifer Cline Meiners—Assignment: Special Education Maineville Ele
Step: B-0 Salary: \$32,137

Annette Baker—Assignment: 1st grade Maineville Elementary (Long Term Sub)
Step: B-0 Salary: \$32,137

Lori Anne Kemper—Assignment: 1st grade Maineville Elementary
Step: B-0 Salary: \$32,137

Ashley Rowe—Assignment: 4th grade Maineville Elementary
Step: B-2 Salary: \$34,708

Suzanne Long—Assignment: 2nd grade Maineville Elementary
Step: M-3 Salary: \$40,814

Roll call vote: all yeas.

157-2004 CLASSIFIED PERSONNEL—EMPLOYMENT OF SUMMER BUS
CLEANERS

Mike Cremeans moved, seconded by Bobbie Grice, the following classified personnel be employed in the designated position contingent upon the school district receiving the results of the mandated criminal records background check as required by SB38 which indicates that no conviction or pleas of guilty were entered into by any persons being employed. Rate of pay to be \$9.26 per hour, 8 hours per day for 10 days or less.

Theresa Oakley—Summer Help for Transportation Department

Ida Jo Allison—Summer Help for Transportation Department

Karen Clayton—Summer Help for Transportation Department

Roll call vote: all yeas.

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158-2004 SUPPLEMENTAL CONTRACT--RESIGNATION

Mary Beth Hamburg moved, seconded by Mike Cremeans, that the resignations from the designated supplemental contract positions be accepted as presented:

Shane Cummings—Assistant Varsity Softball Coach

Sean Derrig—8th grade football coach

Scott Herman—Assistant Varsity Football Coach

Roll call vote: all yeas.

159-2004 SUPPLEMENTAL CONTRACTS--EMPLOYMENT

Bobbie Grice moved, seconded by Nona Cress, the list of personnel be employed on supplemental contracts in the designated positions for the 2004-2005 school year contingent upon the district receiving the results of the mandated criminal records background check as required by SB38 which indicates that no conviction or pleas of guilty were entered into by any persons being employed.

Athletic Trainer	Stephanie Hamm	Step: 3	Class: 1	\$5,372
Varsity Boys Basketball	Pete Hopewell	Step: 2	Class: 2	\$4,598
Varsity Girls Basketball	Mark Short	Step: 4	Class: 2	\$5,165
½ Bowling	Debbie Stewart	Step: 1	Class: 9	\$993
½ Bowling	Charmaine Keller	Step: 1	Class: 9	\$993
HS Football Cheerleading	Vicky Short	Step: 5	Class: 10	\$2,203
HS Basketball Cheerlead	Vicky Short	Step: 5	Class: 10	\$2,203
Reserve Cheerleading	Jeanette Perry	Step: 3	Class: 9	\$2,230
1/3 Site Manager	Mark Short	Step: 5	Class: 3	\$1,551.67
1/3 Site Manager	Gary Wirsch	Step: 5	Class: 3	\$1,551.67
1/3 Site Manager	Don Muchmore	Step: 5	Class: 3	\$1,551.67
HS Cross Country	Rick Lovins	Step: 1	Class: 6	\$2,739
2/3 Fitness Weight Train	Scott Herman	Step: 0	Class: 10	\$1,098
1/3 Fitness Weight Train	Shane Cummings	Step: 1	Class: 10	\$582
Varsity Football Coach	Scott Herman	Step: 0	Class: 1	\$4,509
Asst. Varsity Football	Anthony Cook	Step: 5	Class: 5	\$4,143
Asst. Varsity Football	Randy Gray	Step: 5	Class: 5	\$4,143
Asst. Varsity Football	Dan Koterba	Step: 0	Class: 5	\$3,097
Asst. Varsity Football	Pete Hopewell	Step: 5	Class: 5	\$4,143
Freshman Football	Sean Derrig	Step: 5	Class: 7	\$2,976
Varsity Golf	Brent Fruhwirth	Step: 3	Class: 9	\$2,230
Reserve Golf	Mark Hiegl	Step: 0	Class: 11	\$1,294
Varsity Girls Soccer	Molly Palmer	Step: 0	Class: 6	\$2,583
Asst. Girls Soccer	Katie Bradley	Step: 0	Class: 10	\$1,647
Varsity Boys Soccer	Marcel Matis	Step: 0	Class: 6	\$2,583
Asst. Boys Soccer	Craig Yacks	Step: 4	Class: 10	\$2,078
Varsity Softball	Mike Frith	Step: 5	Class: 6	\$3,455
Reserve Softball	Phil O' Cull	Step: 3	Class: 10	\$1,962
Varsity Swimming	Jennifer Taylor	Step: 1	Class: 6	\$2,739
Varsity Girls Tennis	Lorie Boulton	Step: 5	Class: 9	\$2,504
Reserve Girls Tennis	Mark Lapille	Step: 5	Class: 10	\$2,203
Varsity Boys Tennis	Mark Lapille	Step: 5	Class: 9	\$2,504
Varsity Boys Track	Norm Runyan	Step: 5	Class: 6	\$3,455

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Asst. Varsity Girls Track	Malinda Carter	Step: 4	Class: 10	\$2,078
Varsity Volleyball	Mason Boulton	Step: 2	Class: 6	\$2,902
Varsity Wrestling	Tim Martin	Step: 5	Class: 3	\$4,655
Asst. Varsity Wrestling	Rick Lovins	Step: 5	Class: 6	\$3,455
Varsity Baseball	Dan Cleaver	Step: 0	Class: 6	\$2,583
Varsity Girls Track	Tim Martin	Step: 5	Class: 6	\$3,455

Roll call vote: all yeas.

160-2004 AGREEMENT FOR ATHLETIC TRAINER COVERAGE

Nona Cress moved, seconded by Mary Beth Hamburg, the submitted agreement with Orthopaedic Physical Therapy Associates, Inc. to provide athletic trainer services from August 2, 2004 through June 10, 2005 be approved as presented.

Agreement for Athletic Trainer Coverage—Little Miami High School

1. Orthopaedic Physical Therapy Associates, Inc. has authorized Shaun Tubbs, PT/ATC, to provide athletic trainer services on Tuesday afternoons after 2:30, and on Friday-Sunday as needed. He will be available after clinic hours during the “two-a-day” practices from August 9, 2004 to August 21, 2004. He is available for consultation by phone as needed. Reconstructive Orthopaedics and Sports Medicine Centers, Inc. will provide the necessary supervision in compliance with statutory and regulatory obligations and are available on an “on call” basis. Should the occasion arise that an injured person’s family physician is onsite at the time of the injury, the athletic trainer will defer to the family’s own physician who will assume responsibility for the supervision of the athletic trainer.
2. The official contract year will be from 8/2/04 through 6/10/05. The rate of pay is \$20.00 per hour.
3. The athletic director of Little Miami High School will have sole discretion as to what event the athletic trainer will attend, when two sporting events occur at the same time. OPT & A is not responsible to send additional trainers.
4. Little Miami High School is exclusively responsible to make sure that athletes meet the physical requirements of participation in sports/activities. This includes, but is not limited to, insuring that the athlete has passed the pre-participation physicals with full clearance to participate.
5. Little Miami High School will maintain an adequate supply of the necessary first aid supplies.
6. Little Miami High School warrants and represents that their coaching staff meets the requirements of House Bill 251 and is solely responsible to provide training to the coaches as needed for compliance with House Bill 251.

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7. In consideration for services rendered, Little Miami High School will allow Orthopaedic Physical Therapy & Associates Inc. to display banners in highly visible areas at the football field and high school gymnasium. Event appropriate, (i.e. at football games but not at track meets) loudspeaker announcements will be made, once per period (i.e. quarter/inning).

Roll call vote: all yeas.

161-2004 SUMMER CAMP

Nona Cress moved, seconded by Steve Rothwell, the submitted request for the use of the Little Miami football practice field on July 12, 13 and 14, 2004 to have a youth football camp for students in grades 1-8 be approved as presented. The camp will run from 6:00 p.m. -9:00 p.m.

Roll call vote: all yeas.

162-2004 RESOLUTION TO TRANSFER LAND TO THE OHIO DEPARTMENT OF TRANSPORTATION

Nona Cress moved, seconded by Mike Cremeans, the adoption of the submitted resolution to transfer land to the Ohio Department of Transportation so the state can place a stoplight at the corner of U.S. 22-3 and Morrow Cozaddale Road.

Roll call vote: all yeas.

NEW BUSINESS

- A. Bobbie Grice announced the Jewell Foundation Award and also the Jewell Foundation charity golf outing.
- B. Bobbie Grice reported on the Warren County Career Center and the new programs to be implemented.

INFORMATION ITEMS

1. Mary Beth Hamburg reviewed the process utilized in determining the building needs for the November, 2004 bond issue.
2. Mary Beth Hamburg and the board cited a letter to the editor they want to submit regarding the school's responsibilities and limitations in controlling growth and educating children.

COMMUNITY COMMENTS--NON-AGENDA ITEMS

1. Question was raised as to how we plan to sell the bond issue to the community.

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2. Beverly Massey, a member of the group, Residents for Intelligent Growth, thanked the school board members for addressing commissioners and encouraging a stemming of growth.

163-2004 EXECUTIVE SESSION

Nona Cress moved, seconded by Mike Cremeans, the board enter executive session for the purpose of discussing personnel issues.

Roll call vote: all yeas.

The board entered executive session at 8:45 p.m. and reconvened at 9:40 p.m.

164-2004 ADJOURNMENT

Bobbie Grice moved, seconded by Mary Beth Hamburg, the board meeting be adjourned.

Roll call vote: all yeas.

The board meeting adjourned at 9:41 p.m.

President

Interim Treasurer Attest