

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
JULY 19, 2005

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on July 19, 2005 at 5:30 p.m. at the Little Miami High School Media Center, 3001 U.S. 22 & 3, Morrow, Ohio.

Call to Order and Roll Call

Mrs. Cress called the meeting to order at 5:37 p.m.

ROLL CALL:

Mrs. Cress	Present
Mr. Cremeans	Arrived at 6:03 p.m.
Ms. Grice	Present
Mr. Rothwell	Present
Mrs. Hamburg	Present

Resolution 05-083 Adopt the Agenda

Mr. Rothwell moved and Ms. Grice seconded a motion to adopt the agenda.

ROLL CALL VOTE:

Mrs. Cress	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 05-084 Reading of Minutes

Mrs. Hamburg moved and Ms. Grice seconded a motion to approve the minutes of the June 21, 2005 Regular Session and the June 28, 2005 Special Session.

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

1. Mr. Ted Walker, Quandel/Dugan and Meyer, introduced Mr. Jim Szaveski to share findings on HVAC systems for all district buildings.

REGULAR MEETING
JULY 19, 2005

2. Mr. Bennett introduced Ms. Melissa Jackson, Steed Hammond and Paul, who shared design plans for Little Miami High School expansion and new construction for a seventh and eighth grade building.
3. Mr. Bennett introduced Mr. Joe Sweeney, Voorhis, Slone, Welch & Crossland, who shared designs for a new fifth and sixth grade building.

Resolution 05-085 Financial Reports

Mrs. Hamburg moved and Ms. Grice seconded a motion to approve the financial reports for June 2005.

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

Resolution 05-086 Contracts

Mrs. Cress moved and Mr. Cremeans seconded a motion to approve the following contracts:

	<u>Company</u>	<u>Amount</u>	<u>Period</u>	<u>Type</u>	<u>Purpose</u>
05-14	WCESC	\$18,223.00	SY 05/06	Service	Supervisory/ 1 day wk Preschool Special Ed
05-15	Hamilton Twp Police	\$7923.20	SY 05/06	Service	HS Resource Officer

ROLL CALL VOTE:

Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Abstain

MOTION CARRIED.

Resolution 05-087 Agreement with Hunter Consulting Company

Ms. Grice moved and Mrs. Hamburg seconded a motion to enter into an agreement with Hunter Consulting Company for the purpose of providing state fund group rating services on behalf of the District for the Bureau of Workers' Compensation and Unemployment Compensation for the 2006 calendar year.

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes

REGULAR MEETING

JULY 19, 2005

MOTION CARRIED.

Resolution 05-088 Personnel

Ms. Grice moved and Mr. Cremeans seconded a motion to approve the following personnel as submitted for the 2005-2006 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 ere entered into by any persons being employed.

CERTIFICATED PERSONNEL – RESIGNATIONS

Kalli Philipot-High School Special Education Teacher—effective at the end of the 2004-2005 contract year.

CERTIFICATED PERSONNEL – LEAVE OF ABSENCE

Jennifer Ervin requests a one-year leave of absence for the 2005-2006 school year for the purpose of infant care.

CERTIFICATED PERSONNEL – EMPLOYMENT

Jennifer Liggett – 3 rd grade at Maineville Elementary effective for the 2005-2006 school year	Step: B-0
Holly DeMint – Kindergarten at Morrow Elementary effective for the 2005-2006 school year	Step B+-3
Amy Huntington – Part- time Art Teacher at Butlerville Elementary effective for the 2005-2006 school year	Step: B-0
Katie Ramsdell – Part- time Gifted Teacher for the district effective for the 2005-2006 school year	Step: M-0
Katie Leisure – Special Education Teacher at the Junior High effective for the 2005-2006 school year	Step: B-0

CERTIFIED PERSONNEL TRANSFERS

Lindsey Johnson – from Kindergarten at Morrow Elementary to 3rd grade at Morrow Elementary
Anne Carson – from 3rd grade at Morrow Elementary to 2nd grade at Morrow Elementary
Casey Woodruff – from Junior High Special Education to High School Special Education

LONG TERM SUBSTITUTE

Stephanie Ison—Kindergarten teacher at Maineville Elementary School for Jennifer Ervin on a leave of absence. Effective for the 2005-2006 school year.

CLASSIFIED PERSONNEL – CHANGE IN ASSIGNMENT

Kim Ertel to be transferred from 2nd shift custodian at the Junior High School to 2nd shift custodian at the Intermediate/Junior High School. Effective as of August 1, 2005.

SUPPLEMENTAL CONTRACTS - EMPLOYMENT

Scott Herman	Head Varsity Football Coach
Randy Gray	Assistant Varsity Football Coach
Anthony Cook	Assistant Varsity Football Coach
Mike Craig	Assistant Varsity Football Coach (1/2 stipend)
Rob Begley	Assistant Varsity Football Coach
Travis Martin	Assistant Varsity Football Coach (1/2 stipend)
Katy Wall	Assistant Girls Soccer Coach
Rick Lovins	Varsity Cross Country Coach
Brent Fruhwirth	Varsity Golf Coach
Mason Boulton	Varsity Volleyball Coach
Shane Cummings	1/3 Fitness Trainer
Scott Herman	2/3 Fitness Trainer
Lorrie Boulton	Varsity Girls Tennis Coach
Vicky Short	Varsity Football Cheerleading Coach
Jeannette Perry	Reserve Cheerleading Coach
Alisha Shepherd	Freshman Cheerleading Coach
Mark Short	1/3 Site Manager
Gary Wirsch	1/3 Site Manager
Don Muchmore	1/3 Site Manager
Stephanie Woodruff	Athletic Trainer
Scott Jordan	Volunteer -Varsity Football Coach
Ken Kruthaup	Volunteer-Varsity Volleyball Coach

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes

REGULAR MEETING
JULY 19, 2005

Mr. Rothwell	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 05-089 Summer School Pay Schedule

Mr. Cremeans moved and Mr. Rothwell seconded a motion to adopt the following pay schedule for the summer school teaching staff:

\$20.00 an hour – regular rate of pay
\$22.50 an hour – for direct instruction of physical education classes of 33-38 students
\$25.00 an hour – for direct instruction of physical education classes of 39+ students

ROLL CALL VOTE:

Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Resolution 05-090 Stipends to be Paid

Ms. Grice moved and Mr. Cremeans seconded a motion to pay the following personnel the designated stipends for their work at the Little Miami Youth Football Camp. The total amount of \$3,050.00 will be paid from the high school football account Fund 300-915E.

Scott Herman (coordinator)	\$500.00
Anthony Cook (coordinator)	\$500.00
Brady Ruthers	\$125.00
Kyle Weisbrodt	\$175.00
Chris Becker	\$175.00
Rob Rockey	\$175.00
Sean Derrig	\$175.00
Mike Craig	\$175.00
Robbie Begley	\$175.00
Dan Koterba	\$175.00
Ira Madden	\$175.00
Casey Fread	\$175.00
Scott Jordan	\$175.00
Travis Martin	\$175.00

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes

REGULAR MEETING
JULY 19, 2005

Mrs. Cress Yes
Mr. Cremeans Yes

MOTION CARRIED.

Resolution 05-091 Lead Summer Groundskeeper

Mr. Rothwell moved and Mrs. Cress seconded a motion to employ Donna Cox as the lead summer groundskeeper at a \$1.00 an hour over the regular rate of pay.

ROLL CALL VOTE:

Mr. Rothwell Yes
Mrs. Hamburg Yes
Mrs. Cress Yes
Mr. Cremeans Yes
Ms. Grice Yes

MOTION CARRIED.

Resolution 05-092 Salary Increase for Director of Special Education

Mr. Cremeans moved and Mrs. Hamburg seconded a motion to move Mary Seibert to step 7 on the appropriate salary schedule.

ROLL CALL VOTE:

Mrs. Hamburg Yes
Mrs. Cress Yes
Mr. Cremeans Yes
Ms. Grice Yes
Mr. Rothwell Yes

MOTION CARRIED.

Resolution 05-093 Job Descriptions

Mr. Rothwell moved and Ms. Grice seconded a motion to adopt the following job descriptions:

Title:	Transportation Secretary
Classification:	Class I
Reports to/Evaluated by:	Transportation Supervisor
Salary:	As set by the Board of Education
Qualifications:	High School Diploma (additional training desirable). Previous secretarial experience preferred. Good written and verbal communication skills. Proficiency in typing. Proficiency in computer usage skills. Good public relations skills. Capable of working with minimum supervision. Able to perform multiple tasks simultaneously.

REGULAR MEETING
JULY 19, 2005

Ability to communicate by two way radio.
Ability to operate transportation software.
Previous record of excellent attendance.

Functions/Responsibilities:

1. Performs clerical duties as assigned.
2. Operates all office machines as needed.
3. Receives telephone calls.
4. Inputs and maintains data.
5. Greets staff, parents and visitors courteously and professionally.
6. Maintains confidentiality.
7. Operates routing software.
8. Sees that the office, counter and storage areas are kept neat.
9. Arranges meetings and conferences.
10. Dispatch on two way radio.
11. Performs such other duties as assigned by the supervisor.

Additional Working Conditions:

1. Exposure to blood, bodily fluids and tissue.
2. Exposure to loud noises.
3. Occasional interaction with unruly children.
4. Repetitive hand motion, e.g., computer keyboard, typing.
5. Interruption of duties by visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Title: Transportation Secretary
Classification: Class II
Reports to/Evaluated by: Transportation Supervisor
Salary: As set by the Board of Education
Qualifications: High School Diploma (additional training desirable).
Previous secretarial experience preferred.
Good written and verbal communication skills.
Proficiency in typing.
Proficiency in computer usage skills.
Good public relations skills.
Capable of working with minimum supervision.
Able to perform multiple tasks simultaneously.
Ability to communicate by two way radio.
Understanding of transportation
Routing knowledge
Knowledge of routing software
Previous record of excellent attendance

Functions/Responsibilities:

1. Performs clerical duties as assigned.
2. Operates all office machines as needed.
3. Receives telephone calls.
4. Inputs and maintains data.

REGULAR MEETING
JULY 19, 2005

5. Type letters, memos, reports, evaluations, purchase orders and all correspondence for the department.
6. Greets staff, parents and visitors courteously and professionally.
7. Maintains confidentiality.
8. Operates routing software.
9. Sees that the office, counter and storage areas are kept neat.
10. Maintains transportation logs.
11. Arranges meetings and conferences.
12. Inventories supplies and keeps them stocked and accessible and reorders as needed.
13. Dispatch on two way radio.
14. Performs such other duties as assigned by the supervisor.

Additional Working Conditions:

1. Exposure to blood, bodily fluids and tissue.
2. Exposure to loud noises.
3. Occasional interaction with unruly children.
4. Repetitive hand motion, e.g., computer keyboard, typing.
5. Interruption of duties by visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Title: Transportation Secretary

Classification: Class III

Reports to/Evaluated by: Transportation Supervisor

Salary: As set by the Board of Education

Qualifications: High School Diploma (additional training desirable).
Experience in a school transportation setting whose primary focus is on conveyance of students.
Experience with and detailed knowledge of fleet operations, routing and scheduling procedures.
Experience with Versa Trans Transportation system.
Detailed knowledge of pertinent Federal and State laws, rules, regulations and safety procedures for school transportation.
Experience and knowledge of state reporting.
Demonstrated ability to communicate effectively with staff, administrators and members of the community.
Ability to work in a demanding fast paced environment.
Payroll experience.
Previous record of excellent attendance.

Description: To assist the Transportation Supervisor in managing the department in order to provide safe student transportation in the most effective means that is commensurate with the level of service required to meet the educational needs of the district's students.

Functions/Responsibilities

1. Assist in the operation and maintenance of VersaTrans system, to include: preparation of routes, schedules and trips; student lists; bus assignments and mapping.
2. Maintain appropriate database programs.

REGULAR MEETING
JULY 19, 2005

3. Assist with the assignment of drivers in accordance with the Master Contract
4. Assist in the evaluation of drivers and aides.
5. Assist in preparing transportation reports, budgets and payroll data.
6. Responsible for ensuring that all routes vacated by absent drivers are covered.
7. Respond to inquiries and communicate policy decisions to drivers, administrators and members of the community.
8. Evaluate route times to avoid excessive payroll costs.
9. Responsible in preparing field trips, awarding trips and calculation cost of field trips for payroll.
10. Respond to inquiries and communicate with administration and staff concerning field trips.
11. Maintain personnel folders and training records.
12. Complete and maintain all state reporting.
13. Other duties as assigned by the Transportation Supervisor.

Additional Working Conditions:

1. Exposure to blood, bodily fluids and tissue.
2. Exposure to loud noises.
3. Occasional interaction with unruly children
4. Repetitive hand motion, e.g., computer keyboard, typing.
5. Interruption of duties by visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Position:	9 – 12 Building Secretary
Classification:	Class I
Reports to:	Principal
Salary:	As set by the Board of Education
Evaluation:	Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.
Qualifications:	High School Diploma (additional training desirable). Successful completion of Office Staff Assessment Test. Previous secretarial experience preferred. Demonstrate good written and verbal communication skills. Demonstrate computer literacy. Demonstrate proficiency in typing (60 wpm). Good public relations skills. Professional appearance. Be capable of working with minimum supervision. Able to perform multiple tasks simultaneously. Demonstrate organizational and time management skills.
Description:	To manage the flow of office tasks to ensure their timely completion and to assist the administrative and teaching staff in the operation of an efficient and professional office and school.

REGULAR MEETING
JULY 19, 2005

Essential Functions:

1. Responsible for smooth operation and business-like appearance of office.
2. Greets students, staff, parents and visitors courteously and professionally.
3. Maintains confidentiality.
4. Type letters, memos, reports, evaluations, newsletters, and purchase orders for the Administrators.
5. Maintains all building budgets, handles monies and coordinates building usage.
6. Arranges meetings and conferences.
7. Operates all office machines as needed.
8. Receives telephone calls and makes proper disposition of calls.
9. Inventories office supplies and keeps them stocked and accessible and reorders as needed.
10. Sees that the office, counter and storage areas are kept neat.
11. Responsible for logging outgoing student phone calls.
12. Display knowledge of the activities and functions of the high school on a daily basis to answer routine questions from parents, communities and outside entities.
13. Responsible for directing students and visitors to the appropriate office to handle their individual needs.
14. Works as a cooperative team member and maintains a positive relationship with peers.
15. Performs such other duties as assigned by the building Administrators.

Additional Working Conditions:

1. Exposure to blood, bodily fluids and tissue.
2. Exposure to loud noises.
3. Occasional interaction with unruly children.
4. Repetitive hand motion e.g., computer keyboard, typing.
5. Interruption of duties by students, visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Position:	9 – 12 Building Secretary
Classification:	Class II
Reports to:	Principal/EMIS Data Manager
Salary:	As set by the Board of Education
Evaluation:	Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.
Qualifications:	High School Diploma (additional training desirable) Successful completion of Office Staff Assessment Test. Proficient in Microsoft Office software. Previous secretarial experience preferred. Demonstrate good written and verbal communication skills. Demonstrate computer literacy. Demonstrate proficiency in typing (60 wpm). Good public relations skills. Professional appearance.

REGULAR MEETING
JULY 19, 2005

Be capable of working with minimum supervision.
Able to perform multiple tasks simultaneously.
Demonstrate organizational and time management skills.

Description: To manage the flow of office tasks to ensure their timely completion and to assist the administrative and teaching staff in the operation of an efficient and professional office and school. To process limited building level data through the Education Management Information System (EMIS).

- Essential Functions:
1. Responsible for smooth operation and business-like appearance of office.
 2. Greets students, staff, parents and visitors courteously and professionally.
 3. Maintains confidentiality.
 4. Type letters, memos, reports for the Principal and other administrative personnel as directed.
 5. Safeguards student files to see that they are not lost, misfiled, or open to unauthorized personnel.
 6. Maintains attendance and enters attendance data into the Student Information System.
 7. Acts as a liaison to the Principal and truant officer with attendance issues.
 8. Makes contact with parent or guardian in a timely manner to verify student absence when parent/guardian fails to notify school personnel of student absence.
 9. Maintains all disciplinary reporting as it relates to the state mandated Education Management Information System (EMIS).
 10. Provides periodic reports on Attendance/Discipline to building Administrators when needed.
 11. Assists students in obtaining work permits.
 12. Operates all office machines as needed.
 13. Receives telephone calls and makes proper disposition of calls.
 14. Inventories office supplies and keeps them stocked and accessible and reorders as needed.
 15. Sees that the office, counter and storage areas are kept neat.
 16. Works as a cooperative team member and maintains a positive relationship with peers.
 17. Performs such other duties as assigned by the building Administrators.

- Additional Working Conditions:
1. Exposure to blood, bodily fluids and tissue.
 2. Exposure to loud noises.
 3. Occasional interaction with unruly children.
 4. Repetitive hand motion, e.g., computer keyboard, typing.
 5. Interruption of duties by students, visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Position: 9 – 12 Data Specialist
Classification: Class III
Reports to: Principal/EMIS Data Manager
Salary: As set by the Board of Education

REGULAR MEETING
JULY 19, 2005

Evaluation:	Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy
Qualifications:	Associates Degree; or completion of 48 semester or 72 quarter hours verified by college transcript; or meet a rigorous standard of quality assessment through the Warren County Career Center. Demonstrates proficiency in Microsoft Word and Excel. Demonstrates problem solving skills. School data (EMIS) operations experience required. Willingness to continue professional development to incorporate new laws, coding and software adjustments as it relates to state and federal mandated data collection. Demonstrated verbal communication skills/interpersonal skills. Professional appearance. Capable of working with minimum supervision.
Description:	To process building level data into POISE (People Oriented Information Systems for Education). Prepare reports and maintain appropriate data files for the state mandated Education Management Information Systems (EMIS). To assist in maintaining a professional atmosphere while performing necessary duties required to operate the office, handling of students, parents, visitors and professional staff in an efficient manner.
Responsibilities:	<ol style="list-style-type: none">1. Responsible for all school related data processing activities including, but not limited to, scheduling, attendance, grade cards/interim mailings, class lists, state testing (OGT).2. Serve as the EMIS information processor for the building.3. Responsible for data input and all related reports relative to the Master Schedule.4. Maintain current instructional guides as it relates to EMIS to ensure accuracy of data when changes in law occur.5. Safeguards student files (cumulative folders/special education folders) to see that they are not lost, misfiled or open to unauthorized personnel.6. Organize in-house guidance meetings as needed.7. Assist in verification of graduating and non-graduating seniors.8. Responsible for smooth operation and business-like appearance of office.9. Inventories office supplies and keeps them stocked and accessible and reorders as needed.10. Greets students, staff, parents and visitors courteously and professionally.11. Maintains confidentiality.12. Types letters, memos, reports for the Counselors/Principal and other administrative personnel as directed.13. Operates all office machines as needed.14. Receives telephone calls and makes proper disposition of calls.15. Sees that the office, counter and storage areas are kept neat.16. Works as a cooperative team member and maintains a positive relationship with peers.17. Performs such other duties as assigned by the building Administrators.
Additional Working Conditions:	<ol style="list-style-type: none">1. Exposure to blood, bodily fluids and tissue.2. Exposure to loud noises.3. Occasional interaction with unruly children.4. Repetitive hand motion, e.g., computer keyboard, typing.5. Interruption of duties by students, visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

REGULAR MEETING
JULY 19, 2005

Signature _____ Date _____

Position: K-8 Building Secretary

Classification: Class I

Reports to: Principal

Salary: As set by the Board of Education

Evaluation: Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.

Qualifications: High School diploma (additional training desirable).
Successful completion of Office Staff Assessment Test.
Previous secretarial experience preferred.
Demonstrate good written and verbal communication skills.
Demonstrate computer literacy.
Demonstrate proficiency in typing (60wpm).
Good public relations skills.
Professional appearance.
Be capable of working with minimum supervision.
Able to perform multiple tasks simultaneously.
Demonstrate organizational and time management skills.

Description: To manage the flow of office tasks to ensure their timely completion and to assist the administrative and teaching staff in the operation of an efficient and professional office and school.

Essential Functions:

1. Responsible for smooth operation and business-like appearance of office.
2. Greets students, staff, parents and visitors courteously and professionally.
3. Maintains confidentiality.
4. Type letters, memos, reports, evaluations, newsletters and purchase orders for the Principal.
5. Maintains all building budgets, handles monies, and coordinates building usage.
6. Arranges meetings and conferences.
7. Operates all office machines as needed.
8. Receives telephone calls and make proper disposition of calls.
9. Display knowledge of the activities and functions of the school on a daily basis to answer routine questions from parents, communities and outside entities.
10. Inventories office supplies and keeps them stocked and accessible and reorders as needed.
11. Sees that the office, counter and storage areas are kept neat.
12. Works as a cooperative team member and maintains a positive relationship with peers.
13. Performs such other duties as assigned by the building Principal.

Additional Working Conditions:

1. Exposure to blood, bodily fluids and tissue.
2. Exposure to loud noises.
3. Occasional interaction with unruly children.
4. Repetitive hand motion, e.g., computer keyboard, typing.
5. Interruption of duties by students, visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee: _____ Date _____

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

REGULAR MEETING
JULY 19, 2005

Signature	Date
Position:	K-8 Building Secretary
Classification:	Class II
Reports to:	Principal/EMIS Data Manager
Salary:	As set by the Board of Education
Evaluation:	Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.
Qualifications:	High School Diploma (additional training desirable). Successful completion of Office Staff Assessment Test. Proficient in Microsoft Office software. Previous secretarial experience preferred. Demonstrate good written and verbal communication skills. Demonstrate computer literacy. Demonstrate proficiency in typing (60 wpm). Good public relations skills. Professional appearance. Be capable of working with minimum supervision. Able to perform multiple tasks simultaneously. Demonstrate organizational and time management skills.
Description:	To manage the flow of office tasks to ensure their timely completion and to assist the administrative and teaching staff in the operation of an efficient and professional office and school. To process limited building level data through the Education Management Information System (EMIS).
Essential Functions:	<ol style="list-style-type: none">1. Responsible for smooth operation and business-like appearance of office.2. Greets students, staff, parents and visitors courteously and professionally.3. Maintains confidentiality.4. Type letters, memos, reports for the Principal and other administrative personnel as directed.5. Safeguards student files to see that they are not lost, misfiled, or open to unauthorized personnel.6. Maintains attendance and/or disciplinary reporting as it relates to the Student Information Systems/EMIS.7. Acts as a liaison to the Principal with disciplinary issues and/or to the Principal and truant officer with attendance issues.8. Makes contact with parent or guardian in a timely manner to verify student absence when parent/guardian fails to notify school personnel of student absence.9. Operates all office machines as needed.10. Receives telephone calls and makes proper disposition of calls.11. Display knowledge of the activities and functions of the school on a daily basis to answer routine questions from parents, communities and outside entities.12. Inventories office supplies and keeps them stocked and accessible and reorders as needed.13. Sees that the office, counter and storage areas are kept neat.14. Works as a cooperative team member and maintains a positive relationship with peers.15. Performs such other duties as assigned by the building Administrators.
Additional Working Conditions:	<ol style="list-style-type: none">1. Exposure to blood, bodily fluids and tissue.2. Exposure to loud noises.3. Occasional interaction with unruly children.4. Repetitive hand motion, e.g., computer keyboard, typing.5. Interruption of duties by students, visitors, staff and/or telephone.

REGULAR MEETING
JULY 19, 2005

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Position:	K – 8 Data Specialist
Classification:	Class III
Reports to:	Principal/EMIS Data Manager
Salary:	As set by the Board of Education
Evaluation:	Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.
Qualifications:	Associate Degree; OR completion of 48 semester or 72 quarter hours verified by college transcript; OR meet a rigorous standard of quality assessment through the Warren County Career Center. Demonstrates proficiency in Microsoft Word and Excel. Demonstrates problem solving skills. School data (EMIS) operations experience required. Willingness to continue professional development to incorporate new laws, coding and software adjustments as it relates to state and federal mandated data collection. Demonstrates verbal communication skills/interpersonal skills. Professional appearance. Be capable of working with minimal supervision.
Description:	To process building level data into POISE (People Oriented Information Systems for Education), prepare reports and maintain appropriate data files for the state mandated Education Management Information Systems (EMIS). To assist in maintaining a professional atmosphere while performing necessary duties required to operate the office, handling of students, parents, visitors and professional staff in an effective manner.
Essential Functions:	<ol style="list-style-type: none">1. Responsible for all school related data processing activities including, but not limited to, scheduling, attendance, grade reports, class lists, homeroom lists, discipline, admission/withdrawals and related areas.2. Serve as the EMIS information processor for the building.3. Responsible for ensuring contact is made to parent or guardian, by school personnel, in a timely manner to verify student absence when Parent/guardian fails to notify school personnel of student absence. Sees that the office, counter and storage areas are kept neat.4.5. Works as a cooperative team member and maintains a positive relationship with peers.6. Performs such other duties as assigned by the building Administrators.
Additional Working Conditions:	<ol style="list-style-type: none">1. Exposure to blood, bodily fluids and tissue.2. Exposure to loud noises.3. Occasional interaction with unruly children.4. Repetitive hand motion, e.g., computer keyboard, typing.5. Interruption of duties by students, visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

REGULAR MEETING
JULY 19, 2005

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 05-094 Policy for Transportation of Preschool Special Needs Students

Mrs. Hamburg moved and Ms. Grice seconded a motion to adopt the following policy:

The Little Miami Local Schools will provide transportation for preschool children who are identified by the district as being eligible for special education services as a preschooler with a disability. Preschool center-based services will be provided jointly by the Warren County Educational Service Center and Little Miami Local Schools. Transportation services and accommodations will be specified in the Individualized Education Plan (IEP) as a related service. Transportation will not be provided for "typical students" (those students who do not have an identified disability) who attend the preschool center-based programs.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Ms. Bobbie Grice reported on the Warren County Career Center:

Mr. Thomas Applegate, Association for Career-Technical Education Past National President, presented his study of WCCC.

The Jewell Education Foundation annual golf outing scheduled for August 7, 2005 has been cancelled.

Mr. John Hise asked about the impact of the district absorbing the preschool program from Warren County Mental Retardation Developmental Disabilities.

REGULAR MEETING
JULY 19, 2005

Executive Session

Ms. Grice moved and Mr. Rothwell seconded a motion to enter executive session for the purpose of discussing personnel issues.

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

The Board entered executive session at 7:00 p.m.

The Board invited Mr. Bennett, Mr. Giuffré and Mr. Dubbs into executive session.

The Board came out of executive session at 9:05 p.m.

Resolution 05-095 Amend Agenda

Mr. Cremeans moved and Mr. Rothwell seconded a motion to amend the agenda to include the Treasurer Contract Amendment and the Superintendent Contract Amendment.

ROLL CALL VOTE:

Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes

MOTION CARRIED.

Resolution 05-096 Treasurer Contract Amendment

Ms. Grice moved and Mr. Cremeans seconded a motion to amend the treasurer contract as agreed upon between the Board of Education and Treasurer.

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes

MOTION CARRIED.

REGULAR MEETING
JULY 19, 2005

Resolution 05-097 Superintendent Contract Amendment

Mr. Rothwell moved and Ms. Grice seconded a motion to extend the Superintendent contract through July 31, 2010 as amended and agreed upon by the Board of Education and Superintendent.

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Adjournment

Ms. Grice moved and Mr. Cremeans seconded a motion to adjourn the board meeting.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Rothwell	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

The meeting adjourned at 9:58 p.m.

Nona Cress, President

Robert Giuffré, Treasurer