

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
JULY 18, 2006
7:00 P.M.

The Little Miami Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on July 18, 2006 at 7:00 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 7:02 p.m.

ROLL CALL:

Mrs. Cress	Present
Mr. Cremeans	Present
Ms. Grice	Absent
Mr. Stern	Present
Mrs. Hamburg	Present

Resolution 06-089 Adopt the Agenda

Mr. Cremeans moved and Mrs. Hamburg seconded a motion to adopt the agenda.

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-090 Reading of Minutes

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to approve the minutes of the June 1, 2006 regular session.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Resolution 06-091 Financial Reports

Mr. Cremeans moved and Mrs. Hamburg seconded a motion to approve the financial reports for June 2006.

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

Resolution 06-092 Temporary Appropriations

Mrs. Cress moved and Mrs. Hamburg seconded a motion to establish temporary appropriations for FY 07 for all funds at 50% of the prior year, except for the following:

Permanent Improvement Fund	\$ 1,100,000
Building Fund	\$56,000,000

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes

MOTION CARRIED.

Resolution 06-093 Contracts

Mrs. Hamburg 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>
06-09-07	Talking Tots, LLC	\$65.00/hr	2006-2007 SY	Service	Speech/Language
06-10-07	John Hise	\$95.00/hr	Construction Period	Service	Project Manager

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-094 Donations

Mrs. Cress moved and Mr. Stern seconded a motion to accept the donation of 500 color fire and tornado signs for the district's buildings from the Safety First Company.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Resolution 06-095 Personnel

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to approve the following personnel issues as submitted for the 2006-2007 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:

Certified Personnel - Employment

Kelly Lawson-Junior High School Math Teacher	Step: B-2
Temperance Carpenter-Maineville Elementary Kindergarten Teacher	Step: B-0
Stephanie Ison-Maineville Elementary Kindergarten Teacher	Step: B-1 (long-term sub last year)
Cindy Freeman-Maineville Elementary 4 th Grade Teacher	Step: M+20-9
Matthew Vanell-Maineville Elementary 1 st Grade Teacher	Step: M-2
Molly McCoy-Maineville Elementary Kindergarten Teacher	Step: M-3
Josh Butler-Junior High School Social Studies Teacher	Step: B-0
Carrie Whiting-Maineville Elementary Intervention Teacher	Step: M-5
Shelli Belillti-Butlerville Elementary 2 nd Grade Teacher	Step: M-0
Erin Davis-High School English Teacher	Step: B+-1(long-term sub last year)
Heather Wilhelm-Junior High School ½ time Gifted Teacher	Step: B-5
Matthew Feist-Intermediate School 5 th Grade Teacher	Step: B+150-0
Tracey Williams-Intermediate School 6 th Grade Teacher	Step: B-2
Jennifer Horvath-Butlerville Elementary Reading Intervention Teacher	Step: M-6
Ali Fisher-Intermediate/Junior High School Special Education Teacher	Step: B+150-2
Leslie Reed-District Nurse	Step: B-0

Administrative Employees-Extended Service

Neal Perkins—Morrow Elementary Principal-be granted 15 days of extended service as Principal and be paid at the per diem rate of his new principal's salary for transition time for the month of June 2006.
Ruth Mitchell—Director of Educational Services-be granted five (5) days of extended service for the 2005-2006 school year.
Pam Coates—Butlerville Elementary Principal-be granted 15 days of extended service for the 2006-2007 school year.

Administrative Contract

Joan Bauman-Child Nutrition Supervisor- be employed on a two year limited contract effective August 1, 2006 at step 3 of the appropriate salary schedule.

Administrative Change in Assignment

Debra Contner-transferred from Maineville Elementary Assistant Principal to Principal at the Grace Presbyterian Church for the Kindergarten classes at step 4 of the Elementary Principal with fewer than 500 students, salary scale.

Certified Personnel-Leave of Absence

Geneva Lappin-Maternity Leave of Absence approximate dates 11/06/06 – 01/02/07
Seneca Taylor-Maternity Leave of Absence approximate dates 11/06/06 – 01/21/07
Melissa Cerjan-Maternity Leave of Absence approximate dates 10/10/06 – 01/02/07

Certified Personnel-Extended Service

Britt Burlile-Nurse—10 days of extended service
Andrea Wall-Junior High Guidance Counselor-5 days of extended service

Certified Personnel-Change in Assignment

Matthew Feist-Transferred from 5th grade teacher to 6th grade teacher
Julie Riepenhoff-temporary employee-as of June 9, 2006- fulfilled assignment

Certified Personnel-Resignations

Beverly Williams-Praxis III Entry Year Coordinator effective end of contract year
Melinda Dodson-Music Teacher at Morrow Elementary effective end of contract year

Classified Personnel-Extended Service

Chris Jackson-Library Aide at Morrow Elementary-1 day to finish inventory

Classified Personnel-Change in Assignment

Debbie Paul-Special Education Aide from the High School to the Intermediate School for the 2006-2007 school year.
Margaret Haines-Cook from the Junior High School to the High School to replace Margaret Whisman who retired.

Classified Personnel-Employment

Mark Short-Temporary Summer Athletic Grounds and Facilities Keeper

Classified Personnel-Resignations

Shirley Morris-Bus Aide effective immediately

Supplemental Contracts-Resignations

Shane Cummings-resigns from 2/3 weight lifting room supervisor

Supplemental Contracts-Employment

Jennifer Dafoe-Foreign Language Department Chair

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

Resolution 06-096 Memorandum of Understanding

Mrs. Hamburg moved and Mrs. Cress seconded a motion to approve the following Memorandum of Understanding with Little Miami Teachers' Association regarding new supplemental coaching positions:

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 the 2006-2007 school year. Beyond the 2006-2007 school year, the supplemental positions will be addressed by the negotiated master contract or possibly by another Memorandum of Understanding.

Due to interest in the following designated supplemental contract positions, the Board and the Association agree the following supplemental contract positions will be available for the 2006-2007 school year.

- Remove Bowling from Category 9 and divide the coaching position to Girls Bowling and Boys Bowling and each position would be at Category 10. (2 positions)
- Establish Freshman Baseball position at Category 11.
- Establish Freshman Volleyball at Category 11.
- Establish Assistant Varsity Soccer Coach for Boys at Category 8.
- Establish Assistant Varsity Soccer Coach for Girls at Category 8.
- Rename the Assistant Soccer Coach at Category 10 to Junior Varsity Boys Soccer Coach and Junior Varsity Girls Soccer Coach (2 positions)
- Establish Freshman Girls Soccer Coach at Category 11.
- Establish Freshman Boys Soccer Coach at Category 11.
- Establish Reserve Girls Golf at Category 11.
- Rename Reserve Golf to Boys Reserve Golf at Category 11.

Employment for the above supplemental contract positions will be based upon the number of student participants.

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes

MOTION CARRIED.

Resolution 06-097 Destination Imagination Coordinator and Coaches

Mr. Cremeans moved and Mrs. Cress seconded a motion to adopt the following policy for Destination Imagination Coordinator and Coaches:

The Little Miami School District will participate in Destination Imagination for the 2006-2007 school year. The Destination Imagination Coordinator will receive a stipend of \$1,000.00. Each team coach will receive a stipend of \$500. Each of the six schools may be represented with a maximum number of teams per building being two (2). In the event that a specific school only has one team, a third team from one of the other buildings could be added for a district total of twelve (12) teams.

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-098 Destination Imagination Coordinator

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to employ Katie Ramsdell as the Destination Imagination Coordinator for the 2006-2007 school year and be paid a stipend of \$1,000.00.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Resolution 06-099 Executive Session

Mr. Stern moved and Mrs. Hamburg seconded a motion to enter executive session for the purpose of discussing personnel issues.

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	No

MOTION CARRIED.

The Board entered executive session at 7:20 p.m.

The Board came out of executive session at 7:43 p.m.

Resolution 06-100 Amend Resolution 06-095 Personnel

Mr. Stern moved and Mrs. Hamburg seconded a motion to amend resolution 06-095 to extract Classified Personnel-Employment to be voted on separately.

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes

MOTION CARRIED.

Resolution 06-101 Classified Personnel-Employment

Mr. Cremeans moved and Mrs. Hamburg seconded a motion to approve Mark Short as temporary summer athletic grounds and facilities keeper.

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	No
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-102 Partnership between Little Miami Local School District and the University of Cincinnati

Mrs. Hamburg moved and Mr. Stern seconded a motion to renew the partnership between the Little Miami Local School District and the University of Cincinnati with regards to the Internship Program for the 2006-2007 school year.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Resolution 06-103 District Liaison to the University of Cincinnati Internship Program

Mrs. Hamburg moved and Mr. Stern seconded a motion to appoint Bev Williams as the district liaison to the University of Cincinnati for the 5th year internship program for the 2006-2007 school year. Stipend to be paid with University of Cincinnati funds.

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

Resolution 06-104 Payment in Lieu of Transportation

Mrs. Cress moved and Mrs. Hamburg seconded a motion to adopt the following resolution:

WHEREAS, after careful examination of the existing routes, time schedules, student residence locations, school locations and available conveyances, and;

WHEREAS, the Little Miami Board of Education seeks to declare it impractical to transport any eligible students to state approved private schools; and

WHEREAS, in lieu of providing such transportation will seek to pay the parent, guardian or other person in charge of such child, an amount not to exceed the state average cost per pupil to transport all pupils in Ohio the preceding year as provided in Section 3327.01 O.R.C., and the Superintendent recommends adoption of the following resolution for payment in lieu of transportation;

THEREFORE, BE IT RESOLVED, that under the provisions of O.R.C. 3327.01, the Little Miami Board of Education shall compensate the parent(s) and/or guardian(s) or other persons charged with the care of the following students attending state approved private schools after the conclusion of the 2005-2006 school year.

Parent: Luke Franer
Child: Josiah Franer attends Kindergarten at St. Francis DeSales

Parent: Jeanne Thornbury
Child: Daniel Thornbury attends Kindergarten at St. Margaret of York

Parent: Janelle Dawson
Child: Reed Dawson attends Kindergarten at All Saints

Parent: Trisha Lewis

Child: Natalie Lynne Lewis attends Kindergarten at the Little Schoolhouse at Hope Church in Mason, Ohio.

Parent: Joellyn Voge
 Child: Zachary Voge attends Kindergarten at the Little Schoolhouse at Hope Church in Mason, Ohio.

Parent: Kristine Tammaro
 Child: Nicolas Tammaro attends Kindergarten at All Saints

Parent: Gwendolyn Pele
 Child: Maddux Pele attends Kindergarten at Bowman Elementary School

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes

MOTION CARRIED.

Resolution 06-105 Job Descriptions

Mrs. Cress moved and Mr. Cremeans seconded a motion to adopt the following job descriptions:

LITTLE MIAMI LOCAL SCHOOLS

JOB DESCRIPTION

Title: Bus Mechanic

Reports to: Transportation Supervisor, Director of Administrative Services, Superintendent of Schools

Employment Status: Full-time – Not to exceed 40 hours per week
 Hours to be determined by Transportation Department
 Employment falls under the OAPSE, Local 516 Negotiated Agreement Mechanic Classification

Qualifications:

1. Valid Commercial Drivers License with School Bus Passenger Endorsement.
2. Must be high school graduate or equivalent.
3. Must be sufficiently skilled, experienced and trained in automotive mechanics, specifically in the service and repair of diesel powered automotive vehicles and equipment; or an equivalent combination of education, training and experience.

General Description of Duties:

Under general supervision, the purpose of the position is to maximize automotive vehicle, school bus and automotive equipment operation through efficient repair and maintenance practices to extend the service life of each item. Employee to perform basic to semi-skilled mechanical service and repair work for both diesel and gasoline powered automotive vehicles and equipment and is responsible for inspecting tasks upon completion for adherence to technical specifications and principles of safe vehicle operation. Emphasis of the work is on preventive maintenance, referring major and/or complex service requirements to the head mechanic and transportation supervisor. Must perform related work as directed.

Specific Duties and Responsibilities:

1. Cooperate with the Transportation Supervisor for the efficient operation of the transportation/garage department.
2. Schedule buses and other Board owned vehicles for service and repair work.
3. Keep service, maintenance and cost records of each bus and Board owned vehicle.
4. Assist Transportation Supervisor in recommending bus replacement.
5. Assist Transportation Supervisor in bus bids and purchases.
6. Perform preventive maintenance according to assigned schedules as needed according to established preventive maintenance schedule.
7. Road test vehicles to ascertain repair effectiveness; performs final inspection upon completion of service/repair prior to release.
8. Maintain work order records concerning diagnosis, repair/service performed and parts and supplies used.
9. Substitute on route as a driver when needed.
10. Be in attendance with the State Highway Patrol inspector when annual inspection is made.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data and/or information. Includes exercising discretion in determining data classification and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct and/or rebuild equipment, machinery or objects, requiring adherence to prescribed standards and specifications.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, design and advisory data and information.

Mathematical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, odors, dust, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic/poisonous agents.

ADA COMPLIANCE:

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

The Little Miami Local School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

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.

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

Job Title: Assistant to the Transportation Supervisor

Reports To: Transportation Manager

FLSA Status: Exempt Employee

GENERAL DESCRIPTION:

Assist the transportation manager in the daily operations of the transportation department and in the absence of the transportation manager, direct and manage the department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Create bus routes for all district students; adjust routes to meet new programs, capacity adjustments, new school programs, new school sites and redistricting.
2. Review statutes, guidelines, policies and procedures; monitors adherence to all federal, state, district and insurance guidelines.
3. Develop and coordinate a district preventative safety program.
4. Assist in recruiting, training and supervising all transportation personnel and make recommendations for hire, transfer, promotion and release.
5. Cooperate with transportation manager and others responsible for scheduling special school trips.
6. Assist in preparing and updating bus routes and schedules for all public and nonpublic schools.
7. Act as liaison between district and parents and provide technical support to district administrative staff for investigation and resolution of complaints and conflicts.
8. Coordinate student training and bus evacuation programs with the school principals.
9. Coordinate and assist with in-services for transportation personnel.
10. Provide on call after hours duty in the event of a transportation emergency.
11. Substitute for bus drivers as needed.

SUPERVISORY RESPONSIBILITIES

Assist the Transportation Supervisor in managing and directing non-supervisory employees. Carries out supervisory responsibilities in accordance with the district's policies and negotiated agreements. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of Versatrans school bus routing software is preferred.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent. Experience in a public school setting is required. Prior transportation supervision experience is preferred.

HUMAN INTERACTION

Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Ohio drivers license with CDL endorsement and school bus passenger endorsement

OTHER SKILLS AND ABILITIES**Equipment, Machinery, Tools and Materials Utilization**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude

Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; including the ability to perform mathematical operations with fractions, compute discount, interest, profit and loss, ratio and proportion; and the ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning

Requires the ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with latitude for independent judgment concerning choices of action.

Situational Reasoning

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials typically of light weight (5-10 pounds) but may increase to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position may be asked to perform additional duties that could be assigned.

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

POSITION TITLE: FACILITIES & MAINTENANCE PLANNER

GENERAL DESCRIPTION OF DUTIES

Employment Status: Employment to fall under the OAPSE Local 516 Negotiated Agreement
Secretary Classification (class 3)

Under general direction prepares the master weekly schedule for use of district facilities, maintenance, and grounds personnel. This important function contributes to the efficient and orderly use of building facilities and accomplishment of work within specified timelines. This position will also receive and check in district shipments including but not limited to school and office supplies, equipment, and furniture. Position will assist in the delivery and distribution of equipment, materials and supplies to school district locations. The position will also assist supervisors and administration in securing substitutes, scheduling personnel for the use of facilities, and tracking vacation requests within the maintenance, grounds, and custodial ranks. The position requires the employee to perform related work as directed. Duties will include SafeSchools program management that includes record keeping, monitoring and employee assistance/training when necessary as directed by administration.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Prepares the master weekly schedule based upon facilities usage requests and work orders

Mastering and regular use of computer software for the purpose of scheduling, receiving and tracking maintenance requests, preventive maintenance schedules and delivery information.

Schedules personnel needed at school district locations

The position coordinates maintenance work with administrators and supervisors.

The position performs various warehouse functions in supporting efficient operations, i.e., receiving and unloading shipment, stocking materials.

Receives assignments and work orders for materials delivery, transport, transfer, or distribution needs

The employee will use manufacturer's specification sheets to identify items in need of preventive maintenance and assist in recording and tracking warranties.

Assisting supervisors and administrators specifies the material, equipment, machinery, and vehicles that need to be available at the job site for the maintenance to be performed.

Determines the urgency of requests and recommends priorities.

The position assists in the annual inspection of facilities and facility equipment for condition assessment and inventory.

The position will assist the maintenance supervisor and administration in securing substitute personnel, and scheduling personnel for the use of facilities. Another essential function is the tracking of vacation requests and related processes within the maintenance, grounds, and custodial ranks.

The employee will perform other relevant duties and responsibilities assigned by the maintenance supervisor and district administration. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

Entering data, copying documents, filing, and assisting with time sheets

MINIMUM TRAINING AND EXPERIENCE

A High School Diploma or equivalent is required. Meet district para-professional requirements one of the three following requirements: An associate's degree or higher from an accredited institution of higher education; complete at least two years of study at an institution of higher education defined as 48 semester hours or 72 quarter hours as verified by college transcript from an accredited institution of higher education; meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment in the areas of reading, writing, and mathematics. The employee will need the ability to use a computer and a wide array of software programs. Ability to understand basic inventory keeping processes. The position requires the ability to evaluate tasks from the point of view of labor hours. The employee must possess a valid Ohio Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or access data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. The position requires the ability to exchange information for the purpose of obtaining information or clarifying details. The employee performs such within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of motor vehicles.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit

and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. The position requires the ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to moderate work though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks will involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require oral communications ability. Most tasks require visual perception and discrimination.

Environmental Factors: Tasks are not regularly performed with exposure to adverse environmental conditions, such as machinery, traffic hazards, temperature and noise extremes, disease, smoke and dusts, and toxic/poisonous agents.

The Little Miami School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	No
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-106 Policy

Mrs. Cress moved and Mr. Cremeans seconded a motion to adopt the following policies:

1. Substitute Teacher Evaluation Form

SUBSTITUTE TEACHER EVALUATION FORM
(for long-term substitutes and frequent substitutes)

Evaluation by School Administrator

School:
Substitute's Name:

Little Miami Local School District and Building Expectations:

	Satisfactory	Needs Improvement	Unsatisfactory
1. Demonstrates punctuality and reports to assignment on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates a neat and professional appearance and demeanor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Follows instructions left by teacher and covers lesson plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Leaves student work in an organized manner for the teacher to review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Leaves the classroom and materials in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates clarity in verbal presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Adheres to Little Miami School District rules and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates promptness and accuracy with required records and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Provides adequate written feedback to the regular teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Relates well and interacts effectively with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Cooperates with administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Displays good classroom management skills as per individual school procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Takes appropriate actions regarding student behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Uses motivational techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Seeks assistance when necessary and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Takes appropriate steps to ensure student safety and security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Relates well to other staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administrator's
Name: _____ Signature: _____ Date: _____

2. Anti Bullying Policy

ACC

The Little Miami Board of Education does not permit bullying. Bullying is defined as an intentional gesture or a written, verbal or physical act/threat that a student has exhibited toward another student more than once that harms a student, damages his or her property, or places them in reasonable fear. It must be severe, persistent or pervasive enough to create an intimidating, threatening or abusive educational environment. The Little Miami Board of Education prohibits harassment, intimidation or bullying of any student on school property or at school-sponsored activities.

The Little Miami Board of Education supports and encourages bullying prevention initiatives that provide training and education on student harassment, intimidation or bullying, if funds are appropriated.

The Little Miami Board of Education policy protects the victim from additional harassment and from school employees retaliating against him or her.

3. The Wellness Program Policy

Local Wellness Policy for Little Miami Local School District

The Little Miami Local School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

The student wellness program shall include:

1. Goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. Nutrition guidelines for all foods available in the district during the school day in order to promote student health and reduce childhood obesity;
3. Assurances that district guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture; and
4. A plan of implementation and evaluation, including designating one or more persons within the district with the responsibility for ensuring that the district is compliant with federal law. Additionally, each building will have a team defined to deal with wellness issues and recommendations. This team will meet at least once each trimester.

The development of the student wellness program will be a collaborative effort between parents, students, food service workers, administrators, the board and the public.

Nutrition Standards

The district shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The district shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the District's policy of promoting a healthy school environment shall be discouraged.

Each school building in the district shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs:

- Whole and enriched grain products that are high in fiber, low in added fats and sugars and served in appropriate portion sizes consistent with the current USDA standards.
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques and 100 percent fruit or vegetable juice in 12-ounce servings or less.
- Nonfat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat real cheese, rather than imitation cheese. Offer the following serving sizes: yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 1.5-ounce (two-ounce, if processed cheese) servings or less.
- Nuts, nut butters, seeds, trail mix and/or soybean snacks in one-ounce portions or less; portions of three ounces or less cooked lean meat, poultry, or fish using healthy food preparation techniques.
- Accompaniments (sauces, dressings and dips), if offered, in one-ounce servings or less.

The district shall monitor food service distributors and snack vendors to ensure that they provide predominantly healthy food and beverage choices that comply with this policy's purpose in all venues.

The district shall discourage using food as a reward. A list of alternatives to using food as a reward will be sent to all buildings and parent groups.

The district shall encourage serving healthy food at school parties. Notices shall be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats. (No birthday parties will be scheduled. Parents are encouraged to give a book to the library in honor of their child's birthday.)

The district shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes or sugary beverages. Example: Sales of candy items (candy bars, sugar coated chocolate snacks, or the like) as a school or grade-level fundraising project should be replaced with non-food items such as candles, wrapping paper, greeting cards, etc.

(Example: Vending sales of soft drinks, artificially sweetened drinks and candy will not be permitted on school grounds prior to the start of the school day or throughout the instructional day, but may be permitted at special events that begin after the conclusion of the instructional day. For the federal law memorandum stating, "It is not permissible for a school to serve foods of minimal nutritional value during a meal service period..." refer to the following link: <http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2001-01-16.pdf>)

Physical Education and Physical Activity Opportunities

The district shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills and values necessary for lifelong physical activity.

Every year, all students, K-12, shall have the opportunity to participate in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Developmentally appropriate physical education shall be offered every year when possible. In addition, physical education topics shall be integrated into the entire curriculum when appropriate.

The district shall implement a quality physical education program that addresses the following:

Curriculum:

- Equips students with the knowledge, skills, and attitudes necessary for lifelong physical activity.
- Influences personal and social skill development.

Instruction and Assessment:

- Aligns curriculum, instruction and assessment.
- Builds students' confidence and competence in physical abilities.
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
- Includes students of all abilities.

- Is taught by a certified physical education teacher trained in best practice physical education methods.
- Keeps all students involved in purposeful activity for a majority of the class period.

Opportunity to Learn:

- Builds students' confidence and competence in physical abilities.
- Has a teacher-to-student ratio consistent with those of other subject areas and/or classrooms.
- Has enough functional equipment for each student to actively participate.
- Includes students of all abilities.

Future Considerations for Opportunities to Learn:

- Offers instructional periods totaling 150 minutes per week (elementary) and 225 minutes per week (middle and high school).
- Provides facilities to implement the curriculum for the number of students served.

The district should offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all students K through grade six. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting. School staff will be encouraged not to withhold participation in recess from students or cancel recess to make up for missed instructional time. Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports. Physical activity opportunities might include: before- and after-school extracurricular physical activity programs and use of school facilities outside of school hours.

Other School-Based Activities Designed to Promote Student Wellness

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

Implementation and Measurement

The district superintendent or designee shall implement this policy and measure how well it is being managed and enforced. The district superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representatives of the school food service program, school board members, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The district superintendent shall report to the

local school board, as requested, on the district's programs and efforts to meet the purpose and intent of this policy. Community/family involvement will be a priority, as well as staff wellness. Physical activities/programs designed to benefit staff will be planned at each building. Communications to families on health, nutrition topics and physical fitness opportunities will be generated and placed on the district web page.

The district shall strive to create a healthy school environment that promotes healthy eating and physical activity. In order to create this environment, the following activities shall be implemented:

Dining Environment

- The school district shall provide:
 - A clean, safe, enjoyable meal environment for students,
 - Enough space and serving areas to ensure that all students have access to school meals with minimum wait time,
 - Drinking fountains in all schools, so that students can get water at meals and throughout the day,
 - Encouragement to maximize student participation in school meal programs, and
 - Identity protection of students who eat free and reduced-price meals.

Time to Eat

- The school district shall ensure:
 - Adequate time for students to enjoy eating healthy foods with friends in schools,
 - That lunch time is scheduled as near to the middle of the school day as possible.

Food or Physical Activity as a Reward or Punishment

- The school district shall:
 - Prohibit the use of food as a reward or punishment in schools,
 - Not use physical activity as a punishment, and
 - Encourage using physical activity as a reward, such as teacher or principal walking or playing with students at recess.
 - Encourage alternative punishments rather than taking away recess.

Legal References:

Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat. 729

National School Lunch Act; 42 USC 1751 et seq.

Child Nutrition Act; 42 USC 1771 et seq.

7CFR, Subtitle B, Chapter 11, Part 210

7CFR, 220

7CFR, 225

4. Student Insurance Coverage (EI and IGDJ revised)

EI

INSURANCE MANAGEMENT

The Board has the responsibility to maintain an adequate and comprehensive insurance program covering its buildings and grounds, fleet of school buses and individuals discharging responsibilities for the District.

The Treasurer administers the total insurance program.

The District makes efforts to obtain insurance at the most economical cost, consistent with required coverage and service, through obtaining quotations or bids.

The Board of Education is not responsible for student insurance coverage.

IGJD

INTERSCHOLASTIC ATHLETICS

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for administration of the interscholastic athletic program within his/her school. In discharging this responsibility the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

Coaches are required to complete an approved course in sports-related first-aid training and a course in cardio pulmonary resuscitation in order to qualify to serve as a coach.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSAA) must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written

permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must sign a waiver ensuring that the student has insurance coverage and/or that their parent/legal guardian accepts full responsibility for any occurrences of accident, injury and/or illness.

As character building in one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

Students are ineligible for athletics for one year when they transfer from one district to another without changing residency. Transfers within the school district are not affected.

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of that school district in order to be eligible for athletics.

5. Special Information (BCI revised)

BCI

SPECIAL INFORMATION

The Board or individual Board member may, from time to time, need additional research before completing a policy, or need information about school operation and problems. To gather the information, the Board will ask **the superintendent/treasurer** or their designee to report findings and make recommendations.

6. School Board Conference, Convention and Workshops (BHBA revoke)

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Resolution 06-107 Membership in Ohio High School Athletic Association

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to accept the following resolution for the 2006-2007 school year:

WHEREAS, the Little Miami Local Schools of 5819 Morrow Rossburg Road, Morrow, Ohio 45152, Warren County, Ohio has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary not for profit association; and

WHEREAS, the Board of Education/Governing Board and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION/GOVERNING BOARD that all schools listed on the reverse side of the membership card shall be members of the OHSAA and that the Constitution, Bylaws and Sports Regulations of the OHSAA shall be approved and adopted by this Board of Education for its own minimum student eligibility standards. The Board of Education/Governing Board reserves the right to raise the eligibility standards as the Board deems appropriate.

BE IT FURTHER RESOLVED that the schools under this Board's jurisdiction agree to conduct their athletic programs in accordance with the Constitution, Bylaws, Regulations, Interpretations and decisions of the OHSAA. Furthermore, the schools under the Board's jurisdiction agree to be primary enforcers of the Constitution, Bylaws and Sports Regulations and their interpretations.

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

Adjournment

Mr. Cremeans moved and Mr. Stern seconded a motion to adjourn the meeting.

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes

MOTION CARRIED.

The meeting adjourned at 8:03 a.m.

Nona Cress, President

Robert Giuffré, Treasurer