

REGULAR SESSION
SEPTEMBER 15, 2009

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
SEPTEMBER 15, 2009

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on September 15, 2009 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

Mr. Cremeans called the meeting to order at 7:04 p.m.

ROLL CALL:

Ms. Grice	Present
Mr. Cremeans	Present
Mr. Stern	Present
Mrs. Dunbar	Present
Mrs. Hamburg	Present

Others in attendance: Dan Bennett; Shaun Bevan, Greg Power; Wayne Lyke, Kelly Blanchard, Deb Haisley, Brandon Grubenhoff, Christi McEntire, Robbie Bagley, Eileen Frederick, Holly DeMint, Jason Whitaker, Jennifer Stueve, Casey Woodruff, Robyn Holloway, Jane Payne, Donna Chilcote, Dawn Gasper, Justine Zawodny, Katie Baldner, Allison Wolfe,

Resolution 09-101 Adopt the Agenda

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

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Cremeans	Yes
Mrs. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 09-102 Reading of Minutes

Mrs. Dunbar moved and Ms. Hamburg seconded a motion to approve the minutes of the September 15, 2009 Regular Session.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes

MOTION CARRIED.

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Communications and/or Visitors to the Board

1. Mr. Bennett gave a Transportation Update
2. Mr. John Hise – Community Member – reported on traffic impact, rationale for road/site improvements
3. Business Advisory Council Update by Mr. Jim Dunbar
4. Mr. Shaun Bevan, Treasurer, reported on what Fiscal Emergency or school district bankruptcy means and when this may happen for Little Miami Schools.

Resolution 09-103 Financial Reports

Mrs. Hamburg moved and Ms. Grice seconded a motion to approve the financial reports for August 2009.

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes

MOTION CARRIED

Resolution 09-104 Fund to Fund Advances

Mr. Cremeans moved and Mrs. Hamburg seconded a motion to approve the following resolution for fund to fund advances:

RESOLUTION NO. 09-104

A RESOLUTION AUTHORIZING THE ADVANCEMENT OF FUNDS FROM THE GENERAL FUND TO THE FOLLOWING FUNDS

WHEREAS, in the interest of reconciling finances, the Treasurer has recommended that an advancement of funds be made by the Board of Education of the Little Miami Local School District (hereafter the "Board"); and

WHEREAS, the Treasurer has requested that the amount of \$100,000. be advanced from the General Fund (001) to the Permanent Improvement Fund (Fund 003) for purposes of short term cash needs.

WHEREAS, the Treasurer has requested that the amount of \$106,540. be advanced from the General Fund (001) to the ARRA Fund (Fund 516-932N) for purposes of short term cash needs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE LITTLE MIAMI LOCAL SCHOOL DISTRICT, as follows:

SECTION I

The Board hereby authorizes and approves the advancement of funds in the amount of \$100,000 from the General Fund (001) to the Permanent Improvement fund (003) for the purpose(s) as stated above.

The Board hereby authorizes and approves the advancement of funds in the amount of \$106,540. from the General Fund (001) to the ARRA Fund (Fund 516-932N) for the purpose(s) as stated above.

SECTION II

The Treasurer is authorized and directed to take all action necessary to implement this Resolution.

SECTION III

It is found and determined that all formal actions of this Board concerning or related to the adoption of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

Upon roll call and the adoption of the Resolution, the vote was as follows:

Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes

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Mr. Cremeans
Mr. Stern

Yes
Yes

MOTION CARRIED

Adopted this 15th day of September 2009

Resolution 09-105 Fund to Fund Transfers

Mrs. Grice moved and Mrs. Dunbar seconded a motion to approve the following resolution for fund to fund transfers:

RESOLUTION NO. 09-105

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE FOLLOWING FUNDS

WHEREAS, in the interest of reconciling finances, the Treasurer has recommended that a transfer of funds be made by the Board of Education of the Little Miami Local School District (hereafter the "Board"); and

WHEREAS, the Treasurer has requested that the amount of \$30,000. be transferred from the General Fund (001) to the EMIS Fund for purposes of cash needs and expense tracking.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE LITTLE MIAMI LOCAL SCHOOL DISTRICT, as follows:

SECTION I

The Board hereby authorizes and approves the transfer of funds in the amount of \$30,000 from the General Fund (001) to the EMIS Fund for the purpose(s) as stated above.

SECTION II

The Treasurer is authorized and directed to take all action necessary to implement this Resolution.

SECTION III

It is found and determined that all formal actions of this Board concerning or related to the adoption of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

Upon roll call and the adoption of the Resolution, the vote was as follows:

Mrs. Hamburg
Mrs. Grice
Mr. Cremeans
Mr. Stern
Mrs. Dunbar

Yes
Yes
Yes
Yes
Yes

MOTION CARRIED

Adopted this 15th day of September 2009

MOTION CARRIED

Resolution 09-106 – New Funds/Grants Awards

Mrs. Hamburg moved and Mrs. Grice seconded a motion to approve a resolution to establish new funds.

RESOLUTION NO. 09-106

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF NEW FUNDS

WHEREAS, in the interest of reconciling finances, the Treasurer has recommended that the new fund ARRA IDEA-B Fund 516-932N be established by the Board of Education of the Little Miami Local School District (hereafter the "Board"); and

WHEREAS, the Treasurer has requested that the amount of \$715,540.00. be established and appropriated for Fund 516-932N ARRA IDEA-B

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE LITTLE MIAMI LOCAL SCHOOL DISTRICT, as follows:

SECTION I

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The Board hereby authorizes and approves the new fund ARRA IDEA-B (Fund 516-932N) be established for appropriations in the amount of \$715,540.

SECTION II

The Treasurer is authorized and directed to take all action necessary to implement this Resolution.

SECTION III

It is found and determined that all formal actions of this Board concerning or related to the adoption of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

Upon roll call and the adoption of the Resolution, the vote was as follows:

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes

Resolution 09-107 Final Appropriations

Mrs. Dunbar moved and Mrs. Grice seconded a motion to adopt the permanent appropriations for FY10 as presented.

General Fund

GENERAL	001	\$31,037,202.24
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Special Revenue

PUBLIC SCHOOL SUPPORT	018	\$ 205,670.83
DISTRICT MANAGED ACTIVITY	300	\$ 220,897.26
MANAGEMENT INFORMATION SYSTEM	432	\$ 107,727.54
ENTRY YEAR PROGRAMS	440	\$ 1,000.00
VOCATIONAL EDUC. ENHANCEMENTS	461	\$ 100.00
MISCELLANEOUS STATE GRANT FUND	499	\$ 2,400.00
IDEA PART B GRANTS	516	\$ 1,085,904.20
FISCAL STABILIZATION FUND	532	\$ 658,622.00
TITLE I DISADVANTAGED CHILDREN	572	\$ 224,899.11
DRUG FREE SCHOOL GRANT FUND	584	\$ 10,659.69
IDEA PRESCHOOL HANDICAPPED	587	\$ 14,687.49
IMPROVING TEACHER QUALITY	590	\$ 135,751.40
MISCELLANEOUS FED. GRANT FUND	599	\$ 1,284.47

Total Special Revenue		\$ 2,669,603.99
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Debt Service

BOND RETIREMENT	002	\$ 13,690,250.28
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Total Debt Service		\$ 13,690,250.28
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Capital Projects

PERMANENT IMPROVEMENT	003	\$ 2,106,820.44
BUILDING	004	\$ 4,000,000.00

Total Capital Projects		\$ 6,106,820.44
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Enterprise

FOOD SERVICE	006	\$ 1,275,511.65
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UNIFORM SCHOOL SUPPLIES	009	\$ 204,242.88
Total Enterprise		\$ 1,479,754.53
Agency Fund		
STUDENT MANAGED ACTIVITY	200	\$ 191,440.97
Total Agency Fund		\$ 191,440.97
Private-Purpose Trust Fund		
SPECIAL TRUST	007	\$ 6,229.43
Total Private-Purpose Trust Fund		\$ 6,229.43
Total Appropriations – All Fund Types		\$ 55,181,301.88

ROLL CALL:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes

Resolution 09-108 Personnel

Mr. Cremeans moved and Mrs. Grice seconded a motion to approve the following personnel issues as submitted for the 2009-2010 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

NEW HIRES

Thomas Broe – Part-time (.6) Math @ high school to replace Justine Zawodney's reassignment

REDUCTION IN FORCE RECALLED STAFF DUE TO FEDERAL GRANT FUNDS

Whitney Sagraves – Grade 1 at Salem Elementary for class size reduction
Melissa Wood – Grade 5 @ Intermediate School for class size reduction
Lisa Hoening – ½ (.5) time Spanish at High School to replace Rob Hatfield to Tech Dept
Rob Ryan – from ½ time Music to fulltime Music at Junior High/High School
Amy Luck – one year for leave of absence at Salem Elementary

LEAVE OF ABSENCE REQUEST

Suzanne Macomber – requests a maternity leave of absence for the 2009-2010 school year
Lisa Hoening – requests a maternity leave of absence from approximately 10/19/09 thru 1/8/10
Stephanie Grieshop – requests a maternity leave of absence from approximately 9/3/09 thru 10/12/09.

SUBSTITUTE TEACHERS

Sara Harris (RIF list)	Barbara Worley	Pamela Morris
Natalie Helton	Amy Bonhaus	David Strobel
Daniel Storts	John Demic	Jennifer Erwin
Charity Payne	Sandra Dillenburger	Erin Clifton
Karin Yakimoow	Dustin Clark	Heidi Meyer
Kevin Giffin	Jennifer Bradley	Robert Kelsey
Bridget McElroy	Matthew Hagen	Ashlee Durham
Gwendolyn Motley	Cynthia Zugaro	Kelly Stirman

REASSIGNMENTS FROM GRANT FUNDS

Jody Bailey – Half-time (.5) Preschool Supervisor

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Dan Schafer – MH Unit at Intermediate School
Justine Zawodny - .6 Academic Intervention Coach
Jennifer Horvath - .5 Academic Intervention Coach
Rob Hatfield – Adaptive Technology Instructional Support Specialist

EXEMPTED PERSONNEL

NEW HIRES DUE TO GRANT FUNDS

Tara Curnett – full-time nurse at step 5 of the exempted salary schedule
Dan Koterba – (was rified/reassigned from Grant Funds) Half-time (.5) Behavior/Academic Intervention Specialist @ JHS
Jeff Peters – (was rified/reassigned from Grant Funds) Behavior/Academic Intervention Specialist at High School

RESIGNATIONS/RETIREMENTS

Debbie Harper – Assistant to the Treasurer resigns for retirement purposes effective 12/31/09

CLASSIFIED STAFF

RECALLED STAFF

Christina Barnett – Special Education aide at Salem Elementary

NEW HIRES

William Schorr – 1 year position for a 5 hour 2nd shift custodian at high school at step 0 with no Benefits effective 9/8/09
James Allen – 1 year position for a 5 hour 2nd shift custodian at Maineville Elementary at step 0 with no benefits effective 9/4/09.
J.R. Vearil – mechanic's helper effective 9/8/09 at step 0
Bernard Lamers – standby bus driver effective 9/15/09 at step 0 of the appropriate salary schedule.

CHANGE IN ASSIGNMENT

David Vick – bus driver with additional 4.4 hours as day custodian at high school (not to exceed 40 hours) effective 9/8/09 at step 0 of the appropriate salary schedule.
Tim Carnahan – bus driver with additional 5.0 hours as day custodian at Intermediate School (not to exceed 40 hours) effective 9/8/09 at step 0 of the appropriate salary schedule.

SUBSTITUTE EMPLOYMENT

Terri Ihnat – substitute secretary, substitute aide
Cara Hageman – substitute secretary, substitute aide
Yalonda Laugh – substitute aide
Dana Kilgore – substitute aide
Ashley Manocchio – substitute aide, secretary, cook
Sara Kneip – substitute secretary
Trish Bachman – substitute secretary
Becky Capella – substitute secretary
Connie Gaylor – substitute secretary
Theresa Volkerding – substitute aide

SUPPLEMENTAL POSITIONS – EMPLOYMENT/RESIGNATIONS

For the 2009-2010 school year, no increase in steps were given to the supplemental contracts. All available supplemental contract positions have been offered and advertised and that no qualified licensed individual has accepted the position or that a person holding a license is not qualified to serve in the designated position and the position may be offered to a non-licensed person.

Jeff Peters – High School Student Government Advisor
Lisa Koch – High School National Honor Society
Jennifer Lyke – Junior Class Advisor
Sally Lockhart – Department Chair for Special Education
Belle Allen – Guidance Department Chair
Jennifer DaFoe – Foreign Language Department Chair
Justine Zawodny – Math Department Chair
Amy Aspenwall – Science Department Chair
Sharon Stein – Social Studies Department Chair
Jennifer Lyke – English Department Chair
Janel Terrell – Art/Music/PE Department Chair

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ATHLETICS

Dan Koterba – JHS Athletic Director
Josh Butler – Head Coach 7th Grade Football
Rob Mason – Assistant Coach 7th Grade Football
Sam Ricketts – Head Coach 8th Grade Football
Jim Williams – Assistant Coach 8th Grade Football
Erica Shively – 8th Grade “A” Volleyball Coach
Sharon Carter – 8th Grade “B” Volleyball Coach
Ali Fisher – 7th Grade Head Volleyball Coach
Samantha Arnett – 7th Grade Assistant Volleyball Coach
Ashlee Durham – 8th Grade Cheerleading Coach
Misty Lehman – 7th Grade Cheerleading Coach
Mark Short – ½ JHS Cross Country Coach
Gary Wirsch – 1/3 Site Manager
Mark Short – 1/3 Site Manager
Mike Shafer – Head Varsity Football Coach
Randy Gray – Assistant Varsity Football Coach
Michael Craig – Assistant Varsity Football Coach
Scott Jordan – Assistant Varsity Football Coach
Rob Taylor – Assistant Varsity Football Coach
Stephanie Woodruff – Varsity Cross Country Coach
Mason Boulton – Varsity Volleyball Coach
Melissa Wood – Reserve Volleyball Coach
Jessica Foxbower – Freshman Volleyball Coach
Lorie Boulton – Varsity Girls Tennis
Karin VonHolle – ½ Reserve Girls Tennis Coach
Stephanie Jauch – ½ Reserve Girls Tennis Coach
Randy Callahan – Varsity Boys Golf Coach
Rod Dillon – Varsity Girls Golf Coach
Mark Hiegl – Head Freshman Football Coach
Rob Begley – Assistant Freshman Football Coach
Bruce Mills – Varsity Girls Soccer Coach
Azula Okafor – Reserve Girls Soccer Coach
Stephanie Grieshop – Freshman Girls Soccer Coach
Marty Skidmore – Varsity Boys Soccer Coach
Laura Stacey – ½ Reserve Boys Soccer Coach
Greg Williamson – ½ Reserve Boys Soccer Coach
Vicky Short – Varsity Cheerleading Advisor for Football
Jeanette Perry – Reserve Cheerleading Advisor

ADDITIONAL APPROVED VOLUNTEERS

Rebecca Wilkerson Renae Daku Phillip Dargo – Volunteer Coach

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

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Resolution 09 – 109 Elementary School Handbook

Mrs. Dunbar moved and Mrs. Hamburg seconded a motion to adopt the submitted Elementary School Handbook.

ROLL CALL VOTE:

Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes

MOTION CARRIED.

Resolution 09 – 110 Facility Use Policy

Mrs. Grice moved and Mr. Cremeans seconded a motion to adopt the submitted Facility Use Policy for the district.

USE OF SCHOOL FACILITIES POLICY
SITE LOCATIONS/ADDRESS

<i>Department of Administrative Services 605 Welch Rd., Suite B Morrow, OH 45152</i>	<i>PHONE: (513) 899-2264 EXT. 50104</i>
<i>LITTLE MIAMI HIGH SCHOOL 3001 East U.S. 22&3 Morrow, Ohio 45152 Phone: (513) 899-3781 Fax: (513) 899-4912</i>	<i>Little Miami Junior High School 5290 Morrow-Cozzaddale Road Morrow, Ohio 45152 Phone: (513) 899-3407 Fax: (513) 899-2049</i>
<i>Little Miami Intermediate School 7247 Zoar Road Maineville, Ohio 45039 PHONE (513) 899-2334 FAX (513) 899-4020</i>	<i>SALEM TOWNSHIP ELEMENTARY SCHOOL 605 Welch Rd Morrow, Ohio 45152 PHONE: (513) 899-5275</i>
<i>HAMILTON-MAINEVILLE ELEMENTARY SCHOOL 373 E. Foster-Maineville Rd. Maineville, Ohio 45039 PHONE: (513) 899-4760 FAX: (513) 683-3879</i>	<i>LITTLE MIAMI SCHOOL DISTRICT 5819 Morrow-Rossburg Road Morrow, Ohio 45152 PHONE: (513) 899-2264</i>

School buildings represent a significant investment by the taxpayers of the school district. It is the desire of the Little Miami Board of Education that maximum use is made of the facilities under its jurisdiction for other community activities. Use above and beyond school purposes must not impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, the following regulations have been established.

1. Qualification for Use

Any group or individual applying for use of school facilities will be classified at one of the designated categories listed below. These categories are used in determining facility use charges.

There are periods of time during which the use of school facilities are limited or not available. These are:

- Scheduled school related activities are in progress.
- Staffing is not available to support community use.

Other requirements include:

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- a. Each organization will designate one adult who will be responsible for all scheduling of the facilities available. Said adult will provide names, addresses, and phone numbers of those coaches/ supervisors responsible for designated time slots.
- b. All events involving students will be properly chaperoned by one or more adults. The applicant will supply a list of chaperons. The district reserves the right to require more chaperons to be on duty where necessary.
Where appropriate, adults supervising Little Miami students must pass a fingerprint/background check prior to participating.
- c. A pre-approved employee of the Board of Education must be on duty whenever an organization or group uses a school facility. If technical or specialized areas of facilities are utilized, appropriate personnel to support this use will be utilized.

2. Categories of Use

To insure the care and preservation of school facilities and equipment and to insure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories have been established. These categories have been established to determine priority for use and a schedule of fees for approved user groups.

CATEGORY 1

PreK-12 Program Activities

PreK-12 program activities are those, which directly relate to regular or extracurricular school sponsored K-12 events. These include music performances, plays athletic events, parent orientation meetings, honor society inductions, awards banquets, etc. PreK-12 program activities must have dates approved a minimum of 90 days prior to date of use to guarantee availability of the requested facility. Scheduling of high use areas such as the auditorium, school gymnasiums, multi purpose rooms, and stages by PreK-12 programs should be done during the spring/summer time frame for the following academic year.

Fees for Category 1

For use during usual building hours of operation, no rental charges will be assessed for activities and performances, which are considered part of the regular or extracurricular school, sponsored K-12 program. The overtime cost for labor shall apply and will be charged to the user group. All overtime fees must receive prior approval. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee.

CATEGORY 2

Community Education Programs/School Support Groups

Community education programs will be granted second priority for available school district space and facilities. In addition, this category includes, but is not limited to, school related support groups, PTO, Band Boosters, Sports Boosters.

Fees for Category 2

For use during usual hours of operation, no rental charges will be assessed. The overtime cost for labor shall apply and will be charged to the user group. All overtime fees must receive prior approval. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee.

CATEGORY 3

Student Groups/Groups Organized to Benefit Students, Religious Organizations and Government Organizations

(School District) Student groups/groups organized to benefit students and governmental organizations come under two definitions. Student groups and groups organized to benefit students are defined as groups that are interested in using school facilities for a particular solitary, occasional or regularly scheduled use for an activity with recreational, civic, educational, cultural or charitable goals and are staffed by students or adult volunteers and whose activities are organized for the primary benefit of the students. Typically, the only adults in attendance would be those required to provide appropriate supervision and oversight as necessary in the judgment of the Superintendent. Government organizations are defined as units of local, city and

township government and their established committees. Such groups will be scheduled for space and facilities on a third priority basis. Examples of Category 3 users include, but are not limited to, local Scout organizations, Chamber of Commerce, and local, city and township units of government.

Fees for Category 3

Users will be charged according to the fee schedule. Classroom use at the (Designated Site) will be at no charge. The overtime cost for labor shall apply and will be charged to the user group. All overtime costs must receive prior approval. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee. When activities in Category 3 involve ticket sales, admission fees or are of a fund-raising nature, fees listed in the schedule for Category 4 may be charged.

CATEGORY 4

Private Resident Use/Community Groups

Private resident use/community groups are defined as informally organized groups of community residents who are interested in using school facilities for a particular use, who are requesting solitary, occasional or regularly scheduled use for an activity with

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recreational, educational, cultural, or charitable goals. Participation at scheduled events must be composed of at least fifty-one percent (51%) residents of the district in order to be charged according to the schedule. If the majority of participants (At least 51%) are not residents, fees for Category 5 may apply. This group includes, but is not limited to, recreational groups, which limit membership and is not open to the public, neighborhood associations, and other groups whose activity has limited participation. These groups will be assigned fourth priority of available spaces.

Fees for Category 4

Category 4 users will be charged according to the fee schedule. Participation at scheduled events must be composed of at least fifty-one percent (51%) residents of the district in order to be charged according to the schedule. If attendance at a scheduled event is determined to be composed of less than fifty-one percent (51%) residents of the district, then the fee schedule for Category 5 will apply.

CATEGORY 5

Commercial Users/Non-resident Groups

Commercial users defined as private, for profit businesses, vendors or entrepreneurs, shall not be routinely serviced in school facilities, and are discouraged from application for use of school facilities. Non-resident groups are groups of users composed of a majority of people living outside the district. Approval of all applications in Category 5 will be based upon the following criteria: Benefits to the district and community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the stated mission of the district.

Fees for Category 5

Category 5 users will be charged according to the fee schedule for allowable use of school district facilities.

3. Processing Building/Facility Rental Application

- a. Application forms are available in each building in the district. Non school groups should plan on making application for use at least 30 days prior to the proposed date of use.
 - b. Addendum "C" must accompany the completed application form of any auditorium rental.
 - c. Setup need list must accompany the completed application where applicable.
 - d. Applications must include the following items where applicable:
 - i. Date(s) of requested use (including multiple dates)
 - ii. Sponsors/coaches/designated contact person's name and number must accompany the application.
 - iii. An acceptable certificate of insurance in the amount not less than \$500,000 must accompany the completed application.
- (Note: Little Miami Schools reserves the right to request additional amounts of financial responsibility consistent with the anticipated risk associated with any intended use.)**
- e. Applications of organizations with a history of noncompliance to building use regulations and/or school policies shall be denied. Organizations that have damaged school facilities during prior usage may be denied future use or required to post a bond prior to use if use is granted.
 - f. Full payment of all fees and associated charges must be made to the Little Miami School District must be made after the application has been processed and use confirmed. Any additional fees must be paid within 30 days of billing.

Terms and Conditions

- a. No public event will infringe upon or interfere with the regular programs of the school.
- b. School rules/regulations will be followed.
- c. Use of alcoholic beverages, controlled substances and tobacco products are forbidden in any of the school facilities or on school property. This includes parking lots, athletic fields, stadium, and concessions stands.
- d. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be cancelled or postponed. **The superintendent of schools reserves the right to allow an event to proceed on a day when school is not in session.**
- e. The superintendent of schools reserves the right to cancel all weekend events because of snow or other calamity.
- f. Only authorized school personnel may handle electrical and or heating/air conditioning controls or lighting/sound/stage equipment.
- g. A food service worker must be present whenever a kitchen is used.
- h. No drinks or food are permitted in gymnasiums or the auditorium.
- i. Food and drink are permitted in café and multipurpose room areas.
- j. Organizations are responsible and required by law to pay for any damages.

Insurance Coverage and/or Security

- a. Groups must present Certificates of Insurance verifying:
 - i. Property coverage in the amount of \$500,000, covering damage to the facilities.
 - ii. Liability coverage in the amount of not less than \$500,000 covering participant and spectator injury and/or death; and errors/omissions of members of said group. **The district reserves the right to require more coverage if the event so warrants.**
- b. Adequate supervision must be provided for each event.
- c. All groups involving Little Miami School students must have an employee or a board approved volunteer present during the entire activity. **Volunteers must complete and pass the BCI background checks prior to acting in this capacity.**
- d. Utilities, custodial, and maintenance service, and normal wear and tear are calculated into the fee costs. Additional rental cost may be incurred for use of special equipment or athletic areas. Excessive or unreasonable wear and tear and/or destruction of school property will lead to denial of future applications or the imposition of a significant bond if use is approved.

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- e. All items/equipment not belonging to the Little Miami School District are to be removed at the conclusion of the activity.
- f. Indoor conditioning for baseball and softball is permitted. Only equipment approved for such use will be used. Violation of this item will result in immediate denial of use.

LITTLE MIAMI SCHEDULE OF FEES FOR USE OF SCHOOL FACILITIES

BUILDING	FACILITY AREA	CATEGORY 1/2	CATEGORY 3	CATEGORY 4	CATEGORY 5
		Per Hour	Per Hour	Per Hour	Per Hour
High School	Auditorium	No Charge	40	80	100
	Baseball/Softball Complex	No Charge	35	60	100
	Cafeteria	No Charge	40	80	100
	Classroom	No Charge	15	25	30
	Football Practice Field	No Charge	20	50	75
	Gymnasium	No Charge	20	40	100
	Kitchen	No Charge	20	35	50
	Locker Rooms	No Charge	10	20	30
	Media Center	No Charge	25	50	100
	Multi Purpose Room	No Charge	40	80	100
	Soccer Practice Field	No Charge	20	50	75
	Stage	No Charge	35	50	75
Junior High	Classroom	No Charge	15	25	30
	Gymnasium	No Charge	20	40	80
	Cafeteria	No Charge	30	70	90
	Football/Soccer Field	No Charge	10	20	30
	Kitchen	No Charge	15	30	45
	Locker Rooms	No Charge	10	20	30
	Media Center	No Charge	20	45	90
Intermediate	Classroom	No Charge	15	25	30
	Gymnasium	No Charge	20	40	80
	Cafeteria	No Charge	30	70	90
	Kitchen	No Charge	15	30	45
	Locker Rooms	No Charge	10	20	30
	Sports Practice Field	No Charge	20	50	75
	Stage	No Charge	20	30	50
Salem	Classroom	No Charge	15	25	30
	Gymnasium (Main)	No Charge	20	40	50
	Gymnasium (Kindergarten)	No Charge	10	20	25
	Multi Purpose Room	No Charge	20	35	60
	Kitchen	No Charge	10	20	50
Maineville	Café /Multi Purpose Room	No Charge	15	35	50
	Gymnasium	No Charge	20	40	50
	Kitchen	No Charge	15	30	45
	Media Center	No Charge	20	45	90
	Kitchen	No Charge	15	30	45

***Note: Activities will be placed into areas which are appropriate for the space so as to maintain each area's primary use.**

HiFive Stadium Rental Rates

Practice / Game Rates..... Without lights \$50 per hour..... With lights \$65 per hour

Football games (high school and above) (includes use of field, lights & scoreboard) \$1500 per event
Lessee will provide security, ticket takers, announcer and timekeeper

Soccer matches (high school and above) (includes use of field, lights & scoreboard) \$400 per event
Lessee will provide security, ticket takers, announcer and timekeeper

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The Little Miami School District may require an event manager. All lessees will be charged separately for any cleanup

GENERAL FEE SCHEDULE

PERSONNEL FEES (per person)

- * Custodial / Grounds Keeper \$40.00/hour, (charged when an event is scheduled after normal work hours) \$50.00/hour on holidays (charged when an event is scheduled on holidays) (Two hour minimum)
- * Kitchen \$28.00/hour (charged any time an event is scheduled using district kitchen facilities)
- * Security \$50.00/hour (security is required when the expected attendance is 100 people or more. Two hour minimum.)
- * Technical Support \$25.00/hour (charged anytime an event is scheduled in the auditorium) (Two hour minimum)

- * Site Supervision \$40.00/hour (may be charged in lieu of custodial in certain circumstances). \$50.00/hour on holidays (charged when an event is scheduled on holidays) (Two hour minimum)

*

Little Miami Facility Use Application

First priority will be given to school activities with respect to scheduling. Second priority will be given to Board – Sanctioned Organizations and third priority will be given to Community Groups Serving School-Age Children.

FEE SCHEDULE:

No fee adjustment or waiver may be made without authorization from the Superintendent or his designee.

The Little Miami School District may require an event manager. All lessees will be charged separately for any cleanup.

CONTACT:

Contact Person: _____ Work Phone: _____ Pager: _____

Home Phone: _____ Cell Phone: _____ E-Mail Address: _____

Mailing Address: _____

EVENT:

Describe the event including the number of team participants:

Sponsor/Organization: _____ Public or private event? _____

Will an admission fee be charged for the event? (If yes, how much)

Date of Event: _____ Est. No. of People Attending: _____

(Attach detailed list of multiple dates and times if necessary)

Facility Start Time: _____ Facility End Time: _____

EVENT NEEDS:

Please select the items needed during your use of the building from the list below:

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Concession Stand (Café) YES NO

Use of the outside locker room YES NO

Use of restrooms YES NO

Cafeteria YES NO

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Is there a desire or plan which includes serving or selling food products by the Sponsor or Organization at this event? _____

If so, complete and attach explanation.

Food Products served at no charge by outside groups must receive prior approval.

The Sale of Concessions or Food Products is NOT allowed by outside/non-school groups unless prior approval is received.

It is mandatory, for the protection of the above named sponsor/organization, that appropriate liability insurance be purchased and a certificate of insurance verifying property coverage in an amount not less than \$500,000 covering damage to the facilities and liability coverage in an amount not less than \$500,000 covering participants, and errors/omissions of members of said group. The above named sponsor/organization also agrees to indemnify and hold harmless the Little Miami Local Schools Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization.

In addition, all properties not belonging to the school system are to be removed at the end of the event. Other arrangements will be considered upon request.

Signature of Sponsor _____ Date _____

Approves

Disapproves

Administrator Signature _____ Date _____

ESTIMATED RENTAL CHARGES:

The charges indicated below are estimates only. Final costs will be determined after appropriate posting for the service occurs. Group or individual renting the facility is responsible for paying SERS and insurance costs for employees involved (16.45%). Personnel costs will be calculated on the schedule below.

The user shall be charged for at least two hours of time, in addition to the hours of the event, to open and close the building for activities scheduled other than during regular work hours. An added setup charge will occur for events that require special setup.

FACILITY RENTED

Little Miami _____ Hours _____ X Rate _____ = \$ _____

PERSONNEL REQUIRED

	<u>Salary</u>		<u>Hours</u>		<u>Total</u>	
Custodian	\$ 40.00	X	_____	=	_____	= \$ _____
Kitchen-Cook	\$ 28.00	X	_____	=	_____	= \$ _____
Security	\$ 50.00	X	_____	=	_____	= \$ _____
Tech Support	\$ 25.00	X	_____	=	_____	= \$ _____
Site Supervision	\$ 40.00	X	_____	=	_____	= \$ _____

TOTAL ESTIMATED CHARGE - Make checks payable to "Little Miami School District" \$ _____

FOR TREASURER'S OFFICE USE ONLY

Date Billed : _____
 Balance Due: _____
 Due Date: _____

Date Paid : _____
 Amount Paid: _____
 Received By: _____

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ADDENDUM TO BUILDING/FACILITY RENTAL APPLICATION

5819 Morrow-Rossburg Rd
Morrow, OH 45152
Phone: 513-899-2264
Fax: 513-899-3244.

LITTLE MIAMI LOCAL SCHOOLS

HiFive Stadium

HiFIVE STADIUM SCHEDULING:

First priority will be given to school activities with respect to scheduling. Second priority will be given to Board –Sanctioned Organizations and third priority will be given to Community Groups Serving School-Age Children.

FEE SCHEDULE:

No fee adjustment or waiver may be made without authorization from the Board of Education or Superintendent.

Practice / Game Rates	without lights \$50 per hour	with lights \$65 per hour
Football games (high school and above) (includes use of field, lights & scoreboard)		\$1500 per event
<i>Lessee will provide security, ticket takers, announcer and timekeeper</i>		
Soccer matches (high school and above) (includes use of field, lights & scoreboard)		\$ 400 per event
<i>Lessee will provide security, ticket takers, announcer and timekeeper</i>		

The Little Miami School District may require an event manager. All lessees will be charged separately for any cleanup.

CONTACT:

Contact Person: _____ Work Phone: _____ Pager: _____
Home Phone: _____ Cell Phone: _____ E-Mail Address: _____

Mailing _____ Address: _____

EVENT:

Describe the event including the number of team participants: _____

Sponsor/Organization: _____ Public or private event? _____

Will an admission fee be charged for the event? (If yes, how much) _____

Date of Event: _____ Est. No. of People Attending: _____
(Attach detailed list of multiple dates and times if necessary)

Facility Start Time: _____ Facility End Time: _____

EVENT NEEDS:

Please select the items needed during your use of the HiFive Stadium from the list below:

- | | | | |
|---------------------------------|--|--------------|--|
| Ticket Booth | <input type="checkbox"/> YES <input type="checkbox"/> NO | Other: _____ | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Concession Stand | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Use of the outside locker room | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Use of restrooms | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Stadium lights | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Scoreboard - Press box access | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Sound system - Press box access | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Sound system - Wireless mic | <input type="checkbox"/> YES <input type="checkbox"/> NO | | |

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HIFIVE STADIUM SCHEDULING (CONT'D)

Is there a desire or plan which includes serving or selling food products by the Sponsor or Organization at this event? _____
 If so, complete and attach explanation.

- Food Products served at no charge by outside groups must receive prior approval.
- The Sale of Concessions or Food Products is **NOT** allowed by outside/non-school groups unless prior approval is received.

Be sure to read the Community Use of School Facilities policy carefully before signing your request.

It is mandatory, for the protection of the above named sponsor/organization, that appropriate liability insurance be purchased and a certificate of insurance verifying property coverage in an amount not less than \$500,000 covering damage to the facilities and liability coverage in an amount not less than \$500,000 covering participants, and errors/omissions of members of said group. The above named sponsor/organization also agrees to indemnify and hold harmless the Little Miami Local Schools Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization.

In addition, all properties not belonging to the school system are to be removed at the end of the event. Other arrangements will be considered upon request.

Signature of Sponsor _____
 Date _____

Approves

Disapproves

Athletic Administrator Signature _____ Date _____

ESTIMATED RENTAL CHARGES:

The charges indicated below are estimates only. Final costs will be determined after appropriate posting for the service occurs. Group or individual renting the facility is responsible for paying SERS and insurance costs for employees involved (16.45%). Personnel costs will be calculated on the schedule below.

The user shall be charged for at least two hours of time, in addition to the hours of the event, to open and close the building for activities scheduled other than during regular work hours.

<u>FACILITY RENTED</u>	<u>Hours</u>	<u>Rate</u>	
Little Miami High School Turf Stadium	_____	X _____	=
	\$ _____		

<u>PERSONNEL REQUIRED</u>	<u>Salary</u>	<u>Hours</u>	<u>Total</u>
---------------------------	---------------	--------------	--------------

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Custodian

\$ 40.00 X _____ = _____ =
 \$ _____

TOTAL ESTIMATED CHARGE - Make checks payable to "Little Miami School District"

\$ _____

FOR TREASURER'S OFFICE USE ONLY

Date Billed : _____	Date Paid : _____
Balance Due: _____	Amount Paid: _____
Due Date: _____	Received By: _____

Addendum "A"

Verification of Residency

In order to verify the residency of those participating in the events or activities to be held in Little Miami facilities, please list the names, addresses, and phone numbers of those persons participating in the rented space. (Note: It is acceptable for the applicant attached a printed list with this information to this addendum.)

Name	Address/City/State/Zip	Phone #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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35.		
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37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		

Use additional copies of this form if necessary
 Sports leagues with multiple teams must list members of all teams.

Addendum "B"
SALE OF FOOD PRODUCTS

Please check below any food products that will be available at the event listed on rental application.

Drinks

- Cans
- Cups
 - o Poured from liter bottles over ice
 - o Poured from cans over ice
 - o Portable fountain service
- Pre-packaged snacks (candy, chips, etc.) NO CHEWING GUM
- Continental breakfast (coffee, tea, juice, donuts, bagels)
- Catered Meal (Please describe the menu below:

The following regulations apply to all sponsors or organizations regarding the sale of food products:

- o All equipment required for food preparation and service must be provided by the sponsor/organization.
- o All ice must be contained in insulated covered containers.
- o No "homemade" products may be sold by outside/non-school groups.
- o No deliveries will be accepted by school district personnel. The sponsor of the event must be present to accept and sign for any deliveries.
- o The kitchen may only be used by a group if there is a Little Miami Food Service employee on duty. Payment for this expense will be included in the billing for facility use.

Food Service is available (on a limited basis) through the Little Miami Food Services Department.

Addendum "C"
AUDITORIUM USAGE

Please indicate items needed during auditorium use:

Lighting

- House lights

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- Work lights on stage
- Basic stage lights
- Special state lighting
- Other _____

Sound

- One microphone on a stand that can be turned on/off
- One wireless lapel microphone
- One wireless microphone
- Special sound
- Other _____

Multi-Media

- Use of computer/Stage Viewing Screen for media presentation

Miscellaneous

- Use of scene shop
- Use of fly system
- Use of dressing rooms

For stage use, describe the kind of performance/presentation for which this area is being used. Please include number of people and indicate the kind of presentation or performance which will occur on the stage.

Note: All property and equipment belonging to the organization renting this facility must promptly be removed after the last performance or activity.

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Resolution 09-111 LPDC Committee

Mrs. Hamburg moved and Mrs. Grice seconded a motion that the following certified staff members receive a stipend as LPDC Committee members:

Rick Lovins John Spieser Pam Coates Deb Haisley Maryann Duffy

ROLL CALL VOTE:

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes

MOTION CARRIED

Resolution 09-112 English Department Booklist

Mr. Cremeans moved and Mr. Stern seconded a motion to approve the list of textbooks for the English Department as submitted:

English Department Booklist 2009-2010

Freshmen:

Communication Arts One – Skradski, Ettensohn, J. Lyke

Glencoe: Course 4

Lord of the Flies by William Golding

The House on Mango Street by Sandra Cisneros

Romeo and Juliet by William Shakespeare (textbook)

Communication Arts Two - Skradski, Ettensohn, J. Lyke

Glencoe: Course 4

To Kill a Mockingbird by Harper Lee

Of Mice and Men by John Steinbeck

Independent Choice fiction novel

Communication Arts Honors One – W. Lyke

Glencoe: Course 4

To Kill a Mockingbird by Harper Lee (summer reading)

Romeo and Juliet (textbook)

Lord of the Flies by William Golding

Ender's Game by Orson Scott Card

The Great Gatsby by F. Scott Fitzgerald

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Communication Arts Honors Two - Cole

Glencoe: Course 4

Winesburg, Ohio by Sherwood Anderson

Boy by Roald Dahl

Flowers for Algernon by Daniel Keyes

Farewell to Manzanar by Jeanne Wakatsuki Houston

Sophomores:

American Literature 1 – Ettensohn, Koch

Glencoe: American Literature (2000)

Adventures of Huckleberry Finn by Mark Twain

Gold Bug and Other Tales by Edgar Allen Poe

American Literature 2 – Madden, J. Lyke, Ettensohn

Glencoe: American Literature (2000)

The Road by Cormac McCarthy

Fahrenheit 451 by Ray Bradbury

Independent Choice nonfiction novel

English 10 Honors A - Koch

Glencoe: American Literature (2000)

Independent Choice novel (summer reading)

Adventures of Huckleberry Finn by Mark Twain

English 10 Honors B - Madden

Glencoe: American Literature (2000)

Their Eyes Were Watching God by Zora Neale Hurston

East of Eden by John Steinbeck

In Cold Blood by Truman Capote

The Sound and the Fury by William Faulkner

Juniors:

British Literature One – Cole, W. Lyke

Glencoe: British Literature (2006)

Canterbury Tales by Geoffrey Chaucer

Macbeth by William Shakespeare (textbook)

Midsummer Night's Dream by William Shakespeare

British Literature Two – Cole, W. Lyke

Glencoe: British Literature (2006)

Pygmalion by George Bernard Shaw (textbook)

Brave New World by Aldous Huxley

Frankenstein by Mary Shelley

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English 11 Honors A - Skradski

Glencoe: British Literature (2006)
Wuthering Heights by Emily Bronte (summer reading)
Mythology by Edith Hamilton (summer reading)
Heart of Darkness by Joseph Conrad
Beowulf
The Canterbury Tales by Geoffrey Chaucer
Once and Future King by T.H. White
Hamlet by William Shakespeare

English 11 Honors B - Skradski

Great Expectations by Charles Dickens
Brave New World by Aldous Huxley
Frankenstein by Mary Shelley

Seniors:

World Literature One – Cole, Madden

Glencoe: World Literature (2006)
A Thousand Splendid Suns by Khaled Hosseini
Life of Pi by Yann Martel

World Literature Two – W. Lyke, Madden

Glencoe: World Literature (2006)
The Inferno by Dante Alighieri
Candide by Voltaire

AP English – J. Lyke

Perrine's Literature: Structure, Sound, and Sense (2006)
The Kite Runner by Khaled Hosseini (summer reading)
The Catcher in the Rye by JD Salinger (summer reading)
Pride and Prejudice by Jane Austen
Tess of the D'Urbervilles by Thomas Hardy
Native Son by Richard Wright
One Flew Over the Cuckoo's Nest by Ken Kesey
Madame Bovary by Gustav Flaubert
Midsummer Night's Dream by William Shakespeare
Death of a Salesman by Arthur Miller
The Glass Menagerie by Tennessee Williams

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Electives:

Drama - Mrs. Skradski

The Stage and the School by McGraw Hill (1999)

You Can't Take it With You by Moss Hart

Journalism - Mrs. Koch

No Textbook

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mr. Cremeans	Yes

MOTION CARRIED

Resolution 09-113 Job Descriptions

Mrs. Grice moved and Mrs. Dunbar seconded a motion to adopt the following job descriptions:

MECHANIC'S HELPER JOB DESCRIPTION

Department: Transportation

Reports To: Operations Manager and Head Mechanic

Employment Status: 12 Months

FLSA Status: Non-exempt

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.

1. High School Diploma
2. Valid Ohio driver's license
3. Good health, high moral character, and good attendance record
4. CDL Desirable

DESCRIPTION: Responsible for assisting with limited repairs, adjustments and preventative maintenance service and checks on school vehicles in accordance with prescribed PM policies and procedures. Responsible for accurate record-keeping of all services and repairs completed. Responsible for alerting the Head Mechanic of any suspected or confirmed mechanical wear or defect of company vehicles/equipment. This is a learning position that should progress to mechanic position.

EDUCATION and/or EXPERIENCE

1. One (1) year of confirmed mechanical experience or enrollment in an industry recognized trade school or college.
2. Some experience in working on various vehicles systems including electrical, air conditioning, heating, braking, and power train systems.
3. Must be at least 18 years old.
4. Adequate knowledge of school transportation vehicles, and related vehicle on-board equipment.

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5. Developing knowledge of methods, materials, tools, and techniques used in the repair and maintenance of a variety of automotive and mechanical equipment.
6. Understanding of the operating principles of gasoline and diesel engines and of mechanical repair of vehicles ranging from passenger vehicles up to one-ton category.
7. Knowledge of safe shop practices and proper use and care of tools and equipment used in automotive and mechanical repair work.

COMPUTER SKILLS

1. Moderate word processing, database, and spreadsheet skills required.
2. Basic email and internet skills required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write to maintain detailed and routine records. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

INTERPERSONAL

Demonstrates effective customer service and project management skills.

ESSENTIAL FUNCTIONS:

1. Assists with portions of the preventative maintenance inspection and limited services specified by the Head Mechanic.
2. Performs minor repairs and limited breakdown and assembly of certain components specified by the Head Mechanic.
3. Accepts and implements instruction from certified technician on repairs without deviation.
4. Assists with restocking, checking in parts and pricing and inventory reporting activities.
5. Responds to road service calls or picks up parts as needed.
6. Assists with shop cleanup and vehicle prep or detail work when necessary.
7. Strictly adheres to established safety policies and guidelines.
8. Accepts other associated responsibilities and projects as assigned.
9. Attends mandatory and non-mandatory meetings.
10. Must be available for emergency call-in as scheduled.
11. Maintains a satisfactory driving record.
12. Other duties as assigned.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

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. While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities

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required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee may be required to drive fleet vehicles short distances.

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. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The employee is occasionally exposed to flammable materials and vibration. The noise level in the work environment is usually very loud. Employee should provide and use basic hand tools.

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

5-Hour Second Shift Custodian Position

This is a 36 week school year position with the work schedule occurring on those days where students are in session. Work hours will be arranged around after school activity schedule of the building location.

General Description:

Will be responsible for the care, upkeep and maintenance of all district facilities and building operating systems. Must consult with the Maintenance Supervisor on a daily basis.

Examples of Essential Functions:

- Cleaning of the entire building including classrooms, restrooms, locker rooms, hallways, etc.
- Checking soap, towel and toilet paper dispensers and filling as needed.
- Dusting classrooms at least once a week.
- Cleaning whiteboards/chalkboard so as to ensure that there is not a buildup of dust.
- Requisitioning and receiving supplies and equipment and maintaining necessary inventories.
- Filing timely work orders related to maintenance needs in the building.
- Secure the building before leaving each night.
- Caring for certain areas will be assigned individual custodians by the building principal or maintenance supervisor.

Other Duties and Responsibilities:

- Performing other necessary duties, as assigned by the building principal or maintenance supervisor.
- Utilize and properly maintain issued equipment.

Superintendent or designee

Date

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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

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Accountant/ Assistant Treasurer
Reports to: Treasurer
Employment Status: Regular/Full-time
FLSA Status: Exempt
Description: Responsible for various tasks in the Treasurer's office, including grants monitoring and reporting, employee insurances, monthly account balancing. Assist Treasurer with all written communication.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Assist Treasurer with creation and maintenance of accounting related to the annual operating budget, including appropriations, modifications, etc.
- Process and track payments related to building project (if applicable)
- Track and process CCIP, ARRA, and other federal and state grants
- Updates the Equipment Inventory System (EIS) for additions/disposals; creates yearly inventory reports for use by the Administration and auditors.
- Closes books at the end of each month and year
- Prepares and sends reports to the appropriate personnel
- Responsible for records retention /disposal
- Responsible for monitoring of student activities groups
- Prepares and maintains worker's compensation records/reports
- Adhere to purchase order system with purchase orders to be approved by the Treasurer
- Provide backup to other Treasurer's office personnel, including payroll, if/when needed
- Keep the Treasurer informed of all pertinent matters
- Work on projects that present themselves periodically
- Ability to problem-solve and demonstrate initiative to prevent problems.

Other Duties and Responsibilities:

- Counsel employees on taxes, fringe benefits, sick leave, and related subjects
- Maintain proper record storage and retrieval (along with A/P Clerk)
- Assist Treasurer with GAAP and audit preparation
- Assist Treasurer with transportation fiscal reporting
- Work overtime if necessary
- Attend required meetings and in-services
- Perform other duties as assigned by the Treasurer

Qualifications:

- Bachelor's Degree in Accounting or Business
- Ohio School Treasurer's license, or ability to obtain one
- Dependable and detail oriented with strong organizational and time management skills

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- Excellent oral and written communication skills
- Person of integrity
- Patient, flexible, and willing to work with all types of people
- Such alternative to the above qualifications as the Treasurer may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of general accounting principles and financial statements
- Ability to research, comprehend, and interpret applicable laws
- Knowledge of state software
- Experience in payroll and accounts payable procedures
- Accurate and timely performance of work related tasks
- Ability to communicate ideas and directives clearly and effectively both orally and in writing with office and district staff and others

Equipment Operated:

- Computer and related software
- Printer
- Telephone
- Calculator

Additional Working Conditions:

- Evening/weekend/summer work
- Repetitive hand action, e.g., computer keyboard, calculator, adding machine, typewriter

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.

Treasurer 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

LITTLE MIAMI LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

<u>Title:</u>	Adaptive Technology Instructional Support Specialist
<u>Reports To:</u>	Director of Instructional Technology and Grant Coordinator
<u>Employment Status:</u>	Teacher Calendar Year plus extended days as needed
<u>Positions Status:</u>	Certified Teacher
<u>Summary:</u>	Provide instruction, training and resources in order to facilitate the use of technology with an emphasis on adaptive technology, intervention, and inclusion needs, as directed by the Director of Instructional Technology

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Qualifications:

Valid Ohio teaching license coupled with at minimum a Bachelor's degree supplemented by specialized computer courses and 3 to 5 years of experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform job functions. Must possess leadership and organizational skills. Demonstrate skills and experience with computer technology hardware and software applications.

Essential Job Functions, Duties and Responsibilities:

The responsibilities listed are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Design:
 - Incorporate principles of the district technology plan into the development of the school technology program;
 - Investigate and disseminate information on best practices for technology integration, sources of information on trends, research and applications related;
 - Provide staff development training;
 - Design, coordinate and provide technology inservice opportunities for school-based personnel with an emphasis on adaptive, intervention, and inclusion needs;
 - Serve as a member of district committees as directed by the Director of Instructional Technology;
 - Assist in the development of the school technology plan;
 - Gather information documenting the effectiveness of the program, interpret this information and provide constructive input in evaluation of the program;
 - Participate in ongoing Professional Development related to functions as necessary to develop skills and/or to keep up with new technologies;
 - Assist with special projects, software administration, grants, etc., as directed by the Director of Instructional Technology;
 - Apply knowledge of current research and theory based on school objectives;
2. Consultation:
 - Model effective use of appropriate adaptive and/or intervention instructional technology in the classroom/lab;
 - Establish an environment which encourages creative and independent use of instructional technology;
 - Assist educators in planning for the use and integration of technology and intervention software in the instructional program with an emphasis on the needs of gifted and special needs students;
 - Assist educators and other school staff in the use of computer software tools such as word processing, data bases and spreadsheets as part of their instruction and records management;
 - Provide technical assistance to facilitate the use of technology-based communication networks;
 - Assist in the evaluation of software and hardware being considered for purchase;
3. Information:
 - Provide educators with information about new technology developments in their specific area of responsibility;
 - Serve as a source of information on trends, research, applications and effective practices;
 - Communicate with school and district personnel, parents and community to share information about the technology program;
4. Other Duties and Responsibilities:

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- Follow ethical guidelines applicable to the position as outlined by federal, state and local laws, rules and regulations;
- Must establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication;
- Ability to perform duties with awareness of all district requirements and Board of Education policies;
- Perform other appropriate duties as deemed necessary by the Director of Instructional Technology;

Physical Demands:

While performing the duties of this job, the employee is required to sit, use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, crawl and climb and balance. The employee must be able to lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. 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.

Work Environment:

The employee will be performing this position in an administration office, classrooms and labs/media centers. The noise level is usually moderate.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.
3. Job requires frequent travel among various district school buildings.
4. Must be able to work flexible hours when required.

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Behavior/Academic Intervention Specialist
Reports To: Building Principal
Employment Status: Teacher Calendar Year
Position Status: Exempt
Summary: Provide intervention for students at risk because of behavior and/or academic issues by providing connections with the family, supervising in-school suspension, and assisting students in credit recovery tutoring.
Qualifications: Bachelor’s degree preferred. Adequate progress in pursuing degree will be considered. Experience preferred.

Essential Job Functions, Duties, and Responsibilities:

The responsibilities listed are representative of the knowledge, skill and/or or ability required to perform this job successfully. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

- Ensure the safety of students
- Follow the adopted curriculum
- Become familiar with relevant aspects of student’s background knowledge and experiences
- Establish and maintain rapport with students
- Establish and maintain consistent standards of behavior during in-school suspension/credit recovery classes/tutoring sessions

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- Make learning goals and instructional procedures clear to students
- Make content comprehensible to students
- Use instructional time effectively
- Seek out resources and interventions for students who are not making Progress

- Provide services as outlined in the students' IEP, WEP, 504, and/or Intervention Plan
- Maintain respect at all times for confidential information, e.g., student files, IEP, WEP, 504, multi-factored evaluation, psychological testing, state test score, medical record, and personnel files
- Maintain a positive and effective rapport with staff, students, parents, and administration

Other Responsibilities:

- Perform other duties as assigned by Principal, Superintendent, or designee

Required Knowledge, Skills, and Abilities:

- Ability to demonstrate content knowledge
- Ability to work effectively with unruly or angry students and adults
- Ability to work effectively independently
- Ability to demonstrate organizational and problem solving skills
- Ability to communicate effectively with staff, students, and parents
- Ability to effectively supervise a group of students with behavior issues during in-school suspension/credit recovery classes/tutoring sessions
- Ability to effectively tutor students at risk due to behavior/and or academic issues.
- Ability to effectively assist at risk students in maintaining class assignments and/or credit recovery.
- Ability to maintain confidentiality of student/family issues.
- Ability to establish and maintain effective working relationships with students, staff, and parents.
- Ability to effectively communicate orally and in writing.

- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to perform other appropriate duties as deemed necessary by the Building Principal or his/her designee.

Equipment Operated:

- Telephone
- Computer/printer

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly children
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all work days except calamity days
- Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds and 100 pounds on wheels

- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator,

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Writing.

- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Little Miami Board of Education

Job Description

Title: Clinic Nurse
Reports To: Building Principal and Head of Nursing Department
Employment Status: Teacher Calendar Year
Position Status: Exempt
Qualifications:

1. Valid Ohio driver's license
2. Appropriate State of Ohio Board of Nursing License as a Registered Nurse
3. Demonstrates a sincere desire to aid all students
4. Good health, high moral character, and good attendance record
5. CPR certification with annual recertification

General Description:

As a member of the school team of professionals, the Clinic Nurse promotes an atmosphere for healthy learning by encouraging a state of physical and emotional wellness for students and staff. The Clinic Nurse enables students to participate to the fullest possible extent in educational opportunities by minimizing absence due to illness and creating a climate of health and well-being in the district's schools. The Clinic Nurse encourages not only a healthy school environment, but also a healthy community.

Evaluation: Annually by the Building Principal

Essential Functions:

1. Promotes disease prevention and health promotion through observation and assessment of student and school health and by implementing interventions, including education, referral and follow-up.
2. Provides nursing care to students and staff, including medication administration as determined by school board policy.
3. Assists the School Nurse in providing health screenings as mandated by the State of Ohio; i.e. vision and hearing screening, maintains records related to screenings and prepares reports as required by Ohio law. Also provides other health screenings for students and staff as needed.
4. Prepares and submits reports to the School Nurse, building Principal, local Superintendent and other agencies as required.
5. Reviews and interprets medical and dental reports, including immunization records.
6. Ensures compliance with Ohio School Immunization Codes and submits reports to the School Nurse.
7. Implements policy on exclusion and re-admission of students regarding immunization non-compliance and infectious disease. Keeps building Principal advised of student exclusions.
8. Assists the School Nurse with development and implementation of health policies and health related forms as needed.
9. Maintains up-to-date cumulative health records on all students and keeps other health records as needed.

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10. Keeps staff and administration informed of student health conditions as possible while maintaining confidentiality and advises on modifications of the educational program to meet the health needs of individual students.
11. Collaborates with students, parents and staff regarding and understanding of health problems or special needs and assists with obtaining needed services.
12. Collaborates with the School Nurse to develop and implement Individualized Health Care Plans and Emergency Health Care Plans as needed.
13. Serves as a liaison to parents, school personnel, physicians, clinics and other agencies on school health matters.
14. Assumes responsibility for maintaining school health supplies in clinics as needed.
15. Administers first aid when needed to students and staff. Contacts parent/guardian regarding first aid, injury or illness which will require follow-up. Prepares accident reports to track data on student or staff injury.
16. Assists school personnel in maintaining sanitary and safe conditions in the school.
17. Conducts other duties related to health services as assigned by the building Principal, Curriculum Director, and the Superintendent.
18. Promotes health through educational offerings to students, school personnel and the community as needed.
19. Reports to the building Principal any failure to comply.

Other Duties and Responsibilities:

1. Serves as a role model for students, school personnel and community members in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Serves as a role model for students, school personnel and community members on living a healthy and safe lifestyle.
3. Helps instill in students the belief in and practice of ethical principles and democratic values.
4. Conducts other duties related to the nurse's duties as assigned by the building Principal and/or local Superintendent.

ADDITIONAL WORKING CONDITIONS:

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

Little Miami Board of Education
Job Description

Title: School Nurse
Reports To: Building Principal
Employment Status: 185 days per year as determined by school calendar
Position Status: Certified

Qualifications:

6. Valid Ohio driver's license
7. Appropriate State of Ohio Board of Nursing License as a Registered Nurse
8. Meets School Nurse Licensure standards as defined by the Ohio Department of Education
9. Demonstrates a sincere desire to aid all students
10. Good health, high moral character, and good attendance record
11. CPR certification with annual recertification

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General Description:

As a member of the school team of professionals, the School Nurse promotes an atmosphere for healthy learning by encouraging a state of physical and emotional wellness for students and staff. The School Nurse enables students to participate to the fullest possible extent in educational opportunities by minimizing absence due to illness and creating a climate of health and well-being in the district's schools. The School Nurse encourages not only a healthy school environment, but also a healthy community.

Evaluation: Annually by the Building Principal

Essential Functions:

1. Promotes disease prevention and health promotion through observation and assessment of student and school health and by implementing interventions, including education, referral and follow-up.
2. Provides nursing care to students and staff, including medication administration as determined by school board policy.
3. Provides health screenings as mandated by the State of Ohio; i.e. vision and hearing screening, maintains records related to screenings and prepares reports as required by Ohio law. Also provides other health screenings for students and staff as needed.
4. Prepares and submits reports to the building Principal, local Superintendent and other agencies as required.
5. Reviews and interprets medical and dental reports, including immunization records.
6. Ensures compliance with Ohio School Immunization Codes and submits reports to the Ohio Department of Health.
7. Implements policy on exclusion and re-admission of students regarding immunization non-compliance and infectious disease. Keeps building Principal advised of student exclusions.
8. Assists with development and implementation of health policies and health related forms as needed.
9. Maintains up-to-date cumulative health records on all students and keeps other health records as needed.
10. Records and maintains school health services data and assists in preparing cumulative reports on school health services.
11. Keeps staff and administration informed of student health conditions as possible while maintaining confidentiality and advises on modifications of the educational program to meet the health needs of individual students.
12. Collaborates with students, parents and staff regarding and understanding of health problems or special needs and assists with obtaining needed services.
13. Develops and implements Individualized Health Care Plans and Emergency Health Care Plans as needed.
14. Serves as a liaison to parents, school personnel, physicians, clinics and other agencies on school health matters.
15. Assumes responsibility for maintaining school health supplies in clinics as needed.
16. Administers first aid when needed to students and staff. Contacts parent/guardian regarding first aid, injury or illness which will require follow-up. Prepares accident reports to track data on student or staff injury.
17. Assists school personnel in maintaining sanitary and safe conditions in the school.
18. Attends in-service training programs, workshops, conferences and other professional meetings as approved by the building principal.
19. Conducts other duties related to health services as assigned by the building Principal, Curriculum Director, and the Superintendent.
20. Promotes health through educational offerings to students, school personnel and the community as needed.
21. Reports to the building Principal any failure to comply.

Other Duties and Responsibilities:

- Serves as a role model for students, school personnel and community members in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Serves as a role model for students, school personnel and community members on living a healthy and safe lifestyle.
- Helps instill in students the belief in and practice of ethical principles and democratic values.

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- Conducts other duties related to the nurse's duties as assigned by the building Principal and/or local Superintendent.

ADDITIONAL WORKING CONDITIONS:

- Frequent exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly students.

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes

MOTION CARRIED

Resolution 09-114 New Position

Mrs. Hamburg moved and Mrs. Grice seconded a motion to adopt the new Exempted Employee position of Alternative Education Support/Behavior/Academic Intervention Specialist. The position is paid hourly for 120 school days. Exempted salary schedule:

Supervisors & Support Staff

Alternative Education Support Salary Schedule

120 Days (paid by the hour)

1. 17.56
2. 17.90
3. 18.25
4. 18.60
5. 18.96
6. 19.33
7. 19.71
8. 20.09
9. 20.48
10. 20.87

ROLL CALL VOTE:

Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes

MOTION CARRIED

Mrs. Bobbie Grice gave an update on the Warren County Career Center Board meeting.

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Resolution 09-115 Executive Session

Mrs. Dunbar moved and Mrs. Grice seconded a motion to adjourn to executive session for the purpose of discussing labor contract negotiations.

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes

MOTION CARRIED

Board members entered executive session at 8:20 p.m.

Resolution 09-116 Return to Regular Session

Mrs. Dunbar moved and Mr. Stern seconded a motion to return to regular session.

ROLL CALL VOTE:

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes

MOTION CARRIED

The Board of Education reconvened to regular session at 9:33 p.m.

Resolution 09-117 Adjourn

Mrs. Grice moved and Mrs. Hamburg seconded a motion to adjourn the regular meeting.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes
Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes

MOTION CARRIED

The meeting adjourned at 9:34 p.m.

Mike Cremeans, President

Shaun Bevan, Treasurer

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