

LITTLE MIAMI LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
FEBRUARY 21, 2012  
7 P.M.

The Little Miami Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on February 21, 2012 at 7 p.m. in the Little Miami High School, 3001 East U.S. 22&3, Morrow, Ohio 45152.

Call to Order and Roll Call

Mrs. Grice called the meeting to order at 7:04 p.m.

ROLL CALL:

Mrs. Grice	Present
Mr. Cremeans	Present
Mrs. Black	Present
Ms. Journeyay	Present
Mrs. Haas	Present

Others in attendance were: Mr. Greg Power; Mr. Terry Gonda; Mrs. Pam Coates; Mrs. Cathy Trevathan, Ms. Erica Kramer, Mr. Brian Dalton, Mr. Travis Showers, Mr. David Griggs, Mr. Herb Mayer, Mrs. Kym Dunbar, Mrs. Mary Beth Hamburg.

Resolution 12-022 Addendum to the Agenda

Mr. Cremeans moved and Mrs. Black seconded a motion to adopt the agenda as amended, which included additional personnel items.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mrs. Black	Yes
Ms. Journeyay	Yes
Mr. Haas	Yes
Mrs. Grice	Yes

MOTION CARRIED

Resolution 12-023 Reading of Minutes

Mr. Haas moved and Mr. Cremeans seconded a motion to approve the minutes from the January 10, 2012 Organizational Meeting, the January 10, 2012 regular meeting and the January 21, 2012 work session.

ROLL CALL VOTE:

Mrs. Black	Yes
Ms. Journeyay	Yes
Mr. Haas	Yes

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Mrs. Grice Yes  
Mr. Cremeans Yes  
MOTION CARRIED

Communications and/or Visitors to the Board

Mr. Power presented finalized copies of the configuration plan for the 2012-2013 school year.

Ms. Kramer, Mr. Showers and Mr. Dalton made a presentation to the board on the benefits of reducing the district's pay-to-participate fees.

Mr. Mayer with the Little Miami Athletic Boosters said his group was in favor of the pay-to-participate proposal. In response to the pay-to-participate presentation, Mrs. Dunbar commented that some students left for better academic offerings, and not just because of high pay-to-participate fees.

Resolution 12-024 Financial Reports

Mrs. Black moved and Mr. Cremeans seconded a motion to approve the financial reports for January 2012.

ROLL CALL VOTE

Ms. Journeyay Yes  
Mr. Haas Yes  
Mrs. Grice Yes  
Mr. Cremeans Yes  
Mrs. Black Yes

MOTION CARRIED

Resolution 12-025 Contracts

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

<b>Company</b>	<b>Amount</b>	<b>Period</b>	<b>Type</b>	<b>Purpose</b>
School Insurance	\$1.70/student	1/1/2012-	Service	Insurance
Consultants (SIC)		1/1/2015		Consulting

ROLL CALL VOTE

Mr. Haas Yes  
Mrs. Grice Yes  
Mr. Cremeans Yes  
Mrs. Black Yes  
Ms. Journeyay Yes

MOTION CARRIED

Resolution 12-026 Notice of Public Hearing

Ms. Journeyay moved and Mr. Cremeans seconded a motion to authorize the Treasurer to place a notice in the paper of record for a public hearing regarding employment.

ROLL CALL VOTE

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Ms. Journeay	Yes
Mr. Haas	Yes

MOTION CARRIED

Resolution 12-027 Personnel

Mr. Cremeans moved and Mrs. Grice seconded a motion to approve the following personnel issues with employment contingent upon the school system receiving the results of the mandated criminal records background check as required by the O.R.C. 3319.311 which indicates that no conviction or pleas of guilty were entered into by any persons being employed.

**EXEMPTED PERSONNEL – EMPLOYMENT**

Melinda Briggs – Administrative Associate, step 5, effect 2/27/2012  
Brian Dalton – Interim Athletic Director (at no cost to the district)

**EXEMPTED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Tara McGrath – Substitute Nurse

**CERTIFIED PERSONNEL – RESIGNATION FOR RETIREMENT**

Sherri Martin – Salem Twp. Elementary School, teacher, effective 4/30/12  
Timothy Martin – Little Miami Junior High School teacher, effective 4/30/12

**CERTIFIED PERSONNEL – LEAVE OF ABSENCE**

Erin Dipzinski – maternity leave, effective approx.. 4/16/201 until the end of the year  
Kimberly STamas – maternity leave, effective 1/13/2012 for 12 weeks

**CERTIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Christina Andros	Lora Camp	Michael Cramer	Clay Daniel
Kerry Crotty	Sandra Harris	Trent Olds	Susan Ward

**CLASSIFIED STAFF – RESIGNATION**

J.R. Vearil – Bus Mechanic, effective 11/4/2011

**CLASSIFIED PERSONNEL – EMPLOYMENT**

Duane Casteel – Bus Driver, effective 1/23/2012  
Donald Coyle – Bus Driver, effective 1/23/2012  
Ben Martin – Bus Driver, effective 1/23/2012  
Lester Mills – Mechanic, effective 2/6/2012  
Dixie Spencer – Bus Driver, effective 1/23/2012  
Sherry Steinbeck – Bus Aide, effective 1/23/2012  
Chuck Yackeyonny – Bus Driver, effective 2/16/2012  
Gary Wirsch – Bus Driver, effective 1/23/2012

**CLASSIFIED PERSONNEL – SEPARATION**

Judy Bray – Bus Driver, separated from probationary employment, effective 2/1/2012

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**CLASSIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Christina Craig – Van Driver  
Herschel Grindstaff – Custodial  
Terri Ihnat – Secretarial  
Daniel Noth – Aide  
Rebecca Hockett, Brittany Landacre, Daniel Noth – Cook  
Michael Frederick, Brittany Landacre, Daniel Noth – Custodial

**SUPPLEMENTAL POSITIONS – RESIGNATION**

Josh Butler – Freshman Football  
Michael Craig – Assistant Varsity Football Coach  
Gary Wirsch – Site Manager

**SUPPLEMENTAL POSITIONS – EMPLOYMENT**

Academic Team Shared Varsity Assistant Coach – ½ Deb Haisley, ½ Roger Levo  
Josh Butler – Reserve High School Baseball, 7<sup>th</sup> grade Head Football Coach, '12-'13 season  
Sharon Carter – LMJH Yearbook  
Josh Chasteen – Boys Varsity Track Coach, Step 0  
Eby Dufresne – Varsity Boys Tennis Coach, Same step, 95% pay  
Mike Frith – 8<sup>th</sup> Grade Football Head Coach, 2012-13 season  
Tina Hopkins – LMJH Student Council Chair  
Roger Levo – Varsity Boys Tennis Coach, Step 0, 95% pay  
Greg Pace – Freshman Academic Team Coach  
Dave Wolfe – 8<sup>th</sup> grade Football Assistant Coach, 2012-2013 season

*\*All athletic coaches paid for by pay-to-play fees*

**VOLUNTEERS**

Dennis Kemp – HS Softball  
David McKee – HS Softball  
Bill McKnight – HS Track  
Steve Sandman – HS Softball  
Jim Wiles – HS Softball

ROLL CALL VOTE

Mr. Cremeans	Yes
Mrs. Black	Yes
Ms. Journey	Yes
Mr. Haas	Yes
Mrs. Grice	Yes

MOTION CARRIED

Resolution 12-028 Job Description

Mrs. Black moved and Mr. Cremeans seconded a motion to approve the Special Needs Bus Aide (separate Facility Students) Revised Job Description.

**Little Miami Local Schools  
JOB DESCRIPTION**

Title: Special Needs Bus Aide for Separate Facility Students  
Reports To: Transportation Director  
Employment Status: Regular/Full Time - Classified

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### **Qualifications:**

- \_ High School Diploma/GED, Ongoing Professional Development
- \_ Knowledge of Little Miami Transportation Policies and Procedures applicable to the assignment, including Conduct codes, Rules and Guidelines.

### **Essential Functions:**

- \_ Provide direct/indirect supervision of special education students transported by school bus.
- \_ Maintain close communication with the bus driver and special education teachers.
- \_ Develop a cooperative working relationship with other school personnel serving Special Needs students transported on the school bus.
- \_ Assist in communication of student needs to appropriate school and transportation personnel.
- \_ Assist with incident/student reports as appropriate.
- \_ Performs related duties as required by job-specific position.
- \_ Collaborate with bus driver in students seating assignments.
- \_ Assist bus driver and staff with safe loading and unloading of students.
- \_ Exhibit at all times appropriate role modeling through language, dress, hygiene and expressing appropriate attitudes toward sex, criminal behavior and the use of drugs.
- \_ Interact and engage with students during the bus ride to school

### **Abilities:**

- \_ Work independently; communicate well, relate to children in a positive way; maintain cooperative relationships with those contacted in the course of work.
- \_ Able to verbally deescalate multiple students
- \_ Understand and carry out oral and written directions; maintain a self-management system including schedules, seating charts and route sheet directions.
- \_ Physically assist in the lifting and moving of students as is appropriate.
- \_ Able to physically secure various wheelchairs as required by manufacture

### **Experience:**

- \_ One year successful classroom experience as an instructional aide desirable but not required.
- \_ Some experience with individuals with special needs desirable but not required.

### **Physical Requirements:**

- \_ Able to physically restrain students K-12 using correct CPI restraints
- \_ Ability to sit in a school bus for varying amounts of time.
- \_ Ability to see, read and distinguish colors, with or without vision aides, instructional materials, rules and policies and other printed matter.
- \_ Ability to speak in audible tones so that others may understand clearly in normal conversations.
- \_ Ability to write legibly so that others may read and understand.
- \_ Ability to walk on uneven terrain, school grounds and school buses during travel.
- \_ Physical ability to lift and carry from 40-60 pounds, as well as bend, stoop, walk, reach overhead, and stand as many as four hours per day.
- \_ Physical agility to push/pull, squat, twist and turn.

### **Additional Working Conditions**

- \_ Exposure to blood, body fluids and tissue
- \_ Exposure to loud noises from students and interaction with unruly children

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Note: This list of essential functions, abilities and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority, or designee.

ROLL CALL VOTE

Mrs. Black	Yes
Ms. Journeay	Yes
Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes

MOTION CARRIED

Resolution 12-029 Superintendent’s Agreement

Mrs. Grice moved and Ms. Journeay seconded a motion to approve a Superintendent’s Agreement for Attendance with the Kings Local School District.

ROLL CALL VOTE

Ms. Journeay	Yes
Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes

MOTION CARRIED

Resolution 12-030 Record Retention and Destruction Policy Update

Mr. Cremeans moved and Mrs. Black seconded a motion to adopt the Revised Record Retention and Destruction policy, which has been updated to include the new State Auditor and Historical Society requirements.

**EHA**

**RECORD RETENTION AND DESTRUCTION**

Key to Schedule

<b>1000 – BOARD &amp; ADMINISTRATION RECORDS</b>	<b>5000 – CENTRAL DEPARTMENT</b>
<b>2000 – EMPLOYEE RECORDS</b>	<b>6000 – FINANCIAL RECORDS</b>
<b>3000 – STUDENT RECORDS</b>	<b>7000 – PAYROLL RELATED RECORDS</b>
<b>4000 – BUILDING RECORDS</b>	<b>8000 – REPORTS</b>
	<b>9000 – OTHER</b>

**Symbols meanings:**

- \* “After end of Fiscal Year” means the number of years specified plus the current year.
- \*\* “Provided Audited” means the record series has been audited by the Auditor of State and the audit report released.

<b>P – Paper</b>	<b>BV - Bound Volume</b>	<b>T – Tape</b>	<b>C - Cassette</b>
<b>CD - Compact Disc</b>	<b>W - Web based</b>	<b>E - Electronic</b>	

Section E: Records Retention Schedule  
Little Miami Local School District

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
<b>1000</b>	<b>BOARD AND ADMINISTRATIVE RECORDS</b>					<input type="checkbox"/>
<b>1101</b>	Minutes	Treasurer	<b>Permanent</b>	<b>BV</b>		<input type="checkbox"/>
<b>1101.1</b>	Audio Tapes	Treasurer	<b>2 Years</b>	<b>T</b>		<input type="checkbox"/>
<b>1102</b>	Blue Prints, Plans, Maps	Business Office & Secretary	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>1103</b>	Deed, Easements, Leases	Treasurer	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>1104</b>	Board Policy Books & Other Adopted Policies	Superintendent & Secretary	<b>3 Years after Superseded</b>	<b>P</b>		<input type="checkbox"/>
<b>1105</b>	Administrative Regulations	Superintendent & Secretary	<b>3 Years after Superseded</b>	<b>P</b>		<input type="checkbox"/>
<b>1106</b>	Court Decisions	Treasurer	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>1107</b>	Claims & Litigation	Treasurer	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>1201</b>	Elections	Treasurer	<b>10 Years</b>	<b>P</b>		<input type="checkbox"/>
<b>1202</b>	Record Disposal Forms (RC-3)	Treasurer	<b>10 Years</b>	<b>P</b>		<input type="checkbox"/>
<b>1203</b>	Bargaining Agreements	Treasurer	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>1204</b>	Budget Policy Files	Treasurer	<b>5 Years</b>	<b>P</b>		
<b>1301</b>	Worker's Compensation Claims	Treasurer	<b>10 Years after Financial Payment Made</b>	<b>P</b>		

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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
<b>1302</b>	Bank Depository Agreements	Treasurer	<b>4 Years after Completion</b>	<b>P</b>		<input type="checkbox"/>

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1303	Organization Reports	Treasurer	2 Years**	P		<input type="checkbox"/>
1304	Board Meeting Notes	Treasurer	1 Year	P		<input type="checkbox"/>
1305	Agendas	Treasurer	1 Calendar Year**	P		<input type="checkbox"/>
1401	Adopted Courses of Study	Superintendent & Secretary	Until Superseded	P		<input type="checkbox"/>
1402	Adopted Special Education Program	Superintendent & Secretary	Until Superseded	P		<input type="checkbox"/>
1403	Adopted Special Programs	Superintendent & Secretary	Until Superseded	P		<input type="checkbox"/>

\*After end of fiscal year

\*\*Provided audited

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
<u>2000</u>	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file)				<input type="checkbox"/>
2101	Certified Active Employees	Asst. Supt, Personnel Secretary	Permanent	P	<input type="checkbox"/>
2102	Classified Active Employees	Asst. Supt, Personnel Secretary	Permanent	P	<input type="checkbox"/>
2103	Certified Inactive Employees	Asst. Supt. Personnel Secretary	Permanent	P	<input type="checkbox"/>
2104	Classified Inactive Employees	Asst. Supt. Personnel Secretary	Permanent	P	<input type="checkbox"/>
2105	Civil Rights, Civil Services & Disciplinary Reports	Asst. Supt. Personnel Secretary	Permanent	P	<input type="checkbox"/>



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2107	Retirement Letters	Asst. Supt. Personnel Secretary	Permanent	P		<input type="checkbox"/>
2108	Substitute Records	Asst. Supt. Personnel Secretary	25 Years	P		<input type="checkbox"/>
2301	Employee Contracts	Treasurer	4 Years after termination	P		<input type="checkbox"/>
2302	Professional Conference Applications	Asst. Supt. Personnel & Secretary	2 Years**	p		<input type="checkbox"/>
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 Years after contract expires	P		<input type="checkbox"/>
2304	Unemployment Claims	Treasurer	5 Years	p		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2305	Unemployment	Treasurer	5 Years	P		<input type="checkbox"/>
2306	Applications (not hired)	Asst. Supt. Personnel & Secretary	2 Years**	W		<input type="checkbox"/>
2307	Schedules of Employees	Asst. Supt. Personnel & Secretary	Fiscal Year Plus 2 Years	E		<input type="checkbox"/>
2308	Student Helper Applications	Asst. Supt. Personnel & Secretary	2 Years	P		<input type="checkbox"/>
2309	Teacher Personnel Reports (Internal)	Asst. Supt. Personnel & Secretary	Fiscal Year Plus 1 Year	P		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms	Asst. Supt. Personnel & Secretary	Termination of Employ- ment Plus 1 Year	P		<input type="checkbox"/>
2401	Job Description	Asst. Supt. Personnel & Secretary	Retain until Superseded or Obsolete	E		<input type="checkbox"/>

\*After end of fiscal year

\*\* Provided audited

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
<b>3000</b>	<b><u>STUDENT RECORDS</u></b>				<input type="checkbox"/>
<b>3101</b>	Student Record Folders Bldg. Secretary Enrollment/Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Achievement Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	<b>Permanent ***</b>	<b>P-E</b>		<input type="checkbox"/>
<b>3102</b>	Office Record Card (K-9) Bldg. Secretary	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>3103</b>	Cosmetology Records Voc. Secretary (Vocational)	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>3201</b>	Health/Medical Records Nurse/Bldg. Visual Screening Secretary Hearing Screening Immunization Records	<b>7 Years after graduation</b>	<b>P</b>		<input type="checkbox"/>
<b>3202</b>	Discipline Records Bldg. Secretary Letters to Parents Office Discipline	<b>1 Year after student leaves that building</b>	<b>P</b>		<input type="checkbox"/>
<b>3203</b>	Psychological Records Special Ed. (Restricted) Secretary/Nurse	<b>Permanent</b>	<b>P</b>		<input type="checkbox"/>
<b>3204</b>	Child Abuse/Neglect Bldg. Secretary Referral Letters	<b>Through Graduation</b>	<b>P</b>		<input type="checkbox"/>
<b>3301</b>	Teacher Grade Books/ Records Bldg. Secretary	<b>3 Years**</b>	<b>P or E</b>		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
3302	Pre-School Screening Profiles Building Secretary	3 Years	P		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits) Building Secretary	3 Years	P		<input type="checkbox"/>
3304	Accident Reports Nurse/Bldg. Secretary	5 Years Provided No Action Pending	P		<input type="checkbox"/>
3305	Individual Educational Plan (IEP) Special Ed. Secretary	Permanent	P - E		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application Food Service Manager	4 Years	P		<input type="checkbox"/>
3401	Emergency Information Bldg. Secretary	Until Superseded	P		<input type="checkbox"/>

\*\* Provided Audited

\*\*\*Hard Copy maintained for 5 years after Student leaves system-then stored electronically.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
4000	<b><u>BUILDING RECORDS</u></b>				<input type="checkbox"/>
4202	Tornado and Fire Drill Records Bldg. Secretary	1 Year*	P		<input type="checkbox"/>
4203	Building Health Inspections Bldg. Secretary	2 Years*	P		<input type="checkbox"/>

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4301	Student Activity Records Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticket sale reports	Bldg. Secretary	2 Years**	P		<input type="checkbox"/>
4302	Receipts/Deposit Slips	Bldg. Secretary	4 Years**	P		<input type="checkbox"/>
4303	Budget Appropriation Records	Bldg. Secretary	4 Years**	P		<input type="checkbox"/>
4304	Requisitions/ Purchase Orders	Bldg. Secretary	10 Years**	P		<input type="checkbox"/>
4401	Textbook Inventories	Bldg. Secretary	Until Superseded	P		<input type="checkbox"/>
4402	Supplies Inventory	Bldg. Secretary	Until Superseded	P		<input type="checkbox"/>
4403	Student Handbooks	Bldg. Secretary	Until Superseded	P-E		<input type="checkbox"/>

\*After end of fiscal year  
\*\*Provided audited

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
<b>5000</b>	<b><u>CENTRAL DEPARTMENT RECORDS</u></b> <b><u>Administrative Offices</u></b>				<input type="checkbox"/>
5201	School Calendars	Supt. Secretary	5 Years	P	<input type="checkbox"/>
5301	Repair, Installation & Maintenance Records	Business Office & Secretary	4 Years **	P	<input type="checkbox"/>
5302	Prevailing Wage Records	Business Office & Secretary	4 Years **	P	<input type="checkbox"/>

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5303	Rental Information (Use of Facilities)	Business Office & Secretary	4 Years **	P		<input type="checkbox"/>
5304	Work Orders	Facility Director & Secretary	4 Years **	P		<input type="checkbox"/>
5305	Environmental Reports & Data (asbestos, ect.)	Business Office & Secretary	4 Years **	P		<input type="checkbox"/>
5306	Vandalism Reports	Business Office & Secretary	4 Years **	P		<input type="checkbox"/>
5307	Student Activity Purpose Clauses	Business Office & Secretary	4 Years **	P		<input type="checkbox"/>
5308	Sales Potential Forms (Student Activities)	Business Office & Secretary	4 Years **	P		<input type="checkbox"/>
5309	Bids & Specifications (Unsuccessful)	Business Office & Secretary	1 Year **	P		<input type="checkbox"/>
5310	Bids & Specifications (Successful)	Business Office & Secretary	4 Years after completion of Project**	P		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	<b><u>Administrative Offices - Continued</u></b>					<input type="checkbox"/>
5311	Contractor Files (Resolutions, Additions, drawings, ect)	Business Office & Secretary	Until Project Completed, if No Action Pending **	P		<input type="checkbox"/>
5401	Preventive Maintenance Reports	Business Office & Secretary	Fiscal Year Plus 2 Years	P		<input type="checkbox"/>
5402	Warranty/Guarantee	Business Office & Secretary	Life/Warrant ty of Equipment	P		<input type="checkbox"/>
5403	Plant & Equipment Inventory	Business Office & Secretary	Until Superseded **	P		<input type="checkbox"/>

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5404	Textbook/Workbook Inventory	Curriculum Dr. & Secretary	Until Superseded **	P		<input type="checkbox"/>
5405	Supplies Inventory	Business Office & Secretary	Until Superseded **	P		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
	<b><u>Special Education Department</u></b>					<input type="checkbox"/>
5221	Special Education Tutoring Reports	Special Ed. Secretary	10 Years	P		<input type="checkbox"/>
5222	Individual Educational Plan (IEP) /504 Plans	Special Ed. Secretary	Permanent	P		<input type="checkbox"/>
5223	Psychological Records (Restricted)	Special Ed. Secretary	Permanent	P		<input type="checkbox"/>
	<b><u>Transportation Department</u></b>					<input type="checkbox"/>
5340	Driver Physical	Transportation Secretary	2 Years after termination	P		<input type="checkbox"/>
5341	Fuel Consumption Data	Transportation Secretary	4 Years **	P		<input type="checkbox"/>
5342	Transportation Records	Transportation Secretary	4 Years **	P		<input type="checkbox"/>
5343	Field Trip Forms & Volunteer Driver Forms	Transportation Secretary	Fiscal Year Plus 2 Years	P		<input type="checkbox"/>
5441	Accident Reports	Transportation Secretary	5 Years provided no action pending	P		<input type="checkbox"/>
5442	Vehicle Registration	Business Office & Secretary	Life of Vehicle	P		<input type="checkbox"/>

5443	Vehicle License	Business Office & Secretary	1 Year after termination	P		<input type="checkbox"/>
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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	<b><u>Transportation Department - Continued</u></b>					<input type="checkbox"/>
5445	Driver Certification	Transportation Secretary	1 Year after termination	P		<input type="checkbox"/>
5446	Supplies Inventory	Transportation Secretary	Until Superseded **	P		<input type="checkbox"/>
5447	Vehicle Defect Report	Transportation Secretary	Life of Vehicle	P		<input type="checkbox"/>
	<b><u>Food Service Department</u></b>					<input type="checkbox"/>
5561	Food Service Records Menus Food Production Milk Sold Students Served	Cafeteria Supervisor	4 Years **	P		<input type="checkbox"/>
5562	Lunchroom Records Cash Register Tape Cashier's Daily Reports	Cafeteria Supervisor	4 Years **	P		<input type="checkbox"/>
5563	Lunchroom Reports (Free & Reduced)	Cafeteria Supervisor	4 Years **	P		<input type="checkbox"/>
5564	Inventories	Cafeteria Supervisor	Until Superseded* *	P		<input type="checkbox"/>
5565	Lunchroom License	Cafeteria Supervisor	1 Year after expiration	P		<input type="checkbox"/>

\*\* Provided Audited





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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
6206	Contracts Treasurer	15 Years after Expiration	P		<input type="checkbox"/>
6207	Bonds & Coupons Treasurer	Until Redeemed **	P		<input type="checkbox"/>
6208	Accounts Payable Ledgers Treasurer	5 Years **	P-E		<input type="checkbox"/>
6209	Accounts Receivable Ledgers Treasurer	5 Years **	P-E		<input type="checkbox"/>
6210	Budget Work Papers Treasurer	5 Years **	P-E		<input type="checkbox"/>
6211	Vouchers, Invoices & Purchase Orders Treasurer	10 Years **	P		<input type="checkbox"/>
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc. Treasurer	10 Years **	P		<input type="checkbox"/>
6213	Federal Program Files Title I, II, III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc. Treasurer	10 Years **	P-E		<input type="checkbox"/>
6214	Travel Expense Vouchers Treasurer	10 Years **	P		<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections) Treasurer	10 Years **	P		<input type="checkbox"/>
6216	State Reimbursement Settlement Sheets Treasurer	5 Years **	P-E		<input type="checkbox"/>

\*\* Provided Audited

(1)	(2)	(3)	(4)	(5)	(6)
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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
6217	Unemployment Claims Treasurer	5 Years	P		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds Treasurer	5 Years	P		<input type="checkbox"/>
6219	Certificate of Estimated Resources Treasurer	15 Years after Expiration	P-E		<input type="checkbox"/>
6220	Appropriation Resolutions Treasurer	5 Years	P-E		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual) Treasurer	5 Years	P-E		<input type="checkbox"/>
6301	Canceled Checks & Bank Statements Treasurer	4 Years **	P		<input type="checkbox"/>
6302	Publication Notice Treasurer	4 Years **	P-E		<input type="checkbox"/>
6303	Tuition Fees & Payments Treasurer	4 Years **	E		<input type="checkbox"/>
6304	School Finance (S.F.) Monthly Statements Treasurer	4 Years **	P-E		<input type="checkbox"/>
6305	Investment Records (May include individual Record of investments, bank confirmations, wire transfers, Copy of CD, ect.) Treasurer	4 Years **	P-E		<input type="checkbox"/>
6306	Travel Expense Reports Treasurer	10 Years **	P		<input type="checkbox"/>
6307	State Sales Tax Reports Treasurer	4 Years **	P-E		<input type="checkbox"/>

**\*\* Provided Audited**

(1)	(2)	(3)	(4)	(5)	(6)
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REGULAR SESSION  
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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports) Treasurer	4 Years **	P		<input type="checkbox"/>
6309	Check Register Treasurer	4 Years **	E		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs Treasurer	4 Years **	P		<input type="checkbox"/>
6311	Bids & Specifications (Unsuccessful) Treasurer	1 Year **	P		<input type="checkbox"/>
6312	Bids & Specifications (Successful) Treasurer	4 Years after completion of project **	P		<input type="checkbox"/>
6313	Receipt Book Treasurer	4 Years **	P		<input type="checkbox"/>
6314	Extra Trip Records Treasurer	4 Years **	P-E		<input type="checkbox"/>
6315	Monthly Financial Reports Treasurer	4 Years **	P-E		<input type="checkbox"/>
6316	Accounting Data Treasurer	4 Years **	P-E		<input type="checkbox"/>
6317	Service Contracts Treasurer	15 Years **	P-E		<input type="checkbox"/>
6318	State Subsidy Reports Applications for Driver education, Pupil transportation, Special Education, ect. Treasurer	3 Years **	E		<input type="checkbox"/>
6319	Delivery/Packing Slips Treasurer	1 Year **	P		<input type="checkbox"/>
6401	Requisition Treasurer	1 Year *	P		<input type="checkbox"/>

\*After end of Fiscal Year  
\*\* Provided Audited

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
<b>7000</b>	<b><u>PAYROLL RELATED</u></b>				<input type="checkbox"/>
<b>7001</b>	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports Treasurer	<b>Permanent</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7102</b>	Earnings Registers By Staff Member By Calendar Year Treasurer	<b>Permanent</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7103</b>	Monthly Payroll Reports Leave usage & Accumulation, Retirement services, etc. Treasurer	<b>Permanent</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7201</b>	Bureau of Employment Service Quarterly Reports Treasurer	<b>7 Years</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7301</b>	W-2's, W-4's (Employer copy) Treasurer	<b>6 Years &amp; current**</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7302</b>	Federal Income Tax (Quarterly/Annual) Treasurer	<b>6 Years &amp; current **</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7303</b>	Ohio Income Tax (Monthly/Annual) Treasurer	<b>6 Years &amp; current **</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7304</b>	City Income Tax (Monthly/Annual) Treasurer	<b>6 Years &amp; current **</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7305</b>	School Income Tax (Monthly/Annual) Treasurer	<b>6 Years &amp; current **</b>	<b>E-W</b>		<input type="checkbox"/>
<b>7306</b>	Payroll Reports Reports used for each Payroll-computer generated Treasurer	<b>4 Years **</b>	<b>E-W</b>		<input type="checkbox"/>

\*\*Provided Audited

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
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7307	Payroll Update Listing	Treasurer	4 Years **	E-W		<input type="checkbox"/>
7308	Payroll Calculations	Treasurer	4 Years **	E-W		<input type="checkbox"/>
7309	State Teachers System & School Employees Retirement System Waivers	Treasurer	Permanent	E		<input type="checkbox"/>
7310	State Employees Retirement System (SERS) Report	Treasurer	4 Years **	E		<input type="checkbox"/>
7311	State Teachers Retirement System (STRS) Reports	Treasurer	4 Years **	E		<input type="checkbox"/>
7312	Annuity Reports	Treasurer	4 Years **	E		<input type="checkbox"/>
7313	Benefit Folders/Reports	Treasurer	4 Years **	P		<input type="checkbox"/>
7314	Employee Request and/or Authorization of Leave Forms (Sick, Vacation, Personal, or other leave)	Treasurer	4 Years **	P-E		<input type="checkbox"/>
7315	Deduction Report Voluntary payroll deductions	Treasurer	4 Years **	P-E		<input type="checkbox"/>
7316	Employee Vacation/ Sick Leave Records	Treasurer	4 Years **	P-W		<input type="checkbox"/>
7317	Time Sheets	Treasurer	6 Years **	P-W		<input type="checkbox"/>

\*\* Provided Audited

Little Miami Local School District

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
7318	Overtime Authorization	Treasurer	6 Years	P	<input type="checkbox"/>
7319	Employee Insurance Bills Medical Dental Life	Treasurer	4 Years **	P	<input type="checkbox"/>

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7323	Paycheck Register	Treasurer	4 Years **	E-P		<input type="checkbox"/>
7324	Payroll Bank Statement	Treasurer	4 Years **	E-P		<input type="checkbox"/>
7401	Deduction Authorization	Treasurer	Until superseded or employee terminated	P		<input type="checkbox"/>

\*\* Provided Audited

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
<b>8000</b>	<b><u>REPORTS</u></b>				<input type="checkbox"/>
8201	State Audit Reports	Treasurer	5 Years	E-P	<input type="checkbox"/>
8202	#59, #659 and #4502	Treasurer	5 Years	E	<input type="checkbox"/>
8203	#25 and #625	Treasurer	5 Years	E	<input type="checkbox"/>
8204	School Finance (S.F.) Reports-Annual	Treasurer	5 Years	E	<input type="checkbox"/>
8205	Special Education (S.E.) Reports-Annual	SpEdSecretary Supt Secretary	7 Years	E-P	<input type="checkbox"/>
8206	Vocation Education (V.E.) Reports-Annual	Voc Secretary Supt Secretary	5 Years	E-P	<input type="checkbox"/>
8207	Ohio Common Core Data (OCCD) Reports	Supt Secretary	5 Years	E-P	<input type="checkbox"/>
8208	Drivers Education Reports	Treasurer	5 Years	P	<input type="checkbox"/>
8209	Ohio Department of Education (ODE) Reports	Bldg Secretary	5 Years	P	<input type="checkbox"/>

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8211	Civil Rights Reports	Supt Secretary	Permanent** *	E		<input type="checkbox"/>
8212	Title IX Reports	Supt Secretary	10 Years	E-P		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
8213	SM-1 & SM-2 (Annual & Quarterly)	Treasurer	10 Years	P-E		<input type="checkbox"/>
8214	State Minimum Standards	Supt Secretary	10 Years	P-E		<input type="checkbox"/>
8301	Personnel State Reports (Currently SF-1, CS-1)	Personnel Secretary	4 Years **	P-E		<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 Years	P-E		<input type="checkbox"/>
8303	Banks Balance Certification (Co. Auditor)	Treasurer	5 Years	P-E		<input type="checkbox"/>
8304	Transportation Reports	Transportation Secretary	4 Years **	P		<input type="checkbox"/>
<u>9000</u>	<u>OTHER</u>					<input type="checkbox"/>
9101	Personnel Directory	Supt Secretary	10 Years	E-W		<input type="checkbox"/>
9102	Enrollment Records (By Grade & Building)	Supt Secretary	Permanent	P-E		<input type="checkbox"/>
9202	School Calendars	Supt Secretary	5 Years	P-E		<input type="checkbox"/>
9203	Building, Boiler Maintenance Reports	Business Office & Secretary	2 Years *	P		<input type="checkbox"/>

9402	Employee Handbooks	Supt Secretary	3 Years after superseded	P-E		<input type="checkbox"/>
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\*\* Provided Audited

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
9403	Directive, Standards, Laws for Local, State & Federal Governmental Agencies	All Secretaries	Until Superseded	P	<input type="checkbox"/>
9404	Attendance Records		Until Superseded	P	<input type="checkbox"/>

\* After end of Fiscal Year

\*\*Provided Audited

LMBOE Adopted: 2/21/12

ROLL CALL VOTE

Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Ms. Journey	Yes

MOTION CARRIED

Resolution 12-031 2012-2013 Reconfiguration Plan

Mrs. Grice moved and Mrs. Black seconded a motion to accept the 2012-2013 Reconfiguration Plan as presented.

Mr. Power explained what the reconfiguration plan entailed, including the reopening of Butlerville and Maineville Elementary Schools with the following building configurations:

- Butlerville Elementary: All PK, K-2
- Maineville Elementary: K-2
- Salem Elementary: K-2, all 3-4
- Little Miami Intermediate: All 5-6
- Little Miami Junior High: All 7-8
- Little Miami High: All 9-12



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Mr. Power said the plan also calls for the return of every day, half-day kindergarten, and the return of specials in grades K-8. Mr. Power and Mr. Gonda said to reopen Butlerville and Mainevill, staff the buildings and move will cost the district approximately \$2.1 million.

ROLL CALL VOTE

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Ms. Journey	No
Mr. Haas	Yes

MOTION CARRIED

New Business

Mrs. Grice gave a report on the Warren County Career Center

Information Items

Mr. Power presented five possible calendar options for the 2012-2013 school year. He stated that the selection of a calendar would depend on the action of the state oversight commission on the reconfiguration plan.

Mr. Power also presented updated job descriptions for the board's review, pertaining to the positions of Cook, Kitchen Manager and Child Nutrition Supervisor.

Mr. Power presented a Class Ranking Policy/Weighted Grades policy and an updated Facility Use Policy to the board for their review.

Community Comments on Non-Agenda Items

Mr. Griggs addressed the Board and invited them to attend the Salem Township long-range planning meeting at 7 p.m. on the following evening at the Salem Twp. fire house.

Mrs. Hamburg questioned Mr. Power and asked if specials return, would the district offer those positions to teachers on the reduction-in-force list. Mr. Power said he has already had contact with some of those teachers regarding such a possibility. Mrs. Hamburg also urged the board that, in the event they reconsider their stance on pay-to-participate fees, that they also consider a similar analysis of academic offerings at the high school.

Resolution 12-032 Executive Session

Mr. Cremeans moved and Ms. Journey seconded a motion for the Board of Education to enter into executive session for the purpose of considering the compensation of a public employee.

ROLL CALL VOTE:

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes

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Ms. Journeyay	Yes
Mr. Haas	Yes

MOTION CARRIED

The Board entered executive session at 7:55 p.m.

Resolution 12-033 Return to Regular Session

Mr. Cremeans moved and Mrs. Black seconded a motion to return to regular session.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mrs. Black	Yes
Ms. Journeyay	Yes
Mrs. Haas	Yes
Mrs. Grice	Yes

MOTION CARRIED

The Board returned to regular session at 8:18 p.m.

Resolution 12-034 Adjourn

Ms. Journeyay moved and Mr. Cremeans seconded a motion to adjourn.

ROLL CALL VOTE:

Mrs. Black	Yes
Ms. Journeyay	Yes
Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes

MOTION CARRIED

The Board adjourned at 8:20 p.m.

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Bobbie Grice, President

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Terry Gonda, Treasurer