

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
MARCH 20, 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 March 20, 2012 at 7 p.m. in the Little Miami Junior High School, 5290 Morrow-Cozaddale Road, Morrow, Ohio 45152.

Call to Order and Roll Call

Mrs. Grice called the meeting to order at 7:03 p.m.

ROLL CALL:

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

Others in attendance were: Mr. Greg Power; Mr. Terry Gonda; Mrs. Pam Coates; Mrs. Melinda Briggs, Ms. Cheryl Geis, Ms. Erica Kramer, Mr. Brian Dalton, Mrs. Marci Goodrich, Mrs. Bobbi Allen, Mr. David Craig, Mrs. Tracey Williams, Mr. Ryan Cherry, Mrs. Kym Dunbar, Mrs. Mary Beth Hamburg, Mrs. Dorothea Casselman, Mrs. Patty Blackburn, Mrs. Lape, Mr. Mike Davis.

Resolution 12-035 Adopt the Agenda

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

ROLL CALL VOTE:

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

MOTION CARRIED

Resolution 12-036 Reading of Minutes

Mr. Haas moved and Mr. Cremeans seconded a motion to approve the minutes from the February 21, 2012 regular meeting and the March 16, 2012 special meeting.

ROLL CALL VOTE:

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

MOTION CARRIED

Communications and/or Visitors to the Board

Mr. Dalton addressed the Board and gave further information about the analysis he and Mrs. Kramer and Mr. Travis Showers had been doing on pay-to-participate fees. He said they had been doing an informal phone poll of open enrolled students and families to capture their view on the fees.

Mr. Power pointed out to the Board that they would be seeing a set of three resolutions about the district’s reconfiguration plan for 2012-2013. These resolutions were placed on the agenda at the state Fiscal Planning and Steering Commission’s request.

Mr. Power presented to the Board a cooperative agreement with Hamilton Township regarding the use of baseball fields at Maineville Elementary.

Mr. Power also presented information to the Board regarding the OSBA and their Policy Manual update services. He said the district was encouraged to take advantage of these services by Roger Hardin from the ODE.

Mrs. Morgan updated the board on the Little Miami Online program and how it is further developing for next year, including a satellite agreement with the Warren County Career Center.

Resolution 12-037 Financial Reports

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

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-038 Contracts

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

COMPANY	AMOUNT	PERIOD	TYPE	PURPOSE
Batelle for Kids/SOAR (Renewal)	Reports 3-8 \$4.50/student	Beginning 3/21/2012	Service	School Improvement Collaborative
	Reports 9-11 \$4.50/student	for one year		
	Professional Development \$6,800			
ACE Digital Academy	\$1,000	6/1/2012 – 6/30/2013	Service	Database Setup Fee

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-039 Authorization to enter into a Land Lease Agreement

Ms. Cremeans moved and Ms. Journey seconded a motion to authorize the Treasurer enter into the following Land Lease Agreement:

LEASE

This lease, made at Morrow, Ohio, this _____ day of _____ 2012 between the Little Miami Local School District Board of Education, 5819 Morrow-Rossburg Road, Morrow, Ohio 45152 (hereinafter “Lessor”) and Home Acres Farm, Inc. (hereinafter “Lessee”).

WITNESSETH, that said Lessor, in consideration of the rents and covenants hereinafter contained, and by said Lessee to be paid and performed: 44.5 acres, more or less, in Hamilton Township, Warren County, Ohio, Exhibit “A”, attached hereto and incorporated herein.

1. Lessee agrees to use the premises for the production of corn, soybean, oat, wheat or hay crops as set forth hereunder.

2. The corn crop, soybean crop, oat crop, wheat crop and hay crop to be the Lessee's property, all of which crops must be harvested prior to March of the following year in which notice of lease termination is communicated by either party. All such crops not removed by Lessee prior to March of the year following such notice, shall remain the property of Lessor.
3. Lessee agrees and covenants to hold the Lessor harmless from any claims, demands or suits arising from Lessee's occupancy of the premises, including, but not limited to, claims for damage to persons or property by Lessee, Lessee's employees, agents or invited guests while on or working on the premises. Further, Lessee will hold Lessor harmless from any and all claims, demands or suits resulting from Lessee's agricultural practices or use of the premises including but not limited to, claims from any governmental agencies or officials for penalties or liabilities levied against the premises resulting from Lessee's failure to conform and comply with any and all conservation practices or programs required by such governmental agencies. Lessee further agrees to indemnify and reimburse Lessor for any and all costs and expenses, including attorney fees, arising from any claims, demands or suits as described in this paragraph.
4. Lessee agrees to yield possession of the entire premises by March 1st of the year following termination of this agreement and ownership of any crops remaining after said date shall revert to Lessor.
5. Lessee further agrees to permit Lessor or Lessor's agents to enter upon said premises at all reasonable times to examine or exhibit the same or to have the premises surveyed.
6. To have and to hold the premises with the appurtenances, unto the said Lessee, commencing on the 1st day of May, 2012 and ending upon notice of termination, presented by either party by the 31st day of October in the year of termination or until the 28th day of February, 2017 and yielding and paying therefore, during said terms the sum of Four Thousand Eight Hundred Forty and 00/100 Dollars (\$4,840) with One Thousand One Hundred and 00/100 Dollars (\$1,100.00) in advance, at the time of the execution of this agreement, receipt hereof being acknowledged by the Lessor.

This Lease executed in duplicate by Lessor and Lessee on the date heretofore stated.

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

BY: _____, President

BY: _____, Treasurer

HOME ACRES FARM, INC.

BY: Terry Schuh, President

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-040 Donations

Ms. Journey moved and Mr. Cremeans seconded a motion to accept the following donations to the Athletic Department:

1. Louisville Slugger Baseball Bat, value est. \$50-\$75, donated by Jim Brewer
2. Load of topsoil delivered to HS baseball field, value \$700, donated by Rausch Excavating
3. Assorted baseball equipment, value \$1,828.25, donated by Little Miami Youth Baseball

Resolution 12-041 Personnel

Mrs. Grice moved and Mr. Cremeans 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 – TWO-YEAR CONTRACTS 2012-2014

The following individuals have met the eligibility requirements for a limited contract as set forth by ORC 3319.02.

Brian Dalton – Assistant Principal, Little Miami High School

Ron Gilbert – Maintenance Supervisor, Little Miami Local School District

EXEMPTED PERSONNEL – THREE-YEAR CONTRACTS 2012-2015

The following individuals have met the eligibility requirements for a limited contract as set forth by ORC 3319.02.

Gene Blake – Director of Support Operations/Transportation

Maryann Duffy – Principal, Salem Township Elementary School

Susan Ganim – EMIS Data Manager, Little Miami Local School District

Cathy Travathan – Director of Special Services, Little Miami Local School District

EXEMPTED PERSONNEL – NON-RENEWAL

Cynthia Borland, Nurse

EXEMPTED PERSONNEL – SUBSTITUTE EMPLOYMENT

Jessica Knochel, Sub Nurse

CERTIFIED PERSONNEL – CONTINUING CONTRACTS

The following individuals have met the eligibility requirements for a continuing contract as set forth by ORC 3319.08 and 3319.11:

Britt Burlile	Sean Derrig	Debbie Combs
Whitney Sagraves	Karin Sisto	Courtney Balser
Temperance Carpenter	Meggan Davis	Mindy Lohrey
Allyson McVey	Sara Harris	

CERTIFIED PERSONNEL – LONG-TERM SUBSTITUTE

Edward Kettler, long-term sub, 6th grade language arts/social studies, effective 4/16/2012

CERTIFIED PERSONNEL – RESIGNATION FOR RETIREMENT

Mark LaPille – Little Miami High School teacher, effective May 31, 2012

CERTIFIED PERSONNEL – LEAVE OF ABSENCE

Lori Creech – medical leave, effective 3/5/2012 until the end of the year
Stephanie Ison – maternity leave, effective approximately 3/29/12 for six weeks
Molly Ramsey – maternity leave, effective approximately 5/18/12 until the end of the year

CLASSIFIED PERSONNEL – LEAVE OF ABSENCE

Kevin Ison – family leave, effective approximately 3/29/12 for two weeks

CLASSIFIED PERSONNEL – RESIGNATION

Linda Adams – Custodian, LMIS, effective 2/17/2012
Fred Schwartz – Custodian, Salem Township Elementary, effective 2/1/2012

CLASSIFIED PERSONNEL – CHANGE IN ASSIGNMENT

Connie Tackett – Going from bus driver to 2nd shift custodian, LMIS, effective 1/6/2012

CLASSIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT

Nicholas Norman, Stephen Blair, Brent Thompson – Sub Custodians

SUPPLEMENTAL POSITIONS – RESIGNATION

Vicky Short – HS Varsity Cheer Coach, effective 2/27/2012

SUPPLEMENTAL POSITIONS – EMPLOYMENT

Dennis Kemp, JV Softball, 2012 spring season
**All athletic coaches paid for by pay-to-play fees*

SUPPLEMENTAL POSITIONS – VOLUNTEER

Jim Coomer – JV Baseball
Patty Wehrung – JV Softball
Eric Bond – HS Track Coach

VOLUNTEERS – CLASSROOM

All volunteers have completed the background check successfully.

Monika Day	Vickie Schapp	Jon Hansted	Traci Zimmerman
Heather Bravard	Heidi Horst	Ginny Bialowas	Trey Archambeault
Stephanie Claytor	Jen Mullert	Cynthia Bardsley	Kay Knoblauch
Cecelia Soroka	Marlene Braidich	Melissa Williams	Scott Williams

CERTIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT

Peter Perkins	Brandon Fouch	Bethany Andrews
Courtney Waits	Sara Melendez	Laura Master
Terri Dearworth	Daniel Elliott	Casey Keller
Isaac Voehringer	Michal Seymour	Nicholas Barker
Karla Snider		

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-042 School Calendar Options

Mr. Cremeans moved and Ms. Journeay seconded a motion to adopt two calendar options, one pre-Labor Day start and one post-Labor Day start, for the 2012-13 school year.

2012-2013 Little Miami Academic Calendar- DRAFT B Pre-Labor Day Start

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/5

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19/19

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23/23

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

18/19

Holidays
 September 3 – Labor Day
 November 6 – Election Day
 November 22 – Thanksgiving
 December 25 – Christmas
 January 1 – New Year’s Day
 January 21 – Martin Luther King Day
 February 18 – Presidents’ Day
 March 31 – Easter
 May 27 – Memorial Day

Interim/End of Grading Period
 Sept. 27/ Oct. 26 (42 days)
 Dec. 5/ Jan. 17 (46 days)
 Feb. 20/ Mar 22 (43 days)
 May 1/ June 6 (47 days)

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14/14

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

19/20

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

19/19

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16/16

Delayed Start-Staff In-service
 Wed. Sept. 12 Wed. Oct. 17
 Wed. Nov. 14 Wed. March 6
 Wed. April 17 Wed. May 15

Achievement Test Dates
 Fall Reading OAA: 10/1 to 10/5
 Fall OGT: 10/22 to 11/4
 Spring OGT: 3/11 to 3/24
 Spring OAA: 4/22 to 5/10

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21/21

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22/22

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/5

Calendar Legend

- Beginning & Ending Dates
- End of Quarter
- Delayed Start – Staff In-service
- School not in session
- Staff Work Day/In-Service: No Students
- Graduation
- Interim Grades
- Distribution Day

Note: Calamity days past the permitted 5 days may be scheduled for makeup in any of the following ways:

- Extending the school year calendar
- Adding time to the school days remaining on the district calendar
- Any scheduled off days may be used

2012-2013 Little Miami Academic Calendar Post-Labor Day Start

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

0/2

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19/19

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23/23

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

18/19

Holidays

- September 3 – Labor Day
 - November 6 – Election Day
 - November 22 – Thanksgiving
 - December 25 – Christmas
 - January 1 – New Year’s Day
 - January 21 – Martin Luther King Day
 - February 18 – Presidents’ Day
 - March 31 – Easter
 - May 27 – Memorial Day
- Interim/End of Grading Period**
- Oct. 3/ Nov. 2 (44 days)
 - Dec. 11/ Jan. 24 (47 days)
 - Feb. 27/ Apr. 5 (44 days)
 - May 7/ June 6 (43 days)

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15/15

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

20/21

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

19/19

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16/16

Delayed Starts-Staff In-service

- Wed. Sept. 12
- Wed. Nov. 14
- Wed. April 17
- Wed. Oct. 17
- Wed. March 6
- Wed. May 15

Achievement Test Dates

- Fall Reading OAA: 10/1 to 10/5
- Fall OGT: 10/22 to 11/4
- Spring OGT: 3/11 to 3/24
- Spring OAA: 4/22 to 5/10

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22/22

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22/22

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/5

Calendar Legend

- Beginning & Ending Dates**
- End of Quarter**
- Delayed Start – Staff In-service**
- School not in session**
- Staff Work Day/In-Service: No Students**
- Graduation**
- Interim Grades**
- Distribution Day**

Note: Calamity days past the permitted 5 days may be scheduled for makeup in any of the following ways:

- Extending the school year calendar
- Adding time to the school days remaining on the district calendar
- Any scheduled off days may be used

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-043 Job Descriptions

Mrs. Grice moved and Ms. Journeay seconded a motion to approve updated job descriptions for Cook, Kitchen Manager and Child Nutrition Supervisor.

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Cook

Reports To: Kitchen Manager & Child Nutrition Supervisor

Qualifications:

Ability to perform assigned duties in the preparation and serving of school lunches

Responsibilities include, but not limited to:

1. Assisting the Kitchen Manager in the preparation and serving of food in a quick and pleasant manner, for students & staff.
2. Serve food that is attractive, well-cooked (safe), nutritionally balanced.
3. Assist the Kitchen Manager in preparing and maintaining all records and reports that may be required in the operation of the kitchen (production, deposits, sales records, free & reduced student records, student account balance records, and any records required by the state or federal govt. to be on NSLP.
4. Adhering to planned menus for the district and using standardized district and USDA recipes.
5. Maintain good personal hygiene.
6. Be prompt and have good attendance.
7. Assisting in the daily clean up of the kitchen and cafeteria area, including washing of dishes, and cleaning floors.
8. Assuming responsibility for storage and disposal of unused foods
9. Complying with all Local, County, and State health requirements
10. Must be able to lift stock from freezer and storerooms to prep areas and return, up to 50 pounds.
11. Ability to operate the computer POS system accurately and quickly.
12. Ability to understand the difference between Type A Lunch and ala carte.
13. Performing other duties as assigned by the Kitchen Manager, or Child Nutrition Supervisor.

Updated: 3/2012

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: KITCHEN MANAGER

Qualifications:

1. High School diploma
2. Knowledge of cafeteria organization, record keeping, and management.
3. Knowledge of the use and care of modern kitchen and cafeteria service equipment.
4. Knowledge of procedures involved in ordering, receiving, and storing foods.
5. Knowledge of National School Lunch Program requirements and regulations.
6. Knowledge of health and safety rules and regulations that pertain to the operation of food service units.
7. Knowledge of cleaning, sanitation and maintenance methods for food service units.
8. Ability to prepare, cook, and serve food with physical capacity to lift up to 50 pounds.
9. Ability to work with a varied group of people within assigned time lines.
10. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

Reports To: Child Nutrition Supervisor

Supervises: All kitchen employees in assigned building

Job Goal: To be responsible for the preparation and serving of food, and the maintenance of the cafeteria.
To supervise the employees of the cafeteria, and
To assign duties to employees to make for a more efficient workflow

Performance Responsibilities:

Essential Functions:

1. To be responsible for providing students with an attractive well cooked, nutritionally balanced and properly served meal
2. To plan meals using standardized district/USDA menus
3. To prepare foods using standardized district/USDA recipes
4. To order all daily supplies as assigned and place orders neatly and in a timely manner.
Computer and internet knowledge needed to place orders.
5. Ability to run computer POS system, including full understanding of how the POS system works with knowledge of reporting and maintaining the database.
6. To check the personal appearance of all employees
7. To check housekeeping practices and the sanitation of all work areas
8. To make work assignments to all employees
9. To check daily receipts and secure lunch counts as appropriate
10. To establish good public relations with principal and school personnel
11. To maintain punctuality and regular working hours
12. Complying with all Local, County and State health requirements
13. Must be able to lift up to 50 pounds.

Other Duties and Responsibilities include, but not limited to:

1. To receive and direct storage of all supplies
2. To inspect all equipment to ensure proper daily working order
3. To keep all records necessary for the operation of the assigned food service activities

4. To take inventory of foods, supplies, and equipment as directed
5. To submit required performance evaluations of cafeteria staff as directed
6. To attend all meetings when required
7. To appoint and train someone to assume responsibility in your absence
8. To assist in training of any new employees to the unit
9. To set up meeting rooms and other catering functions in a timely manner and make an attractive presentation
10. To perform other duties as assigned by supervisor

Equipment Operated/Maintained:

Dish Machine	Food Service Mixers
Steamer	Food Service Processors
Steam Table	Walk-in Refrigerators/Freezers
Convection, Conventional, and Microwave Ovens	
Cash Register	Small Kitchen Appliances and Knives

Updated 3/2012

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Child Nutrition Supervisor
Reports To: Director of Support Services

Job Goal:

To administer and supervise the district's food service program to include promoting good nutrition in accordance with all the regulations of the USDA School Lunch Program

Qualifications:

1. High School Diploma (additional education preferred).
2. Supervisory experience in a food service operation
3. Registered Dietitian desirable, but not required
4. Experience with preparing, reviewing, and executing budgets; implementing cost control procedures and maintaining appropriate records
5. Demonstrated ability in personnel management
6. Experience in selection, distribution and use of government commodities
7. Thorough knowledge of all reporting required by the National School Lunch Program and State of Ohio
8. Knowledge of sanitation requirements applicable to school food service
9. Demonstrated ability to communicate effectively with staff, administrators, and members of the community

Functions/Responsibilities:

1. Supervise the day-to-day operations of the Child Nutrition Department
2. Plan menus and supervise meal preparation
3. Inspect the district's lunch facilities and operations to ensure that standard of diet, cleanliness, health, and safety are being maintained
4. Supervise and administer cooperative purchasing for the department
5. Prepare the department's budget, review, and approve expenditures, and initiate cost control procedures

~~Spanish 5~~ ~~French 5~~ ~~Adv. Anatomy~~
~~Information Technology 3, 4, 5, 6, 7~~

All honors and advanced placement courses will receive an add-on weight.

Students enrolling in an Advanced Placement course ~~or the 5th year of a language have the option of~~ taking **must take** the Advanced Placement exam in that discipline. ~~The decision to take the exam (and the payment for it) must be made by January 15th of that school year.~~

POLICY FOR STUDENTS WHO TRANSFER TO LITTLE MIAMI WITH HIGH SCHOOL CREDITS

Counselors would individually assess each transcript and correlate any weighted courses to our courses/system. ~~Any weight that should be added will be added, according to the Little Miami System.~~

No weight will be given for correspondence, summer school, or post-secondary enrollment option.

A student must have attended Little Miami for three full semesters to be considered for valedictorian or salutatorian.

ADDITIONAL REQUIREMENTS FOR GRADUATION AND RECOGNITION OF TOP SCHOLARS

At the beginning of the second semester of the senior year (7 semesters completed), the top ten ranked seniors will meet with the senior class advisor. These students will be given the opportunity to submit a written speech to be considered for presentation at graduation. Two student speeches will be included in the graduation ceremony. The senior class advisor will select five (5) Little Miami High School teachers to listen to the speeches. -The committee will select the two graduation speakers by majority vote. The senior class advisor will inform the students involved as to who will deliver the speeches at graduation. She/He will also arrange for one of the communication teachers to assist them in preparation.

The top ten per cent of students, will be recognized during the graduation ceremony.

STUDENTS ELIGIBLE FOR VALEDICTORIAN AND SALUTATORIAN POLICY

Students eligible for valedictorian and salutatorian must have been in attendance at the Little Miami High School facility for a minimum of three (3) consecutive semesters during their Junior and Senior years.

Eligibility for grants/scholarships based on class rank will be granted to students in attendance for a minimum of two (2) semesters their Senior year.

(Adoption Date: February 21, 2011)

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-045 Facility Use Policy

Mr. Cremeans moved and Mrs. Black seconded a motion to adopt the revised Facility Use Policy.

USE OF LITTLE MIAMI SCHOOL DISTRICT FACILITIES POLICY

<p><u>To Schedule Facilities, contact:</u></p> <p>Department of Support Operations 5819 Morrow-Rossburg Road Morrow, Ohio 45152 Michele Cole mcole@littlemiamischools.com 513-899-2941</p>	<p><i>LITTLE MIAMI HIGH SCHOOL</i> 3001 East U.S. 22&3 Morrow, Ohio 45152</p>
<p><i>Little Miami Junior High School</i> 5290 Morrow-Cozaddale Road Morrow, Ohio 45152</p>	<p><i>Little Miami Intermediate School</i> 7247 Zoar Road Maineville, Ohio 45039</p>
<p><i>HAMILTON-MAINEVILLE ELEMENTARY SCHOOL</i> 373 E. Foster-Maineville Rd. Maineville, Ohio 45039</p>	<p><i>HARLAN-BUTLERVILLE ELEMENTARY SCHOOL</i> 8276 State Route 132 Blanchester, OH 45107-9354</p>
<p><i>SALEM TOWNSHIP ELEMENTARY SCHOOL</i> 605 Welch Rd Morrow, Ohio 45152</p>	

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 levels listed below. These levels 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:

- 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. Levels 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 levels have been established. These levels have been established to determine priority for use and a schedule of fees for approved user groups.

LEVEL I-

No direct charges for use will be made however charges may be made for special needs and events that cause the district to incur additional expenses. Included in Level I:

- 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.
- Community education programs associated with the school district 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.
- Meetings of governmental agencies entities.

LEVEL II-

These groups may use facilities when space is available and when the use is considered to be appropriate. Charges will be based on actual cost to the district for such items as custodial pay, food service, personnel, utilities and security when required.

Members of the Little Miami community will be given consideration for use of facilities after Level I requests have been processed based on available space and time. Members would include:

- Individuals, groups, organizations, and performance groups who can prove they live or operate within the LMSD or how the citizens of the LMSD would benefit from the building usage. A minimum of two hours of personnel costs will be charged for the facility in association with the fee schedule if used when custodial staff is not present or if additional custodial staff is required.

- Examples include Metro basketball, JO volleyball, Adult basketball leagues associated with the LM community, theatre groups, etc. local scout organizations, Chamber of Commerce, etc.

Priority in scheduling will be given to those organizations or groups which have the greatest impact on the LMSD programs or students.

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 Level III may apply. Proof of residency may be required.

LEVEL III-

The last priority will be given to groups or individuals not connected to the LMSD community and therefore will be charged for the facility use and will be based on space and time available. These groups or individuals will not be approved until all of the Level 1 and 2 groups have had reasonable opportunity to schedule their needs. Level III will be charged a flat fee based on the Fee Schedule plus personnel costs. The flat rate fee is for four hours and additional hours will be charged in four-hour increments. (Examples of Level III groups: Commercial Users, Dance groups, homeowners' meetings, adult basketball leagues not associated with the LM community, etc.)

Approval of all applications in Level III 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;
- Relationship of the activity to the stated mission of the district.

SCHEDULING RECOMMENDATION: PreK-12 program activities should attempt to 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.

Additional Information-

The district reserves the right to assign any group to Level I, II, or III.

Limited use of the high school gym, auxiliary gym, high school auditorium, and junior high gym may be requested by Level III groups and when granted an additional general maintenance fee will apply.

High 5 Field-

Please note there is a separate usage policy for High 5 Field. All scheduling of this facility will be done through the high school athletic director.

Kitchens:

A regular food service employee must be in attendance when Level I, Level II, and Level III groups are using facilities. (This employee can work at any LMSD school.)

Insurance coverage:

Any groups other than those affiliated with the LMSD, such as a basketball or cheerleading groups, must provide an insurance policy for \$1,000,000 (\$500,000 for facilities and \$500,000 for participants). LMSD must be listed as the “Additional Insurer.” Please be sure to check the date range of policies- some expire before the school year ends, in which case, they need to bring in an updated policy upon expiration (such as a girl scout group that uses the facility for the entire school year.) This policy applies to all groups regardless of the number of times they will be using the facility.

LITTLE MIAMI SCHEDULE OF FEES FOR USE OF SCHOOL FACILITIES

BUILDING	FACILITY AREA	LEVEL I	LEVEL II	LEVEL III
			Hourly Rate	Hourly Rate
High School	Auditorium	0	\$20	\$40
	Auditorium with stage	0	\$25	\$50
	Athletic Hallway	0	\$5	\$10
	Baseball/Softball Complex	0	\$25	\$50
	Cafeteria	0	\$10	\$15
	Meeting Room	0	\$5	\$10
	Community Rm-403	0	\$5	\$15
	Octagon Area	0	\$5	\$10
	Concession Stand	0	\$10	\$15
	Football Practice Field	0	\$20	\$50
	Gymnasium	0	\$20	\$50
	Kitchen	0	\$10	\$25

	Locker Rooms	0		\$5		\$15
	Multi Purpose Room	0		\$15		\$40
	Soccer Practice Field	0		\$20		\$50
	Wrestling Room	0		\$15		\$30
Junior High	Meeting Room	0		\$5		\$10
	Common Area	0		\$5		\$10
	Gymnasium	0		\$20		\$50
	Cafeteria	0		\$10		\$15
	Kitchen	0		\$10		\$25
	Locker Rooms	0		\$5		\$15
	Media Center	0		\$15		\$30
	Concession Stand	0		\$10		\$15
Intermediate	Meeting Room	0		\$5		\$10
	Gymnasium	0		\$20		\$50
	Cafeteria	0		\$10		\$25
	Cafeteria with Stage	0		\$15		\$30
	Kitchen	0		\$10		\$25
	Stage Only	0		\$5		\$10
	ELA (Blue ½ Green ½)	0		\$5		\$10
Salem	Meeting Room	0		\$5		\$10
	Gymnasium (Main)	0		\$15		\$40
	Gymnasium (Kindergarten)	0		\$15		\$40
	Multi Purpose	0		\$15		\$40

	Room					
	Kitchen	0		\$10		\$25
	Football Field	0		\$20		\$50
	Baseball Field	0		\$20		\$50
Butlerville	Meeting Room	0		\$5		\$10
	Gym	0		\$15		\$40
	Kitchen	0		\$10		\$25
	Baseball Field	0		\$20		\$50
	Baseball Field	0		\$20		\$50
Maineville	Café /Multi Purpose Room	0		\$5		\$15
	Gymnasium	0		\$15		\$40
	Kitchen	0		\$10		\$25
	Meeting Room	0		\$5		\$10
	Baseball Field	0		\$20		\$50

Note:

- These fees are for the facility use only. Personnel, processing, and supplies fees may also apply.
- Meeting room may be a classroom or workroom depending on availability.
- Level 3 users will be expected to pay a non-refundable processing fee in advance.

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: (A down payment or portion of fees maybe due before the event)

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:

- Concession Stand (Café) YES NO
- Use of the outside locker room YES NO
- Use of restrooms YES NO
- Cafeteria YES NO

Is there a need for 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 _____

Approved

Disapproved

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

Hours Rate
 Little Miami _____ X _____ = \$ _____

PERSONNEL REQUIRED (Additional fees may apply if holiday pay is required for employees)

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

ADDITIONAL FEES (Supply and Application fees will be based on the size of the group and time required by district employees to schedule and handle booking)

Supply Fee per Rest Room (Toilet Paper, Cleaning Supplies, Paper Towels, Soap, etc.) \$ _____ x _____ = \$ _____
 Application Fee (Scheduling, Processing, Billing) \$ _____

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

FOR OFFICE USE ONLY

Date Billed: _____
Balance Due: _____

Date Paid: _____
Amount Paid: _____

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 hone 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.		
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Use additional copies of this form if necessary

Sports leagues with multiple teams must list members of all teams.

Addendum “B”

SPECIAL AGREEMENT CONTRACT

It is agreed that (insert group name here) will provide the services/equipment detailed below in exchange for use of the Little Miami School District facilities listed on the facilities use application. This agreement is in addition to a facilities use application and subject to the approval of district representatives.

Description of services/material provided by organization in exchange facility use:

Estimated value of services/materials: _____

Facility Use application received on: _____

Application was approved on: _____

Please attach this agreement to application.

By signing below it is agreed that (insert group name here) will provide the services/equipment detailed below in exchange for use of the Little Miami School District facilities listed on the facilities use application.

Signature of Group Representative

Signature of District Representative

Note: This agreement applies only to the use of the facilities. If facility usage involves the use of port-a-lets or other special equipment that will be kept on the property, proof of contract and/or insurance of the equipment is required.

**ADDENDUM "C"
HiFive Stadium**

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

Lessee will provide security, ticket takers, announcer and timekeeper

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

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

CONTACT:

Contact Person: _____ Work (#): _____ Home (#): _____
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 | 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 microphone | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Other: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO | | | |

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.

HiFIVE STADIUM SCHEDULING (CONT'D)

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>
Custodian	\$ 40.00	X	_____	=	_____ = \$ _____

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

FOR TREASURER'S OFFICE USE ONLY

REGULAR SESSION

03/20/2012

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

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-046 Restoration of Half-Day, Every Day Kindergarten

Mr. Grice moved and Mr. Cremeans seconded a motion to approve the return of half-day, every day kindergarten for the 2012-2013 school year, as requested by the Financial Planning and Steering Commission.

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-047 Restoration of Specials for Grades K-8

Mrs. Black moved and Mr. Cremeans seconded a motion to approve the return of specials for the 2012-2013 school year for grades K-8, as requested by the Financial Planning and Steering Commission.

ROLL CALL VOTE

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

MOTION CARRIED

REGULAR SESSION

03/20/2012

Resolution 12-048 Restoration of Specials for Grades K-8

Mr. Cremeans moved and Mrs. Grice seconded a motion to approve the reopening of Butlerville Elementary and Maineville Elementary Schools for the 2012-2013 school year, as requested by the Financial Planning and Steering Commission.

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 information to the Board regarding the updated version of the Children's Internet Protection Act (CIPA), which must be adopted by the Board each year.

Community Comments on Non-Agenda Items

Joellen Voge addressed the Board and asked Ms. Journey about her vote on the reopening of the Elementary Schools. Ms. Journey said she did not believe enrollment numbers were high enough at this point to justify reopening the buildings.

Patty Blackburn said she did not support the reopening of the schools. She said she understood that the District's financial problems were not their own, but were the result of problems at the state level.

Chalice Bruce said she was frustrated by the state oversight commission's decision to reject the district's reconfiguration plan. She said she hoped the commission understood that the Board has done everything they asked.

Resolution 12-049 Executive Session

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

ROLL CALL VOTE:

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

MOTION CARRIED

REGULAR SESSION
03/20/2012

The Board entered executive session at 8:11 p.m.

Resolution 12-050 Return to Regular Session

Ms. Journey moved and Mrs. Grice seconded a motion to return to regular session.

ROLL CALL VOTE:

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

MOTION CARRIED

The Board returned to regular session at 9:10 p.m.

Resolution 12-051 Adjourn

Mr. Cremeans moved and Mrs. Black seconded a motion to adjourn.

ROLL CALL VOTE:

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

MOTION CARRIED

The Board adjourned at 9:12 p.m.

Bobbie Grice, President

Terry Gonda, Treasurer