

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
SEPTEMBER 18, 2012
7 P.M.

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on Sept. 18, 2012 at 7 p.m. in the auditorium of Little Miami High School, 3001 U.S. 22-3, Morrow, OH 45152.

Call to Order and Roll Call

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

ROLL CALL:

Mrs. Grice	Absent
Mr. Cremeans	Present
Mrs. Black	Present
Ms. Journey	Present
Mr. Haas	Present

Others in attendance were: Mr. Greg Power; Mr. Terry Gonda; Mrs. Pam Coates; Mrs. Melinda Briggs, Mrs. Marci Goodrich, Mr. Ryan Cherry, Mr. Travis Showers, Mrs. Regina Morgan, Mr. Gene Blake, Mrs. Connie Combs, Mrs. Heather Chaney, Mrs. Helen Payne, Mrs. Nona Cress.

Resolution 12-152 Adopt the Agenda

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

ROLL CALL VOTE:

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

MOTION CARRIED

Resolution 12-153 Reading of Minutes

Mrs. Black moved and Ms. Journey seconded a motion to approve the minutes from the Aug. 21, 2012 regular meeting.

ROLL CALL VOTE:

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

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MOTION CARRIED

Communications and/or Visitors to the Board

Mr. Gene Blake, director of Support Operations, then addressed the Board. He made a presentation about first day of school transportation issues and said that Transportation had to work through several issues with increased ridership, the addition of mid-day routes, and several new drivers learning their routes. He said the problems from the first day were mostly ironed out by the end of the week, but that now there is typically no down-time for drivers during a day. They are on the road dropping off and picking up at all times.

Mr. Power said that he would like the Board to consider hiring an exempt administrative assistant for transportation to handle calls and other duties, as the workload in the department is overwhelming the staff they have.

Mr. Travis Showers then addressed the Board and gave a presentation on the Public SchoolWorks software district administrators are now using to track student behaviors, both good and bad. He said teachers at the high school are embracing the new system, and many students have received positive feedback that typically might not.

Mr. Gonda shared an overview of the costs of the district’s reconfiguration into six buildings. He said the numbers show that the district is under projections for the cost of re-opening Butlerville and Maineville schools.

Resolution 12-154 Financial Reports

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

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-155 Contracts

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

COMPANY	AMOUNT	PERIOD	TYPE	PURPOSE
ABM	261,872	FY 2013	Service	HVAC maintenance service & repair
ABM	\$287,568	FY 2014	Service	HVAC maintenance service & repair

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ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-156 Resolution of Urgent Necessity

Ms. Journey moved and Mr. Cremeans seconded a motion to approve a resolution of urgent necessity regarding the repair and/or replacement of the heating systems at Harlan-Butlerville Primary School and Hamilton-Maineville Primary School.

**A RESOLUTION OF URGENT NECESSITY AUTHORIZING
THE ENTERING INTO A CONTRACT WITH ABM TO REPAIR AND/OR REPLACE
HEATING SYSTEMS AT HAMILTON-MAINEVILLE PRIMARY SCHOOL AND HARLAN-
BUTLERVILLE PRIMARY SCHOOL**

WHEREAS, Harlan-Butlerville Primary School and Hamilton-Maineville Primary Schools were re-opened for the 2012-2013 school year after being closed for three years and one year respectively; and,

WHEREAS, in preparation for operating the heating systems of each building for the 2012-2013 school year, inspections were completed that revealed the need for maintenance and repair of the systems of both buildings prior to the first firing of the heating systems; and,

WHEREAS, the Board of Education wishes to have the heating systems in both buildings fully operational prior to the arrival of colder weather; and,

WHEREAS, ABM, the district's HVAC vendor, has consented to perform work on these systems on a compressed timeline in light of the District's urgent necessity,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Little Miami Local Schools, County of Warren, State of Ohio, that:

Section 1. The Board of Education hereby expressly finds that an urgent necessity exists to begin immediate work to repair and/or replace in whole or in part the heating systems at Harlan-Butlerville Primary School and Hamilton-Maineville Primary School;

Section 2. The Board of Education authorizes ABM to perform the work at Harlan-Butlerville Primary School and Hamilton-Maineville Primary School at a price not to exceed \$120,987 for Harlan-Butlerville and \$23,200 for Hamilton-Maineville, as presented in the Project Overview submitted by ABM;

Section 3. The Board expressly finds and declares by this resolution that the expenditure is not subject to competitive bidding by reason of it being a case of urgent necessity as set forth in R.C. § 3313.46 (A);

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Section 4. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of the Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-157 Accepting Donation

Mrs. Black moved and Ms. Journeay seconded a motion to accept the donation of 160 reams of colored paper and 50 ink cartridges from Little Miami parents Fred & Ingrid Nicol and L3 Communications.

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-158 Permanent Appropriations FY 13

Mrs. Black moved and Mr. Cremeans seconded a motion to approve of the permanent appropriations by fund for FY13 as presented and on file in the Treasurer's office.

PERMAMENT APPROPRIATIONS
LITTLE MIAMI LOCAL SD
FY2013

FUND FY2013

FUND DESCRIPTION APPROPRIATION COMMENTS

001 Total General Fund	\$ 38,485,605.23
002 Total Bond Retirement	\$ 5,716,165.04
003 Total Permanent Improvement	\$ 2,181,975.80
004 Total Construction	\$ 1,282,651.00
006 Total Food Service	\$ 1,554,886.00
007 Total Scholarships and Trusts	\$ 3,760.59
008 Total Scholarships and Trusts	\$ -
009 Total Student Fees	\$ 181,850.95
018 Total School Support Funds	\$ 93,886.52
019 Total Local Grants	\$ 9,166.29
020 Total Summer School	\$ 14,099.00

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200 Total Student Activities	\$ 66,751.00
300 Total Extra Curriculars	\$ 109,657.00
432 Total EMIS	\$ 538.00
440 Total State Grant	\$ -
450 Total State Grant	\$ -
451 Total State Grant	\$ -
452 Total State Grant	\$ -
459 Total State Grant	\$ -
460 Total State Grant	\$ -
461 Total State Grant	\$ 8,000.00 HSTW
499 Total State Grant	\$ -
504 Total Federal Grant - Ed Jobs	\$ -
516 Total Federal Grant - CCIP	\$ 556,886.69 Special Education, Part B-IDEA
524 Total Federal Grant - CCIP	\$ -
532 Total Federal Grant - SFSF	\$ -
572 Total Federal Grant - CCIP	\$ 284,848.71 Title I
573 Total Federal Grant	\$ -
584 Total Federal Grant - CCIP	\$ -
587 Total Federal Grant - CCIP	\$ 7,535.49 Early Childhood Special Education, IDEA
590 Total Federal Grant - CCIP	\$ 90,626.31 Title II-A
599 Total Federal Grant - CCIP	\$ -
Grand Total	\$ 50,648,889.62

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-159 Personnel

Ms. Journey moved and Mr. Haas 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—CHANGE IN STATUS

Jen Dafoe, department chair for LMHS Guidance Dept.

CERTIFIED PERSONNEL – EMPLOYMENT

Christopher Barr, third grade teacher at STE, step 1, bachelor's degree, \$39,672

Jamie Jackson, fourth grade teacher at STE, step 6, bachelor's degree, \$43,665

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CLASSIFIED PERSONNEL – SUBSTITUTES

Michele Abelardo, secretary	Rashmi Dinesh, secretary
April Baker, secretary	Tina Clark, cook and custodian
Sharon Fisher, secretary	Morgan Montag, cook and aide
Robyn Kerman, secretary	Daniel Noth, aide, cook, custodian and mechanic
Shanna Pavone, substitute cook	Kristy Herlinger, sub cook
Becky Capella, secretary	

CLASSIFIED PERSONNEL – SUBSTITUTES

Nancy Honke	Donna Rolke	Erin Shaw
Jana Lucas	Lisa Mills	Daniel Noth
Kathryn Toerner	Sara Watkins	Kimberly Young
Kara Willis	Lynn Philpot	Karen Oeters
Joyce Clark	Melissa Craven	David Tippenhauer
Laura Ewing	Sharon Bole	Shirley Minton
Morgan Montag	Karina Zubku	Terri Reese
Carolyn Roeper	Leslie Papali	

ROLL CALL VOTE

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

MOTION CARRIED

Resolution 12-161 Resolution to Approve Reading Skills Assessments and Intervention and Reading Skills Assessments and Intervention Regulations (3rd Grade Reading Guarantee)

Mrs. Black moved and Ms. Journey seconded a motion to approve the Reading Skills Assessments and Intervention Policy and Regulations, also known as the Third Grade Reading Guarantee for inclusion in the Board Policy Manual.

File: DD

FUNDING PROPOSALS AND APPLICATIONS

The Board directs the Superintendent/designee to apply for any state or federal grants for which *the District is eligible, at his/her discretion*. The Superintendent/designee evaluates federally funded programs and state grants, including their possible benefits to the students in the District, appraises the Board of the worth of each and makes recommendations accordingly.

The District participates to its limit of eligibility in the use of funds provided by the state for the educational benefit of its students.

[Adoption date: Sept. 18, 2012]

LEGAL REF.: ORC 3313.20

REVENUES FROM TAX SOURCES

In an attempt to provide sufficient financial resources, the Board:

1. requests that voters approve adequate local funds for the operation of the District and determines the amount of the individual levies at the time of the initial request, or at the time of a request for renewal or replacement, to yield sufficient revenue for the operating expenses of the District;
2. accepts available state funds to which the District is entitled by law or through regulations of the State Board of Education and
3. accepts federal funds which are available, provided that there is a specific need for them and that the required matching funds are available.

[Adoption date:]

LEGAL REFS.: Ohio Const. Art. XII, Section 2

ORC 3301.07

3311.21

3313.17 through 3313.20; 3313.29; 3313.51

3317.01 through 3317.11

3323.09

Chapters 5701; 5705

5748.01 through 5748.06

REVENUES FROM INVESTMENTS

Scope

The Board directs that the investing authority of the District resides with its Treasurer. This policy is designed to cover all monies under the control of the Board.

Objectives and Guidelines

The following *investment* objectives are applied in the management of the District's funds:

1. *Liquidity: The investment portfolio remains sufficiently liquid to enable the Treasurer to meet reasonably anticipated operating requirements.*
2. *Safety: Investments are undertaken in a manner consistent with State law, which seeks to ensure the preservation of public funds.*
3. *Income: The Treasurer strives to achieve a fair and safe rate of return on the investment portfolio over the course of budgetary and economic cycles, taking into account State law, safety considerations and cash flow requirements.*
4. *Diversification: The investment portfolio should be diversified in order to avoid incurring potential losses regarding individual securities which may not be held to maturity, whether by erosion of market value or change in market conditions.*
5. *Prudence: Investments are made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.*
6. **Bank Accounts:** Relationships with banks are managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control

considerations dictate otherwise.

File: DFA

Authorized Financial Institutions and Dealers

U.S. Treasury and agency securities purchased outright are made only through *a member of the National Association of Securities Dealers, through a bank, savings bank or savings and loan association regulated by the Superintendent of Financial Institutions or through an institution regulated by the Comptroller of the Currency, Federal Deposit Insurance Corporation or board of governors of the Federal Reserve System.*

1. *Repurchase agreements are transacted through banks and/or eligible dealers consistent with State law.*
2. *Certificates of deposit are transacted through commercial banks or savings and loans with FDIC coverage, and qualify as eligible financial institutions under State law.*

Maturity

To the extent possible, the Treasurer attempts to match the District's investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Treasurer will not directly invest in securities maturing more than five years from the date of purchase.

Derivatives

Investments in derivatives are strictly prohibited. A derivative means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instrument, contract or obligation itself. Additionally, any security, obligation, trust account or instrument that is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument.

Allowable Investments

The Treasurer may invest in any instrument or security authorized in State law as amended. A copy of the appropriate section of the Ohio Revised Code is kept with this policy.

Collateral

All deposits are collateralized pursuant to *State law.*

Reporting

The Treasurer reports and maintains records of all investments and deposits.

All brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or executing transactions initiated by the investment authority must acknowledge their agreement to abide by the investment policy's content.

Internal Controls

The investing authority establishes a system of internal controls, which are documented in writing.

The internal controls are reviewed periodically by an independent auditor. The controls are designed to prevent loss of public funds due to fraud, employee error and imprudent actions by employees and officers of the District.

[Adoption date:]

LEGAL REFS.: Intergovernmental Cooperation Act

ORC 135.01 through 135.21

3313.51

File: DI

FISCAL ACCOUNTING AND REPORTING

The District's accounting system is in conformance with the Uniform School Accounting System as prescribed by the Auditor of State for the use of school districts. The Treasurer is responsible for

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receiving and properly accounting for all funds of the District.

The financial records must be adequate to:

1. guide the making or deferring of purchases, the expansion or curtailing of programs and the controlling of expenses;
2. ensure that current data are immediately available and in such form that routine summaries can be readily made;
3. serve as a guide to budget estimates for future years and to hold expenditures to the amounts appropriated and
4. show that those in charge have handled funds within limitations established by law and in accordance with Board policy.

The Board receives monthly financial statements from the Treasurer which show receipts, disbursements, appropriations, encumbrances, balances, assets and liabilities. The Treasurer makes all other financial reports required by law or by State agencies and submits them to the proper authorities.

The Treasurer provides the Board with any other financial management reports that the Board determines necessary.

Financial records are permanent. The supporting documents may be destroyed only in compliance with the provisions of State law and in compliance with specifications of the District's records commission, the Auditor of State and the Ohio Historical Society.

[Adoption date:]

LEGAL REFS.: ORC 117.101; 117.38; 117.43

149.01 through 149.43

3301.07

3313.29; 3313.32

3315.04

Chapter 1347

Chapter 5705

CROSS REF.: EHA, Data and Records Retention

NOTE: For additional information refer to the manual Business Administration for Public Schools published by OSBA.

File: DID

INVENTORIES

(Fixed Assets)

The Board, as steward of this District's property, recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The *District* conducts a complete inventory every five years, by physical count, of all District-owned equipment and supplies. For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or articles which retain shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit.

This District maintains a fixed asset accounting system. The fixed asset system maintains sufficient information to permit:

1. preparation of year-end financial statements in accordance with generally accepted accounting principles;

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2. adequate insurance coverage and

3. control and accountability.

Fixed Assets should be classified as follows:

Life Years

Land

Buildings and Improvements 30-50

Equipment 5-20

Each building and additions to buildings are identified by location or name and are described in detail (e.g., size, number of floors, square footage, type of construction, etc.) with the value shown for all individual structures.

Fixed equipment is inventoried by building, floor and room name or number; each item is to be listed individually. (Leased equipment that the District will eventually own must be inventoried.)

Movable equipment is inventoried by building, floor and room name or number; each item is to be listed individually. Any item that has a model number or serial number has that number noted in the description for full identification. All items assigned to a building are the building administrator's responsibility.

All equipment purchased, after the initial inventory, as capital outlay or replacement with a cost of \$5,000 or more and with an estimated useful life of five years or more is tagged and made part of the equipment inventory. *For fixed asset reporting purposes, all equipment in excess of \$1,000 is used.*

A listing of all equipment is maintained for each building and department. This listing is updated annually by the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office for *audit purposes*.

A physical inventory of supplies is taken at the building level at the close of the school year, or not later than the second Friday in June of each year. This updated listing is then submitted to the Treasurer's office *for audit purposes*.

The Treasurer shall be assisted by principals, directors, supervisors and professional and support staffs in the performance of this function.

[Adoption date:]

LEGAL REFS.: ORC 117.38

3313.20; 3313.41

File: DJ

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes an open purchase order for a "specific" permitted purpose and in an amount not to exceed the line-item appropriation and fund, as authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities. The specific purpose purchase order may not extend beyond the current fiscal year.

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The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns to the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District.

LEGAL REFS.: *Ohio Const. VIII, Section 2e*

ORC 9.314

3313.172; 3313.18; 3313.33; 3313.46

3319.04

3327.08

5705.38; 5705.39; 5705.40; 5705.41; 5705.412

CROSS REFS.: DJC, Bidding Requirements

DJF, Purchasing Procedures

DK, Payment Procedures

File: DJF

PURCHASING PROCEDURES

Monies under the jurisdiction of the Board may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is attached to it a certificate of the Treasurer certifying that the amount required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance.

Any contract or purchase order issued without such a certificate attached is void, except as the law allows later issuance within 30 days of the certificate and except that, if the amount involved is less than \$3,000, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing are developed to require that all purchases are made on properly approved purchase orders and that, for items not put up for bid, price quotations are solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

[Adoption date:]

LEGAL REFS.: ORC 3313.46

3327.08

5705.41(D)(1); 5705.412; 5705.44

CROSS REFS.: DJ, Purchasing

DJC, Bidding Requirements

File: DJF-R

PURCHASING PROCEDURES

General

1. The Board designates the Superintendent as the purchasing agent.
2. *No person may commit the District to a purchase without the appropriate certificate of the availability of funds.*

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3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.

4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.

5. *No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.*

6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

Requisitions

1. *The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.*

2. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.

3. *Only District-approved methods or forms are used for requisitioning.*

4. A requisition, to be considered appropriate for processing, meets the following requirements:

A. contains adequate information and

B. is approved by and bears the signature of an authorized requisitioner.

5. All approved requisitions are submitted to the Treasurer.

6. After a purchase order has been issued by the Treasurer's office, the number of the purchase order is recorded on the requisition.

7. After processing, the original copy of the requisition is filed in the office of the Treasurer.

Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:

A. a specification which adequately describes to the supplier the characteristics and the quality standards of the item required;

B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);

C. clear delivery instructions, including place and time;

D. appropriate account code number or *appropriation code* and

E. the Treasurer's certificate of available revenue and appropriation.

2. *Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.*

3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists which can be handled only by this procedure:

A. whenever possible, a purchase order number should be given to the supplier and

B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

CASH IN SCHOOL BUILDINGS

Monies collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students.

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited every day, if possible. Specifically, if the money collected:

- 1. exceeds \$1,000, it must be deposited on the next business day or placed in a safe or*
- 2. does not exceed \$1,000, it must be deposited the next business day or placed in a safe place to be deposited within three business days.*

In no case shall more than \$10 be left overnight in unsecured areas of school buildings. The Treasurer provides for making bank deposits after regular banking hours in order to avoid leaving money in a school building overnight.

[Adoption date:]

LEGAL REFS.: ORC 9.38
3313.291

CROSS REFS.: DH, Bonded Employees and Officers
DJB, Petty Cash Accounts
IGDG, Student Activities Funds Management
KMA, Relations with Parent Organizations
KMB, Relations with Booster Organizations

STUDENT ACTIVITIES FUNDS MANAGEMENT

To safeguard and provide for the efficient financial operation of student activities, the funds of these activities are managed as follows.

1. The Superintendent designates an individual to serve as the activity account clerk under the jurisdiction of the Treasurer. The Treasurer is authorized to receive and disburse student funds in support of the entire school activity program. The Treasurer is directly responsible for the proper accounting of student activities funds.
2. Requests for purchases from student activities funds can be made only by faculty advisors, coaches or teachers assigned to an activity. These requests must be approved in writing by the school principal or other person designated by the Superintendent. Funds must be available before such purchases may be authorized. Expenses are subject to Board approval.
3. An accounting of all student funds is made monthly and a report of all accounts is made by the Treasurer to the Superintendent and the Board. The account system complies with the regulations of the Ohio Auditor. The system separates and verifies each transaction and shows the sources from which the revenue is received, the amount collected, source and the amount expected for each purpose.
4. When an unexpended balance remains in the account of a graduating class (Fund 200), the class should specifically indicate its intent to the Board for the disposal of such funds. The Board exercises its prerogative in disposing of such funds when the graduating class is negligent in giving instructions.

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LEGAL REFS.: ORC 3313.51; 3313.53; 3313.811

3315.062

5705.41; 5705.412

CROSS REFS.: DH, Bonded Employees and Officers

DI, Fiscal Accounting and Reporting

DIB, Types of Funds

DJ, Purchasing

DJF, Purchasing Procedures

IGD, Cocurricular and Extracurricular Activities

IGDF, Student Fundraising Activities

JL, Student Gifts and Solicitations

ROLL CALL VOTE:

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

MOTION CARRIED

Resolution 12-162 Athletics Eligibility Regulations

Mrs. Black moved and Mr. Cremeans seconded a motion to approve the revised Athletics Eligibility Regulations, updating the current policy in the Board Policy Manual. (File: IGDJ-R)

File: IGDJ-R

ATHLETICS ELIGIBILITY REGULATIONS

If a student is to be eligible to participate in athletics including cheerleading during any 9-week grading period, he/she must have:

1. Attended school the preceding 9 weeks;
2. Met the operational standards of the Ohio High School Athletic Association (OHSAA) for academic eligibility and
3. Met the standards set forth by the Board.

Board standards are as follows:

1. Eligibility for game/match play will be determined on a weekly basis.
2. Students are ineligible if they have not met the adopted OHSAA eligibility standards.
3. Ineligible student athletes must attend Bonus Time.
4. A waiver which excuses one week of ineligibility per school year is available to each student.

A student's weekly academic progress is monitored in the following manner;

1. Teachers record all grades in Progress Book, to be updated weekly.
2. Cumulative grade averages from the beginning of the given 9 weeks are used to determine weekly eligibility (not the grades from the specific week being checked).

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3. The previous week's grade check determines the following week's status; for example, week one and week two cumulative results determine week three status; week 9 cumulative results determine the status of week one the following grading period.
4. Coaches, administrators, and teachers receive copies of the ineligible student list weekly.
5. Ineligible students are required to attend Bonus Time two out of the three offered days per week until eligibility is restored. Students may continue to practice.
6. Absences from practices due to Bonus Time attendance are considered excused absences.
7. Ineligible students failing to attend their required Bonus Times forfeit eligibility the following week.

ROLL CALL VOTE:

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

MOTION CARRIED

New Business

Mrs. Grice gave a report on the Warren County Career Center. The next state commission meeting will be Sept. 26 at 4 p.m. at the LMHS auditorium. Board work session will be held Sept. 27 at 6:30 p.m. at LMIS conference room.

Community Comments on Non-Agenda Items

No one signed up.

Resolution 12-163 Executive Session

Ms. Journey moved and Mrs. Black seconded a motion to enter into executive session to confer with an attorney for the board of education concerning disputes involving the board that are the subject of pending or imminent court action.

ROLL CALL VOTE:

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

MOTION CARRIED

The Board entered executive session at 8:30 p.m.

Resolution 12-164 Return to Regular Session

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

ROLL CALL VOTE:

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

MOTION CARRIED

The Board returned to regular session at 9:05 p.m.

Resolution 12-165 Motion to Amend Agenda

Ms. Journey moved and Mrs. Black seconded a motion to amend the board's agenda to add Resolution 12-166 to the agenda regarding the transfer of property to the Kings Local School District.

ROLL CALL VOTE:

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

MOTION CARRIED

Resolution 12-166 Resolution Authorizing Legal Counsel to Appeal the Decision of the Ohio Board of Education Regarding the Transfer of Property to the Kings Local School District.

Mrs. Black moved and Mr. Haas seconded a motion to approve Resolution 12-166, authorizing legal counsel to appeal the decision of the Ohio Board of Education regarding the transfer of property to the Kings Local School District.

Resolution 12-166

A RESOLUTION AUTHORIZING LEGAL COUNSEL TO APPEAL THE DECISION OF THE OHIO BOARD OF EDUCATION REGARDING THE TRANSFER OF PROPERTY TO THE KINGS LOCAL SCHOOL DISTRICT.

WHEREAS, on Sept. 11, 2012 the Ohio Board of Education voted 12-7 to approve a resolution to disapprove the recommendation of the state hearing officer and to approve the transfer of school district territory from the Little Miami Local School District, Warren County, to the Kings Local School District, Warren County, pursuant to section 3311.24 of the Ohio Revised Code; and,

WHEREAS, the Little Miami Local Schools Board of Education believes that should the transfer of the property in question occur, the District would incur a substantial negative financial impact in the form of lost property tax revenue; and,

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WHEREAS, the Little Miami Local School District was declared to be in a state of fiscal emergency on July 13, 2010, and this loss of property tax revenue could jeopardize the District's ability to met its debt obligation and be released from fiscal emergency,

NOW, THEREFORE, BE IT RESOLVED on this date, Sept. 18, 2012, by the Board of Education of Little Miami Local Schools, County of Warren, State of Ohio, that:

Section 1. The Board of Education hereby expressly authorizes District legal counsel to file an appeal of the Sept. 11, 2012 decision of the Ohio Board of Education regarding the transfer of property to the Kings Local School District in Franklin County Common Pleas Court no later than 15 days after the postmark on the notice received from the State Board of Education;

Section 2. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of the Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

ROLL CALL VOTE:

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

MOTION CARRIED

Resolution 12-167 Motion to Adjourn

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

ROLL CALL VOTE:

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

MOTION CARRIED

The Board adjourned at 9:05 p.m.

Bobbie Grice, President

Terry Gonda, Treasurer