

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING
JULY 1, 2008
7:00 P.M.

The Little Miami Board of Education of the Little Miami Local School District, Warren County, Ohio met in special session on July 1, 2008 at 7:00 p.m. at the Little Miami High School Media Center, 3001 U.S. 22 & 3, Morrow, Ohio.

Call to Order and Roll Call

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

ROLL CALL:

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

Adopt the Agenda as Amended

Mrs. Grice moved and Mr. Cremeans seconded a motion to adopt the agenda as amended.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-76 Temporary Entrance and Work Agreement

Mr. Cremeans moved and Mrs. Dunbar seconded a motion to adopt the Temporary Entrance and Work Agreement with Big Foot Land Company, LLC for construction of intersection improvements and related construction activities.

This agreement is entered into on the date stated below by Big Foot Land Company, LLC, whose tax mailing address is 8175 McCauley Court, Cincinnati, Ohio 45241 (hereinafter the "Grantor"), and the Little Miami Local School District Board of Education, whose mailing address is 5819 Morrow Rossburg Road, Morrow, Ohio 45152 (hereinafter the "Grantee").

Witnesseth:

SPECIAL SESSION
JULY 1, 2008

In order to improve the public safety of Morrow-Cozzadale Road a roundabout is to be constructed. In order to construct the roundabout it is necessary to enter onto property, which is owned by Grantor. The real estate is identified as Lot 4 of the Big Foot Commercial Development located on Morrow-Cozzadale Road, Morrow, Ohio 45152, identified as Parcel #17242000330. Grantee requests permission from Grantor to enter onto the said real estate for the purpose of completing the following items of work:

1. Construction of intersection improvements:
2. Related construction activities.

Upon completion of the above mentioned items of work, the Grantee agrees to restore any disturbed property, with the exception of any trees that are removed, to its original condition, but not better than any pre-existing condition. The limits of the disturbed area are represented in EXHIBIT "A" (attached).

Now, therefore, in consideration of One Dollar (\$1.00), the receipt and sufficiency of which are hereby stipulated, Grantor does hereby grant a *license* to Grantee, its agents and employees, to enter onto the aforesaid real estate to complete the aforementioned items of work.

This Temporary Entrance and Work Agreement shall bind and insure to the benefit of each party hereto and their respective heirs, successors and assigns and shall be in effect until completion of construction or until December 31, 2008 whichever comes first.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-77 Temporary Entrance and Work Agreement

Mrs. Grice moved and Mr. Stern seconded a motion to adopt the Temporary Entrance and Work Agreement with Miss Michelle's for construction of intersection improvements and related construction activities.

This agreement is entered into on the date stated below by Miss Michelle's, LLC, whose tax mailing address is 5275 Morrow-Cozzadale Road, Morrow, Ohio 45152 (hereinafter the "Grantor"), and the Little Miami Local School District Board of Education, whose mailing address is 5819 Morrow Rossburg Road, Morrow, Ohio 45152 (hereinafter the "Grantee").

Witnesseth:

SPECIAL SESSION
JULY 1, 2008

In order to improve the public safety of Morrow-Cozzadale Road a roundabout is to be constructed. In order to construct the roundabout it is necessary to enter onto property, which is owned by Grantor. The real estate is located at 5275 Morrow-Cozzadale Road, Morrow, Ohio 45152, identified as Parcel #172420003330. Grantee requests permission from Grantor to enter onto the said real estate for the purpose of completing the following items of work:

1. Construction of intersection improvements;
2. Construction of proposed drive connection;
3. Related construction activities.

Upon completion of the above mentioned items of work, the Grantee agrees to restore any disturbed property, with the exception of any trees that are removed, to its original condition, but not better than any pre-existing condition. The limits of the disturbed area are represented in EXHIBIT "A" (attached).

Now, therefore, in consideration of One Dollar (\$1.00), the receipt and sufficiency of which are hereby stipulated, Grantor does hereby grant a *license* to Grantee, its agents and employees, to enter onto the aforesaid real estate to complete the aforementioned items of work.

This Temporary Entrance and Work Agreement shall bind and insure to the benefit of each party hereto and their respective heirs, successors and assigns and shall be in effect until completion of construction or until December 31, 2008 whichever comes first.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-78 Urgent Necessity for Certain Improvements to the Project at the Little Miami Intermediate School

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

WHEREAS, the Board is engaged in the implementation of ongoing construction at its Welch Road complex which includes various improvements to the Little Miami Intermediate School and Little Miami Junior High School (the "Project"); and

WHEREAS, the following improvements are necessary at the Welch Road complex prior to the start of the 2008-2009 school year on August 25, 2008: (1)

SPECIAL SESSION
JULY 1, 2008

Improvements to the Main Storm Sewer Trunk Line and Detention; (2) Bus parking in front of the Little Miami Intermediate School; (3) Miscellaneous Drainage and Site Improvements; and (4) Construction of a maintenance building for the storage of chemicals and equipment in accordance with Jarrod's Law (collectively the "Improvements"); and

WHEREAS, the Improvements must be completed prior to August 25, 2008 or there would be an immediate hazard to the health, safety, and welfare of the students, visitors and personnel of the Board of Education of the Little Miami Local School District ("Board") resulting from construction and associated hazards that would impose a substantial risk and danger to the physical safety of students, visitors and personnel at the Welch Road complex; and

WHEREAS, Kleingers & Associates, the Board's engineering firm for the Improvements, is preparing construction drawings and technical specifications for the Improvements and has indicated via letter dated June 24, 2008 that the Improvements cannot be completed prior to August 25, 2008 if the Board were to follow the competitive bidding procedures of R.C. 3313.46 and that a minimum of ten to twelve weeks would be necessary for the completion of the Improvements; and

WHEREAS, compliance with the procedures for the advertisement of bids prescribed by section 3313.46 of the Revised Code would delay the commencement of the Improvements for an excessive period and threaten the health, safety, and welfare of the students, visitors and personnel of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Little Miami Local School District that:

SECTION I

It is found and determined pursuant to section 3313.46 of the Revised Code that there is an urgent necessity for the Improvements.

SECTION II

It is further found and determined that compliance with the procedures prescribed by section 3313.46 of the Revised Code for the advertisement of bids for the Improvements would delay the commencement of the needed Improvements for an excessive period of time, pose an undue threat to the good working order of the school district, interfere with the start of the school year, and pose an undue threat to the health, safety, and welfare of the students, visitors and personnel of the Board at the Welch Road complex if the Improvements are not completed prior to August 25, 2008.

SECTION III

SPECIAL SESSION
JULY 1, 2008

The Treasurer of this Board is hereby authorized to procure proposals for the work described without strict compliance with the advertisement procedures of R.C. 3313.46. The Treasurer and Board President are also authorized to execute a contract with the company/entity that the Treasurer and Board President determine, in consultation with Kleingers & Associates, to be capable of performing the work for the Improvements in a timely fashion, within the prescribed budget of the Project. Upon execution of the contract, the work for the Improvements may begin immediately.

SECTION IV

The balance of the Project shall be competitively bid in accordance with the provisions of R.C. 3313.46.

SECTION V

IT IS FOUND AND DETERMINED that all formal action of this Board of Education concerning or related to the adoption of this Resolution was adopted in an open meeting of this Board, and all deliberations of this Board that resulted in such formal action were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

SECTION VI

This Resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education which may be inconsistent with or duplicative of the provisions of this resolution.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-79 Approval to Purchase Buses

Mrs. Grice moved and Mr. Cremeans seconded a motion to approve the purchase of two (2) school buses from Miami Valley International Bus Company. The buses to be purchased are one (1) 48 passenger handicap bus for \$81,085 and one (1) regular 72 passenger bus for \$72,945.

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes

SPECIAL SESSION
JULY 1, 2008

Mr. Stern

Yes

Mrs. Dunbar

Yes

MOTION CARRIED.

Resolution 08-80 Resolutions/Contracts

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

Contract:

	<u>Company</u>	<u>Amount</u>	<u>Period</u>	<u>Type</u>	<u>Purpose</u>
08-15-07	One Command, Inc. dba CommunitySafe	\$7,918	07/01/08 – 06/30-09	Service	Communication

Resolution:

WHEREAS, the Little Miami Local School District Board of Education, County of Warren, Ohio, has approved at a regular meeting of the Board of Education a detailed estimate of construction costs and draft construction documents for High School and Junior High School Complex Road and Parking Lot Improvements Bid Package 2.12, (hereafter the “Project”) and authorized the commencement of the bidding process, including the advertisement for bids, for the Project, all actions done in accordance with all applicable Ohio Revised Code provisions;

WHEREAS, Quandel/Dugan & Meyers, LLC (hereinafter called the “Construction Manager”) with the assistance of Steed Hammond Paul Architects (hereafter called the “Architect”) commenced the competitive bidding for said Project in accordance with the provisions of Ohio Revised Code §3313.46;

WHEREAS, the Construction Manager, with the assistance of the Architect, upon reviewing their respective bid proposals, recommended the following contract for approval by the Board of Education, in accordance with the company’s bid proposal received by the Board of Education on June 24, 2008;

WHEREAS, attached to this resolution is a tabulation of bids received for the Project prepared by the Construction Manager; and

WHEREAS, attached to this resolution are correspondences dated July 1, 2008 from the Construction Manager specifically recommending to the Board that the following bid for the Project be accepted;

WHEREAS, the Superintendent of the School District, the Construction Manager, with the assistance of the Architect, have also reviewed all bids received for the Project and conducted a responsibility investigation of the apparent low bidder’s compliance with all applicable documents contained in the above referenced Bid Package and the applicable sections of the Ohio Revised Code, including, but not limited to, Revised Code §§153.12, 3313.46(A)(6) and 3318.10.

SPECIAL SESSION
JULY 1, 2008

NOW, THEREFORE, BE IT RESOLVED, by the Little Miami Local School District Board of Education, after careful consideration and evaluation of the information before it:

Section 1. The Board of Education hereby accepts the recommendation of the Construction Manager to award the bid for the Project to the bidder as provided below as the lowest responsible bidder in compliance with all applicable provisions of the Ohio Revised Code contingent upon compliance of all conditions precedent to contract execution.

Bid Package #2.12, Road Complex and Parking Lot

Charles H. Hamilton Company

Base Bid	\$673,244.00
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Total Award	\$673,244.00
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Section 2. The Board hereby authorizes the Construction Manager, on its behalf, to forward a Notice of Intent to Award Contract for said Project with the appropriate Contract Forms, to the lowest responsible bidder referenced in Section 1. The Construction Manager shall simultaneously notify the surety and agent of the surety of the lowest responsible bidder of the intent to award a contract pursuant to Ohio Revised Code §9.32.

Section 3. Subject to the approval of Board's construction counsel, and upon compliance with all conditions precedent to Contract execution, the Board hereby authorizes the President and Treasurer to sign said Contract.

Section 4. The Board hereby authorizes the President, Treasurer and Superintendent to sign the Certificate of Available Resources and the Treasurer to sign the Certificate of Funds, upon execution of said Contract, and attach to said Contract a copy of said Certificate, along with a copy of this resolution.

Section 5. The Board hereby authorizes the Construction Manager, after the Construction Manager's receipt of said Contract signed by the Contractor, to forward a Notice to Proceed.

Section 6. The Board hereby authorizes the Treasurer, at the appropriate time and with the assistance of the Construction Manager, to prepare, and make available upon request, a Notice of Commencement pursuant to Section 3311.252 of the Ohio Revised Code, prior to the performance of any work related to each Contract.

Section 7. That this Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of

SPECIAL SESSION
JULY 1, 2008

this Board; and that all deliberations of this Board and its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 8. This resolution shall be in full force and effect from and immediately after its adoption.

IT IS FOUND AND DETERMINED that all formal action of this Board concerning or related to the adoption of this resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-81 Personnel

Mr. Cremeans moved and Mr. Stern seconded a motion to approve the following personnel issues for the 2008-2009 school year. Employment is contingent upon the school system receiving the results of the mandated criminal records background check as required by O.R.C. 3319.311 which indicates that no conviction or pleas of guilty were entered into by any persons being employed.

Certified Staff - Employment

Amelia Luck—4th grade teacher at Salem Township Elementary effective for the 2008-2009 school year at B-4.

Certified Staff - Resignations

Sybil Cook—High School Teacher effective August 1, 2008 for the purpose of retirement.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-82 Job Descriptions

SPECIAL SESSION

JULY 1, 2008

Mrs. Grice moved and Mrs. Dunbar seconded a motion to terminate the job description for K-12 Technology Coordinator and adopt the following job description for Business Systems Support Specialist.

Title: Business Systems Support Specialist

Reports To: Director of Technology

Employment Status: 260 (subject to change)

FLSA Status: EXEMPT

General Description

Serve as systems support to business operations or other as assigned. Responsibilities include planning, implementation, training, maintenance, reporting and support of the following programs: SafeSchools, School Dude Facilities Scheduling, Maintenance Direct, VersaTran, Auto Call, QSP, EzPay or other programs as directed and in keeping with the business operations of the school district. Demonstrates the ability to get along with administrators, staff, students, parents, and community members; courteous, polite, and considerate at all times.

*The above statements describe the general nature of the job position and are not intended to be an exhaustive list of all responsibilities and duties required.

Qualifications

Valid Ohio driver's license; bachelors or associates degree with specialized computer and/or software courses and 3 to 5 years of experience preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform job functions. Must possess organizational skills and ability to maintain records and publish reports as requested. Must demonstrate skills and experience with computer software applications.

Essential Functions

1. Maintains respect at all times for confidential information;
2. Performs duties related to the support of business operations;
3. Maintains liaisons and working relationships with help desks, technicians and vendors of business operations software as necessary to meet end user needs;
4. Provides technical guidance to ensure utilization of current and relevant software applications;
5. Designs, coordinates and provides staff development training for school-based personnel on an ongoing basis;
6. Plans, coordinates and implements software programs as directed and/or needed to carry out and improve upon the day-to-day business operations of the school district;
7. Maintains and administrates other software programs as directed;
8. Provides end users with phone and onsite support and assists with resolving software-operating problems;

SPECIAL SESSION
JULY 1, 2008

9. Maintains and prepares plans, reports and data in a well-organized format and assists others with the use of this information.

Other Duties and Responsibilities

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

ADDITIONAL WORKING CONDITIONS:

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

ROLL CALL VOTE:

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

MOTION CARRIED.

Executive Session

Mr. Cremeans moved and Mr. Stern seconded a motion to enter executive session for the purpose of discussing employment of public employees.

ROLL CALL VOTE:

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

MOTION CARRIED.

The Board entered executive session at 7:39 p.m.

SPECIAL SESSION
JULY 1, 2008

Return to Regular Session

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

ROLL CALL VOTE:

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

MOTION CARRIED.

The Board returned to regular session at 8:13 p.m.

Adjournment

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

ROLL CALL VOTE:

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

MOTION CARRIED.

The meeting adjourned at 8:14 p.m.

Mary Beth Hamburg, President

Shaun Bevan, Treasurer