

Special Session
5/24/2010

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING
MAY 24, 2010
6:00 P.M.

The Little Miami Board of Education of the Little Miami Local School District, Warren County, Ohio met in special session on May 24, 2010 at 6:00 p.m. at the Little Miami Board of Education Office located at 5819 Morrow Rossburg Road, Morrow, OH 45152

Call to Order and Roll Call

Mrs. Dunbar called the meeting to order at 6:08 p.m.

ROLL CALL:

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

Resolution 10-72 Adopt the Agenda

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

ROLL CALL

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

MOTION CARRIED

Resolution 10-73

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to approve the submitted window contract with Gilkey Windows for the district's energy conservation project at a cost of \$819,300.00.

ROLL CALL

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

MOTION CARRIED

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Resolution 10-74 Staff Reassignments/extended Days/Job Descriptions

Mrs. Dunbar moved and Mr. Cremeans seconded a motion to approve the following staff reassignments for the 2010-2011 school year:

Mr. Dan Bennett	-	Superintendent
Mr. Shaun Bevan	-	Treasurer
Mr. Greg Power	-	Director of Curriculum and Instruction
Mr. Gene Blake	-	Director of Support Operations
Ms. Laura Collier	-	Director of Student Services
Mr. Brian Martin	-	High School Principal
Mr. Rob Hatfield	-	Assistant High School Principal
Mrs. Alison Gates	-	Assistant High School Principal
Mr. Tom Turner	-	Junior High School Principal
Mrs. Debbie Contner & Ms. Pam Pritchard		Intermediate School Principals
Ms. Regina Morgan	-	Hamilton-Maineville Elementary Principal
Mr. Scott Counts	-	Salem Township Primary Principal
Ms. Pam Coates	-	Kindergarten Village Principal

The realignment eliminates the Director of Administrative Services and Director of Special Education positions.

The following job descriptions were also approved at this time:

POSITION: Director of Student Services

REPORTS TO: Superintendent

EMPLOYMENT STATUS: Regular/Full time

FLSA STATUS: Exempt

DESCRIPTION: The Director, Student Services, directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs of the District which include alternative education, special education services, pre-school services, home instruction services, gifted services, ESL services, student homeless services, related grant funded programs, and Section 504 procedures; assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required. Effective interpersonal skills, especially in mediation/arbitration roles. Objective interviewing skills. Problem solving skills from a strengths-orientated perspective. Ability to communicate professionally with outside agencies.

ESSENTIAL FUNCTIONS:

- A. Oversee and provide leadership to administrators, special education staff, counselors, psychologists, and speech and language therapists for the implementation of federal law and Ohio rules for educating students with disabilities

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- B. Coordinate the PT, OT, school psychological services and speech and language services for the district
- C. Assist principals regarding suspension and expulsion hearings for students receiving special education services
- D. Review and coordinate the placement of students with special needs in alternative placements including schools outside of the school district
- E. Offer FAPE and other coordination to students being evaluated in private schools
- F. Prepare all local, state, and federal reports relative to areas of special education, gifted education, and LEP services
- G. Work collaboratively with the district treasurer to complete state reports such as catastrophe costs annually
- H. Work collectively with district EMIS coordinator to ensure proper reporting of students with special needs, gifted, and LEP students
- I. Provides advice and counsel for building administrators, teachers and community on matters pertaining to Student Service activities of the schools.
- J. Identifies personnel needs and participates in the selection of personnel.
- K. Counsels with parents toward improving home situations whereby more favorable conditions will be attained in regard to school work, behavior, attendance, and interest.
- L. Serves as liaison between the school and outside agencies such as the Department of Family and Children Services, Health Department, Juvenile and Superior Courts.
- M. Helps families better understand the school and its program.
- N. Makes home visits for the purpose of attendance and family needs.
- O. Helps families make appropriate social agency contacts, when needed.
- P. Serves as liaison between home and school.
- Q. Participates with other members of the student personnel team in case conferences and regular staff meeting.
- R. Participates in the preparation and administration of program budgets and reports as required.
- S. Serves as the District Section 504 coordinator.
- T. Provides technical expertise and information regarding the formulation and development of policies, procedures, and grant funded programs as needed.
- U. Attends meetings to maintain current knowledge of new legislation and requirements; conducts and facilitates meetings as needed. Assists with the development, implementation, and evaluation of effective alternative programs for students at-risk.
- V. Keeps sufficient records of cases and share with school staff members and outside agencies when appropriate.

GENERAL

- a. Creates a framework for timely and efficient communications with all stakeholders.
- b. All other duties as may be assigned.

ADDITIONAL WORKING CONDITIONS:

1. Exposure to blood, bodily fluids, and tissue.
2. Exposure to loud noises.
3. Occasional interaction with unruly children.

4. Repetitive hand motion, e.g., computer keyboard, typing.
5. Interruption of duties by visitors, staff and/or telephone and radio.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

POSITION: Director of Support Operations

REPORTS TO: Superintendent

EMPLOYMENT STATUS: Regular/Full time

FLSA STATUS: Exempt

DESCRIPTION: Responsible for managing all aspects of the district's facility and transportation services. Elements of this position include day-to-day operation, short term and long term planning, professional development of the staff, as well as assessment and evaluation of the assigned support staff.

ESSENTIAL FUNCTIONS:

II. BUILDINGS AND GROUNDS

- A. Coordinates system-wide safety program with emphasis on emergency/disaster planning and its implementation.
- B. Oversees all emergency weather response operations.
- C. Develops long range plans for the buildings and grounds.
- D. Manages all forces required for the physical operation and maintenance of all buildings and grounds.
- E. Recommends the hiring and assignment of all custodial and maintenance personnel.
- F. Develops and maintains a work order system.
- G. Develops and updates job descriptions for all positions.
- H. Designs, develops and implements a job evaluation system to ensure all positions and personnel are evaluated.
- I. Coordinates in-service programs.

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- J. Assumes the responsibility for the security, energy efficiency and safety of all buildings (including the closing of schools due to weather or other emergency related issues).
 - K. Works with the administrative team to coordinate maintenance, new construction and remodeling projects.
 - L. Supervises work of all outside companies.
 - M. Reviews and approves all assigned work (includes maintenance staff and regular building inspections with the building principal and custodial engineer).
 - N. Maintains responsibility for the maintenance of all blueprints, plans, specifications, manuals and warranties.
 - O. Maintains and oversees the scheduling of all facility use.
 - P. Works with the Director of Technology to support technology in all buildings.
 - Q. Supervises maintenance supervisor.
 - R. In conjunction with the staff, develops and administers the budget for the operation of the school plants and grounds.
- III. TRANSPORTATION
- A. Supervises and oversees the operation of the Transportation Department which includes the following areas:
 - 1. Complaints; students, staff, drivers, parents and concerned citizens.
 - 2. Major purchases and requisitions.
 - 3. Safety.
 - 4. Assists in the investigation and report on all accidents.
 - 5. Assists in assuring all reports; local, state or federal are completed.
 - 6. Assists in a job evaluation system to ensure all personnel and positions are evaluated at least annually.
 - 7. Assists in updates of job descriptions for all positions.
 - 8. Assists and prepares bid specifications for purchase and helps oversee the bidding process.
 - 9. In conjunction with the staff, assists in the administration of the budget for the student transportation program.
- IV. GENERAL
- A. Creates a framework for timely and efficient communications with all stakeholders.
 - B. Responsible for revisions of handbooks
 - C. All other duties as may be assigned.

ADDITIONAL WORKING CONDITIONS:

- 6. Exposure to blood, bodily fluids, and tissue.
- 7. Exposure to loud noises.
- 8. Occasional interaction with unruly children.
- 9. Repetitive hand motion, e.g., computer keyboard, typing.
- 10. Interruption of duties by visitors, staff and/or telephone and radio.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

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Superintendent or designee:

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

EXTENDED DAYS TO BE GRANTED FOR 2010-2011

Scott Counts	-	5 extended days
Regina Morgan	-	5 extended days
Pam Coates	-	15 extended days
Guidance Counselors	-	15 extended days for High School and Junior High School 3 extended days for Intermediate School

ROLL CALL

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

MOTION CARRIED

Resolution 10-75 Personnel Contracts

Mrs. Grice moved and Mrs. Hamburg seconded a motion to approve the following personnel contracts:

Brian Martin	-	3 years	High School Principal
Pam Pritchard	-	3 years	Elementary Principal
Rob Hatfield	-	2 years	Assistant High School Principal
Gene Blake	-	2 years	Director of Support Services

ROLL CALL

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

MOTION CARRIED

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Resolution 10-76 Summer Bus Cleaners

Mrs. Hamburg moved and Mrs. Grice seconded a motion to approve the following personnel be employed for an estimated three/four weeks as bus cleaners/steam cleaner during the 2010 summer:

Darlene Bullock	Jennett Younker	Rick Tudor	Cindy Smith (1 week)
Jason Cefaratti (week 2 on)		Dave Florea (steam cleaner)	

ROLL CALL

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

MOTION CARRIED

Resolution 10-77 Adjourn

Mrs. Grice moved and Mrs. Black seconded a motion to adjourn.

ROLL CALL

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

MOTION CARRIED

The Board meeting adjourned at 6:28 p.m.

Kym Dunbar, President

Shaun Bevan, Treasurer