

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
MAY 16, 2006
7:05 P.M.

The Little Miami Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on May 16, 2006 at 7:05 p.m. at the Little Miami High School Media Center, 3001 U.S. 22 & 3, Morrow, Ohio.

Call to Order and Roll Call

Mrs. Cress called the meeting to order at 7:05 p.m.

ROLL CALL:

Mrs. Cress	Present
Mr. Cremeans	Present
Ms. Grice	Present
Mr. Stern	Present
Mrs. Hamburg	Present

Resolution 06-058 Adopt the Agenda

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

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-059 Reading of Minutes

Mrs. Hamburg moved and Mr. Stern seconded a motion to approve the minutes of the April 18, 2006 budget hearing and April 18, 2006 regular session.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

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Mrs. Pam Coates, Butlerville Elementary Principal, presented the Continuous Improvement Plan goals for Butlerville Elementary.

Mrs. Joan Bauman, Food Service Director, spoke about the Food Service Program in the district.

Mr. Daniel Bennett, Superintendent, gave a presentation regarding pay to play, redistricting, transportation and the next steps in the construction process.

Mr. Robert Giuffr  commented that contracts for architects, construction manager, and technology consultants will be provided for decisions at the June 1st Board of Education meeting.

Resolution 06-060 Financial Reports

Ms. Grice moved and Mrs. Hamburg seconded a motion to approve the financial reports for April 2006.

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

Resolution 06-061 New Grants

Mr. Stern moved and Mr. Cremeans seconded a motion to approve a new grant that was awarded by the UPS Foundation for Ohio Action for Healthy Kids in the amount of \$500.

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes

MOTION CARRIED.

Resolution 06-062 New Funds

Mr. Cremeans moved and Ms. Grice seconded a motion to establish the following new funds and appropriations:

High School Cross Country Fund	300-927E	
CTAE/Career Tech Grant Fund	524-9006	\$19,840

ROLL CALL VOTE:

Mrs. Hamburg	Yes
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Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes

MOTION CARRIED.

Resolution 06-063 Contracts and Stipends

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

<u>Company</u>	<u>Amount</u>	<u>Period</u>	<u>Type</u>	<u>Purpose</u>
06-04-05 Oasis Conference Center	\$13,176	04/21/07	Social/Service	Prom

Stipends for 2005-2006 Entry-Year Program

High School

Dan Cleaver	\$500
Mark Hiegl	\$500

Junior High School

Tina Harrison	\$500
Kevin Rose	\$500
Carrie Tishaus	\$500
Ray Owen	\$500
Lori Bolton	\$500

Intermediate School

Jill Dumford	\$500
Julie Bradbury	\$300
Linda Levo	\$300
Jason Whitaker	\$300

Maineville Elementary

Seneca Taylor	\$500
Sara Dicks	\$800

Morrow Elementary

Sue Wright	\$500
Brooke Houillion	\$500

Butlerville Elementary

Tonya Carmack	\$500
Sherri Martin	\$500

ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-064 Bus Bids

Ms. Grice moved and Mr. Cremeans seconded a motion to authorize advertising for bids for seven (7) seventy-two passenger buses.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

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Resolution 06-065 Rates and Amounts Presented by the County Auditor

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to accept the rates and amounts as presented by the County Auditor:

Fund	Fiscal Year Amount Requested of Budget Commission Inside/Outside	Fiscal Year Amount Approved by Budget Commission Inside 10 Mill Limitation	Fiscal Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied			
				Inside 10 Mill Limit FY	Inside 10 Mill Limit TY	Outside 10 Mill Limit FY	Outside 10 Mill Limit TY
General Fund	16,663,754	1,950,000	13,350,000	4.60/1.60	1.60	36.24/31.74	31.74
Retirement Fund	1,877,582		1,350,000	0.00	0.00	2.00	2.00
Permanent Improvement Fund	2,277,000	1,100,000		0/3.00	3.00	0.00	0.00

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes

MOTION CARRIED.

Resolution 06-066 Personnel

Ms. Grice moved and Mrs. Hamburg seconded a motion to approve the following personnel issues as submitted for the 2006-2007 school year. Employment is contingent upon the school district 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:

Administrative Employment

Neal Perkins to be employed as the Morrow Elementary School Principal on a two-year contract at step 1 of the appropriate salary schedule effective as of August 1, 2006.

Certified Personnel-Resignations

Lindsey Riffle—Gifted Education Teacher—resignation effective at the end of the contract year.
 Scott Herman—Physical Education Teacher—resignation effective at the end of the contract year.
 Jennifer Ervin—Kindergarten Teacher on a leave of absence, will not return for the 2006-2007 school year.
 Amy White—4th grade teacher—resignation effective at the end of the contract year.
 David White—6th grade teacher—resignation effective at the end of the contract year.
 Jaime Lenhart—2nd grade teacher—resignation effective at the end of the contract year.
 Patricia Davis—2nd grade teacher—for the purpose of retirement effective May 31, 2006.
 Korrie Skibinski—4th grade teacher—resignation effective at the end of the contract year.

Certified Personnel-Employment

Karin Von Holle—Special Education Teacher at the Intermediate School on a one-year limited contract at step: B-0.
 Andrew Douglass—4th grade teacher at Morrow Elementary on a one-year limited contract at step: M-5.

Summer School Teachers—Employment

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Jeff Peters	HS
Keri Millburn	JH
Dan Koterba	Physical Education
Shane Cummings	Physical Education
Anne Carson	K-2
Sue Wright	K-2
Tim Huecker	3 rd grade
Steve Goodstein	4 th grade
Cory Taylor	5 th grade
Judy Todia	6 th grade

Change in Assignments

Carrie Nahrup—2nd grade Butlerville Elementary
Sherri Martin—1st/2nd grade split Butlerville Elementary
Rayna Cressell—2nd grade Maineville Elementary
Ann Marie Klein—1st grade Maineville Elementary
Stephanie Ison—Kindergarten Maineville Elementary
Holly DeMint—1st grade Morrow Elementary
Andrea Jackson—Kindergarten Morrow Elementary
Lori Partin—2nd grade Morrow Elementary
Mandi Ricketts—Reassigned to full time at Junior High School
Mike Craig—Math Teacher High School

Certified Personnel – Substitute Teachers

Kayla Jones	Diane Burgstrom	David Lane
Emily Bennett	Heathre Everette	

Classified Personnel – Employment of Substitutes

Robin Griggs—substitute secretary/teacher's aide
Caryl Woycke—substitute teacher's aide/cook
Dawn McGeorge—substitute bus driver
Opal Fox—substitute teacher's aide
Lois Smiddy—substitute secretary
David Page—substitute custodian
Pamela Osborne—substitute secretary/teacher's aide
Diane Robinett—substitute cook
Carolyn Redrow—substitute teacher's aide/cook/custodian

Classified Personnel – Retirements

Amend Resolution 06-040 Personnel in the March 30, 2006 Board of Education minutes to state that Wanda Smith, Head Cook at Morrow Elementary, will retire as of April 28, 2006 instead of May 31, 2006.

Classified Personnel – Library Aides' Work Schedule

Claudia Brausch (Butlerville Elementary)—last work day to be 06/05/2006
Tami Zaphris (Maineville Elementary)—last work day to be 06/05/2006
Chris Jackson (Morrow Elementary)—last work day to be 06/05/2006
Julie Riepenhoff (Intermediate and Junior High)—last work day to be 06/09/2006
Judy Neal (Intermediate and Junior High)—last work day to be 06/09/2006
Sarah Richardson (High School)—last work day to be 06/09/2006

Supplemental Contracts – Resignations

Jennifer Lyke resigns as High School Yearbook Advisor for the 2006-07 school year.
Randy Gray resigns as Assistant Varsity Football Coach for the 2006-07 school year.
Mark Hiegl resigns as Reserve Golf Coach for the 2006-07 school year.
Joe Kelsey resigns as Reserve Girls Tennis Coach for the 2006-07 school year.

Supplemental Contracts - Employment

Jennifer Lyke—Student Government Advisor for the 2006-07 school year	Step: 0
Randy Gray—Head Varsity Football Coach for the 2006-07 school year	Step: 0

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes

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MOTION CARRIED.

Resolution 06-067 Attendance Policy

Ms. Grice moved and Mr. Stern seconded a motion to adopt the Warren County Common Attendance Policy as follows:

Warren County Common Attendance Policy
April 2006

Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

- The parent should phone the school within one (1) hour from the start of school on the day of the absence.
- Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes as may be required by this attendance policy.
- If within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved vacations. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

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The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."
- Senior pictures/portraits.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's physician, etc.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the child's best interest. Those circumstances include, but are not limited to, the child's and/or the child's siblings' attendance in the current or prior school years.

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this policy as "Excused Absences."

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

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Tardy to School

Important Note: Five (5) unexcused tardies=one day unexcused absence.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Tardy to Class

Class tardies are handled on an in-school basis.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Consequences of Truancy

Besides school-imposed discipline, unexcused absences (truancies) may be handled as follows:

2 Unexcused Absences.	Formal warning via letter to parent/student.
5 Unexcused Absences.	Juvenile Court truancy intervention meeting.
7 Unexcused Absences.	Unofficial court hearing.

Important Note: Formal court proceedings may be initiated without utilizing the above sequence.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, “contributing” charges may be filed against the parent(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.
10 unexcused absences in four (4) weeks.
15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.
7 unexcused absences in four (4) weeks.
12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of “contributing” charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

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ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes

MOTION CARRIED.

Resolution 06-068 Job Description

Ms. Grice moved and Mrs. Hamburg seconded a motion to adopt the following job description for Department Supervisor High School/Junior High School:

Job Title: Department Supervisor High School/Junior High
Reports To: Principal
FLSA Status: Certified
Approved By: Board of Education
Approved Date:

GENERAL DESCRIPTION

The department supervisor facilitates communication among instructors, administration, and other district personnel to improve consistency of content area curriculum, instruction, policies, and procedures by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Works with district and building administration to provide curricular and instructional leadership, direction, and goals for applicable department.
- Understands and communicates the requirements of standards-based curriculum.
- Uses a variety of data sources to help department members target areas for curricular and/or instructional revision.
- Directs the revision and implementation of applicable content area curriculum.
- Supervises and directs both horizontal and vertical articulation between/within the applicable grade levels.
- Guides and leads staff in consistent implementation of curriculum, courses of study and common assessments.
- Models, demonstrates, encourages, and promotes content area competency and instructional best practices.
- Coaches department members for purposes of improving instruction.
- Plans and coordinates staff development consistent with district and building goals.
- Provides curricular expertise when appropriate during PK-12 curriculum adoption.
- Organizes and leads the textbook selection process when necessary.
- Provides open communication regarding departmental goals, philosophy, and requirements to all stakeholders: Board of Education, administration, staff, students, and community.
- Serves as liaison between department members and administration.
- Assists teachers in resolving problems or concerns brought by students, parents other district personnel, or community members.
- Assists with interviewing and selecting teacher personnel for hire.
- Attends district and out of district meetings and activities when requested.

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- Allocates budget for ordering books, supplies, equipment, work books, and contest materials for department.
- Assists in maintaining up-to-date equipment .

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the district's policies and negotiated agreements. Responsibilities include interviewing and training employees, planning, assigning and directing work, addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

OTHER SKILLS AND ABILITIES

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents, administrators and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, sit, talk or hear, use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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ROLL CALL VOTE:

Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes

MOTION CARRIED.

Resolution 06-069 New High School Course of Study

Mr. Cremeans moved and Mr. Stern seconded a motion to approve the following course of study for Select Women's Chorale:

Select Women's Chorale

Course Description

Prerequisite: audition

Open: 10 – 12

Select Women's Chorale is an auditioned group of women who have been members of the women's choir or mixed choir. Students with a significant level of achievement, proficient sight-reading and independent performance skills are selected for the group. Literature specifically composed for women's voices with a high degree of difficulty is studied and performed. This is a competition ensemble that participates in the District XIII Solo & Ensemble Competition, District XIII Large Group Adjudicated Event, and if qualified, the State Large Group Adjudicated Event. The select women's chorale also performs for private invitation events.

ROLL CALL VOTE:

Mr. Cremeans	Yes
Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

MOTION CARRIED.

Resolution 06-070 New Reading Program for Grades K-6

Mr. Cremeans moved and Mrs. Hamburg seconded a motion to adopt the Houghton Mifflin Reading Program for use in grades K-6 effective for the 2006-2007 school year.

ROLL CALL VOTE:

Ms. Grice	Yes
Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes

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Mr. Cremeans

Yes

MOTION CARRIED.

Ms. Bobbie Grice gave the Warren County Career Center report:

- Ms. Grice was appointed as the board representative to the Warren County Career Center Wellness Committee.
- Projected enrollment for the Warren County Career Center is at 746, up from 699 from last year. Career Camp will be held June 6-8.

A tour of Bowman Elementary in Lebanon School District is scheduled for May 27, 2006.

A Board of Education Retreat is scheduled for July 6, 2006 from 6:00 p.m. to 9:30 p.m. Mr. Bennett introduced Neal Perkins, Morrow Principal and Randy Gray, High School Football Coach to the Board and community and congratulated them on their new positions. Both men thanked the Board and spoke briefly.

Adjournment

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

ROLL CALL VOTE:

Mr. Stern	Yes
Mrs. Hamburg	Yes
Mrs. Cress	Yes
Mr. Cremeans	Yes
Ms. Grice	Yes

MOTION CARRIED.

The meeting adjourned at 8:41 p.m.

Nona Cress, President

Robert Giuffré, Treasurer