

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
MAY 15, 2007
7:10 P.M.

The Little Miami Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on May 15, 2007 at 7:10 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 7:10 p.m.

ROLL CALL:

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

Adopt the Agenda

Ms. Grice moved and Mr. Stern 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.

Reading of Minutes

Mrs. Hamburg moved and Ms. Grice seconded a motion to approve the minutes of the April 25, 2007 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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The Board of Education recognized and presented certificates of outstanding achievement to students for their accomplishments during the 2006-2007 school year.

Mr. Brian Bailey, Junior High School Principal, gave a presentation on the Continuous Improvement Plan progress in his building.

Mr. Patrick Dubbs, Mr. John Hise and Mr. Justin Koenes of Quandel/Dugan and Meyer gave an update on district renovations and construction projects.

Resolution 07-056 Financial Reports

Mr. Cremeans moved and Ms. Grice seconded a motion to approve the financial reports for April 2007.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 07-057 Bus Purchases

Mr. Cremeans moved and Mrs. Cress seconded a motion to award the bid for the purchase of three (3) handicapped accessible buses to Miami Valley International for \$234,349.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 07-058 Contracts

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

	<u>Company</u>	<u>Amount</u>	<u>Period</u>	<u>Type</u>	<u>Purpose</u>
07-09-05	Grace Presbyterian Church	\$5,000/mo	SY 2007-2008 SY 2008-2009	Lease	Kindergarten Classrooms

ROLL CALL VOTE:

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

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MOTION CARRIED.

Resolution 07-059 Student Supply Fees

Ms. Grice moved and Mr. Cremeans seconded a motion to establish the school supply fee for Little Miami Intermediate School at \$45.00 per student for the 2007-2008 school year.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 07-060 Inventory

Ms. Grice moved and Mr. Stern seconded a motion to authorize the removal of the following assets from inventory by means of sale, gift or destruction:

Buses:

<u>No.</u>	<u>Year</u>	<u>Make</u>	<u>Mileage</u>
14	1994	International	223,866
15	1995	GMC	151,881
25	1996	International	165,556
26	1993	International	237,620
32	1996	International	142,367
36	1995	GMC	213,380
37	1996	International	162,683

Pickup Truck:

1985	Chevrolet	168,829
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Cash Registers:

10 NCR and Sharp cash registers

Lawn Mower:

Riding Scag Lawn Mower

ROLL CALL VOTE:

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

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MOTION CARRIED.

Resolution 07-061 Bond Anticipation Notes

Mr. Cremeans moved and Mrs. Cress seconded a motion to accept the following resolution:

WHEREAS, pursuant to a resolution heretofore duly adopted by this board of education, an election was held on May 2, 2006 upon the question of issuing bonds in the sum of \$62,500,000 for the permanent improvements hereinafter described and of levying a tax outside of the ten-mill limitation to pay the principal of and interest on such bonds, of which election due notice was given according to law and at which election more than a majority of the electors voting on said proposition voted in favor thereof; and

WHEREAS, the fiscal officer of this school district has heretofore certified to this board of education the estimated life of the permanent improvements hereinafter described as exceeding five (5) years and has further certified the weighted average maximum maturity of said bonds as twenty-eight (28) years; and

WHEREAS, this board of education has previously issued its \$56,249,938.15 School Improvement Unlimited Tax General Obligation Bonds, Series 2006, dated as of June 29, 2006 (the "2006 Bonds") in order to get the various projects underway; and

WHEREAS, it is now necessary to issue the remaining not to exceed \$6,250,000 principal amount of bonds authorized by the voters at this time, in the form of bond anticipation notes;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Little Miami Local School District, Warren and Clermont, Ohio:

SECTION 1. That it is necessary to issue and sell bonds of this board of education in a principal sum of not to exceed \$6,250,000 for the purpose of new construction, improvements, renovations and additions to school facilities, the acquisition of real property, providing equipment, furnishings, transportation equipment, communication technology improvements and site improvements therefore, including "financing costs" as defined in Section 133.01 of the Ohio Revised Code, under authority of and pursuant to the general laws of the State of Ohio, particularly Chapter 133 of the Ohio Revised Code.

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SECTION 2. That bonds of this board of education shall be issued in said principal sum of not to exceed \$6,250,000 for the above-described permanent improvements under authority of the general laws of the State of Ohio, particularly the Uniform Public Securities Law of the Ohio Revised Code. Said bonds shall be dated approximately May 1, 2008, shall bear interest at a rate now estimated at five per centum (5%) per annum, and shall mature in substantially equal semiannual or annual installments over a period not exceeding twenty-eight (28) years after their issuance.

SECTION 3. That notes of this board of education shall be issued in anticipation of the issuance of said bonds in the principal sum of not to exceed \$6,250,000, which does not exceed the amount of the bonds remaining to be issued for the purpose aforesaid, under authority of the general laws of the State of Ohio, particularly the Uniform Public Securities Law of the Ohio Revised Code. Said notes shall be dated the date of issuance, shall bear interest at a rate of interest not to exceed five percent (5%) per annum as determined by the treasurer after negotiation (as evidenced by her execution of the notes) and without further action by this board of education, payable at maturity, and shall mature not later than twelve (12) months after the date of issuance. The notes shall be of such number and denomination as may be requested by the purchaser thereof, provided that the minimum denomination of the notes is \$100,000.

SECTION 4. That said notes shall specify on their faces the purpose for which they are issued and that they are issued in pursuance of this resolution and under authority of the general laws of the State of Ohio, particularly the Uniform Public Securities Law of the Ohio Revised Code. The notes shall be signed by the president and treasurer of this board of education, shall be designated "School Improvement Unlimited Tax General Obligation Bond Anticipation Notes, Series 2007", and shall be payable at such bank or trust company as is designated by the treasurer of this board of education.

The treasurer of the board of education is hereby authorized, if he determines that it would be in the best interest of the board of education, to issue the notes on a "book-entry-only" basis and to execute and deliver a letter of representation to The Depository Trust Company on behalf of the board of education in connection therewith.

SECTION 5. That said notes shall be sold to Fifth Third Securities, Inc., Cincinnati, Ohio (the "Underwriters"), in accordance with its offer to purchase. The treasurer is hereby authorized to execute a contract of purchase with the Underwriters. The proceeds from the sale of said notes, except the premium and accrued interest, shall be used for the purpose aforesaid and for no other purpose; and any premium or accrued interest shall be transferred to the bond retirement fund to be applied to the payment of the principal of and interest on said notes in the manner provided by law.

SECTION 6. That said notes shall be the full general obligation of this board of education, and the full faith, credit and revenue of this board of education are hereby irrevocably pledged for the prompt payment of the principal and interest at maturity. The par or discounted value to be received from the sale of the bonds anticipated by said notes and any excess funds resulting from the issuance of said notes, shall, to the extent

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necessary, be used only for the retirement of said notes at maturity, together with interest thereon, and are hereby pledged for such purpose.

SECTION 7. That for the purposes of providing the necessary funds to pay the interest on and to retire said notes promptly when and as the same fall due, during the year or years while such notes run, there shall be levied on all taxable property in this school district in addition to all other taxes, a direct tax annually not less than that which would have been levied if bonds had been issued without the prior issue of said notes.

That said tax shall be and is hereby ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers in the same manner and at the same time that taxes for general purposes for each of said years are certified, extended and collected. Said tax shall be placed before and in preference to all other items and for the full amount thereof. The funds derived from said tax levies hereby required shall be placed in a separate and distinct fund, which shall be irrevocably pledged for the payment of the interest on and principal of said notes, or the bonds in anticipation of which said notes are issued, when and as the same fall due.

SECTION 8. That this board of education, for and on behalf of the Little Miami Local School District, hereby covenants that it will restrict the use of the proceeds of the notes hereby authorized in such manner and to such extent, if any, and take such other action as may be necessary, after taking into account reasonable expectations at the time the debt is incurred, so that they will not constitute obligation the interest on which is subject to federal income taxation or "arbitrage bonds" under Sections 103(b)(2) and 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations prescribed thereunder. The treasurer, or any other officer having responsibility with respect to the issuance of the notes, is authorized and directed to give an appropriate certificate on behalf of the school district, on the date of delivery of the notes, for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances and reasonable expectations pertaining to the use of the proceeds thereof and the provisions of said Sections 103(b)(2) and 148 and regulations thereunder. The notes are not "qualified tax-exempt obligations" for the purposes set forth in Section 265(b)(3) of the Code.

SECTION 9. That it is hereby determined that all acts, conditions and things necessary to be done precedent to and in the issuance of said notes in order to make the same legal, valid and binding general obligation of this board of education, have been done, have happened and have been performed in regular and due form as required by law, and that the said issue of the notes and the tax for the payment of the principal and interest as the same fall due and are payable do not exceed any limitations in indebtedness or taxation as fixed by law.

SECTION 10. That the treasurer of this board of education be and is hereby directed to forward a certified copy of this resolution to the County Auditor of each county in which this school district is located, as required by law.

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SECTION 11. That it is found and determined that all formal actions of this board of education concerning and relating to the adoption of this resolution were adopted in an open meeting of this board of education, and that all deliberations of this board of education and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all the law.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 07-062 Personnel

Ms. Grice moved and Mr. Cremeans seconded a motion to approve the following personnel issues as submitted for the 2007-2008 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:

Administrative Employment

Regina Morgan—Assistant Principal at Maineville Elementary School effective for the 2007-2008 school year at step 4 of the Assistant Elementary School Principal salary schedule.

Alison Gates—Assistant Principal at Little Miami High School effective for the 2007-2008 school year at step 1 of the Assistant High School Principal salary schedule.

Certified Staff Employment

Kristine Gilliam—Kindergarten Teacher at Maineville Elementary School effective for the 2007-2008 school year at step 1 on the Educator column of the newly negotiated certified salary schedule.

Nancy J. George—High School Special Education Teacher effective for the 2007-2008 school year at step 4 on the Qualified Educator column of the newly negotiated certified salary schedule.

Alicia Wisler—Haft-time preschool/half-time MD Teacher effective for the 2007-2008 school year at step 1 of the Educator column of the newly negotiated certified salary schedule.

Stephanie Fischer—Sixth Grade Teacher at the Intermediate School effective for the 2007-2008 school year at step 5 of the Educator column of the newly negotiated certified salary schedule.

James Williams—Seventh Grade Science Teacher at the Junior High School effective for the 2007-2008 school year at step 2 of the Qualified Educator column of the newly negotiated certified salary schedule.

Lisa Koch—High School English Teacher effective for the 2007-2008 school year at step 5 of the Educator column of the newly negotiated certified salary schedule.

Brandon Grubenhoff—First Grade Teacher at Maineville Elementary School effective for the 2007-2008 school year at step 3 of the Educator column of the newly negotiated certified salary schedule

Raegan Malblanc—High School Guidance Counselor effective for the 2007-2008 school year at step 1 of the Qualified Educator column of the newly negotiated certified salary schedule.

Philip Grieship—High School Physical Science Teacher effective for the 2007-2008 school year at step 4 of the Educator column of the newly negotiated certified salary schedule.

Jason Smith—Physical Education/Health Teacher at the Intermediate School effective for the 2007-2008 school year at step 1 of the Educator column of the newly negotiated certified salary schedule.

Certified Staff for Summer School

Joe Kelsey—Math Assistance

Classified Personnel-Resignations

Aleta Cook—High School Secretary effective August 1, 2007

Becky Bausmith—substitute bus aide

Classified Personnel-Substitute Employment

Earl Boston—substitute bus driver

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Toby Ward---temporary athletic fields and facilities position at step 0 of the groundskeeper salary schedule
Jodie Reynolds---substitute bus driver

Supplemental Contracts-Employment

All available supplemental contract positions have been offered and advertised and that no qualified licensed individual has accepted the position or that a person holding a license is not qualified to serve in the designated position and the position may be offered to a non-licensed person.

Judy Neal---4 days extended time to June 7, 2007
Julie Riepenhoff---4days extended time to June 7, 2007

Supplemental Contract-Resignations

Debbie Stewart and Charmaine Keller resign as Bowling Coaches effective May 19, 2007
Shane Cummings resigns as Junior Varsity Golf Coach

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 07-063 Resignation

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to accept the resignation submitted by Mr. John Hise from his contractual duties regarding construction and renovations for the Little Miami Local School District effective as of Friday, September 28, 2007.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 07-064 Membership in the Ohio High School Athletic Association

Ms. Grice moved and Mr. Stern seconded a motion to adopt the following resolution:

The Ohio High School Athletic Association Constitution was revised with respect to Article 3, Membership, to make clear the obligations required to be followed in order to be a member. Article 3, Section 1, Paragraph 3, the procedure for continuing membership, requires that the Board of Education or similar governing body adopt a resolution authorizing membership for schools under its jurisdiction. Schools eligible for membership are those which include one or more grades at the 7-12 level. It is agreed that these schools will conduct their athletes in accordance with the Constitution, Bylaws, Regulations, Interpretations and Decisions of the Ohio High School Athletic Association. This resolution shall remain in effect for the school year 2007-2008.

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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 07-065 Proposal for Lunch Prices

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to approve the following lunch prices for the 2007-2008 school year. There will be no increase in the cost of breakfast.

Elementary

Lunch Price:	\$2.00 (increase of \$0.15)
Milk (8 oz.):	\$0.50 (increase of \$0.10)
Teacher Lunch:	\$2.75 (increase of \$0.25)
Breakfast:	\$1.00 (no change)

Intermediate and Junior High

Lunch Price:	\$2.25, Super Lunch \$2.75 (increase of \$0.25 for both)
Milk (8 oz.):	\$.50 (increase of \$0.10)
Teacher Lunch:	\$2.75 (increase of \$0.25)
Breakfast:	\$1.25 (no change)

High School

Lunch Price:	\$2.25, Super Lunch \$2.75, Premium Lunch \$3.25 (increase of \$0.25 for all)
Milk (8 oz.):	\$0.50 (increase of \$0.10)
Teacher Lunch:	\$2.75 (increase of \$0.25)
Breakfast:	\$1.75 (no change)

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 07-066 Job Descriptions

Mr. Cremeans moved and Ms. Grice seconded a motion to adopt the following job descriptions:

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Title: Computer and Information Literacy Teacher

Reports To: Building Principal & Director of Instructional Technology

Employment Status: Teacher Calendar Year

Positions Status: Certified Teacher - Junior High School

Summary: This teacher will offer students the ability to appropriately use educational technology tools; he/she will also ensure that students engage in and apply Information Literacy strategies utilizing Inquiry Based Methodology for research and problem solving.

Qualifications: Valid Ohio teaching license/Certification in Grades 4-9

Applicant must also have skills and experience with computers and technology hardware and software applications.

Additional Preferred Endorsement and/or Certification in one of more of the following:

Computer and Technology
Library/Media

Essential Job Functions, Duties and Responsibilities:

The responsibilities listed are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Uses effective instructional technology integration strategies by modeling lessons with students in the classroom
- Integrates Technology Content Standards into Lesson Plans
- Teaches students how to safely use the Internet
- Works collaboratively with classroom teachers, Instructional Technology Specialist, Director of Instructional Technology, Library Media specialists and designated others to promote Technology and Information Literacy skills
- Maintains a working knowledge of district approved hardware, software, and other related procedures and policies governing district technology usage
- Performs minor troubleshooting as necessary
- Other duties as specified by building administrator

Physical Demands:

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While performing the duties of this job, the employee is required to sit, use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, crawl and climb and balance. The employee must be able to lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. 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.

Work Environment:

The employee will be performing this position in classrooms and labs/media centers. The noise level is usually moderate.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.
3. Job requires frequent travel among various district school buildings.
4. Must be able to work flexible hours when required.

TITLE: **Bus Driver, Special Needs**

REPORTS TO: Transportation Supervisor

QUALIFICATIONS:

- A: Be of good moral character
- B: Be physically capable of safely and appropriately lifting and managing preschool and special needs children when necessary.
- C: Hold a CDL License with a SP endorsement
- D: Hold a current bus drivers certificate issued by the County Board of Education
- E: Satisfactorily completed all behind the wheel training
- F: Satisfactorily completed the School Bus Drivers Education Program
- G: Attend all safety workshops and meetings as required by district administration.
- H: Ability to cope with stressful situations.
- I: Excellent or above average attendance
- J: Maintain valid CPR certification
- K: Maintain valid CPI certification
- L: Above average organizational skills

FUNCTIONS/RESPONSIBILITIES:

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1. Transport authorized students to and from school.
2. Transport authorized students to and from extra-curricular activities as necessary.
3. Observes all mandatory safety regulations for school buses.
4. Obey all traffic laws
5. Maintains discipline when students are on the bus.
6. Maintains a consistent routine and schedule.
7. Demonstrates good attendance.
8. Demonstrates the ability to adjust to and communicate with special needs students with all manners of disabilities.
9. Communicates with parents and care givers of special needs children.
10. Communicate and work with special needs school staff.
11. Attends additional training as required by the district.
12. Demonstrate knowledge of training.
13. Perform all other duties deemed necessary by the Transportation Supervisor or designee.

ESSENTIAL SKILLS

1. Language Skills—ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
2. Mathematical Skills—ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
3. Reasoning Ability—ability to carry out instructions furnished in written, oral or diagram form. Ability to be a problem solver.
4. Computer Skills—to perform this job successfully, an individual should have knowledge of database software, internet software, order processing systems, spreadsheet software, word processing software, student system software, application software and email software.
5. 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 sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by

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this job include close vision, distance vision, color vision and ability to adjust focus.

6. Work Environment—the employee will be performing this position in an administrative office. The noise level is usually moderate.
7. Equipment Operated—calculator, copy machine, fax machine, telephone/voice mail, computer, electric typewriter, printers, communication devices (cell phones, walkie talkies).

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle in inclement weather conditions.
- Occasional interaction among unruly children.
- Occasional requirement to travel, e.g., to network computer center and professional meetings.
- Occasional interruption of duties by staff, students, parents, and visitors to the school district.
- Occasional requirement to work beyond the normal workday.

TITLE: **Bus Aide, Special Needs**

REPORTS TO: Transportation Supervisor

QUALIFICATIONS:

- A: Be of good moral character
- B: Be physically capable of safely and appropriately lifting and managing preschool and special needs children when necessary.
- C: Attend all safety workshops and meetings as required by district administration.
- D: Ability to cope with stressful situations.
- E: Excellent or above average attendance
- F: Maintain valid CPR certification
- G: Maintain valid CPI certification
- H: Above average organizational skills

FUNCTIONS/RESPONSIBILITIES:

14. Observes all mandatory safety regulations for the aiding of special needs students.
15. Assist the driver with maintaining discipline.
16. Maintains a consistent routine and schedule.
17. Demonstrates good attendance.

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18. Demonstrates the ability to adjust to and communicate with special needs students with all manners of disabilities.
19. Communicates with parents and care givers of special needs children.
20. Attends additional training and meetings as required by the district.
21. Communicate and work with special needs school staff.
22. Demonstrates knowledge of safety equipment for the transportation of special needs students.
23. Demonstrates organizational skills.
24. Perform all other duties deemed necessary by the Transportation Supervisor or designee.

ESSENTIAL SKILLS

8. Language Skills—ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
9. Mathematical Skills—ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
10. Reasoning Ability—ability to carry out instructions furnished in written, oral or diagram form. Ability to be a problem solver.
11. Computer Skills—to perform this job successfully, an individual should have knowledge of database software, internet software, order processing systems, spreadsheet software, word processing software, student system software, application software and email software.
12. 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 sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

13. Work Environment—the employee will be performing this position in an administrative office. The noise level is usually moderate.

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14. Equipment Operated—calculator, copy machine, fax machine, telephone/voice mail, computer, electric typewriter, printers, communication devices (cell phones, walkie talkies).

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle in inclement weather conditions.
- Occasional interaction among unruly children.
- Occasional requirement to travel, e.g., to network computer center and professional meetings.
- Occasional interruption of duties by staff, students, parents, and visitors to the school district.
- Occasional requirement to work beyond the normal workday.

ROLL CALL VOTE:

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

MOTION CARRIED.

The Warren County Career Center Graduation will be held May 24, 2007 at 7:00 p.m.

Adjournment

Mr. Cremeans moved and Mr. Stern 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 8:00 p.m.

Nona Cress, President

Robert Giuffré, Treasurer