

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
AUGUST 19, 2008
7:00 P.M.

The Little Miami Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on August 19, 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 7:03 p.m.

ROLL CALL:

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

Adopt the Agenda

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.

Reading of Minutes

Mrs. Dunbar moved and Mrs. Grice seconded a motion to approve the minutes of the July 22, 2008 regular session.

ROLL CALL VOTE:

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

MOTION CARRIED.

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Communications and/or Visitors to the Board

Mr. Justin Koenes presented an update on the construction projects going on throughout the district.

Resolution 08-95 Financial Reports

Mr. Cremeans moved and Mr. Stern seconded a motion to approve the financial reports for July 2008.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-96 New Funds/Grants

Mrs. Grice moved and Mr. Cremeans seconded a motion to establish the following new fund:

461-9009	High Schools That Work – Sites	\$10,000.00
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ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-97 Fund-to-Fund Advances

Mrs. Grice moved and Mr. Cremeans seconded a motion to advance \$210,000 from the General Fund (001) to the Permanent Improvement Fund (003).

ROLL CALL VOTE:

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

MOTION CARRIED.

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Resolution 08-98 Fund-to-Fund Transfers

Mrs. Dunbar moved and Mr. Cremeans seconded a motion to transfer \$3,000.00 from the General Fund (001) to the Summer School Fund (020).

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-99 Contracts

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

	<u>Company</u>	<u>Amount</u>	<u>Period</u>	<u>Type</u>	<u>Purpose</u>
08-16-08	International Language Plus	hourly	2008-2009 SY	Service	English as a second Language
08-17-08	Beverly Williams	\$100/student	2008-2009 SY	Service	Consultant/Liaison Between University of Cincinnati and Little Miami Schools
08-18-08	Interim Healthcare	hourly	2008-2009 SY	Service	Healthcare services as Needed
08-19-08	Endeavor Construction	\$32,386.00	Construction	Construction	Change Order for Intermediate School
08-20-08	Great American Plan	No Fee	Indefinite	Service	403(b) Plan Administrative Svcs
08-21-08	Endeavor Construction	\$82,895.00	Construction	Construction	Change Order for Intermediate School
08-22-08	TriMark SS Kemp	\$24,900.00	30 days	Equipment	Cafeteria

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-100 Donations

Mr. Stern moved and Mrs. Dunbar seconded a motion to approve the donation of \$935.89 to Little Miami Girls' Softball Team from Blue Ash for festival volunteer work.

ROLL CALL VOTE:

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

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Mr. Cremeans

Yes

MOTION CARRIED.

Resolution 08-101 Southwestern Ohio Educational Purchasing Council

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

WHEREAS, the Little Miami Board of Education wishes to advertise and receive bids for the purchase of two (2) school buses.

THEREFORE, be it resolved the Little Miami Board of Education wishes to participate and authorize the Southwestern Ohio Educational Purchasing Council to advertise and receive bids on said Boards' behalf as per the specifications submitted for the cooperative purchase of two (2) school buses.

ROLL CALL VOTE:

Mrs. Dunbar

Yes

Mrs. Hamburg

Yes

Mrs. Grice

Yes

Mr. Cremeans

Yes

Mr. Stern

Yes

MOTION CARRIED.

Resolution 08-102 Personnel

Mr. Cremeans moved and Mrs. Dunbar seconded a motion to approve the following personnel issues as submitted 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 Personnel – Resignations

Christina Shepherd—1/2 time gifted teacher at the Junior High School effective at the end of the 2007-2008 contract year

Certified Personnel - Employment

Linda Mattingly—Social Studies Teacher at the High School-step1 of the Master's Degree salary schedule effective for the 2008-2009 school year.

Sara Harris—1/2 time Kindergarten Teacher at the Kindergarten Annex-step 1 of the Bachelor's Degree salary schedule effective for the 2008-2009 school year.

Certified Personnel – Change in Assignment

Dana Albrecht—Gifted Teacher at the Intermediate School-change from 2 days a week to 3 days a week

Summer School Teachers

The following personnel are being employed due to increased enrollment:

Allison Fisher—Grades K-2

Allyson Cooper—Grades K-2

Stephanie Pennix—Grades K-2

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Certified Personnel – Substitute Employment

Allgeier, Dayle
Bachman, Patricia
Baughman, John
Benskin, Sue
Bischoff, Megahn
Blair, Jeff
Block, Tara
Bonardi, Jordana
Bond, Audrey
Burgstrom, Diane
Burnett, Janet
Burns, Jena
Capella, Becky
Chaudhry, Naheed
Coates, Gary
Coomer, Amy
Creamer, Ted
Edwards, Ruby
Eggemeyer, Amy
Fontanella, Deann
Geselbracht, Rebecca
Graves, Karen

Greggo, Diane
Harden, Nikkia
Harrison, Patricia
Hay, Karen
Headworth, Cathy
Hillard, Fred (Brian)
Holden, Sarah
Horvath, Diane
Jusino, Kristina
Kearney, Linda
Lakes, Judith
Lambert, Laurie
Lazear, Steven
Lesan, Robert, Jr.
McClew, Sheila
Molinaro, Sharon
Montgomery, Tamara
Morrell, Gena
Moss, John
Naylor, Jeffrey
Oeters, Karen
Olinger, Linda

O'Mara, Kathleen
Pearson, Trina
Perry, Roberta
Perelman, Julie
Reveal, Robert
Richardson, Jerry
Roth, Brian
Sandy, Raleigh
Shatalov, S. Alex
Short, Lee
Staneck, Lesley
Stephens, Rachel
Storts, Daniel
Timpe, David
Tudor, Barbara
VanDerzee, Lauren
Warner, Brooke
Weiser, Kim
Weiss, Katie
Wood, David
Wood, William
Zink, Diane

School Nurse Employment

Julia Campbell – part-time nurse at the preschool building at \$17.00 an hour

School Nurse – Substitute Employment

Donna Hall Jerri Blogett Cheri Burkett

Classified Personnel – Resignations/Retirements

Amy Jefferson—custodian—resigns effective August 13, 2008
Donnie Griffiths—bus driver—resigns for the purpose of retirement effective July 31, 2008
Carol Ferrara—head cook at Morrow Elementary—resigns effective August 5, 2008

Classified Personnel - Employment

Cynthia Bradbury—temporary secretary for the transportation department effective August 8, 2008
Nicole Bowman—temporary secretary for the transportation department effective August 8, 2008
Dave Gilbert—2nd shift custodian at Maineville Elementary—step 1 effective August 20, 2008
Jenni Heitcamp—7 hour instructional assistant for students with special needs at Maineville Elementary—step 0 effective August 25, 2008
Jennifer Hardison-Hock—7 hour instructional assistant for a special needs student at Morrow Elementary—step 0 effective August 25, 2008
Julie Page—7 hour instructional assistant for a special needs student at Salem Elementary—step 0 effective August 25, 2008
Carol Ferrara—7 hour special education aide—step 4 effective August 25, 2008
Betty Spradlin—3.5 hour instructional aide in the morning kindergarten class at Morrow Elementary to support special needs students—step 0 effective August 28, 2008
Gary Carmack—Athletic Groundskeeper—step 3 effective August 20, 2008
Destiny Wilson—Head Cook at Maineville Elementary—step 0 effective August 19, 2008
Julie Kemp—Head Cook at Morrow Elementary—step 0 effective August 25, 2008

Classified Personnel—Change in Assignment

Bonnie Lawson—change from part-time to 7 hour instructional assistant in MH room at Salem Elementary effective August 25, 2008
Judy Burkhart—transferred from special education aide to instructional assistant in a first grade classroom at Morrow Elementary assisting two students
Jennifer Henderson—transferred from aide position at Morrow Elementary to aide position at Salem Elementary to assist students with special needs in a fourth grade classroom

Classified Personnel—Substitute Employment

Christina Barnett-aide
Tonya Bess-aide
Kris Blosser-aide
Carrie Crowe-aide/cook
Audrey Doughman-aide
Shirley Duran-aide
Phyllis Fannin-aide
Andy Grogg-aide
Patricia Keiser-aide
Robyn Kerman-aide
Susan Pack-aide

Stella Ray-aide
Terry Reese-aide
Donna Rolke-aide
Ginger Smith-aide
L'etta Stern-aide
Michelle Collett-aide
Sarah Kneip-aide
Teresa York-aide
Diane Wilson-aide
Lisa Mills-aide/cook
Terry Coomer-aide/cook

Beverly Asher-aide/cook
Kara Willis-aide
Sharon Fisher-aide
Deborah Rakowitz-aide
Linda Shaeffer-aide/cook
Jane Aldersman-cook
Jayne Daunt-cook
Cresta Eshleman-cook
Debra Hiles-cook
Melissa Keiser-cook
Patricia Keiser-cook

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Jennifer Landacre-cook
Robyn Mitchell-cook

Rita O'Neill-cook
Kay Terry-cook

Dorinda Watson-cook
Rebecca Watts-cook

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.

Sam Ricketts - Head Junior High School Football Coach-step 1
Jim Williams – Assistant 8th Grade Football Coach-step 2
Tyler Callahan – Assistant 8th Grade Football Coach-step 2
Josh Butler – Assistant 7th Grade Football Coach-step 2
Jason Smith – Assistant 7th Grade Football Coach-step 2
Rob Mason – Assistant 7th Grade Football Coach-step 2
Erica Shively – 8th Grade “A” Volleyball Coach-step 1
Sharon Carter – 8th Grade “B” Volleyball Coach-step 1
Shelly Philbin – 7th Grade “A” Volleyball Coach-step 0
Ali Fisher – 7th Grade “B” Volleyball Coach-step 1
Mark Short – Junior High School Cross Country Coach-step 3
Ellen O’Callaghan – 8th Grade Cheerleading Coach-step 2
Ashlee Durham – 7th Grade Cheerleading Coach-step 0
Rob Rockey – Assistant Freshman Football Coach-step 5
Jane Payne – 10 days extended service during the 2008-2009 school year
Barbara Hickey – 10 days extended service during the 2008-2009 school year

Supplemental Contracts - Resignations

Collin Brueggeman - resigns as ½ Junior Varsity Boys Soccer Coach

Volunteers

All submitted volunteers have current background checks.

Jane Alderman
Tracy Alexander
Lori Allen
Ginger Arrowood
Amber Ayers
Bradley Bailey
Brooke Barrett
Richard Baxter
Joe Bean
Karen Bertsch
Mary Beth Bertz
Lora Bezold
David Bouse
Cynthia Bradbury
Mary Alice Clevenger
Elizabeth Crandell
Tim Duffy
April Dye
Briton Elliott
Anna Geraci

Dawn Godfrey
Karen Hauser
Melanie Heitzman
Krista Henrich
D. Scott Hill
Kimberly Isaacs
Brian Johnson
Karen Knabb
Cynthia Kolar
Wendy Lempner
Laura Loftin
Jessica McCabe
Elizabeth Medosch
Rashmi Menon
Bridgette Mills
Kelly Nagel
Kimberly Nelson
Teresa Orloff
Danielle Packard
Deborah Partika

Margie Powellson
Tracy Ranieri
Robin Reitz
Dawn Richards
Deborah Rogers
Stephanie Rowland
Cassandra Sauer
Lisa Schreiner
Sandra Schnetzer
Ileana Seward
Dave Seward
Karena Sisco
Ramona Spencer
Mindy Stonerook
Deborah Tepe
Della Uhlhorn
Andrea Weisenburgh
Delbert Younker

ROLL CALL VOTE:

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

MOTION CARRIED.

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Resolution 08-103 Designation of Bus Stops

Mrs. Grice moved and Mr. Stern seconded a motion to approve all school bus stops designated or relocated by their designee, Kathy Bullock or Pam Freson for the 2008-2009 school year.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-104 Board of Education Policies

Mrs. Dunbar moved and Mr. Cremeans seconded a motion to adopt the following policies to be included in the district's policy book:

CAFETERIA CHARGE POLICY

File: EFG

The Board understands that students who eat breakfast and lunch perform better in school. To that end, it is a policy of Little Miami School District that we will not let a child go without food at lunchtime. However, the Food Service Department is also a business that must receive revenue for its goods and services. The following policy aims to accomplish 2 goals. One goal is that a child will not go hungry during the school day. The second goal is that parents will remain responsible for their child's nutrition by providing funds for school meals or by packing food for the student.

Elementary

Elementary students are allowed three meal charges (up to \$6). A letter or phone call from the building Administration will inform parents of the student's negative balance. After the third charge the student will be informed by cafeteria personnel, that if money is not received the next day, an alternate meal will be provided. This alternate meal will be allowed for up to three times. After this time, the parent will be contacted to bring money in for the student, or bring a lunch for the child. There is no charge for the alternate meal.

Intermediate & JH

These students will be allowed two meal charges. After the second charge the student will be informed by cafeteria personnel, that if money is not received the next day, the student will receive an alternate meal. The cashier will inform the student and building Administration of the account status and the Administrator will inform his/her parents. The alternate meal will be allowed for up to three times. After this, the parent will be

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contacted to bring money in for the student, or bring a lunch for the child. There is no charge for the alternate meal.

High School

One meal charge is allowed for HS students. The student is responsible for maintaining money on his/her account. No alternate meals will be given for HS students.

*Students may check account balances at any time, and before going through the lunch line. Parents may check account balances by calling the school kitchens or by going online (EZPay.com).

*If a peanut allergy exists, a bagel with cream cheese or cheese sandwich will be served.

*Our first priority is to NOT embarrass students or draw unnecessary attention to them. The student should not be penalized for lack of response of his/her parent. We will never take a meal away from a student. We do not want this to be viewed as punishment, however there does need to be a procedure in place to ensure payment is made.

TELEPHONE SERVICES

File: EGAC-R

The administration has established the following guidelines for the appropriate use of District-owned cellular telephones and other communication devices. It also defines guidelines for reimbursement of personal cellular calls and services by the employees of the District.

Cellular telephone services may be provided to employees who, because of job-related activities must have easy access to a telephone. Annually, the Superintendent/designee develops a list of the positions that need cellular telephones. Employees may apply for telephones through the Treasurer's office. Once processed, the employee received the telephone and guidelines for use.

Plans

The Treasurer/designee contracts with a company that best meets the needs of the District. An employee wishing to have features other than those offered in the District's plan must have approval of the Treasurer/designee.

Damage, Loss or Theft

Cellular equipment that is damaged in the course of business should be brought to the Treasurer's office to be sent to the cellular plan administrator for repairs. Lost or stolen cellular equipment must be immediately reported to the employee's supervisor and to the Treasurer's office so that service can be cancelled. All costs incurred for replacement or repair are the responsibility of the District and/or the employee.

Usage Monitoring

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The Treasurer/designee is responsible for:

1. educating employees regarding appropriate cellular telephone procedures and providing monitoring for their usage. (In emergency situations, supervisors may grant exceptions to usage. In such circumstances the employee must reimburse any charges incurred for personal use if he/she chooses to not elect the \$15 per month fee for personal usage charge.);
2. instructing employees not to use District-owned cellular telephones while operating any vehicles;
3. explaining to employees their responsibility for lost, stolen or damaged telephones;
4. explaining to employees that telephones are to be used for District-related business and that the telephones may not be used to operate a personal business and
5. monitoring of monthly bills and employee reimbursements for personal use.

Personal Calls

The District provides cellular telephones to employees for the purpose of conducting District business. The use of District-owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations. All minutes and long distance, roaming or other charges incurred by the employee for personal calls are the responsibility of the employee. Treasurer or designee will monitor reasonable usage of such cell phones.

Bill Payment Procedure

The Treasurer/designee receives and reviews the cellular bills on a monthly basis. Employees who are issued a District cell phone may elect to use this phone for personal and business use. In the event the employee elects this option, the employee agrees to a payroll deduction of \$15 per month for said option. If the personal usage is in excess of the monthly allotment of minutes, the employee must reimburse the District at the most current rate billed to the District for minutes in excess of the plan. In the event the employee opts not to use the District cell phone for personal use, there are to be no personal calls made or received on the District cell phone.

ROLL CALL VOTE:

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

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Mrs. Grice

Yes

MOTION CARRIED.

Resolution 08-105 Exempted Employee Handbook

Mrs. Dunbar moved and Mrs. Grice seconded a motion to adopt the revised Exempted Employee Handbook as submitted.

ROLL CALL VOTE:

Mr. Stern

Yes

Mrs. Dunbar

Yes

Mrs. Hamburg

Yes

Mrs. Grice

Yes

Mr. Cremeans

Yes

MOTION CARRIED.

Resolution 08-106 High School Student Fees

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to increase the High School student fee from \$7.00 to \$9.00 effective with the 2008-2009 school year.

ROLL CALL VOTE:

Mrs. Dunbar

Yes

Mrs. Hamburg

Yes

Mrs. Grice

Yes

Mr. Cremeans

Yes

Mr. Stern

Yes

MOTION CARRIED.

Resolution 08-107 Memorandum of Understanding

Mrs. Hamburg moved and Mr. Cremeans seconded a motion to adopt the following Memorandum of Understanding:

This Memorandum of Understanding (MOU) is entered into by the Little Miami Local Board of Education (BOE) and the Little Miami Teachers' Association (the Association) through contract year 2009. The purpose of this Memorandum is to facilitate the modification of work assignments and compensation of the following individuals as defined below:

Beatrice Cook

HS Spanish

Jennifer Cook

HS Spanish

The above-named teachers have agreed to surrender their planning periods, in exchange for additional compensation at one/fifth (1/5) their daily rate, during trimesters necessary to accommodate the demand for these courses as needed. During trimesters

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when demand does not justify the additional period of instruction, compensation will be as established by contract.

It is understood between the parties of this contract that this MOU does not constitute a precedent or “past practice” in the District and that the contents of this agreement will expire with the term of the current Master Contract.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-108 Transportation Handbooks

Mrs. Dunbar moved and Mr. Stern seconded a motion to adopt the handbooks submitted by the transportation department.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-109 Appointment of Ohio School Boards Association Capital Conference Business Meeting Delegate

Mrs. Hamburg moved and Mr. Stern seconded a motion to appoint Mrs. Kym Dunbar as the Ohio School Boards Association Capital Conference Business Meeting Delegate.

ROLL CALL VOTE:

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

MOTION CARRIED.

Adjournment

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

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ROLL CALL VOTE:

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

MOTION CARRIED.

The meeting adjourned at 7:42 p.m.

Mary Beth Hamburg, President

Shaun Bevan, Treasurer