

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
OCTOBER 27, 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 October 27, 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 7:00 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 Mr. Cremeans seconded a motion to approve the minutes of the September 23, 2008 regular session.

ROLL CALL VOTE:

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

MOTION CARRIED.

Communications and/or Visitors to the Board

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1. New teachers to the Little Miami Local School District were introduced to the Board of Education.
2. Mr. Justin Koenes updated the Board of Education on the district's construction projects.
3. Mrs. Crystal Thornton, School District Nurse, gave a health clinic presentation.
4. Mr. Bill Sears, Director of Curriculum and Instruction, reviewed the academic plan with the Board of Education.

Resolution 08-122 Financial Reports

Mr. Cremeans moved and Mrs. Grice seconded a motion to approve the financial reports for September 2008.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-123 New Funds/Grants

Mr. Stern moved and Mr. Cremeans seconded a motion to approve the following new funds/grants:

OHIO ONEnet Connectivity Grant FY09	Fund 451-9009	\$21,000.00
Gifted Supplemental Funds	Fund 499-9009	\$10,411.68
Preschool Grant (Ms. Bailey)	Fund 587-9109	\$ 3,000.00

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-124 Additions to Appropriations

Mrs. Grice moved and Mrs. Dunbar seconded a motion to approve the following addition to the FY 09 appropriations:

Additional funding of \$2,970 to e-Tech PD Fund Fund 452-9008

ROLL CALL VOTE:

Mrs. Hamburg	Yes
Mrs. Grice	Yes

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

MOTION CARRIED.

Resolution 08-125 Amounts and Rates as Approved by the Budget Commission

Mr. Cremeans moved and Mrs. Grice seconded a motion to accept the amounts and rates as approved by the Budget Commission and County Auditor's estimated rates for FY 2009:

Fund	Amount to Be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
Bond Retirement Fund	4,920,000			6.20
General Fund	14,800,000	1,250,000	1.60	31.74
Permanent Improvement		2,360,000	3.00	

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-126 Contracts

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

	<u>Company</u>	<u>Amount</u>	<u>Period</u>	<u>Type</u>	<u>Purpose</u>
08-27-10	Lucid Data Corp.	\$7,495.00	one year	Software	PD Express
08-28-10	Stephanie Ryan	\$1,600.00	2008-09 SY	Service	Piano accompanist
08-29-10	Kathy Loomis	\$1,600.00	2008-09 SY	Service	Piano accompanist
08-30-10	Gene Blake	\$48,956.00	01/01/09-07/31/10	Service	Operations Manager
08-31-10	Michele Cole	\$51,529.00	01/01/09-07/31/10	Service	Router/Network Manager

ROLL CALL VOTE:

Mr. Cremeans	Yes
Mr. Stern	Yes

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Mrs. Dunbar	Yes
Mrs. Hamburg	Yes
Mrs. Grice	Yes

MOTION CARRIED.

Resolution 08-127 Donations

Mrs. Grice moved and Mrs. Dunbar seconded a motion to accept industrial shelving units donated by Mr. Randy Haas with an estimated value of \$500.00.

Mrs. Grice moved and Mrs. Dunbar seconded a motion to accept a telescope donated by Ms. Mary Ann Wallace with an estimate value of \$300.00.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-128 Five-Year Forecast

Mr. Cremeans moved and Mrs. Grice seconded a motion to approve the five-year forecast.

Five Year Forecast Footnotes/Assumptions

General Fund Only

Little Miami Local SD

Updated 10/22/08

Dear Reader,

The attached General Fund forecast is based upon years of historical data and a list of assumptions for revenues and expenditures for the five-year period July 1, 2008 through June 30, 2013. This forecast is adopted with the knowledge that it is a work-in progress and with the understanding that it has been adjusted for all relevant factors that the Board is aware of as of 10/22/08. The following revenue and expenditure assumptions are critical to the reader's understanding and use of this five-year forecast.

A series of assumptions were developed in order to arrive at the individual income and expense amounts presented. **These assumptions are based upon information known at the time the projections were developed and will lose some of their validity as we project further into the future.** Extra caution is urged when analyzing the out years of these fiscal projections. Because we are attempting to look four years into the future, several significant assumptions were made that have a significant impact on the bottom

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line. For example, we assumed 1% raises per year in the base salary for all certified staff after the current negotiated agreement expires July 31, 2009. There were also revenue assumptions made regarding state funding. Little Miami received approximately 30% of its total revenues from the state's basic aid formula in FY2008. The current state budget runs through 6/30/09. Significant changes to the tax laws were made in this budget that will affect school districts, including Little Miami, for years to come in regards to taxes on tangible property. In addition, assumptions are made with regard to changes in assessed property value (both real and personal tangible). The assumptions made with regard to state funding and property values significantly affect this forecast, and are made based on information known to the best of the district's knowledge as of 10/22/08.

As we look into the future and try to successfully manage the district's budget, we try to do so while knowing that some items in a school district's budget are controllable, while others are not. For example:

Non-Controllable Budget Variables:

- Inflation
- Student Enrollment
- Judicial Actions
- Legislative Actions
- Other (Natural Disaster, etc.)

Controllable Budget Variables:

- Staffing Levels (Some Legislative Restrictions)
- Salaries (Some Legislative Restrictions)
- Program Offerings (Some Legislative Restrictions)
- Transportation Services (Some Legislative Restrictions)
- Discretionary Spending (Approximately 5% of Budget)

REVENUE ASSUMPTIONS:

REAL ESTATE VALUE ASSUMPTIONS:

Property values are established each year by the County Auditor based on new construction and property value reappraisals or updates. Due to the Triennial Update/Reappraisal, property values are reappraised every 6 years, with a valuation update being performed in the third year between each reappraisal. The Little Miami Local School District encompasses parts of two counties; Warren and Clermont, with the lion share of value coming from Warren County. Of the total property valuation of the district, Warren County property values account for approximately 99%.

A property value reappraisal took place in Warren County in calendar year 2006 for collection in calendar year 2007 and will take place again in 2012. The 2012 reappraisal is anticipated to result in a 6% increase in property valuation (the last 2 reappraisals

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resulted in an average increase of 16.45%). A triennial update will take place in Warren County in calendar year 2009 for collection in calendar year 2010, and is anticipated to result in a 3% increase in property valuation (compared with the last update at 13.7%). In addition, new construction is anticipated to add 3% - 4% per year into the future. This is down from the 9.42% average annual increase over the past 10 years. These expected valuation changes have been factored into the projection for district property values and the related property tax revenues.

For collection year 2008, Little Miami Local SD has full voted operating revenue millage of 31.74 mills on residential/agricultural and commercial/industrial property. However, due to the rollback effects of H.B. 920, the district is collecting property taxes for operating revenue at an effective rate of 20 mills, which is the floor/minimum in Ohio.

INCOME OR EARNINGS TAX:

Little Miami Local School District does not collect any income or earnings taxes. There is a 1% earned income tax levy on the November 4th, 2008 ballot that could change this note.

OTHER LOCAL REVENUES:

The district receives other revenue from local sources, including interest income.

Interest income will increase and decrease as the cash position of the General Fund fluctuates over the forecast period and as market interest rates change. Funds are invested in low-risk investments. Predominately, the district's investments consist of government agency bonds, commercial paper that receives the highest rating possible, and certificates of deposit and interest bearing sweep accounts. Security of the public funds collected by the district is the top priority of the treasurer's office.

STATE REVENUE ESTIMATES:

State Foundation Revenue SF-3 Form:

The per-pupil funding amount in H.B. 119 was set at a 3.0 % increase for FY'08 (\$5,565) and 3.0% for FY'09 (\$5,732). The district has estimated per pupil funding to increase 1% per year in FY'10 – FY'13. **These are merely assumptions because we cannot predict the funding levels that school districts will receive from the state legislature beyond FY'09.**

As calculated per the provisions set forth in H.B. 119, Little Miami Local SD's Unrestricted State Grants revenue is primarily driven by four factors:

1. Student Enrollment,
2. The Per Pupil Funding amount mentioned above,

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3. Property Valuation.
4. Operating on the funding “formula” vs. the funding “guarantee”

Little Miami’s future Unrestricted State Grants have been calculated using projections that are based on both historical data and current knowledge. Little Miami was funded approximately 30% by the State in FY’08.

The district’s Student Enrollment has been growing at a varied rate between 4.67% and 8.02% per year over the past 6 years. The district is projecting 5% growth per year in enrollment for future years. The Per Pupil Revenue amount has been projected to increase as per stated above, and the Property Valuation of the district has been projected based on historical trends and also the current state of the national and local economies. Little Miami is primarily in Warren County, which is currently the 2nd fastest growing county in the state of Ohio. The high growth in student enrollment is expected to continue for Little Miami schools.

With the recent troubles/shortfalls in the State of Ohio budget and property values increasing more rapidly than the district’s State Foundation revenue, the burden of funding is expected to shift more toward the local taxpayer. Little Miami is collecting taxes at an effective rate of 20 mills, which is the floor or minimum. Due to the State Formula’s “assumption” that the district is collecting 23 mills, the district receives Charge-Off Supplement to help offset the millage difference in FY’08 and FY’09. FY’08 was the first year the district received Charge-Off Supplement.

Looking backward, for two recent fiscal years (FY’06 and FY’07), the district was on the “guarantee” in the state funding formula. This means that the district received no new state funding when new students were enrolled up to a certain number. However, the district was not on the “guarantee” in FY’08 and is not on the guarantee for FY’09.

There is a great deal of uncertainty as to the future of public education funding levels in the state of Ohio. Again, Little Miami is heavily dependant on state funding, so the district will be strongly affected by state funding decisions. The state could change the entire funding formula with any new biennial budget. So, schools could be funded very differently come July 2009 (the beginning of the next biennial budget) than they are currently. Current indications based on the state of Ohio budget reductions and the current economic turbulence in our Country point to the possibility of further reductions in state funding for Little Miami Schools. The assumptions made with regard to state funding are to the best of the district’s knowledge as of 10/22/08.

Again, it is very important to note that the projections in this 5 year forecast are based on **estimates and assumptions** that are made to the best of the district’s knowledge as of 10/22/08. It is impossible to predict with certainty what the district’s financial picture will look like 3-5 years out.

All of these factors will influence Little Miami’s State Foundation revenue in the future. The district’s State Foundation SF-3 form can be found on the ODE website.

OTHER REVENUES:

The district anticipates multiple sources of other revenue in this forecast. The first source comes from the state and is in the form of reimbursement for property tax exemptions and rollbacks. This includes the Homestead exemption and the 10% rollback and 2.5% rollback that local taxpayers receive as a “discount” on their property taxes that the state then picks up the tab and reimburses local school districts for this loss. This is anticipated to amount to approx. \$2.09 million in FY’09 and will grow as district property valuations grow (thus increasing the local taxpayers’ discount and the subsequent reimbursement amount from the state). The next source of other revenues is from investment earnings. The district anticipates receiving investment earnings based upon the amount of cash the district has on hand over the next 5 years.

EXPENDITURE ASSUMPTIONS

Little Miami Local School District has entered into a locally funded construction project after a \$62.5 million bond issue was passed in May 2006. This project includes a new Junior High School, new Intermediate School, additions to the existing High School, and renovations to other Elementary buildings within the district. The renovations began in FY2008 and are anticipated to continue through FY2011. The High School addition opened in August 2008 (adding 64,499 sq. ft), while the new Junior High School (114,200 sq. ft) and Intermediate School (109,148 sq. ft) are expected to open in August 2009. These new buildings are expected to have an effect on the district’s operating expenses beginning in FY2008 and beyond. These anticipated effects have been factored into this 5 year forecast.

WAGES:

The district employs 3 groups of employees; certified, classified, and exempted employees. The certified staff is represented by LMTA, the classified staff is represented by OASPE Local 516, and the exempted staff does not work with a labor union.

The certified staff’s employment contract with the board of education runs through FY’09. The classified staff currently is working without a labor contract, and the exempted staff have salary schedules approved by the through FY’09.

The LMTA contract calls for a 4% increase in FY’09 as the result of a new health insurance plan that was implemented effective January 1, 2007. Annual increases from FY’10 - FY’13 are assumed to be 1%. The OAPSE Local 516 have a contract that calls for a 2% base salary increase in FY’08. They are assumed to receive annual base salary increases of 1% for FY’09 – FY’13. The exempted employee salary schedules call for a 3% increase in FY’09. They are also assumed to receive 1% increases for FY’10 –

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FY'13. In addition to these base salary increases, the district also pays step increases, which have been calculated at approximately 2.43% for FY'09.

The district is growing at a relatively rapid pace, increasing enrollment by between 4.67% and 8.02% over the past 6 years. Along with this growth comes a need for additional teaching, classroom, and administrative staff. In addition, the new facilities being added by the district will call for additional custodial and maintenance staff as well.

All of the above factors play into the anticipated wage increases in this 5 year forecast. The staffing additions/deletions assumptions included in this forecast are as follows:

Additions:

- 8 new teachers per year for FY'09 – FY'13
- 1 new grounds staff in FY'09 and 1 new in FY'10
- 3 new bus drivers per year for FY'08 – FY'13
- ½ new custodian for FY'09 and 10 new custodians for FY'10 with the addition of 223,348 square feet of new building space.
- 1.5 new classroom aides per year for FY'09 – FY'13

Subtractions:

- Part time curriculum coordinator to retire and not be replaced at the end of FY'09
- 1 Elementary School Principal to retire and not be replaced at the end of FY'08
- The Transportation Supervisor is anticipated to retire 12/31/08 and will not be replaced

FRINGE BENEFITS:

The two primary components of fringe benefits are medical insurance and retirement costs. The district provides full or partial coverage for medical, dental, vision, and life insurance.

STRS/SERS and Medicare costs are calculated as a flat percentage of wages. Medical insurance costs and increases vary year to year as a result of various factors (claims, changes in coverage, etc.).

Effective January 1, 2007, the certified staff changed insurance plans from a traditional fully insured plan to a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). This change has made a positive impact on lowering the district's health insurance premiums not only for 2007 but also for years to come.

The OAPSE Local 516 remain on a more traditional health plan. However, some changes in plan design have been made and began 1/1/08.

Also, as of 1/1/08, all exempted employees are currently on the HSA plan as well.

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The district's medical insurance renews on January 1st each year. The 1/1/08 renewal included a 4.64% increase in medical insurance premiums. Going forward, the district is anticipating a 13% annual increase in medical insurance premiums for FY'09 – FY'13.

The LMTA contract includes Board contributions to the certified staff's Health Savings Accounts. These contributions are as follows:

Type	2007	2008	2009
Family	\$3,107	\$1,000	\$1,000
Single	\$2,200	\$700	\$700

These contributions have been factored into the total cost of health insurances in this forecast as well.

Per STRS/SERS guidelines, Little Miami pays 14% of each employee's wages into the applicable retirement system (STRS or SERS), and pays the employee share (10%) for some exempted employees as well. This percentage has been projected to remain the same for the upcoming years for purposes of this forecast. Medicare is calculated at 1.45% of wages and has been projected to continue at that rate. In addition, worker's compensation premiums have been estimated at 0.55% (.0055) to 1% of wages.

PURCHASED SERVICES:

Purchased services include services such as utilities, repairs, tuition and many others. The district estimates spending \$3.6 million in FY'09 and \$4.2 million in FY'10. These estimates include annual increases of 5%.

As stated above, the district is in the process of adding 2 new buildings and renovating parts of the remaining buildings. With these new additions, the district expects utility costs to increase as well. An additional \$120,000 has been added for the new HS addition, and \$400,000 has been added for the Junior High and Intermediate Schools.

Tuition is paid to other districts for LM students that desire to attend elsewhere through open enrollment or to Community Schools. Little Miami does not allow students to attend the district via open enrollment, and therefore, only loses revenues and does not gain them due to open enrollment. The district expects to pay out \$206K for open enrollment and \$588K for Community School tuition in FY'09. These items continue to grow annually and draw more dollars away from the district.

The district received an energy conservation loan in FY'08 to construct and implement permanent improvements throughout the district. These proceeds must be spent within 3 years. These improvements include roof replacements, the implementation of new heating/cooling units, and replacement of windows in the district's older facilities at Butlerville, Morrow, Maineville, and Welch Road. These costs have been included as part of purchased services and will be spent within the required 3 year period.

SUPPLIES & MATERIALS:

Supplies and materials include teacher resources, student supplies, maintenance supplies, fuel and many other items. Little Miami expects to spend approximately \$1.01 million in FY'09 and \$1.15 million in FY'10. The district expects spending to increase 5% per year through FY'13.

CAPITAL OUTLAY:

Capital outlay expenses include expenses for any item that has a useful life of 5 years or greater, including equipment, technology, school buses, etc. The district is required to spend a minimum amount on capital outlay each year. This minimum is calculated by ODE based on the requirements of S.B. 345. The minimum amount required for Little Miami for FY'08 was approximately \$550,000 and is expected to increase slightly each year going forward. If this amount is not met, the district carries either a balance or deficit from year to year. However, the district also has a Permanent Improvements Fund and anticipates that these amounts will be met and spent out of the P/I Fund rather than the General Fund. Therefore, these expenses are not included in this forecast as the forecast does not include P/I expenditures.

INTEREST AND FISCAL CHARGES:

Little Miami anticipates paying interest on borrowings for short term cash needs beginning in FY2010. The district anticipates these short term cash needs occurring in future years as well and has included interest charges for the relevant years. These borrowings will take place at current market interest rates at the time of the borrowing.

TRANSFERS/ADVANCES:

Transfers and advances are needed from time to time to cover any other funds that may have a cash need. These transfers and advances vary from year to year and each one is approved by the Board of Education.

ENCUMBRANCES:

These are outstanding purchase orders that have not been approved for payment as goods or services were not received in the fiscal year in which they were ordered. These items are expected to be paid in the next fiscal year.

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ENDING UNENCUMBERED CASH BALANCE:

This amount must not go below \$-0- or the district General Fund will violate all Ohio Budgetary Laws. Any multi-year contract which is knowingly signed which will cause a negative unencumbered cash balance is a violation of 5705.412, ORC, punishable by personal liability of \$10,000.

FUTURE LEVIES:

Due to the negative effects of the state's biennial budget that went into effect in July 2007 as well the increases in enrollment and operating costs for the district, at the May 1, 2008 Board meeting, the Little Miami Board of Education approved a resolution to place an earnings tax operating levy on the November 4, 2008 ballot. This levy is a 1% tax on the earned income of Little Miami School district residents.

According to the Ohio Department of Taxation, this levy would generate approximately \$6.3 million per year. Also, future revenue growth is projected at 8% per year (over the past 10 years, annual growth has averaged 12.8% per year).

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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 08-129 Memorandum of Understanding

Mrs. Grice moved and Mr. Cremeans seconded a motion to approve the memorandum of understanding between Little Miami Local School District Board of Education and the Ohio Association of Public School Employees Local 516.

OAPSE Local 516 and the Little Miami Local School District Board of Education are parties to a collective bargaining agreement now in effect.

OAPSE Local 516 and Little Miami Board of Education have agreed that the Bus Drivers shall hold a limited bid meeting on October 29, 2008 at 5:30 p.m. for Bus Drivers who are interested in bidding by seniority on any route that has increased by more than thirty (30) minutes or any newly created route(s).

Bus Routes that have increased by more than thirty (30) minutes and new routes shall be posted for review in the Transportation Department on October 23, 2008.

It is agreed that each route that is posted and any route (s) that may become available during the bid meeting shall be bid upon during that meeting by seniority. Any route not selected by a current driver at the October 29th limited bid meeting shall be awarded by administration to a new employee at the conclusion of the meeting.

The parties agree to waive the provision in Article 19, section 3 last paragraph, regarding Drivers who transfer to a different route shall have five (5) work days to evaluate the desire to remain on the route. Drivers will be permanently assigned to any different route they choose at the limited bid meeting for the remainder of the school year.

Drivers not interested in bidding on posted routes need not attend the limited bid meeting. Bus drivers making route changes shall begin those routes on Monday, November 10th 2008.

Both parties agree that this is a one (1) time agreed upon limited bid process and it is non-precedent setting and all provisions of Article 19 shall remain in effect between the parties once this limited bid process is concluded.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-130 Vote on Volunteers Separate from Personnel

Mr. Stern moved and Mrs. Grice seconded a motion to vote on volunteers separately from the personnel resolution.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-131 Personnel

Mr. Cremeans moved and Mr. Stern 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:

Exempted Employees – Resignations/Retirements

Pam Freson—resigns as Assistant to the Supervisor of Transportation effective November 21, 2008.

Kathy Bullock—resigns as Transportation Supervisor for the purpose of retirement effective January 1, 2009.

Exempted Employees - Employment

Gene Blake—Operations Manager for Transportation Department at step 4 of the appropriate exempted employee salary schedule to be effective January 1, 2009.

Michele Cole—Router for the Transportation Department at step 8 of the appropriate exempted employee salary schedule and to be effective January 1, 2009.

Leave of Absence

Jill Dumford—requests a maternity leave of absence with family medical leave from approximately November 13, 2008 through March 2, 2009

Jennifer Meiners—requests maternity leave of absence with family medical leave from approximately October 12, 2008 through January 12, 2009.

Geneva Stein—requests maternity leave of absence with family medical leave from approximately November 7, 2008 through January 5, 2009

Carrie Geers—requests maternity leave of absence with family medical leave from approximately January 8, 2009 through April 14, 2009

Fran Nahrup—bus driver requesting family medical leave of absence due to surgery for approximately 8 – 10 weeks

Certified Personnel – Substitute Teacher Employment

Katharine Abdallah	Derek Apple	Timothy Baggs
Gary Brose	Sue Burchwell	Lois Butt
Ronald Campbell	Donna Coyle	Shanna Czaika
Debra Davidson	Kelly Ebersbach	Kathleen Erdner
John Esterkamp	Michael Gibbons	Nikki Highfield
Sue Howell	Steven Johns	Megan Kirchmer
Patricia Lewis	Matthew Middleton	Shirley Minton

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Katie Paul
Jeffrey Schell
Heather Shumaker
Kelly Stirsman
Candace Wieland

Rachael Rose
Danielle Schultz
Kyle Spaeth
Danielle Temple
Gwendolyn Wilkens

Shelly Russ
David Schultz
Rachel Stephens
Catherine Warnecke

Certified Personnel – Substitute Nurse Employment

Sheila Vanfleet

Classified Personnel - Employment

Dana Kilgore – Special Education Aide at Maineville Elementary effective October 27, 2008 step 0
Nicole Gintert – Cook at Welch Road Complex for 3.5 hours per day effective August 25, 2008 step 0
Melissa Keiser – cook at Maineville Elementary for 3 hours per day effective October 27, 2008 step 0

Classified Personnel - Resignations

Ida Jo Allison – resigns as On Bus Instructor effective October 21, 2008

Classified Personnel – Substitute Employment

Regina Gilkison—substitute cook
Kristy Oeder—substitute cook
William Schorr—substitute cook/custodian
Tim Karhan—substitute bus driver
Doug Tackett—substitute bus driver
Cindy Bieler—substitute cook/secretary
Shelby Johnson---substitute custodian
Randy Durham—substitute custodian
Lila Louallen—substitute custodian
Robin Gilbert—substitute special education aide

Supplemental Contracts

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.

Resignations

Madge Schrenk—resigns as Junior High School Student Council Advisor

Employment

Matthew Petty—Girls Varsity Assistant Basketball Coach
Chris Lynch—Girls Reserve Basketball Coach
Courtney Balser—Girls Freshman Basketball Coach
Rick Lake—Varsity Girls Bowling Coach
Chris Mihalik—Varsity Boys Bowling Coach
Jack Burlile—7th Grade Wrestling Coach
Rob Taylor—7th Grade Girls “B” Basketball Coach

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-132 Volunteers

Mrs. Grice moved and Mr. Cremeans seconded a motion to approve the following list of district volunteers. All submitted volunteers have undergone current background checks.

Lisa Gambrell
Joellyn Voge
Jennifer Blow
Rebecah Sizemore

Andrea Klercke
Julie McConaghy
Terri Jackson
Tina Miller

Karen Weaver
Ysela Stefanski
Lorna Spahr
Michelle Collett

Susan Ramsey
Yoojung No
Barbara Donahue
Robin Davis

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Laura English
Christina Brown
Cynthia Zimmerman—volunteer swim coach

Summer Christensen
Margaret Ottke

Egbert Jakobs
Emily King

Belinda Stern

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-133 Exempted Employee Handbook

Mr. Stern moved and Mr. Cremeans seconded a motion to adopt the revised Exempted Employee Handbook.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-134 Job Descriptions

Mrs. Grice moved and Mrs. Dunbar seconded a motion to adopt the following job descriptions:

POSITION: Operations Manager, Transportation Department

REPORTS TO: Director of Administrative Services

EMPLOYMENT STATUS: Regular/Full time

FLSA STATUS: Exempt

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

ESSENTIAL FUNCTIONS:

- Reports to the Director of Administrative Services

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- Supervises the day-to-day operation of the Transportation Department including all personnel assigned
- Responsible for all departmental personnel and supervisory actions
- Ensure that transportation data is accurate and recorded
- Ensure state compliance in employee records, training and reporting
- Ensure that all state reporting information is recorded.
- Manage field trips, including scheduling and awarding
- Schedule drivers for field trips
- Works with router to schedule buses, routing buses/students regular runs and field trips
- Supervises the daily operation of the department
- Supervises the operation of the transportation routing system
- Input information into and retrieve information from computer
- Perform all state reporting
- Directs assistance for any and all emergency, weather, or vehicle breakdown situations
- Complete special projects as assigned.
- Responsible for planning and conducting in-service programs for all assigned employees.
- Manages union/grievance issues.
- Responsible for hiring in the department
- Responsible for working with driver and parent complaints and for developing resolutions of these issues.
- Utilize problem-solving processes to resolve issues in all areas of the operation.
- Supervise board instructors to insure compliance with laws and documentation.
- Supervise the maintenance of the uniform filing system for all information and other pertinent data.
- Handle routine correspondence.
- Maintain respect at all times for confidential information
- Make contacts with the public with tact and diplomacy
- Promote good public relations by personal appearance, attitude and conversation
- Knowledge of Ohio Transportation Policies and Procedures
- Maintain a commercial drivers license with SP endorsement
- Management/Supervision of Transportation/Board office grounds, snow removal/salting
- Work with drivers and administration on student behavior issues
- Evaluates all assigned staff
- Responds to inquiries and communicates with drivers, administrators and members of the community.
- Create monthly newsletter to employees.
- Responsible for revisions of handbooks
- All other duties as may be assigned by the Director of Administration

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.

POSITION: Router, Transportation Department

REPORTS TO: Operations Manager

EMPLOYMENT STATUS: Regular/Full time

FLSA STATUS: Exempt (210 day)

QUALIFICATIONS:

- High School diploma (additional training desirable)
- Above average computer skills
- Ability to solve issues independently
- Good attitude with public, administration and staff
- Demonstrated ability to communicate effectively with staff, administrators and members of the community in writing, phones or in person.
- Ability to work in a demanding fast paced environment.
- Ability to multi task and prioritize
- Previous record of excellent attendance.

DESCRIPTION: Responsible for creating safe, efficient bus routes that support transporting students to and from school as well as providing the routing support for students engaged in supplemental extra-curricular activities.

ESSENTIAL FUNCTIONS:

- Reports to the Operations Systems Manager
- Possesses appropriate technological expertise and ability to be able to assess, analyze, problem solve to create safe, efficient bus routes
- Posses appropriate technological expertise to create reports which assists in making data driven decision making
- Develops bus routes that efficiently and safely transport students utilizing district software package (VersaTran)
- Implements and deploys other aspects of the Versa Trans software program (i.e. Vehicle Maintenance and Web based Transportation schedule link)
- Coordinates and assists in the scheduling of extra-curricular routes involving the transport of students
- Works collaboratively with the Operations Manager, Dispatcher, Secretary, and drivers to develop safe and efficient bus routes
- Assists other staff assigned with the development of data base and spreadsheet programs that support the department's operation
- Operate multi telephone lines
- Operate and communicate via two way radio
- Assists in the revision of handbooks
- Effectively communicates with all stakeholders
- Assists the Operations Manager in the day-to-day operation of the department
- Works a 210 day flex calendar based on scheduling needs

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- Assists in the evaluation of staff
- 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.

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TITLE: Transportation Secretary

**REPORTS TO/
EVALUATED BY:** Operations Manager

EMPLOYMENT STATUS: Regular/Fulltime

FSLA STATUS: Classified

QUALIFICATIONS:

- High School diploma (additional training desirable)
- Above average computer skills
- Ability to solve issues independently
- Good attitude with public, administration and staff
- Demonstrated ability to communicate effectively with staff, administrators and members of the community in writing, phones or in person.
- Ability to work in a demanding fast paced environment.
- Ability to multi task and prioritize
- Previous record of excellent attendance.

DESCRIPTION: To assist and support the Operations Manager and the department in providing safe student transportation services in the most efficient manner to meet the needs of the district's students.

ESSENTIAL FUNCTIONS Transportation Department Secretary

- Primary phone contact for all incoming calls
- Assists the Operations Systems Manager and router all administrative clerical needs in the department
- Assists with the clerical aspects of payroll

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- Processes Purchase Orders
- Assist in maintaining all vehicle data including titles, insurance information, fuel usage, parts, supplies, tires etc.
- Maintain appropriate database programs.
- Assist in preparing transportation reports, budgets and payroll data.
- Assist in responding to inquiries and communicates with drivers, administrators and members of the community.
- Maintain personnel folders, files and documents
- Operate multi telephone lines
- Create and publish monthly newsletter to employees.
- Maintain, create and update all forms used by the Transportation Department.
- All secretarial duties to include, but not limited to, typing, filing, coping, etc.
- Dispatch using two way radio (When necessary)
- Process and maintain student behavior records
- Maintain all transportation lists
- Maintain office inventory and supplies
- Order required supplies for department upon approval
- Calculate, report and maintain database on field trip costs.
- Responsible for publication of handbooks
- Other duties as assigned by the Transportation Supervisor, Assistant Supervisor and Operation Manager

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.

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POSITION: Dispatcher, Transportation Department

REPORTS TO: Operations Manager

EMPLOYMENT STATUS: Regular/Full time

FLSA STATUS: Classified

QUALIFICATIONS:

- High School diploma (additional training desirable)
- Above average computer skills
- Ability to solve issues independently
- Good attitude with public, administration and staff

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- Demonstrated ability to communicate effectively with staff, administrators and members of the community in writing, phones or in person.
- Ability to work in a demanding fast paced environment.
- Ability to multi task and prioritize
- Previous record of excellent attendance.

DESCRIPTION:

Dispatches all school bus drivers for their assigned route; reviews the proper route with substitute bus drivers; Stays in communication with all bus drivers by means of two-way radio equipment; informs maintenance staff of breakdowns and other mechanical problems; accepts and verifies orders for and schedules field trips and other school activities; informs new drivers of department rules and regulations; reports discrepancies to the Operations Manager; reviews drivers' daily trip sheets for various information, such as overload, time discrepancies, student accidents and general notes from drivers. Good knowledge of transportation procedures and the operation and maintenance of school buses; good knowledge of driving safety practices and traffic law and regulations pertaining to school bus operation; good knowledge of the geography of the district; good knowledge of district operational procedures; working knowledge of two-way radio equipment; ability to understand and follow simple oral and written instructions.

ESSENTIAL FUNCTIONS:

- Works with the router to ensure the efficient dispatch of bus transport of students
- Assists with driver communication related to routes and students
- Dispatch using two way radio, maintain radio contact with drivers
- Perform logistics management of all field trips
- Assist in the operation of the fleet maintenance program.
- Responsible for record keeping related to driver licensure, first aid, and safety certifications
- Schedule and dispatch drivers to appropriate locations according to needs using radios or telephones.
- Assist with driver and parent complaints and report them to the appropriate person or resolve problems directly.
- Arrange for necessary repairs to restore service and schedules.
- Prepare daily work and run schedules.
Receive or prepare work orders.
- Oversee all communications within specifically assigned areas.
- Record and maintain files and records.
- Assist in the operation of the fleet maintenance program.
- Assists in maintenance of vehicle data (i.e. titles, insurance information, fuel usage, parts, supplies, tires etc.)
- Maintain appropriate database programs.
- Assist in preparing transportation reports, budgets and payroll data.
- Operate multi telephone lines.
- Calculate, report and maintain database on field trip costs.
- Assists in the revision of handbooks.

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- Other duties as assigned

ADDITIONAL WORKING CONDITIONS:

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ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-135 Payment in Lieu of Transportation

Mrs. Grice moved and Mr. Stern seconded a motion to approve the following list of qualifying requests for payment in lieu of transportation for the 2008-2009 school year:

St. Margaret of York, Loveland Ohio 45140

Aidan Armentano 717 Willow Pond Ct. Maineville, Ohio 45039 Parent: Kerry Armentano	Kg	½ payment
Josh Barker 8485 Kempton Lane Maineville, Ohio 45039 Parent: Jennifer Barker	Kg	½ payment
Olivia Bickford 358 Indian Pointe Drive Maineville, Ohio 45039 Parent: Greg and Heather Bickford	Kg	½ payment
Thomas Brinkman 5406 Ridgevale Ct. Maineville, Ohio 45039 Parent: Melanie Brinkman	Kg	½ payment
Jack Carroll 1574 Sycamore Ridge Drive Maineville, Ohio 45039 Parent: Susan Carroll	Kg	½ payment
Zachary Davis 3124 Shadow Ridge Ct. Morrow, Ohio 45152 Parent: Lauren Davis	Kg	½ payment
Alex Davy 7827 Wild Turkey Walk Maineville, Ohio 45039 Parent: Alison Davy	Kg	½ payment
Allyson Flugel 7553 Haverhill Lane Maineville, Ohio 45039 Parent: Jim and Carrie Flugel	Kg	½ payment
Madeline Folkens 845 Ascot Drive Maineville, Ohio 45039 Parent: Doug and Sharon Folkens	Kg	½ payment

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Carolyn Fuson 1442 Tecumseh Drive Maineville, Ohio 45039 Parent: Marc and Nikki Fuson	Kg	½ payment
Rachel Hartmann 6793 Allegany Trail Maineville, Ohio 45039 Parent: Joseph and Sharon Hartmann	Kg	½ payment
Sean Hughes 8433 Kempton Lane Maineville, Ohio 45039 Parent: Kellie Hughes	Kg	½ payment
Kathryn Luers 1309 E. Foster-Maineville Rd. Maineville, Ohio 45039 Parent: Wendy Luers	Kg	½ payment
Sydney McCarthy 474 Ascot Drive, Maineville, Ohio 45039 Parent: Michelle McCarthy	Kg	½ payment
Ellie Patterson 41 Shepherds Run Drive, Loveland, Ohio 45140 Parent: Mary Patterson	Kg	½ payment
Thanna Price 8567 Price Place, Morrow, Ohio 45152 Parent: Jean and Sankey Price	Kg	½ payment
Austin Rasmussen 1299 Tecumseh, Maineville, Ohio 45039 Parent: Steve and Carrie Rasmussen	Kg	½ payment
Savannah Schalk 822 Hamlin Drive, Maineville, Ohio 45039 Parent: Robert Schalk	Kg	½ payment
Carson Seemann 230 County Down Lane, Loveland, Ohio 45140 Parent: Carla Seemann	Kg	½ payment
Max Vonderhaar 5455 Belwood Lane, Morrow, Ohio 45152 Parent: Heather Vonderhaar	Kg	½ payment
Lucia Willig 6804 Seneca Parkway, Maineville, Ohio 45039 Parent: Kimberly Willig	Kg	½ payment

St. Columban, Loveland, Ohio 45140

Evan J. Ringdahl 8507 Kempton Lane, Maineville, Ohio 45039 Parent: Kristen Ringdahl	Kg	½ payment
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St. Susanna School, Mason, Ohio 45040

Jamie Blodgett 6633 Coneflower Ct. Maineville, Ohio 45039 Parent: Jenni Blodgett	1 st Grade	Full payment
Paul Blodgett 6633 Coneflower Ct. Maineville, Ohio 45039 Parent: Jenni Blodgett	4 th Grade	Full payment
Jake Farwick 107 Shepherd Ct. Loveland, Ohio 45140 Parent: Lisa Farwick	5 th Grade	Full payment
Nate Farwick 107 Shepherd Ct. Loveland, Ohio 45140 Parent: Lisa Farwick	2 nd Grade	Full payment

Lebanon Christian, Lebanon, Ohio 45036

Hayden Smith 7617 Twin Lakes Drive, Morrow, Ohio 45152 Parent: Lori Smith	Kg	½ payment
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Liberty Bible Academy, Mason, Ohio 45040

Claudia Tammaro 103 Kilkerry Way, Loveland, Ohio 45140 Parent: Kristine Tammaro	All day Kg	Full payment
Nicolas Tammaro 103 Kilkerry Way, Loveland, Ohio 45140 Parent: Kristine Tammaro	3 rd Grade	Full payment

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Montessori Academy of Cincinnati, Mason, Ohio 45040

Alexis Widenhouse 1005 Arabian Run Dr., Clarksville, Oh 45113 1st Grade Full payment
Parent: Chris and Tamara Widenhouse
Carissa Widenhouse 1005 Arabian Run Dr., Clarksville, Oh 45113 3rd Grade Full payment
Parent: Chris and Tamara Widenhouse
Marlyna Orebaugh 9290 Morrow Woodville, Pleasant Pl, Oh 45162 3rd Grade Full payment
Parent: Mike Orebaugh and Gwyn Jeans
Roberta Orebaugh 9290 Morrow Woodville, Pleasant Pl, Oh 45162 Kg All day Full payment
Parent: Mike Orebaugh and Gwyn Jeans

ROLL CALL VOTE:

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

MOTION CARRIED.

Mrs. Grice gave the Warren County Career Center report.

Mr. Mike Irwin, Morrow mayor, spoke to the Board of Education regarding under billing for trash pickup between October 2004 and February 2006.

Executive Session

Mrs. Grice moved and Mr. Stern seconded a motion to enter executive session for the purpose of discussing employing of public personnel and negotiations.

ROLL CALL VOTE:

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

MOTION CARRIED.

The Board entered executive session at 9:18 p.m.

Mr. Stern left the meeting at 9:30 p.m.

Return to Regular Session

Mrs. Dunbar moved and Mr. Cremeans seconded a motion to return to regular session.

ROLL CALL VOTE:

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

MOTION CARRIED.

The Board returned to regular session at 9:50 p.m.

Adjournment

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

ROLL CALL VOTE:

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

MOTION CARRIED.

The meeting adjourned at 9:52 p.m.

Mary Beth Hamburg, President

Shaun Bevan, Treasurer