

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
NOVEMBER 18, 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 November 18, 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

Others in attendance: Daniel Bennett; Debbie Harper; Helen Payne; Lisa Knodel; Mary Mullins; Julie Perelman; Kara Davenport; Jane Payne; Jim Burrows; and Eric Bond.

Adopt the Agenda

Mr. Stern moved and Mr. Cremeans seconded a motion to adopt the agenda.

ROLL CALL VOTE:

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

MOTION CARRIED.

Reading of Minutes

Mrs. Dunbar moved and Mrs. Grice seconded a motion to approve the minutes of the October 27, 2008 regular session.

ROLL CALL VOTE:

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

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Mr. Cremeans

Yes

MOTION CARRIED.

Communications and/or Visitors to the Board

Mr. Justin Koenes updated the Board of Education on the district's construction projects.

Resolution 08-136 Financial Reports

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

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-137 Fund-to-Fund Transfers

Mr. Cremeans moved and Mr. Stern seconded a motion to approve the following fund-to-fund transfer:

\$30,000 from General Fund (001) to EMIS Fund (432)

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-138 Contracts

Mrs. Grice 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>
08-32-11	U.T.S.	\$150/trip plus fuel surcharge	2008-2009 SY	Service	Transportation for blind student to and from Columbus
08-33-11	Stolle Countryside Y.M.C.A.	\$15.00/hour	2008-2009 SY	Service	Little Miami School District swim team practice/meets
08-34-11	Endeavor Construction	\$8,195.36	Construction	Change Order	Wind/Weather damage for Intermediate School

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-139 Donations

Mr. Stern moved and Mrs. Grice seconded a motion to accept the following donations by Wal-Mart.

Classroom Supplies totaling \$686.52
Classroom Supplies totaling \$454.68

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-140 Personnel

Mrs. Grice moved and Mr. Cremeans 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 Staff—Substitute Teacher Employment

Rachel Aissen	Katherine Anderson	Danielle Bateman
Lynn Carey	Rhoda Chamberlain	Charity Hornback
Nurun Mahbubullah	Rachel Pansing	Kelly Rude
Rachel Stephens	Janie Telljohann	Susan Watson
Jenna Westrick		

Certified Staff—Leave of Absence

Brooke Houillion—requesting maternity/family medical leave effective December 1, 2008

Classified Personnel--Employment

Kristi Oeder—Special Education Aide effective November 18, 2008 for 3 hours per day at step 0
Lenna Johnson—Bus Driver paying 5.2 hours/day effective November 10, 2008
Mark Spencer—Standby Bus Driver paying 6.0 hours/day effective November 10, 2008
Doug Tackett—Bus Driver paying 4.8 hours/day effective November 10, 2008
Debra Rakowitz—Bus Aide paying 2.0 hours/day effective November 10, 2008

Classified Personnel—Substitute Employment

Richard Davis—substitute custodian
Lisa Mills—substitute aide

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 that the position may be offered to a non-licensed person.

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Dan Cleaver—Varsity Baseball Coach
Terry Doughman—Assistant Varsity Baseball Coach
Sam Ricketts—Reserve Baseball Coach
Randy Callahan—Varsity Softball Coach
Rick Lake—Assistant Varsity Softball Coach
Jackie Engle—Girls Varsity Track Coach
Stephanie Jauch—Girls Assistant Varsity Track Coach
Norman Runyan—Boys Varsity Track Coach
Phil Grieshop—Boys Assistant Varsity Track Coach
Sharon Stein—High School Bookstore Advisor
Mike Kassalen—Industrial Arts Chairperson
Louise Hewitt/Julie Bradbury—Junior High School National Honor Society Advisors (stipend to be split)
Scott Hammann/Abby Neugebauer/ Stephanie Ison—Salem Township Elementary/Kindergarten Annex Yearbook Advisors (stipend to be split)
Greg Robinson—8th Grade Boys “A” Basketball Coach
Greg Robinson—K-12 Music Department Chair
Josh Butler—7th Grade Boys “A” Basketball Coach
Kyle Weisbrodt—8th Grade Boys “B” Basketball Coach
Scott Jordan—7th Grade Boys “B” Basketball Coach
Dave Balsler—7th Grade Girls “A” Basketball Coach
Greg Carmack—8th Grade Girls “A” Basketball Coach
Rob Taylor—7th Grade Girls “B” Basketball Coach
Ali Fisher—8th Grade Girls “B” Basketball Coach

Supplemental Contracts-Resignations

Don Muchmore—resigns as Industrial Arts Chairperson
Rick Lake—resigns as Reserve Softball Coach

Volunteers

All submitted volunteers have current background checks as required.

Eric Schauer	Patrick Cavanaugh	Jonathan Hebrank	Julie Cucinotta	Megan Reese
Jessica Dunwoodie	Marsha Meyer	Dannie Grubb	Summer Blair	Lana Amstutz
David Maile	Jennifer Dalberto	Leslie Papali	Debra Moore	Reija Huculak
Jennifer Smithson	Robin Geohegan	David Griffin	Pauline James	Daniel Fenner
Mary Bierman	Cynthia Mizer	Timothy Karhan	Shelly Steffen	Michael White

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-141 Memorandum of Understanding

Mrs. Grice moved and Mr. Cremeans seconded a motion to approve the following Memorandum of Understanding between the Little Miami Teachers’ Association and the Little Miami Board of Education:

This Memorandum of Understanding 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 further define Article 46 of the Master Contract concerning payment of supplemental contracts.

The following supplemental positions are being affected as listed:

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1. High School Bookstore Advisor – position shall be added for the 2008-2009 school year at salary classification 11 and index 0.264.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-142 Job Description

Mrs. Dunbar moved and Mr. Cremeans seconded a motion to adopt the HVAC Facility Maintenance job description:

Reports to: Director of Administrative Services
Maintenance Supervisor

Position Status: Full Time/Flexible Schedule According to Needs

FLSA Status: Non-exempt

Evaluation: Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.

Qualifications:

- Proven experience in leadership and excellent interpersonal skills necessary.
- Knowledge of building maintenance techniques and functions and the use of equipment and tools related to the job.
- High quality standards and attention to detail with ability to plan work accordingly.
- Willing to work flexible hours as necessary.
- Strong team player.
- Energetic self starter
- Working knowledge of plumbing, heating, carpentry, and electricity.
- Must hold a low pressure boilers license (or getting within 1 year of employment)
- Valid Ohio State Driver's License
- Appropriate certifications related to refrigerant/coolant transition and recovery
- CPR/First Aid Certificate
- Background Fingerprint Clearance
- Blood Borne Pathogen Training

General Description:

Will be responsible for the care, upkeep and maintenance of all district facilities and building operating systems. Must consult with the Maintenance Supervisor on a daily basis.

Examples of Essential Functions:

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- Responsible for the oversight of/and performing of all general maintenance operations.
- Performs walkthroughs of mechanical areas. Evaluates problems and contacts the Maintenance Supervisor with any problems found.
- Assists contract service providers in maintaining building systems.
- Installs, maintains and repairs heating, ventilating, air conditioning and steam distribution equipment and systems.
- Follows all recommended safety practices in the performance of job duties.
- Performs routine preventative maintenance to ensure that machines continue to run properly, building systems operate efficiently, and the physical conditions of the building do not deteriorate.
- Inspects drives, motors, belts, check fluid levels, replace filters and perform other maintenance actions using checklists.
- Record maintenance and repair work performed and the costs of the work.
- Clean and lubricate shafts, bearings, and gears and other parts of machinery.
- Diagnoses malfunctions of heating/air conditioning/refrigeration systems and/or components for the purpose of identifying repair/replacement needs necessary to maintain equipment and systems.
- Operates a variety of equipment as needed to perform work.
- Installs, maintains and repairs computerized electronic pneumatic devices related to HVAC control.
- Operates various measuring and testing instruments.
- Maintains electronic/pneumatic-testing equipment.
- Calls and works with vendors to arrange service for warranted parts select appropriate replacement parts and troubleshoot problems.
- Reads blueprints, piping and wiring diagrams.
- Performs brazing, soldering, pipefitting and welding.
- Be alert for taking care of minor repairs before they lead to major repairs.
- Perform maintenance and needed repairs of heating plants.
- Perform maintenance and needed repairs of electrical systems related to HVAC systems.
- Report any repairs that require the use of outside contractors along with recommendations. No outside work will be performed without the proper purchase order/requisitioning process.
- Be constantly aware and on the lookout for conditions that might be a safety hazard or threat to the health of students, employees, or other people who may have use of the buildings and facilities of the school district; correcting conditions as needed.
- Performing such other duties as assigned by the Maintenance Supervisor, Director of Administrative Services, or Superintendent.
- Care and maintenance of equipment and tools.
- Demonstrate regular and predictable attendance.

Other Duties and Responsibilities:

- Work flexible hours and days as assigned,

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- Conduct periodic inspection of assigned facilities for safety and preventive maintenance.
- Maintain an inventory and control of stock for maintenance supplies.
- Conduct other duties related to HVAC maintenance as assigned by the Superintendent, Director of Administrative Services, or Maintenance Supervisor.

Knowledge, Skills, and Abilities:

Must be proficient in HVAC system operation, maintenance, and repair, electrical work, use of power and hand tool use. Must be able to develop and follow a system of preventative maintenance. Must be able to safely operate (use) vehicles, equipment and tools. Must be a conscientious and independent worker able to adapt to a flexible schedule.

Equipment Operated:

Maintenance vehicles, power and hand tools, fork lifts, ladders and lifts, heating, HVAC, cleaning, and maintenance tools, operate the computer equipment, and other equipment assigned or necessary to performing the assigned work.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a truck or vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Occasional extreme working conditions caused by extreme weather conditions.

ROLL CALL VOTE:

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

MOTION CARRIED.

Resolution 08-143 Rate of Pay for Substitute Teachers

Mr. Cremeans moved and Mr. Stern seconded a motion to approve substitute and long term substitute teachers salary schedule at the daily rate for substitute teachers be \$90.00 per day for the first 30 days in the same position. On the 31st day through the 60th consecutive day in the same position, the salary should then be increased to \$105.00 per day. On the 61st consecutive day in the same position, the salary will be increased to step 0 of the Bachelor's salary schedule with benefits. With the approval of the superintendent, a long-term (same position) substitute may be placed at step 0 of the Bachelor's salary schedule at any time.

ROLL CALL VOTE:

Mrs. Grice	Yes
Mr. Cremeans	Yes

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

MOTION CARRIED.

Mrs. Grice gave the Warren County Career Center Report.

Executive Session

Mr. Cremeans moved and Mr. Stern seconded a motion to enter executive session for the purpose of discussing employment 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 8:10 p.m.

Return to Regular Session

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

ROLL CALL VOTE:

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

MOTION CARRIED.

The Board returned to regular session at 8:43 p.m.

Adjournment

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

ROLL CALL VOTE:

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

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MOTION CARRIED.

The meeting adjourned at 8:44 p.m.

Mary Beth Hamburg, President

Debbie Harper, Assistant to the Treasurer