

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
JULY 16, 2013
7 P.M.

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on July 16, 2013 at 7 p.m. in the auditorium of Little Miami High School, 3001 U.S. 22 & 3, Morrow OH 45152.

Call to Order and Roll Call

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

ROLL CALL:

Mrs. Black	Present
Mrs. Journey	Present
Mr. Haas	Present
Mrs. Grice	Present
Mr. Cremeans	Present

Others in attendance were: Greg Power; Terry Gonda, Pam Coates, Melinda Briggs, Regina Morgan, Gene Blake, Wayne Lyke, Connie Combs, Cathy Trevathan, Marci Goodrich.

Adopt the Agenda

Mr. Haas made a motion to adopt the amended agenda, changed to include an executive session. Mrs. Journey seconded.

ROLL CALL VOTE:

Mrs. Journey	Yes
Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes

MOTION CARRIED

Reading of Minutes

Mr. Cremeans made a motion to approve the minutes from the June 25, 2013 regular meeting. Mrs. Grice seconded.

ROLL CALL VOTE:

Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes

MOTION CARRIED

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Communications and/or Visitors to the Board

Mr. Blake gave an update on the renovations to the Salem Twp. building and said both sections A and B were proceeding on schedule. Mr. Gonda related details of the most recent finance council meeting. He said the group discussed the new pay-to-participate model, the final audit report of Little Miami’s release from fiscal emergency and the new vision for the finance council. The group will meet again on Aug. 12. Mr. Power discussed the early results of the state’s new local report card for schools and said that Little Miami’s scores look good. He said that Melinda Briggs, community relations coordinator, had been working with other districts to create a companion to the state report card that gave a fuller picture of the district.

Financial Reports

Mr. Cremeans made a motion to approve the financial reports for June 2013. Mr. Haas seconded.

ROLL CALL VOTE

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journeay	Yes
Mr. Haas	Yes

MOTION CARRIED

Approval of Contracts

Mrs. Grice made a motion to approve the following contract. Mr. Cremeans seconded.

COMPANY	AMOUNT	PERIOD	TYPE	PURPOSE
Modern Office Methods	\$2,464.05/month	60 months	Service	Copiers & Printers

ROLL CALL VOTE

Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journeay	Yes
Mr. Haas	Yes
Mrs. Grice	Yes

MOTION CARRIED

Personnel

Mr. Cremeans made a motion to approve the following personnel issues with employment contingent upon the school system receiving the results of the mandated criminal records background check as required by the O.R.C. 3319.311 which indicates that no conviction or pleas of guilty were entered into by any persons being employed. Mrs. Grice seconded.

EXEMPTED PERSONNEL – REALIGNMENT

Tiffany Sawyer, from step 5 of Athletic Director salary schedule to Step 1 of HS Asst. Principal

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Melinda Briggs, from step 6 of Admin. Assoc. salary schedule to Step 1 of Community Relations Coord.

CERTIFIED PERSONNEL – EMPLOYMENT ONE-YEAR CONTRACT

Courtney Schafer, Spanish teacher at LMHS, Master's, Step 10

CERTIFIED PERSONNEL – RESIGNATION

Brandon Grubenhoff, 1st grade teacher at Maineville, effective 8/20/13

CERTIFIED PERSONNEL – CHANGE IN ASSIGNMENT

Pam Jordan, from media to 1st grade teacher at Hamilton-Maineville

Cory Taylor, from 3rd grade teacher to 1st grade at Hamilton-Maineville

CLASSIFIED PERSONNEL – EMPLOYMENT

Ann Carnahan, special education aide at LMJH, Step 1

Kelly Oeder, 7-hour cook at LMIS

Brooke Barrett, 3-hour cook at LMIS

CLASSIFIED PERSONNEL – CHANGE IN ASSIGNMENT

Lorri Lykins, from part-time cook at LMIS to 6 hours at LMIS

Dave Florea, from stand-by bus driver to bus driver/Class I transportation secretary, Step 1

CLASSIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT

Special education aides

Beverly Asher	Christina Hainey	Terri Reese
Amy Bonhaus	Robyn Kerman	Carolyn Roeper
Becky Capella	Cara McClure	Donna Rolke
Monika Day	Tammy McGee	Ruth Sandoval
Sharon Fisher	Kathy Meyer	Darlene Smith
Kathy Grewell		

Building Aide

April Baker	Christina Hainey	Kathy Meyer
Amy Bonhaus	Robyn Kerman	Carolyn Roeper
Becky Capella	Jana Lucas	Donna Rolke
Monika Day	Cara McClure	Ruth Sandoval
Sharon Fisher	Tammy McGee	Darlene Smith
Kathy Grewell		

Bus Aide

Sherry Napier

Bus Driver

Christina Hainey	Jason Taulbee	Sandy Wessell
Nancy Smith	Sharon Ward	

Nurse

Jessica Dorsa

Cook

Beverly Asher	Amy Hill	Mary Ungruhe
Ginger Blair	Brittany Landacre	Kara Willis
Monika Day	Sherry Napier	Julie Wright
Christina Hainey		

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Maintenance

Michael Bloomer	Tim Lloyd
Herschel Grindstaff	Pete Smith

Secretary

Michele Abelardo	Rashmi Dinesh	Helen Payne
April Baker	Robyn Kerman	Andrea Prather
Becky Capella		

ROLL CALL VOTE

Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes

MOTION CARRIED

Resolution 13-046

Mrs. Journey made a motion to adopt a resolution for membership into the Ohio High School Athletic Association for 2013-2014.

**Board of Education/Governing Board Resolution
 Authorizing 2013-2014 membership in Ohio High School Athletic Association
 Resolution 13-046**

WHEREAS, Little Miami Local School District of 7247 Zoar Road, Maineville Ohio 45039, Warren County, Ohio has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary not-for-profit association; and

WHEREAS, the Board of Education/Governing Board and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION that all schools listed on the reverse side of this card shall be members of the OHSAA and that Constitution, Bylaws of OHSAA are hereby adopted by this Board of Education as and for its own minimum student-athlete eligibility requirements. Notwithstanding the foregoing, the Board does reserve the right to raise the student-athlete eligibility standards as the Board deems appropriate for the schools and students under its jurisdiction; and

BE IT FURTHER RESOLVED that the schools under the Board’s jurisdiction agree to conduct their athletic programs in accordance with Constitution, Bylaws, Regulations, Interpretations and decisions of the OHSAA and to cooperate fully and timely with the Commissioner’s Office of the OHSAA in all matters related to the interscholastic athletic programs of the schools. Furthermore, the schools under the Board’s jurisdiction shall be the primary enforcers of the OHSAA Constitution, Bylaws and Sports Regulations and the interpretations and rulings rendered by the Commissioner’s Office. The administrative heads of these schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from

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tournaments, suspension from membership and/or other such penalties as prescribed by Bylaw 11.

Date of Resolution: July 16th, 2013

President of Board of Education _____

Superintendent _____

ROLL CALL VOTE

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journeay	Yes
Mr. Haas	Yes

MOTION CARRIED

Job Descriptions

Mrs. Grice made a motion to approve the job descriptions for principal, associate principal, and director of special education services.

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Principal

Reports To: Superintendent

Qualifications:

1. Master Degree
2. Minimum of five years teaching experience
3. Experience in the area of administration
4. Certification by State Board of Education of Ohio for the position
5. OTES Certification
6. The ability to promote smooth relationships among pupils, parents, teachers, and administration
7. The personal leadership that commands respect of the entire school group

Instructional Responsibilities:

1. Organization, administration, and supervision within the building
2. Directing, supervising, and evaluating the instructional program within the building as to school policies
3. Requisitioning educational supplies and equipment in accordance with the Superintendent's office requirements
4. Establishing standards for the conduct and behavior of students
5. Approving supplementary materials for use on a classroom basis

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6. Scheduling conferences involving the principal, parents, teachers, and students when necessary
7. Making employment recommendations to the Superintendent
8. Correlating extracurricular activities with the instructional program
9. Developing a staff development/in-service program in cooperation with the teaching staff and the Director of Curriculum and Instruction
10. Preparing on an annual basis staff and pupil handbooks concerning each individual school
11. Developing an educational program that will meet the needs of the students within the building. (This will require the principal to spend part of his/her time in the classroom working with teachers. He/she will need to know the teachers well enough to be able to evaluate their performance in the classroom. This is the primary responsibility of the principal.)

Essential Functions:

1. Helps administer assigned academic, guidance, and student service programs.
2. Participates as an active member of the district's management team.
3. Upholds board policies and follows administrative procedures.
4. Maintains visibility. Promotes a favorable image of the school district.
5. Builds community partnerships that enhance district programs and services.
6. Helps develop and implement the district's continuous improvement plan.
7. Develops a strategy to accomplish strategic plan and SMART goal objectives within specified time lines.
8. Provides staff leadership.
9. Helps develop action plans and resolve problems.
10. Maintains open and effective communication with staff and the community.
11. Creates the master schedule as directed.
12. Ensures the equitable distribution of workloads and extra assignments.
13. Helps obtain substitutes or provides classroom coverage during teacher absences.
14. Supervises and evaluates school events and extracurricular activities.
15. Upholds applicable Ohio Revised Codes.
16. Helps administer policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, enrollment and withdrawal procedures, etc.
17. Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
18. Assists with testing programs. Helps analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
19. Encourages staff to develop and disseminate innovative program materials.
20. Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
21. Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.
22. Participates in parent conferences and IEP meetings as needed.

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23. Provides guidance, communicates high expectations, and shows an active interest in student progress.
24. Ensures that services are provided in the least restrictive educational environment.
25. Maintains high standards and upholds the student conduct code. Helps teachers with discipline and pupil management issues.
26. Helps revise student/parent and teacher handbooks.
27. Upholds procedures that protect school property and helps ensure the health and well being of students, staff, and visitors.
28. Helps supervise student activities (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
29. Upholds procedures to ensure that all medicines are stored and dispensed safely.
30. Helps keep emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies.
31. Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
32. Participates in staff selection and orientation processes.
33. Expresses high expectations and monitors staff performance related to all staff evaluations (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.).
34. Promotes opportunities for staff to develop new skills. Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
35. Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.
36. Helps manage the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.).
37. Promotes the effective use of available technology in records management and instructional activities.
38. Upholds computer technology acceptable use policies.
39. Respects personal privacy. Maintains the confidentiality of privileged information.
40. Takes precautions to ensure staff/student safety.
41. Intervenes and works with staff to eliminate unacceptable behavior.
42. Reports evidence of suspected child abuse as required by law.
43. Encourages parent organizations.
44. Supports and participates in school and student activities as time permits.
45. Supports appropriate research and pilot projects. Identifies and recommends funding opportunities.
46. Participates in national, state, and/or regional activities that advance district goals.
47. Participates in professional growth opportunities.
48. Accepts personal responsibility for decisions and conduct.
49. Strives to develop rapport and serve as a positive role model for others.
50. Performs other specific job-related duties as directed.

Additional Responsibilities:

1. Works in conjunction with the Director of Support Services regarding all administrative detail relating to custodians, their work, and the maintenance of the school plant.

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2. Works in conjunction with the Director of Food Services regarding the supervision of the operation of the cafeteria, kitchen, and its personnel.
3. Supervises the use of equipment, building, and grounds by community groups.
4. Maintains child accounting and attendance records and procedures.
5. Works with other educational groups.
6. Maintains students' cumulative disciplinary records.
7. Maintains a textbook inventory and a charge-out list for each student.
8. Responsibility for the following:
 - (a) fire drills;
 - (b) tornado drills;
 - (c) school enterprises and activities;
 - (d) parent-teacher organization;
 - (e) teachers' meetings;
 - (f) school exhibits; and
 - (g) summer school and evening school.
9. Attends extracurricular activities, as appropriate.
10. Remains in the building until the last bus route servicing the building is completed.
11. Assumes other responsibilities that the Superintendent may deem appropriate.

Additional Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Duties may require:

1. operating and/or riding in a vehicle.
2. traveling to meetings and work assignments.
3. prolonged use of a computer keyboard and monitor.
4. working extended hours.
5. working under time constraints to meet deadlines.
6. exposure to adverse weather conditions and seasonal temperature extremes.
7. potential for exposure to blood-borne pathogens and communicable diseases.
8. potential for interaction with disruptive and/or unruly individuals.

Adopted: _____

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Principal

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Local Superintendent/Designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Little Miami Board of Education Personnel Policy Manual.

(Signature)

(Date)

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Associate Principal
Reports To: Principal, Superintendent of Schools
Employment Status: Full Time 225 Days per Year
FLSA Status: Exempt

Qualifications:

8. Master Degree
9. Minimum of five years teaching experience
10. Experience in the area of administration
11. Certification by State Board of Education of Ohio for the position
12. OTES Certification
13. The ability to promote smooth relationships among pupils, parents, teachers, and administration
14. The personal leadership that commands respect of the entire school group

General Description:

1. Works cooperatively with the principal in the areas of student learning, curriculum and instruction, testing and assessment, special programs, and extracurricular activities
2. Assists the principal in carrying out designated duties in directing the daily activities of the staff and students
3. Acts in the capacity of the principal during her/his absence from duty. The Associate Principal shall become familiar with all phases of the school program
4. Attends to other duties as assigned by the principal or superintendent

Essential Functions:

51. Helps administer assigned academic, guidance, and student service programs.
52. Participates as an active member of the district's management team.
53. Upholds board policies and follows administrative procedures.
54. Maintains visibility. Promotes a favorable image of the school district.
55. Builds community partnerships that enhance district programs and services.
56. Helps develop and implement the district's continuous improvement plan.
57. Develops a strategy to accomplish strategic plan and SMART goal objectives within specified time lines.
58. Provides staff leadership.

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59. Helps develop action plans and resolve problems.
60. Maintains open and effective communication with staff and the community.
61. Addresses administrative issues that arise during the absence of the principal.
62. Helps develop the master schedule as directed.
63. Ensures the equitable distribution of workloads and extra assignments.
64. Helps obtain substitutes or provides classroom coverage during teacher absences.
65. Supervises and evaluates school events and extracurricular activities as directed.
66. Upholds applicable Ohio Revised Codes.
67. Helps administer policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Assists with enrollment and withdrawal procedures.
68. Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
69. Assists with testing programs. Helps analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
70. Encourages staff to develop and disseminate innovative program materials.
71. Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
72. Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.
73. Participates in parent conferences and IEP meetings as requested.
74. Provides guidance, communicates high expectations, and shows an active interest in student progress.
75. Ensures that services are provided in the least restrictive educational environment.
76. Maintains high standards and upholds the student conduct code. Helps teachers with discipline and pupil management issues. Prepares student conduct reports.
77. Helps revise student/parent and teacher handbooks.
78. Upholds procedures that protect school property and helps ensure the health and well being of students, staff, and visitors.
79. Helps supervise student activities as directed (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
80. Upholds procedures to ensure that all medicines are stored and dispensed safely.
81. Helps keep emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
82. Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
83. Participates in staff selection and orientation processes.
84. Expresses high expectations and monitors staff performance related to all staff evaluations (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.).
85. Promotes opportunities for staff to develop new skills. Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
86. Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.

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87. Helps manage the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
88. Promotes the effective use of available technology in records management and instructional activities.
89. Upholds computer technology acceptable use policies.
90. Respects personal privacy. Maintains the confidentiality of privileged information.
91. Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
92. Intervenes and works with staff to eliminate unacceptable behavior.
93. Reports evidence of suspected child abuse as required by law.
94. Encourages parent organizations.
95. Supports and participates in school and student activities as time permits.
96. Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
97. Participates in national, state, and/or regional activities that advance district goals.
98. Participates in professional growth opportunities.
99. Accepts personal responsibility for decisions and conduct.
100. Strives to develop rapport and serve as a positive role model for others.
101. Performs other specific job-related duties as directed.

Additional Responsibilities:

12. Works in conjunction with the Director of Support Services regarding all administrative detail relating to custodians, their work, and the maintenance of the school plant.
13. Works in conjunction with the Director of Food Services regarding the supervision of the operation of the cafeteria, kitchen, and its personnel.
14. Supervises the use of equipment, building, and grounds by community groups.
15. Maintains child accounting and attendance records and procedures.
16. Works with other educational groups.
17. Maintains students' cumulative disciplinary records.
18. Maintains a textbook inventory and a charge-out list for each student.
19. Responsibility for the following:
 - (a) fire drills;
 - (b) tornado drills;
 - (c) school enterprises and activities;
 - (d) parent-teacher organization;
 - (e) teachers' meetings;
 - (f) school exhibits; and
 - (g) summer school and evening school.
20. Attends extracurricular activities, as appropriate.
21. Remains in the building until the last bus route servicing the building is completed.
22. Assumes other responsibilities that the Superintendent may deem appropriate.

Additional Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Duties may require:

9. operating and/or riding in a vehicle.
10. traveling to meetings and work assignments.
11. prolonged use of a computer keyboard and monitor.
12. working extended hours.
13. working under time constraints to meet deadlines.
14. exposure to adverse weather conditions and seasonal temperature extremes.
15. potential for exposure to blood-borne pathogens and communicable diseases.
16. potential for interaction with disruptive and/or unruly individuals.

Adopted: _____

**LITTLE MIAMI LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Local Superintendent/Designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Little Miami Board of Education Personnel Policy Manual.

(Signature)

(Date)

JOB DESCRIPTION

Title: Director of Special Education Services
Reports to: Superintendent of Schools or designee; Director of Curriculum and Instruction
Coordinates: Special Education Services and Programs
Employment Status: Full-time
FLSA Status: Exempt

Qualifications: Masters Degree / Valid Ohio Supervisor Certificate
Three (3) years experience as a Special Education Teacher and / or Supervisor
OTES Certification
Must possess a valid Ohio Drivers License
Must pass a criminal background check

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General Description: Provide leadership, supervision and coordination for the delivery of special education services for all students by utilizing research based practices.

Essential Functions:

1. Oversee district compliance with State and Federal statutes, Ohio Department of Education rules and policies adopted by the Little Miami Board of Education related to special education identification, funding and services.
2. Develop and implement reports and recommendations to the Superintendent of Schools and Director of Curriculum and Instruction regarding compliance to State, Federal and Ohio Department of Education rules and regulations.
3. Supervise and evaluate school psychologists employed by the Warren County Educational Service Center.
4. Coordinate special education classroom programs for students who are identified and placed in developmentally handicapped, learning disability, and various low incidence programs (such as those for multiple handicapped, severe behavior handicapped, hearing impaired and preschool students).
5. Coordinate procedures for referral, evaluation, placement, and reappraisal of students with regard to special education services and programs.
6. Schedule and participate in IEP conferences as the school district's representative.
7. Supervise and coordinate home instruction for homebound or hospitalized students.
8. Assume responsibility for compiling, maintaining and filing reports, student records and other documents legally required or administratively useful.
9. Oversee the delivery of related special education services including, but not limited to, speech therapy, occupational therapy, physical therapy and work study.
10. Coordinate with the transportation department for transport of the children placed in special education.
11. Assist with development of the special education budget, preparation of department goals and objectives and processing requests for goods and services.

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12. Facilitate staff development for general and special education teachers on special education structure and delivery of services, including the processes and procedures related to identification, evaluation, placement and discipline of students with disabilities.
13. Provide instructional assistance for teacher of students with disabilities in cooperation with the Superintendent, Director of Curriculum and Instruction, building principals, speech pathologists, teachers and related services staff.
14. Coordinate completion of psychological evaluations in a timely manner.
15. Collaborate with school district personnel as well as other school districts and providers to plan and implement alternative educational services for at-risk students, including those on "504" plans.
16. Manage compliance with all federal, state, and local special education mandates.
17. Assist in completing reports related to Title VI-B and Preschool Grant funding.
18. Complete all record keeping as required by due process procedures.
19. Complete and submit all state and federal reports to the Superintendent of Schools and the Director of Curriculum and Instruction.
20. Establish and maintain effective communication with all building administrators.
21. Assist in other areas as assigned by the Superintendent of Schools and Director of Curriculum and Instruction.

Other General Duties and Responsibilities:

- a) Provide leadership in establishing new special education programs and developing improved understanding of existing programs.
- b) Keep informed of all legal requirements governing special education
- c) Monitor proper maintenance of all student permanent records, grades K-12.
- d) Attend in-services, workshops, seminars and professional conferences.
- e) Serve on educational related committees (e.g., curriculum, course of study, textbook, etc.).

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Equipment Operated: Audio visual equipment, computer, copier, laminator, fax machine.

Additional Working conditions: Occasional Exposure to loud noise, unruly children / adults, blood, bodily fluids and tissue.

Terms of Employment: 225 days

Salary: Annual compensation and work year to be established by Board of Education.

Evaluation: Performance of this job will be conducted annually by the Director of Curriculum and Instruction or the Superintendent of Schools.

LITTLE MIAMI LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

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(Local Superintendent/Designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Little Miami Board of Education Personnel Policy Manual.

(Signature)

(Date)

ROLL CALL VOTE

Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes
Mr. Haas	Yes
Mrs. Grice	Yes

MOTION CARRIED

International Travel Procedures and Permission Slip

Mrs. Journey made a motion to adopt the International Travel Procedures and Permission Slip as presented. Mr. Haas seconded.

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ROLL CALL VOTE

Mrs. Black	Yes
Mrs. Journey	Yes
Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes

MOTION CARRIED

New Business

Mrs. Grice said the Career Center Board on June 27 discussed end-of-course exams and the renewals of contracts. She said the Board also discussed the Ohio Teacher Evaluation System adoption and a revised calendar.

Mr. Power asked the Board to make a first reading of the Little Miami Choir Booster by-laws. He said the by-laws had been reviewed by board counsel and would appear on the August agenda for approval.

Mr. Power said he would like to know if the Board would like to rotate the location of their meetings to the district's schools as they had done in the past. The Board replied they would. Mr. Power said a rotating schedule would begin with the September meeting.

Mrs. Black asked Board members to check their calendars for availability for another set of listening sessions with the community. The Board chose:

Tuesday, Sept. 24	8 a.m. Starbucks inside the River's Bend Kroger	Journey, Grice
Thursday, Oct. 17	7 p.m. Harlan Twp. Fire Station	Black, Haas
Wednesday, Nov. 6	10 a.m. Doughboy's Bakery in Roachester	Haas, Cremeans

Executive Session

Mr. Cremeans made a motion to enter into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. Mrs. Journey seconded.

ROLL CALL VOTE

Mrs. Journey	Yes
Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes

MOTION CARRIED

The Board entered executive session at 7:28 p.m.

Return to Regular Session

Mrs. Journey made a motion to return to regular session. Mr. Haas seconded.

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ROLL CALL VOTE

Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes

MOTION CARRIED

The Board returned to regular session at 7:50 p.m.

Motion to Adjourn

Mr. Cremeans made a motion to adjourn. Mrs. Grice seconded.

ROLL CALL VOTE

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes
Mr. Haas	Yes

MOTION CARRIED

The Board adjourned at 7:51 p.m.

Stephanie Baxter Black, President

Terry Gonda, Treasurer