

LITTLE MIAMI LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
SEPT. 17, 2013  
7 P.M.

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on Sept. 17, 2013 at 7 p.m. in the gymnasium of Hamilton-Maineville Primary School, 373 E. Foster-Maineville Road, Maineville, Ohio 45039.

Call to Order and Roll Call

Mrs. Black called the meeting to order at 7:07 p.m.

ROLL CALL:

Mrs. Black	Present
Mrs. Journeay	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, Cathy Trevathan, Debbi Contner, Marla Timmerman, Ryan Cherry, Maryann Duffy, Maineville PTO officers and a number of Maineville Primary parents.

Adopt the Agenda

Mr. Cremeans made a motion to adopt the amended agenda including adding personnel items.  
Mr. Haas seconded.

ROLL CALL VOTE:

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

MOTION CARRIED

Mrs. Contner then introduced Mr. Patrick Clark and a number of Maineville students who led the Pledge of Allegiance in sign language and also performed a musical number.

Officers from the Maineville PTO then made a presentation of a check for \$3,500 to be donated to the district to pay for the replacement of carpeting on the Maineville gym bleachers.

Mrs. Grice made a motion to accept the donation. Mr. Cremeans seconded.

ROLL CALL VOTE:

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

MOTION CARRIED

The Board thanked the PTO for their donation.

Executive Session

Mr. Cremeans made a motion to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Mr. Haas seconded.

ROLL CALL VOTE

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

MOTION CARRIED

The Board entered executive session at 7:20 p.m.

Return to Regular Session

Mr. Haas made a motion to return to regular session. Mr. Cremeans seconded.

ROLL CALL VOTE

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

MOTION CARRIED

The Board returned to regular session at 8:05 p.m.

Reading of Minutes

Mrs. Grice made a motion to approve the minutes from the Aug. 20, 2013 regular meeting. Mrs. Journey seconded.

ROLL CALL VOTE:

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

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MOTION CARRIED

Communications and/or Visitors to the Board

Mr. Blake provided an update on the construction project at Salem Twp. Elementary School and window installation at Butlerville. He said the windows should be complete by mid-October. Mr. Power gave an update on the district's enrollment numbers, stating the district has gained more than 180 students over last year.

Financial Reports

Mrs. Grice made a motion to approve the financial reports for August 2013. Mr. Cremeans seconded.

ROLL CALL VOTE

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

MOTION CARRIED

Permanent Appropriations FY 14

Mr. Haas made a motion to approve the permanent appropriations by fund for FY14 as presented and on file in the Treasurer's office.

ROLL CALL VOTE

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

MOTION CARRIED

Personnel

Mrs. Grice 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. Mr. Cremeans seconded.

**EXEMPTED PERSONNEL – EMPLOYMENT, TWO-YEAR CONTRACT**

Rachel Tilford, Food Service Director, 2-year, 210 day contract, Step 1, eff. Sept. 16, 2013

**EXEMPTED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Angel Hoch, nurse  
Laura Loftin, nurse

**CERTIFIED PERSONNEL – EMPLOYMENT, ONE-YEAR CONTRACT**

Linda Adams, media ctr. specialist at Salem Twp. and Hamilton-Maineville, bachelor's, Step 1

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**CERTIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Jill Schlemmer, Title I, long-term substitute at Harlan-Butlerville

**CLASSIFIED PERSONNEL – EMPLOYMENT**

David Haney, stand-by bus driver, Step 0, eff. Aug. 30, 2013

Katie Hill, special education aide, LMJH, Step 5

**CLASSIFIED PERSONNEL – RESIGNATION**

Jennifer Henderson, special education aide, LMIS, effective Sept. 6, 2013

Ashley Stall, special education aide, Hamilton-Maineville Primary

**CLASSIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Robin High, special education aide and building aide

Andrea Prather, special education aide and building aide

Shayla Cooper, bus driver, effective Sept. 9, 2013

Jack McMullen, mechanic

Richard Shaver, custodian

Jeanne Thornbury, bus aide

Sandy Allen, bus aide

Kelly Mangan, special education aide, building aide, bus aide, cook

Karrina Zubku, cook

**SUPPLEMENTAL PERSONNEL – EMPLOYMENT**

Courtney Schafer, Asst. Varsity Cross Country Coach (shared w/Craig Eckstein)

Andrea Flora – Varsity Cheer Coach (winter season)

Rebecca Karrasch – JV Cheer Coach (winter season)

Katherine Earhart – Competitive cheer squad (winter season)

Jackie Engle – Head Coach, Girls Track

Bill McKnight – Volunteer Pole Vault Coach

Matt Tolliver – Varsity Girls Basketball Coach

Nathan Huffman – JV Girls Basketball Coach

Felisha Hartmann – 8<sup>th</sup> Grade Girls Basketball Coach

Linda Mattingly – 7<sup>th</sup> Grade Girls Basketball Coach

Mike Craig – Varsity Boys Basketball Coach

Nick Pace – Asst. Varsity Boys Basketball Coach

Mark Lapille – JV Boys Basketball Coach

Ryan Husband – Freshman Boys Basketball Coach

Matt Sellers – 8<sup>th</sup> Grade Boys Basketball Coach

Jason Davidson – 7<sup>th</sup> Grade Boys Basketball Coach

Andrew Mee – LMJH ‘B’ Boys Basketball Coach

Wade Brown – Varsity Wrestling Coach

Dave Glaser – Volunteer Wrestling Coach

Kyle Jones – Volunteer Wrestling Coach

**SUPPLEMENTAL PERSONNEL – SUBSTITUTE EMPLOYMENT**

Roger Levo, sub coach for Academic Team for Kasey Cole while on maternity leave, 1/3 supplemental

**SCHOOL VOLUNTEERS**

Candy Anness

Richard Baxter

Kirk Spencer

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**CERTIFIED PERSONNEL – LEAVE OF ABSENCE**

Meggan Davis, 1<sup>st</sup> grade at Salem Twp., maternity leave from approx. Jan 6, 2014-end of school year

**CLASSIFIED PERSONNEL – EMPLOYMENT**

Rodney Gaylor, head bus mechanic, Step 13, effective Sept. 23, 2013

**CLASSIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Larry Griffith, bus driver

Robin High, special education aide, building aide

ROLL CALL VOTE

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

MOTION CARRIED

Designation of School Bus Stops for 2013-2014 School Year

Mr. Cremeans made a motion to approve all school bus stops designated or relocated by the Director of Support Operations for the 2013-2014 school year. Mrs. Journey seconded.

ROLL CALL VOTE

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

MOTION CARRIED

By-Laws for the Little Miami Select Choir Boosters, LLC

Mrs. Grice made a motion to approve the by-laws for the Little Miami Select Choir Boosters, LLC. Mr. Haas seconded.

ROLL CALL VOTE

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

MOTION CARRIED

Itinerary for Little Miami Select Choirs trip to Louisville, Nov. 29-Dec. 1, 2013

Mr. Cremeans made a motion to approve the itinerary for the Little Miami Select Choirs trip to the Interkultur Sing'n'Joy international competition at no cost to the Board. Mr. Haas seconded.

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ROLL CALL VOTE

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

MOTION CARRIED

Agreement with OAPSE Local 516

Mrs. Grice made a motion to approve an agreement with the Ohio Association of Public School Employees Local 516 for the 2013-2014 school year. Mrs. Journey seconded.

ROLL CALL VOTE

Mr. Haas	No
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes

MOTION CARRIED

2014 Amended Exempted Employee Handbook

Mr. Cremeans made a motion to approve the 2014 Amended Exempted Employee Handbook. Mrs. Grice seconded.

ROLL CALL VOTE

Mrs. Grice	Yes
Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes
Mr. Haas	No

MOTION CARRIED

Building Aide Job Description

Mrs. Grice made a motion to approve an updated building aide job description. Mrs. Journey seconded.

**LITTLE MIAMI LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Building Aide  
**FSLA Status:** Classified  
**Reports To:** Building Principal

**Qualifications:**

1. Be of good moral character
2. Be flexible, personable, and creative.
3. Be able to stoop, kneel, get on and off the floor, etc. with children

4. Attend all meetings as required by district administration
5. Ability to cope with stressful situations
6. Excellent or above average attendance
7. Complete at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by college transcript from an accredited institution of higher education): **OR**  
Obtain an associate (or higher) degree from an accredited institution of higher education (defined as any associate degree program from an accredited institution of higher education); **OR**  
Meet a rigorous standard of quality and demonstrate, through a formal State or local academic assessment – (i) knowledge of, and the ability to assist in instructing reading, writing and mathematics; or (ii) knowledge of, and the ability to assist in readiness for reading, writing, and mathematics
8. Pass criminal background check including fingerprinting
9. Above average organizational skills
10. Maintain an active state aide permit

**Functions/Responsibilities:**

1. Observes all mandatory safety regulations for aiding and supervising students
2. Maintains professional communication with staff, students, and parents
3. Maintains a consistent routine and schedule
4. Demonstrates positive public relations
5. Prepares instructional materials
6. Attends additional training and meetings as required by the district
7. Operates instructional equipment
8. Performs a variety of clerical and housekeeping duties
9. Demonstrates organizational skills
10. Assists with the supervision of students during lunch, recess, arrival and dismissal time
11. Assists with learning tasks for individual students and small groups of students
12. Performs other duties as assigned

**Essential Skills**

1. **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with staff and students.
2. **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. **Reasoning Ability:** Ability to carry out instructions furnished in written, oral, or diagram form. Ability to be a problem solver.
4. **Computer Skills:** To perform this job successfully, an individual should have knowledge of internet software, word processing software, and e-mail software.
5. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus

6. **Equipment Operated:** Calculator, copy machine, fax machine, telephone/voice mail, computer, printer, communication devices (cell phones, Walkie-Talkies).

**Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle in inclement weather conditions
3. Occasional interaction among unruly children
4. Occasional requirement to travel, e.g., to professional meetings
5. Occasional interruption of duties by staff, students, parents, and visitors to the school district
6. Interpersonal skills sufficient to work closely with others
7. High level cognitive, interpretive or judgment skills
8. Ability to plan, negotiate, direct, control, and monitor others activities
9. Occasional requirement to work beyond the normal workday

**LITTLE MIAMI LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Building Aide

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)

Adopted: September 17, 2013



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ROLL CALL VOTE

Mr. Cremeans	Yes
Mrs. Black	Yes
Mrs. Journey	Yes
Mr. Haas	No
Mrs. Grice	Yes

MOTION CARRIED

New Business

Mrs. Grice said the Warren County Career Center golf outing was a success and thanked Mr. Power, Mrs. Morgan and Mr. Gonda for participating.

Mr. Power asked the Board to make a first reading of several board policy updates, specifically policies AA, BB, BBBA, BDC, EEAD, GCD, GDC-GDCA-GDD, IGBEA-R, IGCF, IGCH, IGD, IGDJ, IGDK, IKE, JEBA, JECBC, JN, JP, LBB and LEC-R.

The first board community listening session will be Tuesday, Sept. 24 at 8 a.m. at the Starbucks located inside the River's Bend Kroger. Next board meeting will be Tuesday, Oct. 15 at 7 p.m. at Little Miami Intermediate School.

Motion to Adjourn

Mr. Haas made a motion to adjourn. Mr. Cremeans seconded.

ROLL CALL VOTE

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

MOTION CARRIED

The Board adjourned at 8:28 p.m.

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Stephanie Baxter Black, President

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Terry Gonda, Treasurer