

LITTLE MIAMI LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
SEPTEMBER 22, 2014  
7 p.m.  
LITTLE MIAMI HIGH SCHOOL AUDITORIUM

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on September 22, 2014 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. Grice called the meeting to order at 7:01 p.m.

ROLL CALL:

Mrs. Grice	Present
Mr. Cremeans	Present
Mr. Niemesh	Present
Mrs. Journeay	Present
Mr. Haas	Present

Others in attendance were: Greg Power, Terry Gonda, Bill Deters, Pam Coates, Regina Morgan, Cathy Trevathan, Maryann Duffy, Gene Blake, Maggie Hess, Neil Schmidt, Joanie Holbein, Connie Combs, Wayne Lyke, Biff Arnold, Patty Wehrung, and a few other community members.

Adopt the Agenda

Mr. Cremeans moved and Mr. Haas seconded the motion to adopt the agenda.

ROLL CALL VOTE:

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

MOTION CARRIED

Reading of Minutes

Mr. Cremeans made a motion to approve the minutes from the August 19, 2014 regular meeting. Mr. Niemesh seconded. No discussion.

ROLL CALL VOTE:

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

MOTION CARRIED

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Communications and/or Visitors to the Board

President Bobbie Grice set dates and times for the Board Listening Sessions. They are as follows:

Hamilton Township - Oct. 16<sup>th</sup>, 2014 @ 8:00 a.m. – To be determined

Salem Township - Nov. 17<sup>th</sup>, 2014 @ 8:00 a.m. – To be determined

Harlan Township - Jan. 12<sup>th</sup>, 2014 @ 7:00 p.m. – Butlerville Fire Station

Warren County Career Center Superintendent Maggie Hess asked the Board for its support on the levy the WCCC will be putting on the fall ballot. WCCC will be asking for a 3.5 mill replacement levy which, if it passes, will have an impact of \$69.83 per year for a home valued at \$100,000.00 in Warren County. She stated that the four major reasons for the levy are: 1) The current building was built in 1974. 2) Ohio HS Facilities Commission evaluated the building and found that more than 50% of the building is undersized. 3) Safety and security. 4) Would like to keep offering quality programs; therefore, there is a need to update lab equipment and instructional materials for career-technical programs. Ms. Hess reported WCCC earned all A's on the Career-Technical Education Report Card.

Superintendent Greg Power gave the Board an enrollment update. He reported that LMSD has maintained the 4,241 students who started in August. He also reported that Ohio just released the school report card last week and Little Miami received all A's and B's. More information will come at the October board meeting.

Attorney Bill Deters addressed the Board in regards to the shop renovation. He stated that his biggest concern is that everyone (Boosters, Board, and Administration) clearly knows their designed role in the renovation. He strongly suggested that an architect be involved and that the architect needs to provide a stamped, professional design for the renovation. He also stressed that the funding needs to be secured and clearly provided to the Board. Biff Arnold, representative for the Athletic Boosters stated that he was "in serious discussions" with an orthopedic office regarding funding. He added that when and if he gets a contract, he would like to hand it over to the Board and Mr. Deters to review.

Executive Session

Mr. Niemesh made a motion to enter into executive session to consider the sale of a property at a competitive bidding and to consider the discipline of a public employee. Mr. Cremeans seconded.

ROLL CALL VOTE:

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

MOTION CARRIED

The Board entered executive session at 7:41 p.m.

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Return to Regular Session

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

ROLL CALL VOTE:

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

MOTION CARRIED

The Board returned to regular session at 8:14 p.m.

Financial Reports

Mr. Haas made a motion to approve the financial reports for August 2014. Mrs. Journeay seconded. No discussion.

ROLL CALL VOTE:

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

MOTION CARRIED

Permanent Appropriations FY15

Mr. Niemesh made a motion to approve the permanent appropriations by funds for FY15. Mr. Cremeans seconded.

ROLL CALL VOTE:

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

MOTION CARRIED

Contracts

Mr. Cremeans made a motion to approve the following contracts. Mr. Niemesh seconded.

COMPANY	AMOUNT	PERIOD	TYPE	PURPOSE
Maxim Healthcare Services	Hourly Rates \$39 RN \$37 LPN	2014 - 2015	Service	Healthcare Staffing Services

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Legend Web Works LLC.	\$0.00	12 Months	Service	Website Design/Hosting
Joyce Lawson	6 Concerts at \$400.00 each	2014-2015	Service	HS Choir Accompanist
Westech	\$7,180.00	2014-2015	Service	Tier 1 Delineation Investigation

ROLL CALL VOTE:

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

MOTION CARRIED

Donation

Mrs. Journeay moved and Mr. Cremeans seconded a motion to accept the donation of 2014 - 2015 athletic passes from the Southwest Ohio Conference.

ROLL CALL VOTE:

Mrs. Journeay	Yes
Mr. Haas	Yes
Mrs. Grice	Yes
Mr. Cremeans	Yes
Mr. Niemesh	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. Mr. Haas seconded. No discussion.

**EXEMPT PERSONNEL – TWO YEAR CONTRACT**

Noah Webster – Computer Tech, Step 3, effective 9/11/14

**EXEMPT PERSONNEL - EMPLOYMENT**

Katrina Hillard – Accounts Payable, Step 0, effective 9/15/14

**CERTIFIED PERSONNEL – RESIGNATION**

Melinda Buchwalter – effective end of 2014-15 school year

Linda Levo – effective end of the 2014-15 school year

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**CERTIFIED PERSONNEL – EMPLOYMENT, LONG TERM SUBSTITUTE**

Kristin Neike – covering maternity leave approx. 10/20/14 through 12/5/14

**CERTIFIED PERSONNEL - SUBSTITUTE EMPLOYMENT**

Jennifer Markus – effective 8/20/14 – 9/12/14

**CLASSIFIED PERSONNEL – EMPLOYMENT**

Margaret Ottke – HS Building Aide, Step 1, effective 8/12/14

Brenda Helton – HS Building Aide, Step 5, effective 8/25/14

Kristi Hess – 2 hr. cook @ IS, Step 0, effective 9/18/14

Karina Zubka – Head Cook @ HB, Step 0, effective 9/17/14

Rashmi Dinesh – Class II Secretary @ IS, Step 0, effective 9/29/14

**CLASSIFIED PERSONNEL – CHANGE OF ASSIGNMENT**

Tina Clark – IS Custodian to HB Custodian, effective 8/11/14

Linda Norton – IS Cook to HM Cook, effective 9/3/14

Samantha Coffman – HB Head Cook to HS Head Cook, effective 9/9/14

**CLASSIFIED PERSONNEL – RESIGNATION**

Rhonda Kroener – Bus Driver, effective 8/4/14

Margaret Ottke – Building Aide, effective 8/29/14

Debbie Stewart – HS Head Cook, effective 8/29/14

Jason Cefaratti – Bus Driver, effective 9/10/14

Katrina Hillard – IS Class II Secretary, effective 9/12/14

Marie Chandler – Cook at Salem, effective 9/26/14

**CLASSIFIED PERSONNEL – SUBSTITUTE EMPLOYMENT**

Jessica Koch - Building and Sp. Ed. Aide

Terri Reese – Building and Sp. Ed. Aide

Debra Rankin - Cook

Brenda Stacy – Bus Aide

Melissa Stiles – Bus Aide

Veronica Tobler – Custodian

Tim Bookout – Custodian

Kathy Ruschman – Secretary, effective Oct 2, 2014

Lia Davis – Bus Aide

Audrey Doughman – Bus Aide, Custodian

Larry Griffith – Bus Driver, effective 9/15/14

Dawn McFerron – Building Aide, Sp. Ed. Aide, Bus Aide

**SUPPLEMENTAL PERSONNEL – EMPLOYMENT**

Bobbi Allen – HS Drama Coach

Debra Davidson – Assistant HS Drama Coach

Keith Becker – 7<sup>th</sup> grade Football Coach

Andrew Davies – HS Head Swim Coach

Deann Fontanella – HS Assistant Swim Coach

Andrea Flora – Freshman Football Cheer Coach

Mike Maupin – 8<sup>th</sup> grade Football Coach

**SUPPLEMENTAL PERSONNEL – RESIGNATION**

Walt Hubbard – Football Coach

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**VOLUNTEER**

Roger Levo – tutor  
Vernon Young  
Gretchen Davies  
Andrew Davies  
Deb Davidson  
Lynn Davis

Rebecca Young  
David Lane  
Andrea Limbacher  
Rachel Vandegrift  
Sara Andrews  
Maxine Jones

Linda Schwartz  
George Douglas Bradbury  
Stacey Becker

ROLL CALL VOTE:

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

MOTION CARRIED

Resolution 14-002

Mrs. Journeay moved and Mr. Cremeans seconded the motion to allow the Superintendent to authorize set procedures for EpiPen use.

ROLL CALL VOTE:

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

MOTION CARRIED

Job Description

Mr. Cremeans made a motion to approve the job description for the Community Relations Coordinator. Mr. Hass seconded.

**LITTLE MIAMI BOARD OF EDUCATION**

**JOB DESCRIPTION**

**Title:** Community Relations Coordinator  
**Reports To:** Local Superintendent and/or Designee  
**Employment Status:** 40 Hours per week/260 days per year

**FSLA Status:** Exempt

**Qualifications:**

1. Degree B.S./B.A., preferably in communications/journalism
2. Valid Driver License
3. Good health, high moral character and good attendance record
4. Computer skills/word processing, desktop publishing/database
5. Professional tact, diplomacy and the ability to work compatible with administrators, staff, teachers, students, parents, and the community
6. Organization and planning skills required
7. Familiarity with website content management systems, social media, printing and production processes also helpful
8. At least five years of experience in journalism or communications related field: expertise in school communications preferred

**General Description:**

1. As an aide to the Superintendent, this employee is responsible for planning cooperatively for continuous liaison in the schools, citizenry of the community and various civic, government, business, and community organizations
2. Provide a proactive system of internal and external communications

**Essential Functions:**

1. Coordination of all district publications and communication efforts.
2. Serve as the editor/writer to provide timely content for the district website
3. Develop an involvement in a variety of media including: social media, newspapers, radio, television, bulletins, publications, meetings, conferences, workshops, and other avenues of communications
4. Prepare and disseminate the school calendar, news releases of school events and the arrangements of news coverage for school events
5. Foster effective working relationships between the schools and community groups or organizations
6. Prepare special reports or articles as requested by the Superintendent
7. Perform such other duties as the Superintendent may assign
8. Develop annual budget to sustain program expenses, monitoring expenditures to ensure cost-effective operation
9. Stay abreast of current trends in communications profession

**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 to travel and/or under inclement weather conditions.
2. prolonged use of a computer keyboard and monitor.
3. working extended hours and/or under time constraints to meet deadline.
4. potential for exposure to communicable disease, blood, bodily fluids and tissues.
5. potential for interaction with disruptive and/or unruly individuals.
6. interruption of duties by staff, students, parents, and visitors to the school district
7. occasional lifting, moving, and carrying of materials, supplies, etc.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Adopted: 9/20/05  
Readopted: 9/22/14

**LITTLE MIAMI LOCAL SCHOOL DISTRICT**

**Title:** Community Relations Coordinator

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)

**ROLL CALL VOTE:**

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

**MOTION CARRIED**



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New Business

The proposed 2015-2016 school calendar drafts were presented to the board for review. The calendar options will be posted on the Little Miami website 9/23/14.

Mrs. Grice gave an update on the Warren County Career Center. She stated that the board had met and was introduced to the new staff members for the 2014-2015 school year. She also mentioned that the WCCC Treasurer reported that the district was applying to be in a pilot program for new state software. The program would consolidate most processes, including inventory, which would save the district money. Upcoming events include the Southwest Regional OSBA Fall Banquet on Thursday, Oct. 9 and the Business Advisory Kickoff on Thursday, Oct. 15 at 5:30 p.m.

Mrs. Journeay complimented the Little Miami staff for the way it handled the tragedy of Brayden Thornbury.

Next Board meeting will be Tuesday, October 21, 2014 at Salem Township Elementary.

Adjourned

Mr. Haas made a motion to adjourn. Mrs. Journeay seconded.

ROLL CALL VOTE:

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

MOTION CARRIED

The Board adjourned at 8:37 p.m.

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Bobbie Grice, President

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Terry Gonda, Treasurer