

LITTLE MIAMI LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
Sept. 26, 2017  
7:00 P.M.

The Board of Education of the Little Miami Local School District, Warren County, Ohio met in regular session on Sept. 26, 2017 at 7 p.m. at Little Miami High School, 3001 East US 22 & 3, Morrow OH, 45152.

Call to Order and Roll Call

Mr. Haas called the meeting to order at 7:01 p.m.

ROLL CALL:

Mrs. Grice	Present
Mr. Cremeans	Present
Mr. Niemesh	Present
Mrs. Journey	Absent
Mr. Haas	Present

Others in attendance were: Greg Power, Terry Gonda, Cindy Marshall, Darrick Davidson, Cheravon Davidson, Marge Intermil, Rachel Tilford, Cory Taylor, Jamie Miles, Travis Showers, Dan Distel, Steve Scherle, John Bailey, Ryan Cherry, Wayne Lyke, Lisa Smith, Erin Losey, Dee Dee Walker, Susan Ganim, Marla Timmerman, Gene Blake, Teresa Reynolds, Maryann Duffy, Wayne Siebert, Rusty Holman, Tiffany Sawyer, Allison Gates, and other community members.

Adopt the Agenda

Mr. Niemesh made a motion to adopt the agenda with the addendum. Mr. Cremeans seconded the motion.

ROLL CALL:

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

MOTION CARRIED

Reading of Minutes

Mr. Cremeans made a motion to approve the minutes from the Aug. 22, 2017 regular meeting.

ROLL CALL:

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

MOTION CARRIED

Mr. Niemesh made a motion to approve the minutes from the Sept. 13, 2017 special meeting. Mr. Cremeans seconded.

ROLL CALL:

Mrs. Grice	Abstain
Mr. Cremeans	Yes
Mr. Niemesh	Yes
Mr. Haas	Ye

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MOTION CARRIED

Communications and/or Visitors to the Board

Mr. Power welcomed members of the Little Miami Athletic Boosters, who made a brief presentation to the Board. President Darrick Davidson introduced other members of the Booster board, including Cheravon Davidson, Coby Smucker and Liz Briscoe. Davidson talked about the successes of the Athletic Boosters, including improvements to the concession stands, the annual Green and Gold gala, sharing costs on the updates to the baseball and softball fields, the renovated weight room and many others. Student board representative Tejas Dinesh said that student-athletes could not thank the Boosters enough for what they do.

Mr. Power then gave a master facility plan update. He said that enrollment has continued and that the district was rapidly approaching 4,900 students. He also said that the district was continuing to work through the ELPP process as part of the Ohio Facilities Construction Commission project requirements.

Financial Reports

Mrs. Grice made a motion to approve the financial reports for August 2017. Mr. Cremeans seconded the motion. No questions or comments.

ROLL CALL:

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

MOTION CARRIED

Contracts

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

COMPANY	AMOUNT	PERIOD	TYPE	PURPOSE
Complete Care Providers	\$150/day	2017-2018 School Year	Service	Transportation
Toddler Time	\$25/new student \$2/summer student program	2017-2018 School Year	Revenue	Latchkey/summer student program
BCI	\$22/BCI \$24/FBI	2017-2020	Service	Fingerprints/ background checks
Jennifer Ervin	\$25/hr for up to 455 hours	2017-2018 School Year	Service	Home instruction

ROLL CALL:

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

MOTION CARRIED

Emersion Design Additional Services Agreement

Mr. Cremeans made a motion to approve the additional services agreement with Emersion Design for design and engineering services for the Maineville Crossing facility. Mr. Niemesh seconded.

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ROLL CALL:

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

MOTION CARRIED

Lease Termination

Mr. Niemesh made a motion to approve a lease termination agreement with RCHP-Wilmington d/b/a Clinton Memorial Hospital as it regards Maineville Crossing, effective in October. Mrs. Grice seconded.

ROLL CALL:

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

MOTION CARRIED

Permanent Appropriations FY18

Mrs. Grice made a motion to approve the permanent appropriations by fund for FY18 as presented and on file in the Treasurer's office. Mr. Niemesh seconded.

ROLL CALL:

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

MOTION CARRIED

Donation

Mr. Niemesh made a motion to approve a donation of \$3,000 from Tony Blevins to the Little Miami Athletic Department. Mr. Cremeans seconded.

ROLL CALL:

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

MOTION CARRIED

Donation

Mr. Niemesh made a motion to approve a donation of 65 student backpacks from the Countryside YMCA/Landen. Mr. Cremeans seconded.

ROLL CALL:

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

MOTION CARRIED

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Personnel

Mrs. Grice made a motion to approve the following personnel items as submitted for the 2017-2018 school year. Mr. Cremeans seconded the motion.

**CERTIFIED PERSONNEL – MATERNITY/PATERNITY LEAVE**

Bethany Beebe – approx. 9/10/17-11/21/17  
Katie Souders – approx. 10/27/17 – 12/11/17  
Courtney Meyer – approx. 9/28/17 – 12/7/17

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

Tara Robinson – approx. 9/10/17 – 12/1/17

**CLASSIFIED PERSONNEL – EMPLOYMENT**

Pam Socha – Bus Driver, Step 1, effective 08/28/2017  
Ceri Minzler – Bus Driver, Step 5, effective 09/18/2017  
Andrea Mullins – HM Sp. Ed. Aid, Step 0, effect. 8/29/17  
Brandy Wyatt – HM Cook, Step 0, effect. 8/28/17

**CLASSIFIED PERSONNEL – LEAVE OF ABSENCE**

Laura Ott – effect. 2017-18 school year

**CLASSIFIED PERSONNEL – BUS DRIVER TRAINEE**

Jessica Mirolo - effective 9/1/17  
Mysty Noe - effective 7/25/17  
Paul Burns – effective 8/28/17  
Brittany Hennel  
Kelli Ramsey

**CLASSIFIED PERSONNEL – EMPLOYMENT, SUBSTITUTE**

Diane Kaehler – Cook  
Stephanie Bailey – Cook  
Susan Schneider - Cook  
Trisha Seibers – Building Aide, Sp. Ed. Aide  
Elizabeth Greenwood – Cook  
Mary Mullins – Building Aide, Sp. Ed. Aide, Bus Aide, Cook, Custodian, Secretary  
Martin Jackson – Custodian, Maintenance  
Christine Hockman – Custodian  
Jennie Naumovski – Bus Aide  
Robert Barnes – Custodian  
Joe Ellis – Custodian  
Derek Yeary – Custodian  
Mike Valerius – Cook  
Terri Waddell – Nurse  
Lisa Dwyer – Cook  
Kelly Schneible – Cook  
Mysty Noe – Bus Aide  
Connie Buening – Cook  
Angie Wilson – Bus Aide, effective 09/01/2017  
Marvin Estep – Bus Aide  
Joseph Kadle – Cook

**SUPPLEMENTAL PERSONNEL – EMPLOYMENT**

Amanda Van Mil – HS - IATG (I Am That Girl) Club – volunteer  
Kim Hamlin – Media Specialist  
Ashley Stall – HM Yearbook  
Vikki Iannelli – HM Recycling Club  
Stephanie Ison – SE Yearbook  
Sara Harris – SE Yearbook  
Jamie Jackson - 0.5 SE Student Council

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Raegan Malblanc - 0.5 SE Student Council  
Jen Dafee – HS French Club  
Stephanie Woodruff – HS FCE Club  
Marty Skidmore – HS GS Club  
Dave Schultz – HS Anime Club – volunteer  
Bridget Herron, HS - Tammy Martin, Jessica Nethers and Brandy Phillips – HOPE Club  
Volunteers  
Bridget Herron, HS - Tammy Martin, Jessica Nethers and Brandy Phillips – Student  
Ambassador volunteers  
Mark Hiegl – HS - U4U Club – volunteer  
Stephen Hardewig – HB Yearbook  
Allison Wolfe – HB Yoga Club  
Shelli Belillti – HB Math Club  
Suzy McBrayer - 0.5 IS Student Government  
Stephanie Mentrup - 0.5 IS Student Government  
Jenna Valentine - 0.5 IS Yearbook  
Stephanie Baldwin - 0.5 IS Yearbook  
Amy Luck - 0.5 IS Geography and Spelling Bee  
Robin Prewitt - 0.5 IS Geography and Spelling Bee  
Dawn Gasper: 0.5 IS Nature/Gardening Club  
Stephanie Baldwin - 0.5 IS Nature/Gardening Club  
Josh Butler – JH Student Council  
Rob Ryan – JH Choir/Ensemble  
Bethany Beebe – JH - NJHS  
Erin Dipzinski – JH Power of the Pen  
Sharon Carter – JH Yearbook  
Mark Lapille – Men’s Varsity Tennis, Class 7 Step 5  
Laura Boulton – Men’s JV Tennis, Class 10 Step 5  
Bridget Herron – Freshman Basketball Cheer, Class 11, Step 0  
Craig Wolfe – Men’s Varsity Asst. Basketball Coach, Class 6, Step 0

**PUPIL-ACTIVITY PERSONNEL – EMPLOYMENT**

Stephanie Bienhoff – Cross Country, Class 9 Step 0  
Kurt Dooley - .5, 7th Gr. Asst. Football Coach, Class 10 Step 0  
Eric Bond – Men’s Varsity Track Coach – Class 6 Step 3  
John Murphy – 8<sup>th</sup> Gr. Volunteer Asst. Football Coach  
Felisha Hartman – Women’s JV Head Basketball Coach, Class 6 Step 2  
Jason Cunningham – 8th Gr. Asst. Football Coach, Class 10 Step 0  
Matt Tolliver – Women’s Varsity Head Basketball Coach, Class 1 Step 5  
Brian Hall – Women’s Freshman Basketball Coach, Class 7 Step 3  
Alyssa Minson – Varsity Dive Coach, Class 6 Step 1  
Amy Moore – Varsity Basketball Cheer Coach, Class 10 Step 5  
Jamie Anderson – 8<sup>th</sup> Grade Basketball Cheer Coach, Class 12 Step 0  
Matt Craig – Men’s Varsity Head Baseball, Class 6 Step 5

**VOLUNTEERS**

Stephanie Bailey  
Diane Kaehler  
Susan Schneider  
Heather Vasiliauskas  
Nicole Haake – A Brush of Hope Program  
Angela James  
Gloria Hillegass  
Jessica Bishop  
Laura Boyle – Band  
Laura Dean  
Jennifer Moretz  
Vickie Dinsmore  
Shane Brandenburg – Band  
Karrie Charville

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ROLL CALL:

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

MOTION CARRIED

Job Description

Mr. Niemesh made a motion to approve the Assistant Food Operations Manager job description and salary schedule.  
Mr. Cremeans seconded.

**LITTLE MIAMI LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Assistant Food Operations Manager

**Reports To:** Director of Food Service

Employment Status: 197 Days

FSLA Status: Exempt

**Job Goal:**

To assist the Food Service Director in administering and supervising the district's food service program to include promoting participation in the school nutrition program, regulatory compliance with all oversight agencies, and smooth operation of all aspects of the Food Service Department.

**Qualifications:**

1. Education and experience as required by the Professional Standards outlined in the Healthy, Hunger-free Kids Act of 2010.
  - a. Bachelor's Degree of equivalent education with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. OR
  - b. Bachelor's Degree in any academic major and state recognized certificate for school nutrition directors. OR
  - c. Bachelor's Degree in any academic major and at least two years related school nutrition experience. OR
  - d. Associate's Degree or equivalent experience with academic major in above stated specific majors and at least two years related school nutrition experience.
2. Supervisory experience in a food service operation, school food service preferred.
3. Experience with preparing, reviewing, and executing budgets; implementing cost control procedures and maintaining appropriate records preferred.
4. Experience with the necessary reporting for a school food service operation is preferred.
5. Demonstrated ability in personnel management
6. Must possess knowledge and experience working with a wide variety of food service equipment.
7. Experience with school related point of sale system is preferred.
8. Experience in selection, distribution and use of government commodities
9. Knowledge of sanitation requirements applicable to school food service
10. Demonstrated ability to communicate effectively with staff, administrators, and members of the community.
11. Must possess analytical thinking skills and sound judgement.

**Functions/Responsibilities:**

1. Assist in supervision of the day-to-day operations of the Child Nutrition Department
2. Assist kitchens who experience unexpected staff absences.

3. Assist with planning and execution of catering events.
4. Supervise execution of the planned menus, supervise meal preparation and quality of meals. Collaborate with food service director and kitchen managers on development of new recipes and menus for participation improvement.
5. Inspect the district's lunch facilities, equipment and operations to ensure that standard of diet, cleanliness, health, and safety are being maintained.
6. Supervise and recommend cost control procedures to ensure the department's fiscal responsibility for self sustainability.
7. Assist in interview of prospective employees and evaluation of talent of all staff members.
8. Review, evaluate, and make recommendations for purchase of new equipment and/or troubleshoot for repairs of equipment.
9. Assist in a continuing program of staff training and personnel development including meal preparation, health standards, meal program requirements, and operation of equipment and point of sale system.
10. Assist in execution of the Free and Reduced Meal Program.
11. Assist in responding to the needs and requests of students, parents, staff, administrators, and board members. Including the management of collecting negative balances from students and staff.
12. Assist food service director and kitchen managers in proper inventory tracking and management of all food and supplies.
13. Assist in all improvement initiatives as developed by the food service director.
14. Be available to assume some responsibilities of food service director when the food service director is unavailable.
15. Other duties as assigned by food service director.

**Evaluation:**

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

Adopted:  
Updated:

**LITTLE MIAMI LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Assistant Operations Manager

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:**

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

**MOTION CARRIED**

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Memorandum of Understanding: School Resource Officer Agreement

Mr. Cremeans made a motion to approve a memorandum of understanding between Little Miami Schools and the Hamilton Twp. Police Department regarding the School Resource Officer.

ROLL CALL:

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

MOTION CARRIED

Board Policy Updates

Mr. Cremeans made a motion to approve updated board policies IJA (Career Advising), IKE (Promotion and Retention of Students), JFG and JFG-R (Interrogations and Searches).

ROLL CALL:

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

MOTION CARRIED

New Business

The Board held first reading of updated policies BCFA, DECA, DJF, DN, EBBA-R, EBBA, IGA and IGCH-R.

Mrs. Grice said that Warren County Career Center board members recently heard about the new culinary arts restaurant and enjoyed the dedication of the new fire tower at the school.

The next regular board meeting will be Oct. 24 at 7 p.m. at the high school.

Community Comments on Non-Agenda Items

Marge Intermil then addressed the board. She said she would like to know if there has been any communication regarding the upcoming bond issue going out to the community. Community Relations Coordinator Melinda Briggs said that there had been a postcard mailer and several public meetings about the bond issue, but that there have been problems with items that are mailed actually getting delivered. She said she would provide Mrs. Intermil some information for her to take with her.

Motion to Adjourn

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

ROLL CALL:

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

MOTION CARRIED

The Board adjourned at 7:35 p.m.

Respectfully submitted,  
Melinda Briggs  
Community Relations Coordinator

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Randy Haas, President

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Terry Gonda, Treasurer