

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – July 24, 2017**

The Winton Woods Board of Education met in Regular Session on Monday, July 24, 2017 at the Board Office, 1215 W. Kemper Road, Cincinnati, Ohio. Vice President Johnson called the meeting to order at 6:30 p.m.

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

On the roll call the following members were present: Mrs. Paula Kuhn, Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. Viola Johnson. Absent Mrs. Jessica Miranda. Also present were: Mr. Anthony Smith, Superintendent and Mr. Randy Seymour, Treasurer.

**DISTRICT HONORS, RECOGNITIONS, GIFTS AND BEQUESTS**

None

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

The following minutes were approved as presented:

Regular Meeting – June 26, 2017

Special Meeting – July 10, 2017

**TREASURER'S REPORT**

The Financial Statements for the month of June, 2017 were approved and filed for audit.

**TREASURER'S RECOMMENDATIONS**

**Investments – June, 2017**

**07-82-17** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the Investment report for June, 2017.

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

**Winton Woods Board Of Education**  
**Minutes**  
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**REPORTS OF THE SUPERINTENDENT**

(a) School Reports, Building Leadership Team Minutes

**SUPERINTENDENT'S RECOMMENDATIONS**

**Job Description – Publicity Writer**

**07-83-17** On a motion by Mr. Berte, seconded by Mrs. Kuhn to approve the job description for the Publicity Writer as presented. (Attached)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

**Exempted Employees Salary Schedule**

**07-84-17** On a motion by Mr. Berte, seconded by Mrs. Rugless to approve the Exempt Employees Salary Schedule effective July 1, 2017 as presented. (Attached)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

**07-85-17** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the personnel schedules as presented.

**Schedule A – Retirements and Resignations**

Julie Baily, Teacher, WWIS, effective 08/10/17, Resignation  
Lauren Brandner, Teacher, WWIS, effective 08/10/17, Resignation  
Dwayne DuBois, Teacher, WWMS, effective 07/30/17, Resignation  
Billy Gillespie, Food Service, WWMS, effective 07/18/17, Resignation  
Daryan Martin, Educational Assistant, WWMS, effective 07/30/17, Resignation  
Amy McCann, Teacher, WWPB, effective 08/10/17, Resignation  
Donna Morua, Teacher, WWPB, effective 08/10/17, Resignation  
Corrie Narras, Teacher, WWPB, effective 08/10/17, Resignation  
Christopher Pearce, Teacher, WWHS, effective 08/10/17, Resignation  
Michael Poe, Intervention Specialist, WWMS, effective 08/10/17, Resignation  
Jana Thompson, Special Ed. Assistant, WWHS, effective 07/31/17, Resignation  
Kristin Woosley, Teacher, WWHS, effective 08/10/17, Resignation

**Winton Woods Board Of Education  
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**SUPERINTENDENT’S RECOMMENDATIONS – (Cont.)**

**Schedule B – Personnel Employment – Certificated**

New Hires:

Jamie Alvord, Teacher, WWIS, \$64,161, effective 08/11/17  
Liang-Yen Chou, Teacher, WWMS/WWHS, \$44,858, effective 08/11/17  
Danielle Daley, Teacher, WWMS, \$48,987, effective 08/11/17  
Rebecca Dennis, Teacher, WWPB, \$51,193, effective 08/11/17  
Chad Hale, Teacher, WWES, \$61,048, effective 08/11/17  
John Hassel, Teacher, WWHS, \$69,666, effective 08/11/17  
Paul Mangold, Teacher, WWHS, \$53,497, effective 08/11/17  
Emily Neltner, Teacher, WWPB, \$48,987, effective 08/11/17  
Sara Strittmatter Teacher, WWIS, \$69,666, effective 08/11/17  
Michael McKee, Teacher, WWHS, \$51,193, effective 08/11/17  
Colleen Walker, Teacher, WWHS, \$42,928, effective 08/11/17  
Sheena Howard, Tutor, WWES, \$28.50/hr, effective 08/11/17

**Schedule C – Personnel Employment – Staff Support**

Change in Status:

Vickie Koeninger, Asst. to Classified Supervisor, CB, \$43,947, effective 07/03/17  
Shelly Heard, IMC Assistant, WWIS, \$18.69/hr, effective 08/05/17

New Hires:

Drew Jackson, Publicity Writer, .80 FTE Step 1, effective 07/12/17  
Tiara Fair, Clerical Sub., \$13.75/hr, effective 07/31/17  
Tiara Fair, Educational Assistant Sub., \$13.05/hr, effective 07/31/17  
Donita Songer, Food Service Sub., \$11.65/hr, effective 08/01/17  
Andrea Tellez, Class C Secretary, Food Service, \$17.39/hr, effective 07/11/17

**Schedule D – Personnel Employment – Certificated and Non-Certificated –  
Supplemental 2016-2017 Contract Year**

Summer Programs - Cert. - \$28/hr

Nicole Williford, High School OGT, 26 additional hours  
Michelle Sisk, Media Center, 24 additional hours  
Michelle Bretz, 3<sup>rd</sup> Grade Reading  
Katina Henderson, 3<sup>rd</sup> Grade Reading  
Heather Mack, 3<sup>rd</sup> Grade Reading

Summer Programs - Classified - \$19.55/hr

Elizabeth Rullman, Media Center, additional 24 hours

**Winton Woods Board Of Education**  
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**SUPERINTENDENT’S RECOMMENDATIONS – (Cont.)**

**Schedule D – Personnel Employment – Certificated and Non-Certificated – Supplemental 2016-2017 Contract Year – (Cont.)**

JumpStart Program (Maximum of 7 hours)

Certificated \$28/hr:

Kerry Fletcher	Courtney Hickey
Kelly Kennedy	Kristin Langworthy
Katie Padilla	Emily Perkins
Nicole Gierzack	Terry Robertson
Karly Walters	Rebecca Dennis
Emily Neltner	Shawna Talley
Ashley Whyte	Tricia Wilke

Classified Regular Rate of Pay

Denise Bryant	Diana DeWeese
Beth Hooper	Linda Partin
Carol Schaeper	Stephanie Stacey

**Schedule E – Leaves**

Courtney Lee, Teacher, WWIS, effective 10/09/17 – 12/15/17, F.M.L.A.

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

**Revised Policy 2464 – Program – Gifted Education and Identification**

**07-86-17** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the revised Policy 2464 – Program – Gifted Education and Identification as presented. (Available from the Office of the Superintendent)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.



**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – July 24, 2017**

**SUPERINTENDENT’S RECOMMENDATIONS – (Cont.)**

**Code of Conduct for School Year 2017-2018**

**07-87-17** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the Code of Conduct for the School Year 2017-2018 as presented. (Attached)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

**Revised Policy 5511.01 – Students – School Uniform Policy**

**07-88-17** On a motion by Mr. Berte, seconded by Mrs. Kuhn to approve the revised Policy 5511.01 – Students – School Uniform Policy as presented. (Available from the Office of the Superintendent)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

**Resolution Adopting Makeup Plan for Excess Hours Above the Minimum Required Hours for School Year 2017-2018**

**07-89-17** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the “Resolution Adopting Makeup Plan for Excess Hours Above the Minimum required Hours for School Year 2017-2018” as presented. (Attached)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

**Award of Contract for New Buses**

**07-90-17** On a motion by Mrs. Kuhn, seconded by Mr. Berte to award the bid for the purchase of three (3) 72-passenger school buses to Rush Bus Centers for \$83,200.00 each for a total of \$249,600.00. (Recommendation and Tabulation of Bids Attached)

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

President Miranda declared the motion carried.

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – July 24, 2017**

**BOARD OF EDUCATION REPORT**

- Legislative Report
- Great Oaks Report

**COMMENTS FROM MEMBERS OF THE BOARD OF EDUCATION AND SUPERINTENDENT**

**COMMENTS TO THE BOARD OF EDUCATION FROM THE ASSOCIATIONS**

**WETA REPRESENTATIVE** – absent

**OAPSE REPRESENTATIVE** – absent

**EXECUTIVE SESSION**

**07-91-17** On a motion by Mr. Berte, seconded by Mrs. Kuhn to move into Executive Session at 7:07 p.m. to confer with the board's legal counsel about a pending legal matter.

Vote: Mrs. Kuhn, Aye; Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Johnson, Aye;

Vice President Johnson declared the motion carried.

At 8:25 p.m. Vice President Johnson declared the Executive Session concluded, that the discussion on a pending legal matter had been concluded and asked that the roll be called to reconvene the meeting. On the roll call the following members were present: Mrs. Paula Kuhn, Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. Viola Johnson.

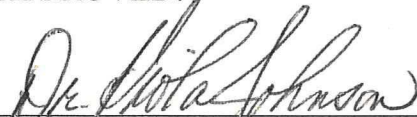
**ADJOURNMENT**

There being no further business, Vice President Johnson declared the meeting adjourned at 8:26 p.m.

**ATTEST:**

  
\_\_\_\_\_  
Randy Seymour, Treasurer

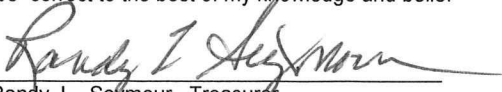
**APPROVED:**

  
\_\_\_\_\_  
Dr. Viola Johnson, Vice President

WINTON WOODS CITY SCHOOLS  
Bank Reconciliation Statement  
June 2017 (Year to Date)

Fund Balance			Book Balance		Bank Balance			
001	General Fund	\$19,318,151.62	Beginning Balance		\$19,861,404.09	Fifth Third Bank	\$1,510,765.16	
002	Bond Retirement	65,054,999.05				Petty Cash	0.00	
003	Permanent Improvement	672,300.53	Plus: Receipts		185,355,651.71	Food Service-Drawer	0.00	
004	Building	10,647,858.47	Less: Expenditures		(56,795,141.75)	Athletic-Gate	0.00	
006	Lunchroom	675,819.02						
007	Special Trust	87,919.60						
010	Classroom Facilities	51,572,373.77						
018	Public School Support	38,420.78	Ending Balance		148,421,914.05	Total	1,510,765.16	
019	Local Grants	81,650.73						
022	District Agency	0.00						
034	Classroom Facilities Maintenan	104,702.61	Outstanding Warrants:			Investments:		
200	Activity Fund	45,373.65						
300	Athletic Fund	66,572.29	Fifth Third Bank		184,358.19	Investments:		
401-9016	Auxillary Services - JPIL	48,311.32				Star Ohio	12,191,789.05	
439-9017	Early Childhood Education	0.00				Star Ohio - Building	64,264,062.94	
451-9017	Connectivity	0.00				Meeder Investments	12,320,396.29	
461-9017	HSTW	0.00				Meeder Invest (Building)	58,319,258.80	
516-9017	IDEA-B	5,823.74					147,095,507.08	
524-9017	Career Education	0.00						
536-9017	Title I School Improvement	254.54						
551-9017	Title III LEP	288.26						
572-9017	Title I	392.00						
587-9017	ESCE IDEA-B	292.57						
590-9017	Title II-A Improving Teacher Qua	409.50						
			Total		184,358.19			
			Book Adjustments			Bank Adjustments		
						EZPay Account		
						Food Service		0.00
						General Acct		0.00
						EZPay In-Transit		0.00
						Credit Card In-Transit		0.00
						Due from Payroll		
			Total		0.00	Total		0.00
Total Fund Balance		148,421,914.05	Book Balance		148,421,914.05	Bank Balance		1,510,765.16
Plus: outstanding warrants		184,358.19	Plus: outstanding warrants		184,358.19	Plus: investments		147,095,507.08
		0.00	Plus: book adjustments		0.00	Plus: bank adjustments		0.00
Adjusted Fund Balance		\$148,606,272.24	Adjusted Book Balance		\$148,606,272.24	Adjusted Bank Balance		\$148,606,272.24

I hereby certify the foregoing to be correct to the best of my knowledge and belief

  
Randy L. Seymour, Treasurer

# WINTON WOODS CITY SCHOOLS

## General Fund Receipts

June 30, 2017

	<u>Estimated Revenue</u>	<u>% of Revenue</u>	<u>Revenue MTD</u>	<u>Revenue FYTD</u>	<u>Percentage Received</u>
<b>Local:</b>					
Real Estate Taxes	\$22,100,000	46.97%	\$0	\$22,506,110	101.84%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	1,825,500	3.88%	\$126,648	2,775,473	152.04%
Interest	150,000	0.32%	24,241	223,009	148.67%
Student Fees	10,000	0.02%	255	27,125	271.25%
Rental Fees	245,000	0.52%	17,475	224,884	91.79%
Other (2)	758,500	1.61%	168,384	962,473	126.89%
<b>Total Local Revenue</b>	<u>25,089,000</u>	<u>53.33%</u>	<u>337,002</u>	<u>26,719,073</u>	<u>106.50%</u>
<b>State:</b>					
Foundation Fund	18,626,000	39.59%	1,423,553	17,469,701	93.79%
Homestead & Rollback	2,800,000	5.95%	0	2,809,108	100.33%
Other (3)	292,000	0.62%	205,935	1,277,094	437.36%
<b>Total State Revenue</b>	<u>21,718,000</u>	<u>46.16%</u>	<u>1,629,488</u>	<u>21,555,903</u>	<u>99.25%</u>
<b>Federal:</b>					
Other (4)	240,000	0.51%	586	1,459,900	608.29%
<b>Total Federal Revenue</b>	<u>240,000</u>	<u>0.51%</u>	<u>586</u>	<u>1,459,900</u>	<u>608.29%</u>
Return of Advances/Trans-In	0	0.00%		0	0.00%
Refund of Prior Yr. Exp.	0	0.00%	0	103,275	0.00%
<b>Total</b>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>103,275</u>	<u>0.00%</u>
<b>GRAND TOTAL</b>	<u><u>\$47,047,000</u></u>	<u><u>100.00%</u></u>	<u><u>\$1,967,075</u></u>	<u><u>\$49,838,152</u></u>	<u><u>105.93%</u></u>

(1) Includes summer school, special education, regular classes, and open enrollment

(2) Includes all other receipts not otherwise classified

(3) Includes catastrophic and tangible reimbursement

(4) Includes Medicaid and e-rate reimbursement



**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Object**  
**June 30, 2017**

	<u>Appropriation</u> <u>+ Carry Over</u>	<u>% Total</u> <u>Appr.</u>	<u>Expended</u> <u>MTD</u>	<u>Expended</u> <u>FYTD</u>	<u>Encumbered</u> <u>FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Personal Services (100)	\$26,584,400	49.72%	\$2,323,911	\$25,713,819	\$0	\$870,581	96.73%
Fringe Benefits (200)	9,550,550	17.86%	687,087	8,818,715	0	731,835	92.34%
Purchased Services (400)	13,160,176	24.62%	999,550	11,132,875	52,206	1,975,095	84.99%
Materials & Supplies (500)	2,135,170	3.99%	36,338	1,631,509	19,840	483,820	77.34%
Capital Outlay - New (600)	910,209	1.70%	10,673	811,387	0	98,821	89.14%
Other (800)	873,300	1.63%	10,175	566,264	0	307,036	64.84%
Transfers/Advances (900)	250,000	0.47%	0	0	0	250,000	0.00%
<b>Total</b>	<u>\$53,463,804</u>	<u>100.00%</u>	<u>\$4,067,733</u>	<u>\$48,674,569</u>	<u>\$72,046</u>	<u>\$4,717,189</u>	<u>91.18%</u>

**Object Numbers:**

- 100 - Employees' salaries and wages - includes payment for sick leave, personal business leave, holiday pay, etc.
- 200 - Retirement, insurance coverage, workers' comp. fringe benefits
- 400 - Purchased services - utilities, postage, repairs, insurance, driver training, lease/purchase, mileage reimbursement, etc.
- 500 - Instructional supplies and materials, office supplies, textbooks, library books and materials
- 600 - Capital outlay - purchase of new equipment and vehicles
- 800 - Other - election expense, auditor and treasurer fees, audit costs, membership dues, liability insurance
- 900 - Temporary advances to other funds and transfers

**Appropriation Summary:**

FY17 Appropriations	\$53,340,000
FY16 Carryover Encumbrances	123,804
Total Appropriations	<u>\$53,463,804</u>

**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Function**  
**June 30, 2017**

	Appropriation <u>+ Carry Over</u>	% Total <u>Appr.</u>	Expended <u>MTD</u>	Expended <u>FYTD</u>	Encumbered <u>FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Regular (1100)	\$22,546,494	42.17%	\$1,931,139	\$21,154,881	\$12,976	\$1,378,637	93.89%
Special (1200)	8,912,582	16.67%	557,065	8,042,800	5,042	864,739	90.30%
Pupils (2100)	3,101,413	5.80%	250,250	2,743,610	4,578	353,225	88.61%
Instructional Staff (2200)	2,587,811	4.84%	200,162	2,256,218	25,390	306,203	88.17%
Board of Education (2300)	236,425	0.44%	2,168	158,308	0	78,117	66.96%
School Adm. (2400)	4,316,255	8.07%	428,714	4,103,682	139	212,434	95.08%
Fiscal Services (2500)	1,658,850	3.10%	146,317	1,402,714	5,125	251,011	84.87%
Business Services (2600)	271,323	0.51%	34,169	253,134	480	17,709	93.47%
Oper. of Plant (2700)	4,940,584	9.24%	277,895	4,436,071	7,681	496,832	89.94%
Pupil Trans. (2800)	2,655,732	4.97%	147,524	2,311,034	0	344,698	87.02%
Central Support Services (2900)	804,950	1.51%	52,722	729,040	0	75,910	90.57%
Community Services (3000)	26,500	0.05%	864	24,874	0	1,626	93.86%
Extracurricular (4000)	892,975	1.67%	24,334	829,118	0	63,857	92.85%
Capital Outlay (5000)	261,909	0.49%	14,410	229,083	10,635	22,190	91.53%
Contingencies (7000)	250,000	0.47%	0	0	0	250,000	0.00%
<b>Total</b>	<b>\$53,463,804</b>	<b>100.00%</b>	<b>\$4,067,733</b>	<b>\$48,674,569</b>	<b>\$72,046</b>	<b>\$4,717,189</b>	<b>91.18%</b>

**Functions:**

**Instruction (1100 – 1200):** Instruction includes the activities directly dealing with the teaching of pupils or the interaction between teacher and pupil. Teaching may be provided for pupils in a school, in a classroom, in another location, such as in a home or hospital, and through other approved media such as television, radio, telephone and correspondence.

**Pupils (2100):** Activities which are designed to assess and improve the well-being of pupils and to supplement the teaching process. e.g., Pupil personnel, guidance, health, psychological, speech and audiology, attendance, graduation and student assembly services.

**Instructional Staff (2200):** Activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils. e.g., Curriculum development, staff training, ed. aides and media services.

**Board of Education (2300):** Activities concerned with establishing policy in connection with operating the District.

**School Administration (2400):** Activities concerned with administrative responsibility e.g., Supt. & Principal offices.

**Fiscal (2500):** Activities associated with the financial operations of the District. e.g., Treasurer's office.

**Business (2600):** Activities concerned with directing & managing service areas. e.g., Business Manager's office.

**Operation of Plant (2700):** Activities concerned with keeping the physical plant open, comfortable and safe for use and keeping buildings and equipment in an efficient working condition. e.g., Maintenance & custodial areas.

**Transportation (2800):** Activities concerned with the conveyance of students to and from school and to activities.

**Statistical Services (2900):** Activities, other than general administration, which support each of the other instructional and supporting services programs. e.g., Personnel and technology.

**Community Services (3200):** Payments made by the District to support activities that do not directly relate to providing education for pupils in the District.

**Extracurricular Activities (4000):** Subject matter and/or activities not provided in regular classes. Generally, participation is not required and credit is not given.

**Capital Outlay (5000):** Improvements to the District buildings & land.

**Contingencies (7000):** To be used for unanticipated emergencies.

**Appropriation Summary:**

FY17 Appropriations	\$53,340,000
FY16 Carryover Encumbrances	123,804
Total Appropriations	\$53,463,804

# WINTON WOODS CITY SCHOOLS

Year To Date Summary as of  
June 30, 2017

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 <b>General</b>	\$18,154,568	\$49,838,152	\$48,674,569	\$19,318,152	\$72,046	\$19,246,106
<b>Special Revenue Funds:</b>						
018 Public School Support	37,780	67,536	66,894	38,421	358	38,063
019 Other Grants	68,599	42,449	29,397	81,651	2,580	79,071
034 Classroom Facilities Maint.	0	106,172	1,469	104,703	0	104,703
300 District Managed Activity	72,678	175,136	181,241	66,572	75	66,497
401 Auxiliary Services	66,775	382,203	400,666	48,311	48,311	0
439 Preschool Education	159	107,389	107,548	0	0	0
451 Data Communication	0	10,800	10,800	0	0	0
461 Vocational Ed Enhancements	0	8,000	8,000	0	0	0
466 Straight A Fund	0	856,000	856,000	0	0	0
516 IDEA	8,121	975,085	977,382	5,824	0	5,824
524 Vocational Education	1,468	9,500	10,968	0	0	0
536 Title I School Improvement	280	62,050	62,076	255	0	255
551 Limited English Proficiency	397	91,363	91,472	288	0	288
572 Title I	8,834	1,405,085	1,413,527	392	8,693	(8,301)
587 IDEA Early	175	32,285	32,167	293	0	293
590 Title II-A	419	95,420	95,429	410	0	410
<b>Debt Service Funds:</b>						
002 Bond Retirement	0	66,005,109	950,110	65,054,999	0	65,054,999
<b>Capital Projects Funds:</b>						
003 Permanent Improvement	673,250	729,075	730,024	672,301	228,275	444,026
004 Building	0	10,649,830	1,972	10,647,858	55,270	10,592,589
010 Classroom Facilities	0	51,581,799	9,426	51,572,374	0	51,572,374
007 <b>Special Trust</b>	76,627	87,551	76,258	87,920	0	87,920
<b>Agency Funds:</b>						
200 Student Activity	49,925	38,290	42,841	45,374	0	45,374
022 District Agency	0	7,171	7,171	0	0	0
<b>Enterprise Funds:</b>						
006 Food Services	641,349	1,992,203	1,957,733	675,819	28,019	647,800
<b>Total</b>	<u>\$19,861,404</u>	<u>\$185,355,652</u>	<u>\$56,795,142</u>	<u>\$148,421,914</u>	<u>\$443,626</u>	<u>\$147,978,288</u>

6.015



TO: WWCSO Board of Education  
 FROM: Randy Seymour, Treasurer  
 DATE: June 30, 2017  
 SUBJECT: June Investments

The Treasurer requests official approval of the following investments of interim funds made June 30, 2017.

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
<b>Star Ohio</b>	\$12,191,789	\$9,736	1.10%	
<b>Meeder Investments</b>	12,320,396	13,500	various	
<b>5th/3rd</b>	1,510,765	1,006	0.20%	Includes earnings credit
	<u>26,022,951</u>	<u>24,241</u>		
<b>Building Fund:</b>				
<b>Local Share:</b>				
Money Markets:				
<b>Star Ohio</b>	64,264,063	55,996	1.10%	
<b>Meeder Investments</b>	58,319,259	52,515	various	
	<u>122,583,322</u>	<u>108,511</u>		
<b>Total</b>	<u>\$148,606,272</u>	<u>\$132,751</u>		



**Job Title: Publicity Writer**  
**Reports To: Superintendent**  
**FLSA Status: Exempt**  
**Work Days: Part Time**

## **GENERAL DESCRIPTION**

This position supports student achievement by ensuring that the District's public information program is aligned with District goals, and by facilitating the development of accurate and timely internal/external communication and information processes that contribute to and encourage community involvement in the District's efforts to meet the instructional needs of students.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Organize, assimilate and disseminate facts about Winton Woods City Schools to the public through print and non-print media.
2. Edit and write/produce communication materials.
3. Provide professional assistance in the development of various publications (brochures, newsletters, information bulletins) for school and departments.
4. Research grant and funding opportunities that will help support the communication and public relations goals of the District.
5. Contact media representatives to initiate articles and news releases about District programs and create press kits and other media information.
6. Assist in the development and implementation of comprehensive internal and external district communication plan including, but not limited to, publications, media relations, electronic communications.
7. Ensure consistent branding and messaging.
8. Recommend innovative and promotional avenues of communication for various types of media.
9. Solicit feedback through formal and informal means on activities, products and purposes of the community relations program and the school district in general.
10. Utilize Outlook calendar for organization and communication.
11. Must be timely with completion of assigned projects and maintain organization of multiple projects simultaneously.

12. Effectively and professionally communicate informational material through small and large presentations to diverse groups within the Winton Woods City Schools and various community partners.

13. Other duties may be assigned as needed.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise volunteers and student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's Degree and related experience in journalism, public relations or equivalent combination of education and experience. Familiar with a variety of the communication concepts, practices, and procedures. Demonstrated success in collaborating with diverse teams at an executive level.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to write press releases, reports, brochures and correspondence in an efficient manner/ while under deadline. Strong command of English writing and grammar.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Technology Skills:** Proficiency in the usage of internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: MS Outlook, MS Word, MS PowerPoint, MS Publisher and Google Docs. Ability to type accurately and proficiently.
- **Photography Skills:** Ability to use digital camera to capture candid as well as staged photos of district events, students, staff and community members.

- **Other Skills and Abilities:** Demonstrated proficiency in developing and implementing large-scale projects. Demonstrated success working collaboratively with community partners. Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions while maintaining organization. Proven record of working well in a team-environment.

## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

Occasionally perform work beyond a standard work hours when work-load requires.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.



Winton Woods City Schools  
Salary Schedule  
Exempt Employees  
Effective July 1, 2017

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Administrative Assistant Payroll Specialist Information Technology System Specialist	65,745	67,569	69,481	71,392	73,303	75,213	77,125	79,038	80,948
Community and Public Engagement Coordinator	59,928	61,836	63,749	65,659	67,569	69,481	71,392	73,303	75,213
Assistant to Human Resources Benefits Specialist Accounting Specialist	57,670	59,581	61,491	63,401	65,314	67,224	69,134	71,046	72,956
Assistant to the Treasurer Assistant to the Business Director Assistant to the Technology Director Assistant to the Student Services Director	51,243	52,979	54,717	56,454	58,365	60,275	62,186	64,096	66,008
Supervising Technician	48,635	50,168	51,759	53,322	54,884	56,446	58,009	59,570	61,133
Administrative Secretary Assistant to Classified Supervisor Accounts Payable Student Activities Publicity Writer	43,947	45,509	47,073	48,635	50,198	51,759	53,322	54,884	56,446
Lead Technician	40,252	41,814	43,376	44,937	46,500	48,061	49,623	51,185	52,747
Supervising Cook	26,951	27,967	28,979	29,992	31,004	32,016	33,027	34,039	35,050

Please note that movement along the steps of the salary schedules is not automatic - it is at the discretion of the Superintendent.  
Employees may receive a longevity/performance placement not to exceed \$2,000 at the discretion of the Superintendent.



# WINTON WOODS CITY SCHOOLS STUDENT CODE OF CONDUCT

## THE WARRIOR WAY

The Winton Woods City School District is committed to helping our students achieve their highest potential! That begins with making sure that we maintain a safe and orderly environment.

### Be **RESPECTFUL**

- Students are expected to treat all others (i.e. peers, staff members, community members) with respect and dignity at all times.

### Be **RESPONSIBLE**

- Students are expected to be responsible for their actions at all times.

### Be **SAFE**

- Students are expected to abide by all guidelines to ensure that a safe environment is maintained.

Our schools will work diligently to make sure that:

- students are well aware of behavior expectations
- expected behaviors are clearly defined
- meaningful relationships are built to nurture a supportive environment
- high academic and behavioral expectations are in place for all students.

To ensure that ALL students meet our expectations, we have supports that can be implemented to help our students succeed. These include (but are not limited to):

- Parent conferences
- Behavior interventions
- Referral to site-based therapist/agencies
- Behavior plans
- Schedule modifications
- Social Skills training
- Rewards

We encourage parents to be highly involved early in the process to help to maximize the success of their child. A strong partnership between school and home is a critical component to student success.

## Steps Following Student Misbehavior

When the Principal finds that a student has committed an offense, the Principal or another school administrator will:

1. Investigate the incident, including meeting with the student and any others involved to allow them to explain the situation
2. Notify the family if a corrective strategy is used
3. Send a letter to the family if the corrective strategy is an assignment to an alternative program or location outside of the child's normal classroom assignment

## PREFACE

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function or event whether on property owned, rented or otherwise used or maintained by the Winton Woods City School District Board of Education or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place:

- while on properties immediately adjacent to school property
- while in the line of sight of school property
- on school transportation
- on the student's way to or from school
- if the act otherwise affects the operation of the schools.

This Student Code of Conduct also applies to misconduct occurring off of property owned or controlled by the Winton Woods City School District Board of Education but is connected to activities or incidents that have occurred on property owned or controlled by the Winton Woods City School District Board of Education and misconduct by a student, regardless of location, directed at a district official or employee, or property of a district official or employee.

Behavior infractions have been broken into categories based on the severity of the offense.

**Category I** offenses are considered minor. These offenses are handled at the school personnel level.

**Category II** offenses are more severe. Staff personnel may choose corrective strategies for offenses that are considered in Category II based upon severity.

**Category III** offenses are severe offenses that are considered major level. All Category III offenses must be handled at the administrative level.

### **Definition of Terms for Category 1 Offenses\***

*In most instances, Category I infractions will be corrected by the teacher or supervising adult in the setting where the misbehavior occurs. If a pattern of these offenses persists, consultation to set up a corrective plan may be necessary, and students may be referred to an administrator. When there is a high incidence of Category I offenses in a specific setting, administrators will provide, or arrange for, consultation and support to teachers, students or parents/caregivers to assist with creating positive behavior in that setting.*

## **Cheating / Plagiarism**

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal-, state- or district-mandated tests.

Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet. This includes any violation of the Winton Woods City Schools' Student Testing Code of Conduct, which may result in disciplinary action and an invalidation of test scores.

### **Disobedience/Disrespect**

Students are expected to do what school adults tell them to do. School adults include administrators, teachers, Instructional Assistants (IAs), secretaries, security personnel, custodians, bus drivers, lunchroom workers, and school volunteers, etc. Students must not argue with adults. If students do not obey the instructions and/or directions a school adult gives them, the behavior will be considered disobedient or disrespectful.

### **Disruptive Behavior**

Students are expected to follow school-wide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.

### **Electronic Communication Devices**

*(A school's Positive School Culture Committee may choose to develop a more specific plan related to electronic devices.)*

Electronic communication devices must be turned off during school hours. Electronic devices may be brought to school only in accordance with the school's policy.

### **Fraud/False Identification**

Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own. Students should be able to show identification or verify their identity when requested.

### **Gambling**

Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity for educational purposes.

### **Inappropriate Communication**

Students are expected to speak respectfully to others. Examples of inappropriate communication include put-downs, or making fun of or negatively talking about a person or their family.

### **Tobacco/Smoking**

Students are expected to protect their own health and safety, and the health and safety of others. Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia.

- a. On school grounds and area immediately adjacent to school grounds, during and immediately before or after school hours
- b. On school ground at any other time when the school is being used by a group
- c. Off school grounds at a school activity, function or event
- d. On a school bus or at a bus stop

### **Truancy, Tardiness or Class Cutting**

a. Truancy - Students are expected to comply with the provision of the Ohio Revised Code regarding school attendance. Truancy is absence from school for reasons other than those provided by law. The following are the only legal excuses for absence from school:

- (1) Personal illness
- (2) Illness in the family



- (3) Quarantine in the home
- (4) Death of a relative
- (5) Observance of a religious holiday
- (6) Any other reason which has been approved by the school prior to the absence.

Absences without legitimate excuse for more than ten (10) consecutive days or at least fifteen (15) total school days in any one quarter or semester may result in the suspension or denial of temporary driving permit or driver license by the Registrar of Motor Vehicles.

b. Tardiness

Tardiness is defined as arriving late to school or to class without acceptable reason.

c. Class Cutting

Class cutting is defined as absence from an assigned class without an acceptable reason.

In the state of Ohio, children between the ages of 6-18 are of compulsory school age and are required to attend school. In addition, children who begin kindergarten at age 5 become subject to the compulsory education laws of the State. There are consequences for students and their parent/legal guardian if children do not attend school regularly.

## **Violation of School Uniform Policy**

The uniform requirements pertain to all schools and can be reviewed in the student hand books, which are distributed to students at the beginning of each school year or at the time of enrollment.

Administrative action may be required if an individual's apparel violates the district uniform requirements or his or her appearance causes considerable distraction among students and staff to the extent that their presence, adversely compromises the integrity and/or safety of the learning environment.

*\*A Category I Offense could be upgraded to a Category II or Category III Offense, depending on the nature of the offense or chronic Category I offenses.*

## **Definition of Terms for Category II Offenses \***

*Teachers or supervising adults may choose corrective strategies for Category II infractions including, but not limited to, referral to school administrators. Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in the commission of any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses.*

## **Counterfeit Materials**

Students may use only real United States currency (money). Students cannot use school property or equipment to create, or attempt to create, counterfeit currency to any other type of counterfeit materials. Students must not knowingly possess counterfeit materials.

## **Damaging/Destruction of Property**

Students must be respectful and take care of school property. Students should not cause or attempt to cause damage, destroy or misuse school property or anything that belongs to someone else. Examples of this behavior include (*but not be limited to*) writing in school textbooks or library books, ruining bulletin boards, damaging desks or computer equipment including laptops, tablets and e-readers, intentionally clogging the plumbing system, breaking light bulbs or fixtures, or spray-painting surfaces.

## **Depictions of Prohibited Conduct**



Students must not make, reproduce or distribute videos, images, sound recordings or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, MySpace, YouTube or any other similar Web sites are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal's designee. Reproduction and distribution of these items will result in disciplinary action.

## **Fighting**

Conflicts must be resolved peacefully. Students must not physically fight with another person. Retaliation is not a defense to fighting. Students should attempt to retreat from any act of aggression from another and to seek help from school personnel.

## **Fireworks**

Students must obey the law regarding fireworks. Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

## **Gang Activity**

Students should associate with peers and adults who engage in safe, respectful and responsible behavior. Students must not participate in gang activity. Gangs are defined as groups of two or more students and/or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activities include:

- A. Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
- B. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.
- C. Engaging in activity or discussion promoting gangs by two or more persons.
- D. Recruiting students for gangs or anti-social behavior.

## **Harassment/Intimidation/Bullying/Stalking**

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Harassment, intimidation, bullying or stalking means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel and the behavior both:

- A. Causes mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and
- B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

## **Inappropriate Touching / Horseplay**

Any behavior that presents a risk of physical harm to others or to the property of others and serves no reasonable or educational purpose. This includes inappropriate touching, hands on behaviors, horseplay, or physical contact.

### **Obstruction of Administrator/Teacher from Duties**

A student shall not prevent, obstruct or delay a teacher, administrator or other school official from performing his/her assigned duties and carrying out corrective action.

### **Profanity or Obscenity**

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

### **Repeated Acts of Misconduct**

A student shall not repeatedly engage in any acts of misconduct specified in the foregoing Rules of Conduct.

### **Sale or Distribution of Unauthorized Materials**

A student shall not possess, distribute, use or sell unauthorized materials or products on school property.

### **Sexual Harassment & Misconduct**

Sexual harassment is behavior which includes any unwanted, unsolicited sexual advance or sexually oriented behavior made by a person who knows or should reasonably know that such attention is unwanted and is objectionable. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favors, or compromising invitations. Sexual harassment may also include but is not limited to the creation of an intimidating, hostile, and offensive work or study environment by engaging in sexual, offensive and/or inappropriate behavior.

Students must respect themselves and the privacy of others. Students must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.

### **Stealing or Possession of Stolen Property**

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.

### **Trespassing / Leaving School Property**

Students must stay in designated areas of the school to which they have been assigned. Leaving School Property or assigned area prior to dismissal time without official permission (e.g., leaving the building or class without permission) is prohibited. Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a building other than their own or to leave their assigned building.

Students must not return to any school while assigned to the alternative placement, or under expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person.

### **Violent Disorderly Conduct**

Students must solve problems peacefully. Violence and threats of violence disrupt the learning process. Students must not use violence, or threats of violence, force or bodily harm, against staff, students or property.

*\*A Category II Offense could be upgraded to a Category III Offense, depending on the circumstances or chronic behaviors.*

### **Definition of Terms for Category III Offenses**

*The principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even if not completed in the commission of any of the following offenses will be subject to the consequences including suspension or expulsion.*

#### **Alcohol and Drugs**

Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia.

Parents/Guardians are permitted to bring prescribed or over-the-counter medication; however, secured in nurses' station and administered by authorized school personnel with the authorization and supervision of their doctor. Prescribed or over-the-counter medication is for the student's use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school.

In grades 9-12, with parent's and administrator's permission, a student may keep over-the-counter medication in a secure location and access that medication, if needed, through an administrator's designee.

#### **Breaking and Entering**

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.

#### **Dangerous Weapons**

Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include but are not limited to:

A. Knives — Students must not possess, handle, transmit, conceal or use knives. Students violating the prohibition against knives may be assigned to an Alternative to Expulsion program for up to one year. A student may be expelled for up to one calendar year.

NOTE: State law gives the Superintendent the option to expel a student for up to one calendar year for bringing a knife onto school property, into a school vehicle, or to a school-sponsored event.

B. Defensive Weapons — Students must not possess chemical Mace, pepper gas or like substances; or stun guns/tasers.

C. Other Items — Students must not possess items such as razors, box cutters, hammers, baseball bats, chains, tattoo paraphernalia, bullets or any other items that can be considered a weapon or can be used as a weapon. School supplies (i.e., compass, scissors, pens, etc.) must not be used as a weapon.

#### **Extortion**



Students must accept “no” for an answer when making a request of another person. Extortion means getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force.

### **False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System**

Students must obey laws regarding fire safety. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.

### **Firearm Look-Alikes**

Students must not possess, transmit or conceal any item that resembles a firearm. Firearm look-alikes can propel an object or substance with force by spring load or air pressure (i.e., toy guns, cap guns, BB guns, pellet guns).

### **Firearms**

Students must not possess, handle or transmit, conceal or use a firearm. Students violating the firearms prohibition must be expelled in accordance with State and Federal law (e.g., educated in a placement other than the school of attendance) for one calendar year. Firearms are any weapon (including starter guns) that will, or are designed to or may readily be converted to, expel a projectile by explosion (gunpowder, magazine clip) including the frame or receiver of any weapon and any firearm mufflers or silencers or any destructive devices (as defined in 18 USCA Section 921), which include any explosives, incendiary or poisonous gas bombs, grenades, rockets having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than four ounces, missiles having an explosive or incendiary charge of more than one quarter ounce, mines or devices similar to any of the devices described above.

NOTE: Federal law requires the Superintendent to expel a student for one calendar year if the student brings a firearm onto school property, into a school vehicle, or to a school-sponsored event.

### **Physical Assault**

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Hitting, kicking, shoving or otherwise causing physical pain or harm to another person is considered physical assault.

### **Robbery**

Students must not take another person’s property. Students must not take or attempt to take from another person any property by force or threat of force.

### **Serious Bodily Injury**

Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or bodily capability.

### **Sexting**

Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging.

### **Sexual Assault**



Students must protect the safety, and respect the rights, of others. Students must not sexually attack nor sexually abuse another person.

### **Starting a Fire**

Students must protect the safety of themselves and others. Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off, attempt to set off, or possess matches / lighters / combustible material or other fire starting materials on school property.

# STEPS FOR CORRECTIVE ACTION

## Category I

Category I offenses are managed at the school personnel level. The choices below are the possible result for a Category I infraction (These are not intended to be the only choices or sequential).

- Parent Contact
- Apology
- Loss of privileges
- Detention (i.e. before school, after school, during lunch/recess)
- Reteach behavioral expectations
- Lunch detail
- Restitution
- Reflective Activity
- Time out

## Category II

Staff personnel may choose corrective strategies for offenses that are considered in Category II. The choices are the possible result for a category II infraction (These are not intended to be the only choices or sequential).

- *Any Category 1 Corrective Strategy*
- Detention (i.e. before school, after school, during lunch/recess)
- Office Referral
- Alternative School Assignment (ASA)
- Suspension
- Suspension with a possible recommendation for expulsion
- Referral to counseling agency
- Establish a behavior plan
- Establish a check in /check out system with a staff member
- File charges with local police department

## Category III

Category III offenses are considered major offenses and are managed at the school administration level. The incidents require a mandatory office referral to school administration. The choices are the possible result for a category III infraction (These are not intended to be the only choices or sequential).

- Alternative Discipline Placement (ADP)
- Suspension
- Suspension with a Recommendation for Expulsion, referred to Superintendent's Office
- File charges with local police department

## **Suspension**

- a. A student shall be given written notification of the intention to suspend him/her and the reason(s) for the intended suspension by the administrator.
- b. The pupil shall be provided an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension or otherwise to explain his/her actions. A student shall be given an opportunity to challenge the charges and give his/her side of the story.
- c. The administrator shall make the decision to suspend or not to suspend, and shall notify the student orally of that decision.
- d. If the student is suspended, the administrator shall notify the parents, guardian or custodian of the pupil and the Treasurer of the Board of Education in writing within one school day of the suspension.
- e. A pupil, parent, guardian, or custodian has the right to appeal a suspension or intent to suspend. A written statement requesting an appeal of a suspension or intent to suspend is to be sent to the Pupil Service Department, 8 Enfield St., Cincinnati, Ohio 45218. Students have the right to be represented at an appeal hearing.

## **Expulsion**

- a. The superintendent is the only school administrator who may expel a pupil.
- b. A principal may recommend to the superintendent in writing that a given student be expelled. This recommendation shall contain the reason(s) for the recommended expulsion.
- c. The superintendent (or designee) shall notify the pupil and parent, guardian or custodian in writing of the intention to expel the pupil.
- d. The superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing shall be for both sides to give their side of the story.
- e. The superintendent shall make the decision to expel or not to expel following the hearing and shall notify the parent, guardian or custodian and the Treasurer of the Board of Education of that decision in writing within one school day. A copy of the parental notification shall be sent to the principal.
- f. A pupil, parent, guardian, or custodian has the right to appeal a suspension or intent to suspend. A written statement requesting an appeal of an expulsion or intent to expel is to be sent to the Winton Woods City Schools Board of Education, 1215 W. Kemper Rd. Cincinnati, OH 45240.  
A pupil or his/her parent, guardian or custodian may appeal the expulsion to the Board of Education. The Board of Education may hear the appeal itself or it may appoint a designee. The pupil or parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board of Education or its designee, which may be in executive session upon the request of the pupil, parent, guardian, custodian or representative.
- g. A verbatim record shall be made of the hearing.
- h. The Board of Education or its designee may act only after a hearing is held. The Board or its designee may affirm, reverse, vacate or modify the expulsion.
- i. The action of the Board or its designee on the expulsion must be made in a public meeting.
- j. The Treasurer shall promptly notify the pupil, parent, guardian, custodian or representative in writing of the Board's decision or the designee's decision.
- k. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
- l. Upon expulsion from school, the pupil shall be withdrawn from school and will be required to re-enroll.

## **Alternative Programs (Project Success and Project Success Plus)**

Winton Woods City Schools can provide alternative programming in lieu of out-of-school suspension and out-of-school expulsion. The alternative programs are called Project Success (Grades 7 – 12) and Project Success Plus (Grades 2 – 6). The assignments of students to the program are the decision of the superintendent or designee.

## **Alternative Discipline Assignments for Students with Disabilities**

All federal and state laws, Board policies and administrative procedures must be followed in recommending assignments to

Alternative Discipline for students with disabilities on Individual Education Programs (IEPs) or Section 504 Plans.

### **Emergency Removal from School**

Emergency removal can occur only for the following reasons:

- If the student's presence in school poses a danger to people or property
- If the student is an ongoing threat of disruption

Emergency removal requires communication between school officials and the student's family (parent or guardian or, if necessary, other adult family members). At the time of the removal, the family will be contacted in person or by telephone to explain the reason for the removal and to request a meeting. In addition, a letter with the explanation and meeting request will be sent to the family and a copy will be given to the student.

- Emergency removal **can last no longer than 3 days for each incident.**
- The removal can be for a shorter time. The student **will return to school after a scheduled meeting is completed with the family, the principal and the referring staff member.** A face-to-face meeting is preferred, but a telephone conference is allowed if necessary.

BOE-Approved 7-27-15

BOE-Approved \_\_\_\_\_



**RESOLUTION ADOPTING  
MAKEUP PLAN FOR EXCESS HOURS ABOVE THE MINIMUM REQUIRED HOURS  
(FORMERLY KNOWN AS “CALAMITY DAY MAKEUP PLAN”)**

**Winton Woods City School District**

WHEREAS, THE Winton Woods City School District Board of Education desires students have learning opportunities even when schools are closed for any of the reasons specified in Section 3313.482 of the Ohio Revised Code; and

WHEREAS, Section 3313.482 authorizes a board of education to file annual plans with the Ohio Department of Education by August 1 of each year to provide learning opportunities for students in lieu of attendance on such days of closure;

NOW THEREFORE BE IT RESOLVED that Winton Woods City School District Board of Education hereby approves the following plan and authorizes its filing with the Ohio Department of Education.

**PLAN FOR MAKEUP OF EXCESS HOURS ABOVE THE MINIMUM REQUIRED HOURS**

Pursuant to Ohio Revised Code Section 3313.482, the Winton Woods City School District Board of Education hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to fulfill up to a maximum of the number of hours that are the equivalent of three school days because of the closing of schools for any of the reasons specified in Section 3313.482.

1. This plan is submitted, pursuant to approval of the Board of Education on July 24, 2017. This plan includes the written consent of the teachers' employee representative as designated under division (B) of Section 4117.04. Such consent is on file in the official file of the board of education and is hereby incorporated into this plan as if specifically rewritten.

3. No later than November 1, each classroom teacher shall develop a sufficient number of lessons, “blizzard bags,” for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the amount of instructional time the student would receive for three school days in such teacher's class.

4. The teacher shall designate the order in which the lessons are to be posted on the district's web portal or web site.
5. Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
6. As soon as practical after an announced school closure authorized under Section 3313.482, staff members designated by the appropriate administrator shall make the designated lessons available on the district's portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.
7. Each student enrolled in a course for which a lesson is posted shall be granted a two week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.
8. Students without access to a computer shall be permitted to complete posted lessons at school after the reopening of school. Students utilizing this option will be granted two weeks from the date of reopening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The district will provide access to district computers before, during, or after the school day (provided the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.

In witness thereof, we hereby affix our signatures on this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
President-Board of Education

The Winton Woods Teachers' Association (WWTA) supports the Winton Woods City School District Board of Education's Alternative Calamity Day Make-Up Plan to fulfill up to the maximum number of hours that are the equivalent of three school days because of the closing of schools for any of the reasons specified in section 3113.482.

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WWTA President

# Memo

TO: Winton Woods City Schools Board of Education Members

FROM: Mr. Steve K. Denny

SUBJECT: Bus Bid Award for Fiscal Year 2018 School Bus Purchases

DATE: July 6, 2017

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The purpose of this memo is to request the Board's consideration and approval of the bus bid awards as shown below for our school system's fiscal year 2017 bus purchasing needs. This request is pursuant to Board of Education Policy 6320 – Purchasing and Administrative Guidelines AG 6320C1 – Bidding & AG 6320A – Purchasing.

We are requesting your favorable consideration and approval of the bus bid for three (3) 72-passenger school buses to be furnished by Rush Bus Centers at \$83,200 each.

The total cost of bus purchasing for this coming fiscal year is \$249,600.

We are pleased overall with the results from this public bid. Three different firms submitted bids and all were competitively priced.

Following this memo you will find copies of:

- letters to the recommended vendors
- the initial bid tabulation sheet recorded at the bid opening
- the comparative bid comparison analyses.

Additional data or information is available upon request.

**We therefore request your favorable consideration for approval of the aforementioned bid awards as presented.**



Winton Woods City Schools Bus Bid Analysis  
 Bid Opening July 6th, 2017

## 72-passenger bus

Base Bid

Deduct/Add for **Included/Selected** Options:

Rustproofing (Body)
Reflective Tape Package
GPS System
Storage Compartment
Rustproofing (Chassis)
Tilt Hood package
Extended Warranty (7 years)
210 HP Engine
230 HP Engine
Automatic Transmission Warranty
Sleeping Child Check System
Michelin Tires
Front air suspension
Adjustment for included Zonar GPS System

Cardinal	Edwin H. Davis	Rush Bus Centers
\$80,000	\$82,711	\$80,900
\$350	\$1,380	Included
\$200	\$180	Included
\$300	Included	N/A
\$90	Included	N/A
\$180	see RP Body above	Included
Included	\$75	Included
\$2,250	\$2,250	\$2,300
N/A	N/A	N/A
\$300	Included (240hp)	Included (230hp)
Included (7 yrs)	Included (7 yrs)	Included (7 yrs)
\$95	\$95	Included
Included	Included	Included
\$650	Included	N/A
\$0	-\$300	\$0

accepted  
 accepted  
 declined  
 declined  
 accepted  
 accepted  
 declined  
 accepted  
 accepted  
 declined  
 declined

Adjusted Total Price	\$83,375	\$86,391	\$83,200
PRICE TO COMPARE			

Bid Spec Completion Percentage	92.0%	93.6%	98.9%
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July 5, 2017

# Winton Woods City School District

FY18 Bus Purchases by Bid

VENDOR	BID BOND			Price per Bus: Base Bid 54-Psgr Bus (1)	54 Psgr Bus - Additional Items	Price per Bus: Base Bid 72-Psgr Bus (2)	72 Psgr Bus - Additional Items		
Cardinal Bus Sales	<input checked="" type="checkbox"/>			N/A	N/A	\$80,000.00	see bid		
Edwin H. Davis & Son, Inc.	<input checked="" type="checkbox"/>			N/A	N/A	\$82,711.00	see bid		
Rush Truck Center - Cincinnati	<input checked="" type="checkbox"/>			N/A	N/A	\$80,900.00	see bid		