

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – October 22, 2018**

The Winton Woods Board of Education met in Regular Session on Monday, October 22, 2018 in the Media Center of Winton Woods High School, 1231 W. Kemper Road, Cincinnati, Ohio. President Miranda 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: Dr. Viola Johnson, Mrs. Paula Kuhn, Mrs. Katrina Rugless, Mr. Jeff Berte, Mrs. Jessica Miranda. Also present were: Mr. Anthony Smith, Superintendent and Mr. Randy Seymour, Treasurer.

**DISTRICT HONORS, RECOGNITIONS, SPECIAL PRESENTATIONS**

**Kiwanis Character is Key Award**

Winton Woods Primary South School - Jana Culbreth

**Kiwanis Student of the Month Award**

Winton Woods High School - Vincent de Paul Nguemezi Kamgang

**Zoo Plein Air Contest**

Winton Woods High School - Qanna Jones and Riley Lauchard - were chosen to represent Winton Woods in the second annual Zoo Plein Air Contest at the Cincinnati Zoo. "Plein air" is a French expression meaning "in the open air", a description for painting outdoors. A public art reception for the participants was held at the Cincinnati Art Club in Mt. Adams on October 7, 2018.

**Ohio House of Representatives Student Art Exhibition**

Winton Woods High School - Qanna Jones - The Winton Woods Board of Education recognized Qanna Jones, whose artwork was selected to be displayed at the 2019 Ohio House of Representatives Student Art Exhibition. This exhibition features exemplary visual art created by high school students from each of the 99 districts in the House of Representatives.

**Kentucky State University Homecoming Parade**

Winton Woods High School - Ms. Danelle Ashbrook, Director of Bands - The Winton Woods Board of Education extended its appreciation to Ms. Ashbrook, her staff, and the Winton Woods High School Marching Band for taking time out of their demanding schedules to perform in the Kentucky State University Homecoming Parade on October 13, 2018. The band also performed at the October 12 Winton Woods/Elder football game.

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – October 22, 2018**

**DISTRICT HONORS, RECOGNITIONS, SPECIAL PRESENTATIONS – (Cont.)**

**Winton Woods High School Guidance Department**

The Board of Education expressed its appreciation to the following guidance staff for their exceptional efforts to invite and host 50 colleges and universities for the benefit of our senior students:

- Mr. Brad Tash, Counselor, Grades 9-10 A-K
- Ms. Kim Goins, Counselor, Grades 9-10 L-Z
- Mr. John Beischel, Counselor, Grades 11-12 A-K
- Ms. Christina Jeranek, Counselor, Grades 11-12 L-Z
- Ms. Diana Behrendt, Guidance Secretary

Each of the colleges/universities delivered a one-hour recruitment presentation to the seniors at the high school between August 20 and October 2, 2018.

Mrs. Miranda read a letter of thanks from Tijah Griggs for being recognized as student of the month by the Board.

**APPROVAL OF MINUTES**

Regular Meeting – September 24, 2018

Special Meeting – October 8, 2018

**TREASURER'S REPORT**

The Financial Statements for the month of September, 2018 were approved and filed for audit.

**TREASURER'S RECOMMENDATIONS**

**Investments – September, 2018**

**10-100-18** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the Investment report for September, 2018.

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

President Miranda declared the motion carried.

**Winton Woods Board Of Education  
Minutes  
Regular Meeting – October 22, 2018**

**REPORTS OF THE SUPERINTENDENT**

- (a) School Reports
- (b) First Read – Revised Bylaw 165.1 – Regular

**SUPERINTENDENT'S RECOMMENDATIONS**

**Personnel Schedules**

**10-101-18** On a motion by Mrs. Rugless, seconded by Mrs. Kuhn to approve the personnel schedules as presented.

**Schedule A – Resignations and Retirements**

Gila Johnson, Class C Secretary, WWMS, effective 10/26/18, resignation

Mary Linville, Clerical, Student Activities, Secretary, effective 01/01/19, retirement

**Schedule B – Personnel Employment – Certificated Staff**

New Hires:

Sheena Schwarz, Teacher, WWHS, \$46,879, effective 10/05/18 through 05/24/19

Ebony Watts, Long-term Substitute Teacher, WWHS, \$100/day, effective 11/15/18

Ebony Watts, Long-term Substitute Teacher, \$222/day, WWHS, effective 01/14/19 through 5/24/19

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

New Hires:

Karen Andwan, Food Service, WWHS, \$13.80/hr, effective 10/01/18

Sarah Kelly, Food Service, WWHS, \$13.80/hr, effective 10/01/18

Geronamo Dubose, Bus Driver, \$19.50/hr, effective 10/10/18

Leah Engleman, Substitute Clerical, \$13.75/hr, effective 09/24/18

Mila Rahe, Substitute Food Service, \$11.65/hr, effective 09/21/18

Sandra Schriever, Substitute Food Service, \$11.65/hr, effective 10/10/18

Shernel, Taylor, Substitute Food Service, \$11.65/hr, effective 10/22/18

Christina Casanova-Canizalez, Sub. Assistant, \$13.05/hr, effective 09/28/18

Rosalind Davis, Education Assistant, WWIS, \$15.88/hr, effective 10/08/18

Leah Engleman, Sub. Assistant, \$13.05/hr, effective 09/24/18

Leah Engleman, ASA Assistant, WWIS, \$16.32/hr, effective 10/17/18

Gabrielle Johnson, Spec. Ed. Assistant, WWES, \$15.97/hr, effective 10/01/18

Dawn Smith, Education Assistant, WWPB, \$16.75/hr, effective 10/10/18

Nancy Strange, Spec. Ed. Assistant, WWPB, \$15.97/hr, effective 10/10/18



**Winton Woods Board Of Education  
Minutes  
Regular Meeting – October 22, 2018**

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

**Schedule D – Personnel Employment – Certificated and Non-Certificated –  
Supplemental 2018-2019 Contract Year**

*Academic Supplementals:*

Josh Amstutz, Academy of Global Studies Coordinator, \$6,104  
Carol Becci-Youngs, K-12 Fine Arts Coordinator, \$8,910  
Tricia Wilke, Kindergarten Math, WWP, \$2,385  
Karley Noble, Kindergarten Reading, WWP, \$1,470  
Amanda Mann, Grade 1 Reading, WWP, \$1,753  
Keonna Yancey, Grade 1 Math, WWP, \$2,195  
Nicole Sutherland, Grade 2 Reading, WWP, \$2,090  
Brooke Starkey, Grade 2 Math, WWP, \$1,677  
Lori Wilson, Grade 5 English Language Arts, WWIS, \$2,184  
Cristina Cornelssen, Grade 6 English Language Arts, WWIS, \$2,403  
Kristin Miller, Grade 5 Math, WWIS, \$2,487  
Donald Schutte, Grade 6 Math, WWIS, \$2,333  
Chelsea Wylie, Special Education, WWIS, \$1,536

*Other Supplementals:*

Lynne Blalock, Mentor Teacher, \$1,000  
David Harrison, One to One Special Ed Assistant, After School, \$500  
Jamie Hogue, Girl’s Guide Co-Sponsor, \$200  
Gina Hood, Resident Educator Mentor, Year 1, \$1,500  
Taisha James, Cultural Committee Chair, \$300  
James Lail, Resident Educator Mentor, Year 1, \$1,500  
Heather Mack, Celebration of Nations Co – Coordinator, \$300  
Curtis Thompson, JV Football Coach, \$4,929  
Jeff Merrill, Wellness Champion, WWMS, \$470, effective 11/01/18

*After School Tutors and Academic Advisors - \$28.50/hr*

Bradney Ciminowasielewski, Science	Mark Horine, Social Studies
Kimaya Pope, English	Kira Schall, Science
Eloise Richardson, Science	

*Warrior Academic Help Center - \$28.50/hr*

Julia Kunkel, Math	Jacob Scott, Social Studies
Samantha Shrader, English	Nicole Behler, Math
Jeremy Rogers, Social Studies	Zachary Sauer, Science



**Winton Woods Board Of Education  
Minutes  
Regular Meeting – October 22, 2018**

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

**Personnel Schedules – (Cont.)**

**Schedule E – Leaves**

Marchell Dace, Teacher, WWMS, 09/05/18 – 11/30/18, F.M.L.A.

Kristin Langworthy, Head Start Teacher, Kemper Heights, 10/08/18 – 11/29/18, F.M.L.A.

Leslie Nutt-Roberts, Bus Driver, Intermittent, F.M.L.A.

Tammy Segrist, Secretary, WWPS, 11/02/18 – 01/02/19, F.M.L.A.

Trina Walton, Bus Driver, Transportation, 08/16/18, Unpaid Medical Leave

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

President Miranda declared the motion carried.

**Job Description – Bus Driver Aide**

**10-102-18** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the revised job description for Bus Driver Aide as presented. (Attached)

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

President Miranda declared the motion carried.

**Job Description – Instructional Assistant – Special Education**

**10-103-18** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the revised job description for Instructional Assistant – Special Education as presented. (Attached)

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

President Miranda declared the motion carried.

**Job Description – Central Office Receptionist**

**10-104-18** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the revised job description for CO Receptionist as presented. (Attached)

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

President Miranda declared the motion carried.

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – October 22, 2018**

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

**Job Description – Transportation Secretary**

**10-105-18** On a motion by Mr. Berte, seconded by Mrs. Rugless to approve the revised job description for Transportation Secretary as presented. (Attached)

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

President Miranda declared the motion carried.

**Job Description – Clerical – Student Activities**

**10-106-18** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the revised job description for Clerical – Student Activities as presented. (Attached)

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

President Miranda declared the motion carried.

**Resolution – To Extend Graduation Options to the Classes of 2019, 2020, 2021, 2022 and 2023**

**10-107-18** On a motion by Mrs. Miranda, seconded by Mr. Berte to approve the resolution “To Extend Graduation Option to the Classes of 2019, 2020, 2021, 2022 and 2023” as presented. (Attached)

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

President Miranda declared the motion carried.

**Resolution – National Principals Month**

**10-108-18** On a motion by Dr. Johnson, seconded by Mrs. Kuhn to approve the resolution “National Principals Month – October 2018” as presented. (Attached)

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

President Miranda declared the motion carried.

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – October 22, 2018**

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

**Resolution – American Education Week**

**10-109-18** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the resolution “American Education Week – November 12-16, 2018” as presented. (Attached)

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

President Miranda declared the motion carried.

**Resolution – International Education Week**

**10-110-18** On a motion by Mrs. Rugless, seconded by Mrs. Kuhn to approve the resolution “International Education Week – November 12-16, 2018” as presented. (Attached)

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

President Miranda declared the motion carried.

**Memorandum of Understanding – Business Advisory Council**

**10-111-18** On a motion by Mr. Berte, seconded by Mrs. Kuhn to approve the Memorandum of Understanding Regarding the Utilization of the Business Advisory Council for the Hamilton County Educational Service Center to Serve as the Business Representative for the Winton Woods City School District as presented. (Attached)

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

President Miranda declared the motion carried.

**BOARD OF EDUCATION REPORT**

- Legislative Report
- Great Oaks Report



**Winton Woods Board Of Education  
Minutes  
Regular Meeting – October 22, 2018**

**BOARD MOTIONS/RECOMMENDATIONS**

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


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

**WWTA REPRESENTATIVE** – absent  
**OAPSE REPRESENTATIVE** – present

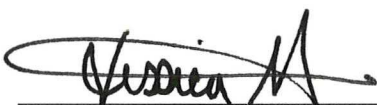
**ADJOURNMENT**

There being no further business, President Miranda declared the meeting adjourned at 7:44 p.m.

**ATTEST:**

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

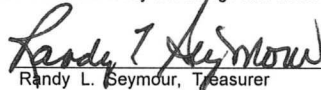
**APPROVED:**

  
\_\_\_\_\_  
Jessica Miranda, President

WINTON WOODS CITY SCHOOLS  
Bank Reconciliation Statement  
Sep 2018 (Year to Date)

Fund Balance			Book Balance		Bank Balance	
001	General Fund	\$25,689,192.99	Beginning Balance	\$88,617,419.46	Fifth Third Bank	\$2,067,923.55
002	Bond Retirement	3,813,426.16			Petty Cash	500.00
003	Permanent Improvement	355,628.45	Plus: Receipts	25,126,205.73	Food Service-Drawer	850.00
004	Building	10,007,954.14	Less: Expenditures	(14,151,685.02)	Athletic-Gate	2,000.00
006	Lunchroom	436,056.56				
007	Special Trust	92,589.52				
010	Classroom Facilities	58,319,881.23				
018	Public School Support	32,249.15	Ending Balance	99,591,940.17	Total	2,071,273.55
019	Local Grants	94,356.05				
022	District Agency	0.00				
034	Classroom Facilities Maintenance	485,955.29	Outstanding Warrants:			
200	Activity Fund	37,247.97				
300	Athletic Fund	81,622.49	Fifth Third Bank	161,012.25	Investments:	
401-9018	Auxiliary Services - JPII	125,379.27			Star Ohio	11,588,575.08
439-9019	Early Childhood Education	833.26			Star Ohio - Building Local	2,808,796.66
451-9019	Connectivity	0.00			Star Ohio - Building State	8,869,355.23
461-9019	HSTW	0.00			Meeder Investments	15,542,872.55
499-9018	Secondary Transition	0.00			Meeder Invest (Building)	58,868,976.57
516-9018	IDEA-B FY18	2,802.25				97,678,576.09
516-9019	IDEA-B FY19	3,756.76				
536-9018	Title I School Improvement FY18	0.00				
551-9018	Title III LEP FY18	1,837.21				
551-9019	Title III LEP FY19	344.67				
551-9219	Title III Immigrant FY19	0.00	Total	161,012.25		
572-9018	Title I FY18	5,813.41				
572-9019	Title I FY19	1,913.09				
587-9018	ESCE IDEA-B FY18	641.56				
587-9019	ESCE IDEA-B FY19	234.26				
590-9018	Title II-A Improving Teacher Quality FY18	484.62				
590-9019	Title II-A Improving Teacher Quality FY19	982.46				
599-9019	Title IV-A	0.00				
599-9218	Striving Readers	757.35	Book Adjustments		Bank Adjustments	
					EZPay Account	
					Food Service	715.00
					General Acct	434.49
					EZPay In-Transit	1,149.49
					Voided PR check back to Gen Account	1,953.29
			Total	0.00	Total	3,102.78
Total Fund Balance	99,591,940.17	Book Balance	99,591,940.17	Bank Balance	2,071,273.55	
Plus: outstanding warrants	161,012.25	Plus: outstanding warrants	161,012.25	Plus: investments	97,678,576.09	
	0.00	Plus: book adjustments	0.00	Plus: bank adjustments	3,102.78	
Adjusted Fund Balance	\$99,752,952.42	Adjusted Book Balance	\$99,752,952.42	Adjusted Bank Balance	\$99,752,952.42	

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

September 30, 2018

	<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	\$22,200,000	44.60%	\$0	10,347,712	46.61%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	2,675,000	5.37%	158,251	507,517	18.97%
Interest	300,000	0.60%	30,550	101,780	33.93%
Student Fees	22,500	0.05%	796	2,106	9.36%
Rental Fees	200,000	0.40%	17,278	49,746	24.87%
Other (2)	845,000	1.70%	252,824	674,515	79.82%
<b>Total Local Revenue</b>	<u>26,242,500</u>	<u>52.72%</u>	<u>459,697</u>	<u>11,683,375</u>	<u>44.52%</u>
<b>State:</b>					
Foundation Fund	19,030,000	38.23%	1,651,160	4,811,436	25.28%
Homestead & Rollback	2,800,000	5.62%	1,404,830	1,404,830	50.17%
Other (3)	1,220,000	2.45%	83,207	350,365	28.72%
<b>Total State Revenue</b>	<u>23,050,000</u>	<u>46.31%</u>	<u>3,139,198</u>	<u>6,566,632</u>	<u>28.49%</u>
<b>Federal:</b>					
Other (4)	486,000	0.98%	0	296,186	60.94%
<b>Total Federal Revenue</b>	<u>486,000</u>	<u>0.98%</u>	<u>0</u>	<u>296,186</u>	<u>60.94%</u>
<b>GRAND TOTAL</b>	<u>\$49,778,500</u>	<u>100.00%</u>	<u>\$3,598,895</u>	<u>18,546,192</u>	<u>37.26%</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**  
**September 30, 2018**

	<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)	\$28,785,000	51.41%	\$2,363,466	\$6,638,738	\$0	\$22,146,262	23.06%
Fringe Benefits (200)	10,582,727	18.90%	870,954	2,354,655	204,003	8,024,069	24.18%
Purchased Services (400)	13,162,304	23.51%	806,476	2,336,756	4,969,173	5,856,375	55.51%
Materials & Supplies (500)	1,816,371	3.24%	209,957	537,493	602,567	676,312	62.77%
Capital Outlay - New (600)	714,000	1.28%	(50,108)	185,812	16,724	511,464	28.37%
Other (800)	784,500	1.40%	20,940	240,414	160,551	383,535	51.11%
Transfers/Advances (900)	147,000	0.26%	0	0	0	147,000	0.00%
<b>Total</b>	<u>\$55,991,901</u>	<u>100.00%</u>	<u>\$4,221,684</u>	<u>\$12,293,866</u>	<u>\$5,953,018</u>	<u>\$37,745,018</u>	<u>32.59%</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:**

FY19 Appropriations	\$55,892,000
FY18 Carryover Encumbrances	99,901
<b>Total Appropriations</b>	<u>\$55,991,901</u>

**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Function**  
**September 30, 2018**

	<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>
Regular (1100)	\$24,269,429	43.34%	\$1,832,962	\$5,303,494	\$843,770	\$18,122,165	25.33%
Special (1200)	10,354,080	18.49%	786,479	2,149,551	1,013,403	7,191,126	30.55%
Pupils (2100)	3,280,916	5.86%	213,808	817,034	582,165	1,881,717	42.65%
Instructional Staff (2200)	2,935,810	5.24%	199,929	614,456	809,940	1,511,414	48.52%
Board of Education (2300)	263,440	0.47%	17,737	71,323	43,720	148,397	43.67%
School Adm. (2400)	4,149,452	7.41%	345,248	1,025,801	119,060	3,004,590	27.59%
Fiscal Services (2500)	1,446,272	2.58%	72,572	386,799	143,115	916,358	36.64%
Business Services (2600)	322,191	0.58%	21,155	74,342	20,250	227,599	29.36%
Oper. of Plant (2700)	4,019,635	7.18%	430,410	1,005,878	1,766,117	1,247,640	68.96%
Pupil Trans. (2800)	2,659,226	4.75%	198,461	488,264	318,164	1,852,797	30.33%
Central Support Services (2900)	804,700	1.44%	64,800	185,064	38,313	581,323	27.76%
Community Services (3000)	31,500	0.06%	35	6,532	600	24,368	22.64%
Extracurricular (4000)	925,900	1.65%	88,263	116,425	35,917	773,558	16.45%
Capital Outlay (5000)	382,350	0.68%	(50,176)	48,902	218,482	114,966	69.93%
Contingencies and Transfers (7000)	147,000	0.26%	0	0	0	147,000	0.00%
<b>Total</b>	<b>\$55,991,901</b>	<b>100.00%</b>	<b>\$4,221,684</b>	<b>\$12,293,866</b>	<b>\$5,953,018</b>	<b>\$37,745,018</b>	<b>32.59%</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:**

FY19 Appropriations	\$55,892,000
FY18 Carryover Encumbrances	9,901
Total Appropriations	\$55,901,901

# WINTON WOODS CITY SCHOOLS

Year To Date Summary as of  
September 30, 2018

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$19,436,867	\$18,546,192	\$12,293,866	\$25,689,193	\$5,953,018	\$19,736,175
Special Revenue Funds:						
018 Public School Support	34,254	3,127	5,131	32,249	8,274	23,975
019 Other Grants	94,789	4,000	4,433	94,356	5,716	88,640
034 Classroom Facilities Maint.	390,817	96,116	977	485,955	0	485,955
300 District Managed Activity	65,157	62,505	46,039	81,622	56,259	25,363
401 Auxiliary Services	84,943	93,641	53,205	125,379	247,258	(121,879)
439 Preschool Education	0	10,535	9,702	833	0	833
451 Data Communication	0	0	0	0	0	0
461 Vocational Ed Enhancements	0	500	500	0	0	0
499 Miscellaneous State Grants	0	2,195	2,195	0	0	0
516 IDEA	5,742	186,098	185,281	6,559	59,605	(53,046)
536 Title I School Improvement	0	17,895	17,895	0	0	0
551 Limited English Proficiency	0	40,111	37,929	2,182	2,914	(732)
572 Title I	0	290,092	282,366	7,727	42,133	(34,407)
587 IDEA Early	177	4,123	3,424	876	0	876
590 Title II-A	601	29,017	28,151	1,467	8,880	(7,413)
599 Miscellaneous Federal Grants	0	84,344	83,587	757	404,413	(403,656)
Debt Service Funds:						
002 Bond Retirement	2,328,904	1,501,359	16,838	3,813,426	3,125,224	688,202
Capital Projects Funds:						
003 Permanent Improvement	332,384	289,548	266,304	355,628	458,995	(103,367)
004 Building	10,082,701	69,265	144,012	10,007,954	333,299	9,674,655
010 Classroom Facilities	55,007,458	3,593,144	280,721	58,319,881	5,066,959	53,252,922
007 Special Trust	85,627	12,069	5,107	92,590	23,795	68,794
Agency Funds:						
200 Student Activity	40,986	140	3,878	37,248	4,162	33,086
022 District Agency	0	0	0	0	0	0
Enterprise Funds:						
006 Food Services	626,012	190,189	380,145	436,057	226,701	209,356
Total	<u>\$88,617,419</u>	<u>\$25,126,206</u>	<u>\$14,151,685</u>	<u>\$99,591,940</u>	<u>\$16,027,606</u>	<u>\$83,564,334</u>





**WINTON WOODS**  
CITY SCHOOL DISTRICT

TO: WWCSB Board of Education  
FROM: Randy Seymour, Treasurer  
DATE: September 30, 2018  
SUBJECT: September Investments

The Treasurer requests official approval of the following investments of interim funds made September 30, 2018.

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
<b>Star Ohio</b>	\$11,588,575	\$19,948	2.15%	
<b>Meeder Investments</b>	15,542,873	10,041	various	
<b>5th/3rd</b>	2,067,924	560	0.20%	Includes earnings credit
	<u>29,199,371</u>	<u>30,550</u>		
<b>Building Fund:</b>				
<b>Local Share:</b>				
Money Markets:				
<b>Star Ohio</b>	2,808,797	4,922	2.15%	
<b>Meeder Investments</b>	58,868,977	191,559	various	
	<u>61,677,773</u>	<u>196,482</u>		
<b>Building Fund:</b>				
<b>State Share:</b>				
Money Markets:				
<b>Star Ohio</b>	8,869,355	10,467	2.15%	
	<u>8,869,355</u>	<u>10,467</u>		
<b>Total</b>	<u>\$99,746,500</u>	<u>\$237,498</u>		

## **Winton Woods City Schools**

### **Position Description**

Position Title: Bus Driver Aide

Department: Transportation

Reports To: Transportation Supervisor

Board Approved: ~~January 24, 2000~~ October 22, 2018

**SUMMARY:** Assists in providing safe transportation of preschool and special needs students to and from designated locations on both regular routes and assigned educational trips.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Complies with all Ohio Administrative Regulations governing school bus aides.
- Enforces and maintains student discipline on the bus using policies set forth in the School Code of Conduct and using procedures and forms developed by the school district.
- Completes and submits all written reports and forms as requested in a timely manner.
- Demonstrates proficiency in proper operation of wheelchair tie-down systems used by Winton Woods Schools.
- Secures wheelchairs and special equipment that may accompany students.
- Participates in in-service training as required.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises students being transported under the direction of the bus driver.

Qualification Requirements: 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:**

High School diploma or general education degree (GED) is preferred. Must be able to pass physical including drug test and alcohol test. Must have a satisfactory report from the state bureau of criminal identification and investigation.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must obtain and maintain an Ohio Educational Aide certificate.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as route sheets, reports, etc. Ability to write routine reports and correspondence. Ability to communicate ideas clearly and effectively, both orally and in writing.

**MATHEMATICAL SKILLS:**

Ability to add and subtract five digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to recognize street and house numbers and to comprehend number sequences.

**REASONING ABILITY:**

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of variables in situations that may arise.

**OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff and the community.

Ability to read and understand maps. Ability to perform duties with awareness of all requirements and Board of Education policies.

**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 continuously required to sit, talk and hear, and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk and bend at the knees while performing the duties of this job. The employee frequently will reach above the head and forward. The employee frequently uses hand strength to grasp equipment and/or students.

The employee must regularly occasionally lift and/or move up to 75 pounds and push or pull up to 90 pounds such as students or students in wheel chairs. Specific vision abilities required by this job include close vision, depth perception, peripheral vision, and night vision.

**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.



While performing the duties of this job the employee occasionally works in temperatures above 100 degrees and below 20 degrees and occasionally will walk on slippery surfaces. The employee must be able to climb up to 4 steps of up to 16 inches to enter and exit the bus. The noise level in the work environment can range from moderate to very loud.

The employee must be able to meet deadlines with severe time constraints. The employee has direct responsibility for the safety and well-being of others and must be capable of exercising good judgement to preserve the safety and well-being of others.

*The information contained in this job description is for compliance with the American with Disabilities ACT (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.*

*Winton Woods City Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.*

## **Winton Woods City School District Job Description**

**Job Title:** Instructional Assistant – Special Education

**Reports To:** Principal

**FLSA Status:** Classified

**Approved By:** Board of Education

**Approved Date:** ~~10/28/02~~ 10/22/2018

### **GENERAL DESCRIPTION**

Assists intervention specialists in the classroom with daily activities by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists children with and without disabilities with educational, behavioral and personal health-care needs within the educational setting.
- Assists in transporting or assisting children to and from classes, playground, transportation means and other required areas.
- Completes data collection, record keeping and other paperwork requested by the special education teacher.
- Assists teacher in preparing instructional materials, class displays and bulletin boards.
- Checks notebooks assignments, corrects papers, assists in testing and makeup work, and charts, records and files student performance records.
- Follows through with prescribed behavioral management program.
- Assists students with toileting and other personal needs.
- Implements physical crisis intervention plan, including restraint of student, when necessary.
- Operates equipment such as copier, VCR, ~~boardmaker~~, laptop/Chromebook, etc.
- Maintains a high level of ethical behavior and confidentiality of information.
- Maintains up to date knowledge of technology utilized by the district.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **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**

~~High school diploma or general education degree (GED);~~ Associate or Bachelor degree; previous experience with special education students is preferred. Must be highly qualified in content area of instruction.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

~~Valid certificate/license~~ educational aide permit as issued by the Ohio Department of Education

## **LANGUAGE SKILLS**

Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divided in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise.

## **OTHER SKILLS AND ABILITIES**

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

## **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 stand, sit, walk, run, talk and hear, reach with hands and arms, use hands to finger, handle or feel objects, equipment or controls. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl and lift. Specific vision abilities required by this job include close vision and peripheral vision.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. The employee shall receive Crisis Prevention Training and may occasionally be required to restrain students.

## **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 noise level in the work environment is usually moderate. The employee will regularly work indoors and occasionally work outdoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*



## Winton Woods City School District

### Job Description

**Job Title:** Receptionist – Central Office

**Reports To:** ~~Business Manager~~ Executive Director of Human Resources & Legal Services

**FLSA Status:** Classified

**Approved By:** Board of Education

**Approved Date:** ~~03/24/03~~ October 22, 2018

### GENERAL DESCRIPTION

Operates multi-line telephone system to coordinate incoming calls and handles all inquiries and visitors to the central board office in a prompt and courteous manner by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Operates telephone system and transfers to appropriate person, takes message or relays calls to voice-mail.
- Answers office telephone and responds appropriately to requests for information.
- Receives and greets all staff, students, parents and visitors courteously and assists them accordingly.
- Performs clerical duties including typing, filing, answering phones and providing information as requested.
- Maintains U.S. mail system including putting proper postage on each package and sorting and distributing both U.S. Mail and inter-office mail.
- ~~Processes substitute teachers including maintaining an up-to-date personnel for substitute teachers, tutor and educational aides.~~
- ~~Maintains knowledge of state requirements and assists with certification of tutors, aides and substitute teachers.~~
- Assumes duties of other office administrative personnel in their absence.
- Types, organizes and compiles materials as assigned for Human Resources personnel, The Office of Teaching and Learning instruction and curriculum, The Business Office and The Office of the Superintendent.
- ~~Compiles data pertaining to substitute teachers, tutors, educational aides and certificated applicants.~~
- ~~Prepares list for Board agenda of all new and resigned substitute teachers, tutors and educational aides.~~
- ~~Prepares periodic substitute teacher lists and submits to appropriate personnel.~~
- ~~Orders office machinery supplies and distributes to the respective department.~~

- ~~Maintains office equipment such as copy machines, fax machines and printers.~~
- Maintains a high level of ethical behavior and confidentiality of information.
- Maintains up to date knowledge of technology utilized by the district.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **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**

High school diploma or general education degree (GED); previous experience is preferred.

Experience using district selected software and applications is required. Experience working with a telephone system is preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education

## **LANGUAGE SKILLS**

Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divided in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out written or oral instructions.

Ability to solve practical problems and deal with a variety of variables in situations that may arise.

## **OTHER SKILLS AND ABILITIES**

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use

computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **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 reach with hands and arms. The employee frequently is required to stand, walk, sit and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, equipment or controls, climb or balance and stoop, kneel, crouch, crawl and lift. Specific vision abilities required by this job include close vision and peripheral vision. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

### **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 noise level in the work environment is usually moderate to loud. The employee will regularly work indoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*Winton Woods City Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.*



**Winton Woods City School District**  
**Job Description**

**Job Title:** Clerical Level C Office Assistant – Transportation Secretary

**Reports To:** Transportation Supervisor

**FLSA Status:** Classified

**Approved By:** Board of Education

**Approved Date:** 03/24/03-10/22/2018

**GENERAL DESCRIPTION**

Aides in general office duties of the transportation office by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides backup duties for the transportation office as applicable.
- Handles incoming and outgoing correspondence for the transportation department including confidential matters as necessary.
- Performs multiple miscellaneous duties including, but not limited to phone duties, radio duties, filing, running errands and pulling tapes.
- Assists on buses when applicable.
- Orders garage supplies when applicable.
- Maintains office equipment such as copy machines, fax machines and printers.
- Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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**

One year certificate from college or technical school or three to six months related experience and/or training or equivalent combination of education and experience. Experience using district selected software and applications is required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education

**LANGUAGE SKILLS**

Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divided in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.



**REASONING ABILITY**

Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise.

**OTHER SKILLS AND ABILITIES**

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to speak clearly and concisely in written or oral communication. Ability to use computers where applicable.

**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 stand, talk or hear, use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to walk, sit, handle or feel objects, equipment or controls. The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl and lift. Specific vision abilities required by this job include close vision and peripheral vision. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**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 noise level in the work environment is usually moderate to loud. The employee will regularly work indoors and occasionally work outdoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Page 2 of 2 Office Assistant – Transportation

*Winton Woods City Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.*

## **Winton Woods City School District Job Description**

**Job Title:** Clerical – Student Activities  
**Reports To:** Treasurer  
**FLSA Status:** Exempt  
**Approved By:** Board of Education  
**Approved Date:** 10-22-2018

### **GENERAL DESCRIPTION**

Maintains a complete and systematic set of records of all financial transactions of the student activity and athletic accounts by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversees and coordinates the business of the student activity and athletic accounts.
- Supervises the sponsors and student treasurers to ensure full compliance with the Ohio Revised Code.
- Assists all sponsors of Student Activity Accounts and the Athletic Director in the annual preparation of each club or activity's purpose statement and budget.
- Picks up and/or receives and deposits all student activity funds.
- Balances all fundraisers of the student activity and principal accounts.
- Utilizes the uniform school accounting system to create and handle purchase orders from requisitions submitted by the student activity and athletic accounts, record and receipt monies, match and pay vendors, pay vouchers submitted for student activity accounts and prepare monthly financial reports for each student activity account.
- Assists in collection, posting and parental questions of all fees and maintain the records in DASL.
- Supports internal control systems for student activity and athletic accounting functions, including form development and revisions.
- Assists with the ArbiterPay system as needed.
- Revises student activity handbook and other forms as necessary.
- Assists with the maintenance of records of petty cash.
- Assists advisors in gathering data and preparing fund raising records as needed.
- Assists with district audits, as needed.
- Assists in the responsibilities for internal operating reports and controls.
- Maintains up to date knowledge of technology utilized by the district.
- Stays current with software utilized by the Treasurer's Office.
- Assists the Treasurer with records retention.
- Maintains official records as required by Federal, State, Auditor of State, Hamilton County Auditor, and district records retention committee.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises student activity account sponsors. Carries out supervisory responsibilities in accordance with the district's policies and negotiated agreements. Responsibilities include training, planning, assigning and directing work, addressing complaints and resolving problems.

### **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**

High school diploma or general education degree (GED) and one to three months related experience and/or training. Experience using district selected software and applications is required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education

**LANGUAGE SKILLS**

Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divided in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise.

**OTHER SKILLS AND ABILITIES**

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to speak clearly and concisely in written or oral communication. Ability to use computers where applicable.

**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 stand, sit, walk, talk and hear, reach with hands and arms, use hands to finger, handle or feel objects, equipment or controls. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl and lift. Specific vision abilities required by this job include close vision and peripheral vision. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

**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 noise level in the work environment is usually moderate. The employee will regularly work indoors and occasionally work outdoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*Winton Woods City Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.*

**WINTON WOODS CITY SCHOOLS**  
**A Resolution to Extend Graduation Options to the**  
**Classes of 2019, 2020, 2021, 2022, 2023**

**WHEREAS**, Section 733.67 of House Bill 49 of the 132<sup>nd</sup> Ohio General Assembly authorized two additional graduation pathways for students in the Class of 2018; and

**WHEREAS**, these additional pathways provided a meaningful opportunity for those who did not otherwise meet one of the three existing pathways to graduation; and

**WHEREAS**, Winton Woods City Schools is seeking the extension of these two additional graduation pathways for the Class of 2019, the Class of 2020, the Class of 2021, the Class of 2022, and the Class of 2023 to ensure those students have the same opportunities to graduate as the Class of 2018; and

**WHEREAS**, this earlier school and student focus on both employment and community service helped the members of the Class of 2018 become more prepared employees and informed citizens; and

**WHEREAS**, while a long-term policy solution to graduation pathways is being deliberated, legislative action must be taken immediately for the Class of 2019, the Class of 2020, the Class of 2021, the Class of 2022, and the Class of 2023, which have not been offered options granted to the Class of 2018; and

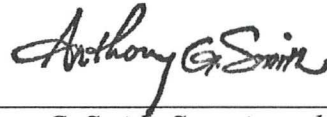
**WHEREAS**, to extend Section 733.67 to the Class of 2019, the Class of 2020, the Class of 2021, the Class of 2022, and the Class of 2023, the Ohio General Assembly must authorize these two additional pathways for the Class of 2019, for the Class of 2020, for the Class of 2021, for the Class of 2022, and for the Class of 2023;

**NOW THEREFORE BE IT RESOLVED** that the Winton Woods City School District requests the Ohio General Assembly to act immediately and in advance of December 1, 2018, to extend the two additional pathways authorized in Section 733.67 of House Bill 49 of the 132<sup>nd</sup> General Assembly to the Class of 2019, the Class of 2020, the Class of 2021, the Class of 2022, and the Class of 2023.

Adopted this 22<sup>nd</sup> day of October, 2018.

Signed and Sealed,

  
\_\_\_\_\_  
Mrs. Jessica Miranda, President

  
\_\_\_\_\_  
Mr. Anthony G. Smith, Superintendent

  
\_\_\_\_\_  
Mr. Randy Seymour, Treasurer



**P R O C L A M A T I O N**  
**NATIONAL PRINCIPALS MONTH**  
**OCTOBER 2018**

**WHEREAS**, each year, the month of October is designated “National Principals Month” in recognition of principals, assistant principals, and other school administrators for their steadfast commitment to ensuring that every child receives a quality education; and

**WHEREAS**, principals and assistant principals are responsible for the day-to-day operation of their school, which includes leading the instructional program, acting as disciplinarians, managing educational initiatives, and building relationships with students, teachers, parents, community partners, and others to achieve excellence; and

**WHEREAS**, principals and assistant principals work diligently to establish a positive tone for their school and provide a supportive and safe school environment where students learn, grow, and thrive; and


**WHEREAS**, we are very proud of our principals and assistant principals and sincerely appreciate their ongoing efforts to “inspire success and a lifetime of learning” in Winton Woods City Schools and also to promote the importance and value of public school education in this community.

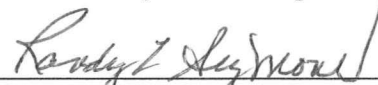
**NOW THEREFORE BE IT RESOLVED** that the Winton Woods City School District is pleased to join other Boards of Education across the United States in proclaiming October 2018 as **National Principals Month** and encourages the citizens of the Winton Woods City School District to join in the celebration of “National Principals Month” by thanking all school administrators for the care and concern they show for our children.

Adopted this 22<sup>nd</sup> day of October, 2018.

Signed and Sealed,

  
\_\_\_\_\_  
Mrs. Jessica Miranda, President

  
\_\_\_\_\_  
Mr. Anthony Smith, Superintendent

  
\_\_\_\_\_  
Mr. Randy Seymour, Treasurer

**AMERICAN EDUCATION WEEK PROCLAMATION**  
**NOVEMBER 12-16, 2018**

**WHEREAS**, American Education Week was first observed in December 1921, as an opportunity to celebrate the accomplishments of our public schools and to acknowledge the importance of community support for public education; and

**WHEREAS**, teachers, administrators, education professionals and educational support staff working at the local, regional, or state levels, serve our children and communities with care and professionalism; and

**WHEREAS**, the strength, vitality, and freedom of our nation depends on citizens who are dedicated to the education of the next generation through the common school, which welcomes all children and strives to educate them to their highest potential; and

**WHEREAS**, partnerships among public schools and their communities help build the support for public education that will sustain this vital institution through its many challenges in educating our children; and

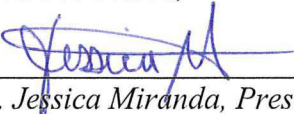
**WHEREAS**, the Winton Woods City School District Board of Education will ensure a quality education for all children that will provide them with the tools they need to maintain our nation's precious values of freedom, civility, and equality.

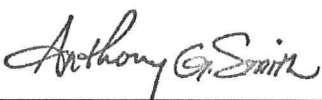
**BE IT THEREFORE RESOLVED**, THAT ON THIS DATE, October 22, 2018, that American Education Week shall be a time to focus attention on the importance of our public schools, its students, and its staff:

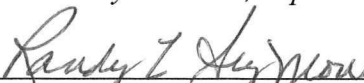
*The Winton Woods City School District Board of Education hereby proclaims*

*November 12-16, 2018, as American Education Week.*

*Signed and Sealed,*

  
\_\_\_\_\_  
Mrs. Jessica Miranda, President

  
\_\_\_\_\_  
Mr. Anthony G. Smith, Superintendent

  
\_\_\_\_\_  
Mr. Randy Seymour, Treasurer

**RESOLUTION**  
**INTERNATIONAL EDUCATION WEEK**  
**NOVEMBER 12-16, 2018**

***WHEREAS**, the week of November 12-16, 2018, is International Education Week; and*

***WHEREAS**, we as a nation are charged with broadening our focus and becoming engaged in building international relationships; and*

***WHEREAS**, we should expand our efforts to learn from other countries about techniques and practices that will help us improve our own system of education; and*

***WHEREAS**, we should provide leadership in educational issues in appropriate international forums and collaboratively work on initiatives of common benefits; and*

***WHEREAS**, it is appropriate to educate and encourage students to learn other languages, cultures, and challenges outside our nation's borders;*

***THEREFORE**, be it resolved that the Winton Woods City Schools Board of Education formally promotes and supports international awareness and the importance of teaching our students international education skills.*

***ADOPTED** this 22<sup>nd</sup> day of October, 2018.*

*Signed and Sealed,*



---

*Mrs. Jessica Miranda, President*



---

*Mr. Anthony Smith, Superintendent*



---

*Mr. Randy Seymour, Treasurer*



**MEMORANDUM OF UNDERSTANDING  
REGARDING THE UTILIZATION OF THE BUSINESS ADVISORY COUNCIL FOR  
THE HAMILTON COUNTY EDUCATIONAL SERVICE CENTER  
TO SERVE AS THE BUSINESS REPRESENTATIVE FOR THE UNDERSIGNED  
SCHOOL DISTRICTS PURSUANT TO OHIO REVISED CODE §3313.82**

WHEREAS, Ohio Revised Code §3313.82 requires each School District and the Governing Board of each Educational Service Center in the State of Ohio, with the exception of a Joint Vocational School District or Cooperative Education District, to establish a "Business Advisory Council" (hereafter "BAC"); and

WHEREAS, Ohio Revised Code §3313.82 provides that a School District that has entered into a Service Agreement with an Educational Service Center (hereafter "ESC") in accordance with Ohio Revised Code §§3313.843 and/or 3313.845, is not required to appoint a BAC in the event that the School District enters into an agreement with an educational service center to have the BAC of the Governing Board serve as the School District's BAC.

NOW, THEREFORE, BE IT AGREED, by the undersigned School Districts' Boards of Education and the Governing Board of the Hamilton County Educational Service Center as follows:

1. The Hamilton County Educational Service Center Business Advisory Council Consortium, under the authority of the provisions of R.C. §3313.82, shall represent the business interest of the undersigned School Districts and, in accordance with the law, shall serve as the BAC for the undersigned Boards of Education.

2. The Hamilton County Educational Service Center Governing Board, by and through its administrative staff, shall ensure that the BAC operates pursuant to the applicable standards set forth in Revised Code §3313.821.

3. The undersigned School District's Boards of Education, by signing this Memorandum of Understanding, also hereby provide express authority for the Hamilton County Educational Service Center Governing Board to delegate the requirements to create and implement a BAC to the Great Oaks Career Campuses on behalf of the Consortium.



4. This Memorandum shall constitute the full and complete understanding of the parties concerning this matter and any amendments or modifications shall be in writing and signed by the parties.

IN WITNESS WHEREOF, the duly authorized representatives of the **HAMILTON COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD** and the **SCHOOL DISTRICTS** have executed this Memorandum on the dates opposite their signatures.

1/17/18  
Date

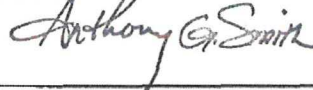
1/17/18  
Date

**HAMILTON COUNTY EDUCATIONAL  
SERVICE CENTER GOVERNING BOARD**

By: 

By: 

**SCHOOL DISTRICTS**

By: 

\_\_\_\_\_  
Date

By: \_\_\_\_\_

\_\_\_\_\_  
Date

By: \_\_\_\_\_

\_\_\_\_\_  
Date

By: \_\_\_\_\_

\_\_\_\_\_  
Date

By: \_\_\_\_\_

\_\_\_\_\_  
Date