

**Winton Woods Board Of Education
Minutes
Regular Meeting – November 26, 2018**

The Winton Woods Board of Education met in Regular Session on Monday, November 26, 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: Mrs. Paula Kuhn, Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. Viola Johnson, 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 - Fairness

Winton Woods Elementary School - Aireez Donaldson

Gold Star "Kiwanis" Student of the Month Award

Winton Woods High School - Lilly Smith

Skyline Student Athlete of the Month Award

Winton Woods High School - KC Spears

Skyline Teacher of the Month Award

Winton Woods Middle School - Mr. Matt Alander

Amazing Amy Amor

Winton Woods Primary North School - Leiana Jones, first grade - The Board of Education recognized Leiana Jones, who, with the help of her mother, Ms. Leah Jones, launched the "Amazing Amy" online cooking show. Both were guests on the Rachel Ray show on October 24.

Ignite 1.0

Dr. Terri Holden, Executive Director of Teaching and Learning - Dr. Holden was selected to be one of twelve educational professionals who presented "their thoughts on how to reimagine educating students" at the Ignite 1.0 seminar.

Special Recognition

Interior Attire - Ms. Jenny Lyon - The Board of Education thanks Interior Attire for creating the ribbon banners for the Winton Woods High School Marching Band's trumpets.

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

Community Spirit Award

Park Place Restaurant - Mr. Richard Bedford, Manager (This award is presented to an organization or individual to recognize their significant contribution(s) to the Winton Woods City School District over a period of many years.)

GIFTS

The Clifton Music Club, Ms. Mary Pennycuff, President, donated approximately \$1,500 worth of gently used Orff music instruments to Winton Woods Primary North School.

Music Video by Winton Woods High School Alumnus

Mr. C.J. Hooten, Class of 2007 - Mr. Hooten will be recording a music video to the premier single from his new album and will feature the Winton Woods High School Marching Band. He will be presenting the concept behind his video and tell his story about how his Winton Woods experience inspired its theme.

APPROVAL OF MINUTES

Regular Meeting – October 22, 2018

Special Meeting – October 25, 2018

TREASURER'S REPORT

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

TREASURER'S RECOMMENDATIONS

Investments – October, 2018

11-113-18 On a motion by Mrs. Rugless, seconded by Mrs. Kuhn to approve the Investment report for October, 2018.

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

President Miranda declared the motion carried.

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TREASURER’S RECOMMENDATIONS – (Cont.)

Five Year Forecast Revision

11-114-18 On a motion by Mrs. Kuhn, seconded by Dr. Johnson to approve the revised Five Year Forecast for Years 2019 through 2023 as presented. (Attached)

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

President Miranda declared the motion carried.

Modified Tax Budget for the 2019-2020 Fiscal Year

11-115-18 On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the "Resolution Requesting Authority from the Hamilton County Budget Commission to File a Modified Tax Budget for the 2019-2020 Fiscal Year" as presented. (Attached)

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

President Miranda declared the motion carried.

REPORTS OF THE SUPERINTENDENT

- (a) School Reports
- (b) New Hire Report, Courtney Wilson, Director of Human Resources

SUPERINTENDENT’S RECOMMENDATIONS

Personnel Schedules

11-116-18 On a motion by Dr. Johnson, seconded by Mrs. Rugless to approve the personnel schedules as presented.

On a motion by Dr. Johnson, seconded by Mrs. Rugless to withdraw the motion.

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

President Miranda declared the motion carried.

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SUPERINTENDENT’S RECOMMENDATIONS – (Cont.)

Supplemental Salary Schedule Positions

11-117-18 On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the following Supplemental Salary Positions: Scoreboard Computer Technician Group 7; Scoreboard Computer Graphics Technician Group 8.

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

President Miranda declared the motion carried.

Personnel Schedules

11-118-18 On a motion by Dr. Johnson, seconded by Mrs. Rugless to approve the personnel schedules as presented.

Schedule A – Resignations

Ciera Anderson, Bus Driver, effective 10/12/18, resignation
Donna Carnegie, Bus Driver, effective 10/31/18, resignation
Danielle Gatewood, Bus Driver, effective 10/12/18, resignation
Deania Tapplar, Bus Driver, effective, 11/20/18, resignation
Jasmine Shaw, Special Ed. Assistant, WWHS, effective 10/26/18 resignation

Schedule B – Personnel Employment – Certificated Staff

New Hires:

Heather Ralphes, Teacher, WWHS, \$64,161, effective 11/12/18 through 05/24/19
Rodni Wright, Teacher, WWPN, \$61,048, effective 10/03/18 through 05/24/19

Schedule C – Personnel Employment – Staff Support

New Hires:

Monique Bailey, Student Activities, Treasurer’s Office, \$47,073, effective 12/01/18
Alicia Johnson, Secretary D, WWHS, \$22.25/hr, effective 12/01/18
Janette Mavridoglou, Secretary C, WWMS, \$22.17/hr, effective 11/12/18
Margaretta Reese-Sartor, Bus Driver, \$19.50/hr, effective 11/19/18
Susan Songer, Food Service, WWPS, \$13.38/hr, effective 11/12/18
Ella Sorrells, Food Service Substitute, \$11.65/hr, effective 11/19/18
Malikah Denson, Educational Asst., WWPN, \$17.17/hr, effective 10/29/18
Michael Pilgram, Spec. Ed. Asst., WWHS, \$17.25/hr, effective 11/5/18

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

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

(See attached Schedule D)

Schedule E – Leaves

Tammy Black, Spec. Ed. Asst., Transportation, effective 10/25/18, Unpaid Medical Leave
Marchell Dace, Teacher, WWMS, effective 12/03/18, Unpaid Medical Leave
Maria Gillespie, Teacher, Project Success, effective 11/14/18, Medical Leave
Jenelle Sharpe, Spec. Ed. Asst., WWHS, effective 11/08/18 - 12/20/18, F.M.L.A.
Major Thomas, Bus Driver, effective 10/26/18 – 02/05/19, F.M.L.A.

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

President Miranda declared the motion carried.

Job Description – Secretary – High School Principal Clerical D

11-119-18 On a motion by Dr. Johnson, seconded by Mrs. Rugless to approve the revised job description for Secretary – High School Principal Clerical D as presented. (Attached)

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

President Miranda declared the motion carried.

Job Description – High School Discipline/Restorative Practices Secretary Clerical C

11-120-18 On a motion by Dr. Johnson, seconded by Mrs. Rugless to approve the revised job description for High School Discipline/Restorative Practices Secretary Clerical C as presented. (Attached)

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

President Miranda declared the motion carried.

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SUPERINTENDENT’S RECOMMENDATIONS – (Cont.)

Overnight Field Trip – Academy of Global Studies

11-121-18 On a motion by Mrs. Rugless, seconded by Mrs. Kuhn to approve the overnight field trip for the Academy of Global Studies, 11th grade, to Washington D.C. and Maryland, Virginia February 14-17, 2019.

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

President Miranda declared the motion carried.

Revised Bylaw 165.01 – Regular Meetings

11-122-18 On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the revised Bylaw 165.01 – Regular Meetings as presented. (Attached)

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

President Miranda declared the motion carried.

New Policy 7543 - Utilization of the District’s Website and Remote Access to the District’s Network

11-123-18 On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the new policy “Utilization of the District’s Website and Remote Access to the District’s Network” as presented.

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

President Miranda declared the motion carried.

Resolution – High Performance Learning Environment Design Standards

11-124-18 On a motion by Dr. Johnson, seconded by Mr. Berte to approve the resolution “Approving the High Performance Learning Environment Design Standards for the Ohio Facilities Construction Commission Classroom Facilities Assistance Program Projects” as presented. (Attached)

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

President Miranda declared the motion carried.

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BOARD OF EDUCATION REPORT

- Legislative Report
- Great Oaks Report

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

EXECUTIVE SESSION

11-125-18 On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to move into Executive Session at 8:15 p.m. for the purpose to discuss the promotion of a public employee.

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

President Miranda declared the motion carried.

At 8:50 p.m. President Miranda declared the Executive Session concluded for the purpose to discuss the promotion of a public employee. On the roll call the following members were present: Mrs. Paula Kuhn, Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. Viola Johnson, and Mrs. Jessica Miranda.

EXECUTIVE SESSION

11-126-18 On a motion by Mrs. Miranda, seconded by Mrs. Rugless to move into Executive Session at 8:51 p.m. for the purpose to discuss the appointment of a public official.

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

President Miranda declared the motion carried.

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EXECUTIVE SESSION – (Cont.)

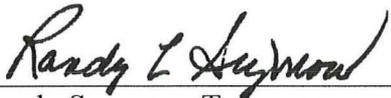
At 9:22 p.m. President Miranda declared the Executive Session concluded for the purpose to discuss the appointment of a public official. On the roll call the following members were present: Mrs. Paula Kuhn, Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. Viola Johnson, and Mrs. Jessica Miranda.

ADJOURNMENT

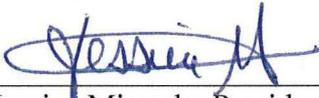
There being no further business, President Miranda declared the meeting adjourned at 9:23 p.m.

ATTEST:

APPROVED:



Randy Seymour, Treasurer

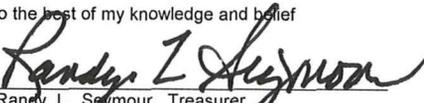


Jessica Miranda, President

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

	Fund Balance	Book Balance	Bank Balance			
001	General Fund	\$23,325,748.75	Beginning Balance	\$88,617,419.46	Fifth Third Bank	\$3,160,000.60
002	Bond Retirement	1,843,221.93			Petty Cash	500.00
003	Permanent Improvement	356,837.69	Plus: Receipts	27,900,901.42	Food Service-Drawer	850.00
004	Building	9,971,471.56	Less: Expenditures	(21,800,803.16)	Athletic-Gate	2,000.00
006	Lunchroom	494,863.67				
007	Special Trust	98,517.22				
010	Classroom Facilities	57,757,643.99				
018	Public School Support	32,135.57	Ending Balance	<u>94,717,517.72</u>	Total	<u>3,163,350.60</u>
019	Local Grants	94,236.95				
022	District Agency	0.00				
034	Classroom Facilities Maintenance	485,958.37	Outstanding Warrants:			
200	Activity Fund	40,050.42				
300	Athletic Fund	104,268.30	Fifth Third Bank	306,063.58	Investments:	
401-9018	Auxillary Services - JPII	101,559.95			Star Ohio	6,097,057.17
439-9019	Early Childhood Education	777.68			Star Ohio - Building Local	2,814,178.81
451-9019	Connectivity	0.00			Star Ohio - Building State	8,886,350.49
461-9019	HSTW	0.00			Meeder Investments	15,560,335.00
499-9018	Secondary Transition	0.00			Meeder Invest (Building)	<u>58,925,920.51</u>
516-9019	IDEA-B FY19	3,514.66				<u>92,283,841.98</u>
539-9019	School Improvement	0.00				
551-9019	Title III LEP FY19	384.96				
551-9219	Title III Immigrant FY19	0.00	Total	<u>306,063.58</u>		
572-9019	Title I FY19	5,090.05				
587-9019	ESCE IDEA-B FY19	70.49				
590-9019	Title II-A	408.16				
599-9019	Title IV-A	0.00				
599-9218	Striving Readers	757.35	Book Adjustments		Bank Adjustments	
					EZPay Account	
					Food Service	510.00
					General Acct	<u>0.00</u>
					EZPay In-Transit	510.00
			Deposit adjustments			
					Medical insurance booked but not banked until 11/1	(442,635.80)
					Title IV-A Grant receipt booked not banked until 11/1	18,514.52
			Total	0.00	Total	(423,611.28)
Total Fund Balance	94,717,517.72	Book Balance	94,717,517.72	Bank Balance		3,163,350.60
Plus: outstanding warrants	306,063.58	Plus: outstanding warrants	306,063.58	Plus: investments		92,283,841.98
	0.00	Plus: book adjustments	0.00	Plus: bank adjustments		(423,611.28)
Adjusted Fund Balance	<u>\$95,023,581.30</u>	Adjusted Book Balance	<u>\$95,023,581.30</u>	Adjusted Bank Balance		<u>\$95,023,581.30</u>

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

October 31, 2018

	<u>Estimated Revenue</u>	<u>% of Revenue</u>	<u>Revenue MTD</u>	<u>Revenue FYTD</u>	<u>Percentage Received</u>
Local:					
Real Estate Taxes	\$22,200,000	44.60%	\$360	10,348,072	46.61%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	2,675,000	5.37%	116,960	624,477	23.34%
Interest	300,000	0.60%	37,847	139,627	46.54%
Student Fees	22,500	0.05%	941	3,047	13.54%
Rental Fees	200,000	0.40%	17,098	66,844	33.42%
Other (2)	845,000	1.70%	51,507	726,022	85.92%
Total Local Revenue	<u>26,242,500</u>	<u>52.72%</u>	<u>224,714</u>	<u>11,908,089</u>	<u>45.38%</u>
State:					
Foundation Fund	19,030,000	38.23%	1,610,101	6,421,537	33.74%
Homestead & Rollback	2,800,000	5.62%	0	1,404,830	50.17%
Other (3)	1,220,000	2.45%	83,947	434,312	35.60%
Total State Revenue	<u>23,050,000</u>	<u>46.31%</u>	<u>1,694,048</u>	<u>8,260,680</u>	<u>35.84%</u>
Federal:					
Other (4)	486,000	0.98%	241,707	537,893	110.68%
Total Federal Revenue	<u>486,000</u>	<u>0.98%</u>	<u>241,707</u>	<u>537,893</u>	<u>110.68%</u>
GRAND TOTAL	<u><u>\$49,778,500</u></u>	<u><u>100.00%</u></u>	<u><u>\$2,160,469</u></u>	<u><u>20,706,661</u></u>	<u><u>41.60%</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
October 31, 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%	\$2,367,936	\$9,006,673	\$0	\$19,778,327	31.29%
Fringe Benefits (200)	10,582,727	18.90%	748,153	3,102,808	181,528	7,298,391	31.03%
Purchased Services (400)	13,187,304	23.55%	894,939	3,231,695	4,581,183	5,374,426	59.25%
Materials & Supplies (500)	1,816,371	3.24%	367,865	905,358	326,714	584,299	67.83%
Capital Outlay - New (600)	714,000	1.28%	1,868	187,680	19,578	506,742	29.03%
Other (800)	784,500	1.40%	123,151	363,565	45,543	375,392	52.15%
Transfers/Advances (900)	122,000	0.22%	20,000	20,000	0	102,000	16.39%
Total	<u>\$55,991,901</u>	<u>100.00%</u>	<u>\$4,523,913</u>	<u>\$16,817,779</u>	<u>\$5,154,547</u>	<u>\$34,019,575</u>	<u>39.24%</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
Total Appropriations	<u>\$55,991,901</u>

WINTON WOODS CITY SCHOOLS
General Fund Expenditures by Function
October 31, 2018

	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)	\$24,269,429	43.34%	\$1,996,508	\$7,300,002	\$549,645	\$16,419,782	32.34%
Special (1200)	10,354,080	18.49%	824,877	2,974,428	971,025	6,408,627	38.11%
Pupils (2100)	3,280,916	5.86%	224,668	1,041,702	489,503	1,749,710	46.67%
Instructional Staff (2200)	2,960,810	5.29%	332,562	947,018	573,463	1,440,329	51.35%
Board of Education (2300)	263,440	0.47%	2,436	73,759	42,748	146,933	44.23%
School Adm. (2400)	4,149,452	7.41%	337,562	1,363,363	187,169	2,598,920	37.37%
Fiscal Services (2500)	1,446,272	2.58%	81,196	467,995	126,884	851,392	41.13%
Business Services (2600)	322,191	0.58%	16,001	90,343	35,728	196,120	39.13%
Oper. of Plant (2700)	4,019,635	7.18%	321,158	1,327,036	1,626,614	1,065,985	73.48%
Pupil Trans. (2800)	2,659,226	4.75%	189,045	677,309	293,554	1,688,363	36.51%
Central Support Services (2900)	804,700	1.44%	66,332	251,396	29,005	524,299	34.85%
Community Services (3000)	31,500	0.06%	323	6,855	800	23,845	24.30%
Extracurricular (4000)	925,900	1.65%	102,669	219,094	18,502	688,304	25.66%
Capital Outlay (5000)	382,350	0.68%	8,576	57,478	209,906	114,966	69.93%
Contingencies and Transfers (7000)	122,000	0.22%	20,000	20,000	0	102,000	16.39%
Total	\$55,991,901	100.00%	\$4,523,913	\$16,817,779	\$5,154,547	\$34,019,575	39.24%

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
October 31, 2018

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$19,436,867	\$20,706,661	\$16,817,779	\$23,325,749	\$5,154,547	\$18,171,202
Special Revenue Funds:						
018 Public School Support	34,254	6,371	8,489	32,136	13,033	19,103
019 Other Grants	94,789	4,000	4,552	94,237	6,653	87,584
034 Classroom Facilities Maint.	390,817	96,119	977	485,958	0	485,958
300 District Managed Activity	65,157	111,278	72,167	104,268	51,630	52,639
401 Auxiliary Services	84,943	93,641	77,024	101,560	228,718	(127,159)
439 Preschool Education	0	20,037	19,259	778	0	778
451 Data Communication	0	0	0	0	0	0
461 Vocational Ed Enhancements	0	500	500	0	2,080	(2,080)
499 Miscellaneous State Grants	0	2,195	2,195	0	0	0
516 IDEA	5,742	247,126	249,353	3,515	134,817	(131,302)
536 Title I School Improvement	0	17,895	17,895	0	0	0
551 Limited English Proficiency	0	50,350	49,965	385	13,550	(13,165)
572 Title I	0	399,074	393,984	5,090	107,200	(102,110)
587 IDEA Early	177	4,765	4,871	70	0	70
590 Title II-A	601	40,200	40,394	408	6,400	(5,992)
599 Miscellaneous Federal Grants	0	102,859	102,101	757	405,245	(404,488)
Debt Service Funds:						
002 Bond Retirement	2,328,904	1,501,408	1,987,090	1,843,222	1,154,971	688,251
Capital Projects Funds:						
003 Permanent Improvement	332,384	290,758	266,304	356,838	458,995	(102,158)
004 Building	10,082,701	80,048	191,277	9,971,472	286,034	9,685,438
010 Classroom Facilities	55,007,458	3,661,683	911,497	57,757,644	4,436,183	53,321,461
007 Special Trust	85,627	20,510	7,620	98,517	23,385	75,132
Agency Funds:						
200 Student Activity	40,986	7,535	8,471	40,050	405	39,645
022 District Agency	0	0	0	0	0	0
Enterprise Funds:						
006 Food Services	626,012	435,890	567,039	494,864	218,676	276,187
Total	<u>\$88,617,419</u>	<u>\$27,900,901</u>	<u>\$21,800,803</u>	<u>\$94,717,518</u>	<u>\$12,702,523</u>	<u>\$82,014,995</u>



TO: WWCS D Board of Education
 FROM: Randy Seymour, Treasurer
 DATE: October 31, 2018
 SUBJECT: October Investments

The Treasurer requests official approval of the following investments of interim funds made October 31, 2018

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
General Fund:				
Money Markets:				
Star Ohio	\$6,097,057	\$18,538	2.32%	
Meeder Investments	15,560,335	18,753	various	
5th/3rd	<u>3,160,001</u>	<u>556</u>	0.20%	Includes earnings credit
	24,817,393	37,847		
Building Fund:				
Local Share:				
Money Markets:				
Star Ohio	2,814,179	5,382	2.32%	
Meeder Investments	<u>58,925,921</u>	<u>56,944</u>	various	
	61,740,099	62,326		
Building Fund:				
State Share:				
Money Markets:				
Star Ohio	<u>8,886,350</u>	<u>16,995</u>	2.32%	
	8,886,350	16,995		
Total	<u>\$95,443,843</u>	<u>\$117,168</u>		

Winton Woods City School District

Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Years Ended June 30, 2016, 2017, & 2018 Actual;
Forecasted Fiscal Year's Ending June 30, 2019 thru 2023

	Actual				Average Change	Forecasted				
	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018			Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023
Revenues										
1.010 General Property Tax (Real Estate)	\$22,095,996	\$22,506,110	\$23,239,784	2.6%	\$22,200,000	\$22,600,000	\$22,600,000	\$22,600,000	\$22,600,000	
1.020 Tangible Personal Property Tax										
1.030 Income Tax										
1.035 Unrestricted State Grants-in-Aid	17,412,525	18,593,611	19,353,569	5.4%	19,960,000	20,560,000	21,200,000	21,800,000	22,460,000	
1.040 Restricted State Grants-in-Aid	233,622	1,284,728	287,247	186.1%	486,000	400,000	400,000	400,000	400,000	
1.045 Restricted Federal Grants-in-Aid - SFSF										
1.050 Property Tax Allocation	3,007,722	2,809,108	2,798,552	-3.5%	2,800,000	2,850,000	2,800,000	2,850,000	2,800,000	
1.060 All Other Revenues	3,498,033	4,541,320	4,578,685	15.3%	4,332,500	4,400,000	4,400,000	4,400,000	4,400,000	
1.070 Total Revenues	46,247,898	49,734,877	50,257,837	4.3%	49,778,500	50,810,000	51,400,000	52,050,000	52,660,000	
Other Financing Sources										
2.010 Proceeds from Sale of Notes										
2.020 State Emergency Loans and Advancements (Approved)										
2.040 Operating Transfers-In										
2.050 Advances-In										
2.060 All Other Financing Sources	35,863	103,275	73,747	79.7%						
2.070 Total Other Financing Sources	35,863	103,275	73,747	79.7%						
2.080 Total Revenues and Other Financing Sources	46,283,761	49,838,152	50,331,584	4.3%	49,778,500	50,810,000	51,400,000	52,050,000	52,660,000	
Expenditures										
3.010 Personal Services	23,642,131	25,713,819	27,155,254	7.2%	28,785,000	28,800,000	29,500,000	30,250,000	31,000,000	
3.020 Employees' Retirement/Insurance Benefits	8,819,880	8,818,715	9,219,948	2.3%	10,582,600	10,750,000	11,000,000	11,250,000	11,500,000	
3.030 Purchased Services	9,194,667	11,132,875	10,920,676	9.6%	12,873,100	11,700,000	12,150,000	12,650,000	13,150,000	
3.040 Supplies and Materials	1,963,821	1,631,509	1,647,295	-8.0%	1,801,300	1,700,000	1,750,000	1,800,000	1,850,000	
3.050 Capital Outlay	1,190,223	811,387	664,410	-25.0%	915,000	250,000	200,000	250,000	200,000	
3.060 Intergovernmental										
Debt Service:										
4.010 Principal-All (Historical Only)										
4.020 Principal-Notes										
4.030 Principal-State Loans										
4.040 Principal-State Advancements										
4.050 Principal-HB 264 Loans										
4.055 Principal-Other										
4.060 Interest and Fiscal Charges										
4.300 Other Objects	730,203	566,264	585,286	-9.5%	665,000	625,000	625,000	650,000	650,000	
4.500 Total Expenditures	45,540,925	48,674,569	50,192,869	5.0%	55,622,000	53,825,000	55,225,000	56,850,000	58,350,000	
Other Financing Uses										
5.010 Operating Transfers-Out			20,000		20,000	20,000	20,000	20,000	20,000	
5.020 Advances-Out										
5.030 All Other Financing Uses										
5.040 Total Other Financing Uses			20,000		20,000	20,000	20,000	20,000	20,000	
5.050 Total Expenditures and Other Financing Uses	45,540,925	48,674,569	50,212,869	5.0%	55,642,000	53,845,000	55,245,000	56,870,000	58,370,000	
6.010 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	742,836	1,163,583	118,715	-16.6%	5,863,500-	3,035,000-	3,845,000-	4,820,000-	5,710,000-	
7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	17,411,733	18,154,569	19,318,152	5.3%	19,436,867	13,573,367	10,538,367	6,693,367	1,873,367	
7.020 Cash Balance June 30	18,154,569	19,318,152	19,436,867	3.5%	13,573,367	10,538,367	6,693,367	1,873,367	3,836,633-	
8.010 Estimated Encumbrances June 30	123,804	72,046	99,901	-1.6%	100,000	100,000	100,000	100,000	100,000	
Reservation of Fund Balance										
9.010 Textbooks and Instructional Materials										
9.020 Capital Improvements										
9.030 Budget Reserve										
9.040 DPIA										
9.045 Fiscal Stabilization										
9.050 Debt Service										
9.060 Property Tax Advances										
9.070 Bus Purchases										
9.080 Subtotal										
10.010 Fund Balance June 30 for Certification of	18,030,765	19,246,106	19,336,966	3.6%	13,473,367	10,438,367	6,593,367	1,773,367	3,936,633-	
Revenue from Replacement/Renewal Levies										
11.010 Income Tax - Renewal										
11.020 Property Tax - Renewal or Replacement										
11.300 Cumulative Balance of Replacement/Renewal Levies										
12.010 Fund Balance June 30 for Certification of Contracts, Salary Schedules and Other Obligations	18,030,765	19,246,106	19,336,966	3.6%	13,473,367	10,438,367	6,593,367	1,773,367	3,936,633-	
Revenue from New Levies										
13.010 Income Tax - New										
13.020 Property Tax - New										
13.030 Cumulative Balance of New Levies										
14.010 Revenue from Future State Advancements										
15.010 Unreserved Fund Balance June 30	18,030,765	19,246,106	19,336,966	3.6%	13,473,367	10,438,367	6,593,367	1,773,367	3,936,633-	
ADM Forecasts										
20.010 Kindergarten - October Count	276	245	308	7.2%	308	308	308	308	308	
20.015 Grades 1-12 - October Count	3,408	3,408	3,583	2.6%	3,583	3,583	3,583	3,583	3,583	
State Fiscal Stabilization Funds										
21.010 Personal Services SFSF										
21.020 Employees Retirement/Insurance Benefits SFSF										
21.030 Purchased Services SFSF										
21.040 Supplies and Materials SFSF										
21.050 Capital Outlay SFSF										
21.060 Total Expenditures - SFSF										

See accompanying summary of significant forecast assumptions and accounting policies
Includes: General fund, Emergency Levy fund, DPIA fund, Textbook fund and any portion of Debt Service fund related to General fund debt

WINTON WOODS CITY SCHOOL DISTRICT
FISCAL YEAR 2019
FIVE-YEAR FORECAST ASSUMPTIONS

The forecast is legally adopted by the Board of Education in October and is intended to assist Board members, administration, and interested parties in assessing the fiscal ramifications and consequences of decision-making, or lack thereof, for the District. No number or assumption in this forecast should be considered an absolute because the information relied upon to develop the numbers is in a constant state of change. For example, State budgets are adopted on a two-year cycle, no reasonable assurance can be given that a five-year forecast projection of State funding will bear any resemblance to reality. Therefore, financial forecast documents must be viewed and interpreted as dynamic documents. It is inevitable that no forecast number will be exactly right – but the trend may certainly be relied upon. This forecast will continue to change as events occur and decisions are made.

The Winton Woods City School District is located approximately 15 miles north of Cincinnati, Ohio. It serves an area of 13.2 square miles encompassing the City of Forest Park, Village of Greenhills and a small portion of Springfield Township. The total District population has increased from 27,070 in 1980 to 28,906, latest information available, in 2009.

During the 2017-2018 school year, the District had 3,926 students enrolled in 4 grade level schools serving grades K-6, 1 middle school serving grades 7-8 and 1 high school serving grades 9-12. The District had been experiencing declining enrollment until the 2011-2012 school year in which enrollment began to stabilize. The District also operates a variety of other facilities, including a central administration building, bus garage, maintenance building and several sports fields.

The District provides a full range of programs and services for its students. These include elementary and secondary course offerings at the general, vocational and college preparatory levels. A broad range of co-curricular and extra-curricular activities to complement the students' curricular programs are also offered.

The last tax levy was passed in November of 2009. The residents of the District approved a \$4.2 million ten year emergency levy. Collections of this levy began in January of 2010.

The following is a detailed description of the assumptions made in developing the current Five-Year Plan.

Revenues

Line 1.01 General Property Taxes

Real Estate revenue is based on the most current tax duplicate information received from the Hamilton County Auditor. Property values are established each year by the County Auditor based on new construction and updated values. The Hamilton County Auditor completed the updated reappraisal in 2018 which will be collected in calendar 2019.

Based on the latest information available from the Hamilton County Auditor, the current total property values for collection year 2019 are \$457,788,390; \$339,341,350 for residential and agricultural, \$97,445,170 commercial and industrial and \$21,001,870 public utility personal.

WINTON WOODS CITY SCHOOL DISTRICT
FISCAL YEAR 2019
FIVE-YEAR FORECAST ASSUMPTIONS

Due to HB 920, passed in 1976, we do not receive additional revenue on voted millage if property values increase. HB 920 effectively reduces the millage to provide the same amount of revenue as when the millage was passed. In a period of declining property values just the opposite is true. The District will receive the same revenue thus increasing the effective rate. However, the effective rate may never exceed the voted millage. The District does have inside millage of 4.65 mills that is permitted to grow (decline) if the property values increase (decrease). Due to a stable total valuation real estate collections have been held constant.

The Hamilton County Auditor determined that prepaid real estate taxes were up by approximately five percent (5.0%) in calendar year 2018, due to changes in the federal tax code. This resulted in a prepayment increase of approximately \$450,000.00 for fiscal year 2018. The estimated real estate tax collections for fiscal year 2019 have been adjusted to reflect this prepayment which is not anticipated to carry over to future collection years.

Line 1.02 Tangible Personal Property Taxes

Tangible Personal Property Tax (TPP) and Public Utility Personal Property (PUPP) will phase out completely and thus eliminate tangible personal property taxes. The District had a tangible personal property tax base of \$30 million before the phase out began. Tangible property includes business equipment, inventories, and fixtures. The state has phased this tax base out completely. The District's final reimbursement was \$184,683 received in FY16 on a total loss of \$2.3 million. The reimbursement is posted to the Property Tax Allocation line. The reimbursement was completely phased out beginning fiscal year 2017.

Line 1.03 Income Tax

The District does not have an Income Tax.

Line 1.035 Unrestricted Grants-in-Aid

State support for fiscal years 2018 – 2022 has been projected on the most recent information available. The state funding formula changed in FY2014. In FY19 it is estimated that the district will receive \$19.9 million. This includes funding for special education transportation and preschool units. Based upon projections released by the Ohio Department of Education, the District will receive additional state funding in the amount of \$600,000 for FY2020 and \$600,000 for FY21 providing the district's enrollment does not decline.

Based upon the current funding formula Winton Woods will not receive the calculated allocation until FY2021 due to the fact that the current cap on growth from fiscal year to fiscal year is estimated at three percent (3.0%) per year based upon the State's current budget.

Line 1.04 Restricted Grants-in-Aid

This line item represents the amount of special education catastrophic reimbursement, career and technology education and miscellaneous receipts and reimbursements. This category is forecasted based upon an average of historical trends.

WINTON WOODS CITY SCHOOL DISTRICT
FISCAL YEAR 2019
FIVE-YEAR FORECAST ASSUMPTIONS

Line 1.05 Property Tax Allocations

Property Tax Allocation is estimated based on projected Real Estate collections. The funding for this category is received from the 10% tax bill rollback and the 2.5% homestead exemption if applicable. This is the reimbursement received from the State for homestead and rollback. The hold harmless for the Tangible Personal Property Tax payments also is received in this category. The current reimbursement is phased out for FY17.

Line 1.06 All Other Revenue

This includes investment earnings, tuition, local fees and other miscellaneous revenue. This category is not expected to have much growth. Investment earnings were held constant. Fluctuations here are predicated on cash balances as well as economic conditions. This category is forecasted based upon an average of historical trends. For fiscal year 2017 \$1.2 million was received for Medicaid reimbursement. This represented receipts for three prior years. The anticipated annual collection for future years is \$250,000.

Line 2.05 Advances

This is mainly a repayment of advances from the General Fund to State and Federal grant funds that require advances at year end to balance due to reimbursement rules. Winton Woods does not have any advances due to other funds.

Expenditures

Line 3.01 Personal Services

Staffing is based on the current levels with growth based on related annual enrollment increases or decreases. Personal services also includes all staffing changes implemented over the last three (3) fiscal year as well as for FY19. No salary increases have been included in the forecast. Horizontal and vertical step advancement has been included and projected for FY19 through FY23.

Line 3.02 Employees' Retirement/Insurance Benefits

Benefits are projected using two categories. The first category, retirement benefits and Medicare, is included at the current employer contribution level of 14% and 1.45% respectively of salaries through FY23. The second category includes health care insurances that are based on demographic enrollments and rates. Health insurance has been projected at an average of five percent (5.0%) for FY20 through FY23. Health insurance will have a significant increase for FY19 due to a premium holiday for the month of November in FY18 which resulted in a savings of approximately \$450,000 for FY18. The district also had some high claims in FY18 resulting in a nine percent (9.0%) increase beginning January 1, 2019. Future health care trends may result in a higher increase, which would negatively affect this forecast. Also included here are unemployment, worker's compensation and tuition reimbursement which were held constant.

WINTON WOODS CITY SCHOOL DISTRICT
FISCAL YEAR 2019
FIVE-YEAR FORECAST ASSUMPTIONS

Line 3.03 Purchased Services

Purchased Services projections are based on enrollment, tuition trends and inflation. The major items included in Purchased Services are utilities, professional meeting expenses, curriculum consultants, outside repairs, property and vehicle insurance, student transportation services and tuition for special education needs and Community Schools. Since the Bond Issue passed to construct new facilities, funding for major repairs has been held to a minimum in FY18 and FY19. Added in FY13 were custodial services and in FY15 substitute teaching services. Projections are increased at the average rate of two percent (2.0%).

Line 3.04 Supplies and Materials

The major items included in Supplies and Materials are paper, computer supplies, software, textbooks and library books. Fluctuations from year to year will result from major textbook adoptions.

Line 3.05 Capital Outlay

Capital Outlay projections are based on additional technology, building and equipment needs as the buildings and equipment age and need to be replaced. For FY19, \$200,000 has been included for improvements to the high school athletic facilities, \$200,000 for technology and \$260,000 for buses. No major purchases for capital outlay are anticipated beyond FY19.

Line 4.30 Other Objects

The major items included in Other Objects are county auditor and treasurer fees for collecting taxes, advertising for delinquent taxes and memberships.

Lines 5.XX Other Financing Uses

The Transfer line may include some contingency funds or transfer funds to make some provisions for unanticipated expenditures. Advances are necessary when a lag exists between the time money is expended and when grant money is received on a reimbursement basis. The District does not anticipate an advancement of funds for FY19. The District will have a need to transfer funds to the Athletic Fund for FY19 in the amount of \$20,000.

Line 8.01 Estimated Encumbrances

Encumbrances are legal financial obligations of the District that have not been expended at fiscal year end. Encumbrances are projected to remain at the same level for the projection period. Any increase in this line item would result in an offsetting decrease in the actual cash expenditures listed in lines 5.01 to 5.05 and would therefore not effect the ending cash positions in any year.

WINTON WOODS CITY SCHOOL DISTRICT
FISCAL YEAR 2019
FIVE-YEAR FORECAST ASSUMPTIONS

Line 9.03 Budget Reserve

This line item represents the amount required to be set aside for budget stabilization per House Bill 412. Senate Bill 345 eliminated the requirement for school districts to maintain a budget reserve.

Lines 13.XX Revenue from New Levies

This line item represents revenues which will be generated from a proposed additional levy.

Summary

With the implementation of past cost reductions and additional state aid the District has been able to build a cash reserve. The District needs to make every effort to maintain this cash reserve. The reserve amount will indicate the timing the Board of Education will need to request of the citizens an additional and/or replacement tax levy. It is anticipated the next levy will be a replacement levy for FY20 in the amount of \$4.2 million.

This forecast is based on the above assumption and the information available on the day it was prepared. This forecast is subject to change as circumstances change or additional information becomes available.

Current fiscal year forecast data does not necessarily reflect current School District appropriations, budgets, certifications or other data maintained in the files of the School District, including the Office of the Treasurer of the Board of Education. Future forecast fiscal year data is compiled from public sources to the extent possible and reasonable. Historical data is based on fiscal year end data filed by the Treasurer of the Board of Education. Questions from the community and other users of this data are encouraged. The contact person is Randy Seymour, Treasurer, Board of Education.

Winton Woods City School District
Board of Education

Resolution Requesting Authority
From the Hamilton County Budget Commission
To File a Modified Tax Budget for the 2019/2020 Fiscal Year

Authorization to File a Modified Tax Budget for the 2019/2020 Fiscal Year

Mrs. Kuhn, seconded by Mrs. Rugless to approve the following Resolution:

WHEREAS, Section 5705.28 of the Ohio Revised Code requires a board of education to adopt an annual tax budget on or before January 15th for the next succeeding fiscal year; and

WHEREAS, Section 5705.281 of the Ohio Revised Code authorizes the county budget commission to waive the requirement that a school district adopt a tax budget as provided under Section 5705.28 of the Ohio Revised Code, and instead authorize the board of education to provide such information to the county budget commission as may be required by the commission to perform its duties under Chapter 5705 of the Ohio Revised Code; and

WHEREAS, the Hamilton County Auditor has informed the Board of Education of the **Winton Woods City School District**, that it is required to pass a Resolution authorizing the Treasurer of the Board of Education to make a request to waive the requirement of the adoption of a tax budget, and instead request to file a modified tax budget in accordance with Section 5705.281 of the Ohio Revised Code; and

WHEREAS, the Board of Education has utilized a modified tax budget in prior years and believes that its continued use is advantageous since it provides additional information on the long-term financial plan of the District and utilizes a format that has become familiar to the Board of Education and its community.

NOW, THEREFORE, BE IT RESOLVED by the **Winton Woods City School District** Board of Education as follows:

SECTION I

The Treasurer of the Board of Education is hereby authorized and directed to request the ability to file a modified tax budget for the 2019/2020 fiscal year. The Treasurer shall make said request by sending a letter addressed to the Hamilton County Budget Commission and including a copy of this Resolution with his letter.

SECTION II

The Treasurer of the Board of Education is hereby authorized and directed to do all things necessary to ensure the Board of Education may utilize the modified tax budget for the 2019/2020 fiscal year.

SECTION III

It is found and determined that all formal actions of this Board concerning or related to the adoption of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

Upon roll call and the adoption of the Resolution, the vote was as follows:

Yeas: Mrs. Kuhn; Mrs. Rugless; Mr. Berte; Dr. Johnson; Mrs. Miranda

Nays:

ADOPTED this 26th day of November, 2018.

WINTON WOODS CITY SCHOOL
DISTRICT BOARD OF EDUCATION



Board President



Treasurer

CERTIFICATE

The undersigned hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a meeting held on the 26th day of November, 2018, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said Resolution.



Treasurer

Schedule D		PERSONNEL EMPLOYMENT - CERTIFICATED AND NON-CERTIFICATED (including extra duties)		Board Meeting Date: November 26 , 2018	
Page 1					
Name	License/Permit	Teaching/Extra Duty Assgn.	Salary or Rate	Funding	Effective Date
Goins, Kelsi	EAP Exp. 2019	Girls' Guide Co-Sponsor	\$200.00	General	2018-2019
Hudak, Cynthia	EAP Exp. 2022	Auditorium Supervisor	Grp. 4 / Lev. 9 \$4,929	General	2018-2019
Lock, Andrew	5 Yr. Prof 7-12 Int. Soc. St. Exp. 2020	WWHS Mock Trial	\$1,000.00	General	2018-2019
Love, Kara	5 Yr. Prof 7-12 Exp. 2023	WWHS Yearbook	Grp. 4 / Lev. 4 \$4,313	General	2018-2019
Morelock, Katie	5 Yr Prof Int. Soc. Stud. Exp. 2021	WWHS Student Council	Grp. 6 / Lev. 1 \$2,259	General	2018-2019
Smarda, Megan	5 Yr Prof Art P-12 Exp. 2023	WWHS Student Council	Grp. 6 / Lev. 1 \$2,259	General	2018-2019
Whitaker, Jerome	PAP Exp. 2021	WWPN Taekwondo	\$1,500.00	General	2018-2019
Mentor Teacher; stipend paid by Grand Canyon University:					
Franklin, Winfield	5 Yr Prof Int. Spec. Mild/Mod Exp. 2023	Student Teacher Mentor	\$500.00	General	2018-2019

NewTech Teacher and/or Trainer Cert. One-time Stipend per W.W.T.A. c.b.a. section 12.05:					
Hogue, Jamie	5 Yr Prof Spanish Exp. 2023	NewTech Network Trainer	\$1,500.00	General	2018-2019
Tape, Christopher	5 Yr. Prof 7-12 Exp. 2021	NewTech Network Teacher	\$1,500.00	General	2018-2019
Tape, Christopher	5 Yr. Prof 7-12 Exp. 2021	NewTech Network Trainer	\$1,500.00	General	2018-2019
Grade Level or Content Area (K-6) 3% of contracted salary. Must complete 2 extended service days:					
Dennis, Rebecca	5 Yr Prof P-3 Exp. 2021	WWPN Kindergarten Math	\$1,124.00	General	Oct. 29, 2018 - May 25, 2019
Ward, Heather	4 Yr REL P-3/4&5 & Rdg K-12 Exp. 2020	WWES Grade 3 English/Language Arts	\$1,547.00	General	2018-2019
Revision:					
Wilke, Tricia	5 Yr Prof Elem 1-8 Exp. 2019	WWPN Kindergarten Math	\$716.00	General	08/13/2018- 10/26/2018
WWHS Supplemental Positions:					
Bennett, Tenesha	PAP Exp. 2020	WWHS JV Basketball Cheer Coach	Grp. 6 / Lev. 1 \$2,259	General	2018-2019
Burns, Jermaine	PAP Exp. 2020	WWHS Boys Bowling	Grp. 6 / Lev. 3 \$2,259	General	2018- 2019
Casanova, Ciro	4 Yr Res Visual Arts Exp. 2022	Scoreboard Computer Graphics Technician	Grp. 8 / Lev. 1 \$1,232	General	2018-2019
Gelter, Brian	PAP Exp. 2020	WWHS Wrestling - Head Coach	Grp. 4 / Lev. 3 \$3,697	General	2018-2019
Hudson, Charles	PAP Exp. 2019	WWHS Boys JV Basketball	Grp. 4 / Lev. 10 \$5,546	General	2018-2019
Kamp, Cynthia	PAP Exp. 2019	WWHS Swim - Head Coach	Grp. 6 / Lev. 11 \$3,492	General	2018-2019
Levett, Melvin	PAP Exp. 2019	WWHS Boys Freshman Basketball	Grp. 5 / Lev. 8 \$4,108	General	2018-2019

Meyer, Abby	PAP Exp. 2021	WWHS Girls JV - Basketball	Grp. 4 / Lev. 1 \$3,697	General	2018-2019
Millen, James	PAP Exp. 2019	WWHS Boys Varsity Basketball - Asst. Coach	Grp. 3 / Lev. 3 \$4,724	General	2018-2019
Molden, Michael	PAP Exp. 2021	WWHS Girls Freshman Basketball	Grp. 5 / Lev. 1 \$3,286	General	2018-2019
Redman, Sheena	PAP Exp. 2021	WWHS Basketball Cheer - Head Coach	Grp. 5 / Lev. 1 \$2,286	General	2018-2019
Rodgers, Jeremy	PAP Exp. 2022	WWHS Academic Quiz Team Advisor	Grp. 8 / Lev. 1 \$1,232	General	2018-2019
Stephens, Robin	PAP Exp. 2021	WWHS Girls Head Bowling	Grp. 6 / Lev. 6 \$2,670	General	2018-2019
Tate, Andre	PAP Exp. 2020	WWHS Boys Varsity Basketball - Head Coach	Grp. 1 / Lev. 13 \$12,374	General	2018-2019
Thompson, Curtis	PAP Exp. 2021	WWHS Girls Asst. Varsity Basketball	Grp. 3 / Lev. 1 \$4,724	General	2018-2019
Tucker, Corey	PAP Exp. 2021	WWHS Boys Varsity Basketball - Asst. Coach	Grp. 3 / Lev. 3 \$4,724	General	2018-2019
Whitfield, Jesse	PAP Exp. 2020	Scoreboard Computer Technician	Grp. 7 / Lev. 8 \$2,876	General	2018-2019
Walker, Michael	PAP Exp. 2020	WWHS Interim Girls Head Basketball	Grp. 1 / Lev. 1 \$9,037	General	2018-2019
WWMS Supplemental Positions:					
Cleary, Steven	PAP Exp. 2020	WWMS Wrestling - Head Coach	Grp. 6 / Lev. 7 \$3,081	General	2018-2019
Foster, Christopher	PAP Exp. 2020	WWMS 7th Gr. Boys Basketball	Grp. 6 / Lev. 7 \$3,081	General	2018-2019
Franklin, Winfield	PAP Exp. 2021	WWMS 7th Gr. Girls Basketball	Grp. 6 / Lev. 8 \$3,081	General	2018-2019
Franklin, Winfield	PAP Exp. 2021	WWMS 8th Gr. Girls Basketball	Grp. 6 / Lev. 8 \$3,081	General	2018-2019
Scott, Antwane	PAP Exp. 2020	WWMS Wrestling - Asst. Coach	Grp. 7 / Lev. 1 \$2,054	General	2018-2019
Smith, Leah	PAP Exp. 2019	WWMS 7th Gr. Basketball Cheer Coach	Grp. 7 / Lev. 2 \$2,054	General	2018-2019
Smith, Le'Sheanna	PAP Exp. 2020	WWMS 8th Gr. Basketball Cheer Coach	Grp. 7 / Lev. 2 \$2,054	General	2018-2019

Winton Woods City School District

Job Description

Job Title: Secretary – High School Principal Clerical D

Reports To: Principal

FLSA Status: Classified

Approved By: Board of Education

Approved Date: ~~10/28/02~~ 11/26/2018

GENERAL DESCRIPTION

Serves as confidential secretary to the principal and as a facilitator for the community being served by performing the following duties.

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

- Handles all incoming and outgoing correspondence for the principal including all confidential material.
- Makes and receives telephone calls, takes messages for the principal, schedules appointments and handles problem situations when necessary.
- Processes time and attendance, leave taken and other personnel records for all staff.
- Develops new office procedures to improve the efficiency and effectiveness of the overall operation.
- Greets visitors to the office in a polite and helpful manner.
- Assumes responsibility for all fee collection including payments, updating information and providing correspondence related to school fees.
- Handles preparation of requisitions for all departments including checking in all incoming orders and submitting purchase orders and packing slips/invoices to Central Office for payment.
- Assumes responsibility for the purchasing of all office supplies and forms.
- Maintains office equipment such as copy machines, fax machines and printers.
- Maintains the schools key system including filing, ordering, issuing and checking in and out.
- Assists in the preparation, administration and completion of school opening and closing procedures.
- ~~Assumes responsibility for all monies generated through the general fund, making deposits and balancing funds by account through a Proof of Cash.~~
- Serves as a technology representative for clerical staff, handling education of office personnel and implementing new procedures with regard to this technology.

- Assumes responsibility for use of/problems with the system printer.
- ~~Performs all record-keeping and research relative to proficiency testing including the updating of testing sheets and all data entry.~~
- Coordinates and assists with commencement, honors night and other yearend school functions for graduates.
- Maintains building budget for all accounts.
- Assumes additional summer responsibilities in the absence of other secretaries.
- Maintains up to date knowledge of technology utilized by the district.

SUPERVISORY RESPONSIBILITIES

~~Directly supervises employees. 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.~~

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, 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 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 School District

Job Description

Job Title: Secretary – High School Attendance/ Discipline/Restorative Practices Secretary Clerical C

Reports To: Principal

FLSA Status: Classified

Approved By: Board of Education

Approved Date: 03/24/03-11/26/20118

GENERAL DESCRIPTION

Maintains records and phones and completes secretarial, clerical and computer operations for the high school assistant principal and staff by performing the following duties.

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

- Performs secretarial duties for the Academy Assistant Principal(s).
- Assists administration with record keeping, scheduling, and processing of Enters student disciplinary actions in the computer.
- Generates suspension and expulsion list daily. for next day's absence sheet.
- Enters discipline issues into the computer and generates letters to be sent home with referrals for students whose last name begins with A–L for the administrators.
- Works collaboratively with Attendance Secretary and Alternative School Assignment Office ("ASA") to coordinate record keeping and services for students.
- Generates all 1st ten-day and all 2nd ten-day attendance letters to parents.
- Receives and greets all staff, students, parents and visitors courteously and assists them accordingly.
- Maintains a high level of ethical behavior and confidentiality of information.
- Performs clerical duties including typing, filing, answering phones and providing information as requested.
- Maintains a clean and welcoming environment in the front office area.
- Assists with Prepares preparation and disseminates dissemination of daily absence sheets for teachers.
- Assists with Maintains attendance and enters early dismissals, attendance corrections and
- Generates absence letters to be sent home to parents.
- Generates call sheet to call parents on a daily basis according to who is absent that day.
- Assists with Keeps records on field trips record keeping. and college visits.
- Generates all doctor notes and maintains records of who is on a doctor note.
- Maintains an open relationship with administrators, students, parents, colleagues and community.
- Maintains office equipment such as copy machines, fax machines and printers.
- Creates and provides passes and tardy slips to appropriate students.

- ~~Serves as a backup in the absence of the schools receptionist~~ Assists other clerical staff as needed.

SUPERVISORY RESPONSIBILITIES

None

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.

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Book

Policy Manual

Section

0000 Bylaws

Title

REGULAR MEETINGS

Number

po0165.1

Status

Active

Adopted

March 25, 1996

Last Revised

September 23, 2013

0165.1 - **REGULAR MEETINGS**

Regular meetings of the Board shall be public and held at least once every two (2) months. R.C. 121.22, 3313.15. It is the intent of the Winton Woods Board of Education to have Regular Meetings once per month.

- A. It shall be the responsibility of the Superintendent, in consultation with the Board President, to prepare an agenda of the items of business to come before the Board at each Regular Meeting.

- B. The agenda of the regular monthly meeting or special meetings shall be accompanied by a Board packet from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public

community meeting. There is a time for public participation by district residents, students, parents/guardians of students attending Winton Woods City Schools or those invited to participate during the meeting as indicated in the agenda."

- C. The agenda shall be made available to Board Members no later than six (6) calendar days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member.

- D. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be suspended at any meeting by a majority vote of the members present.

- E. Consent Agenda

The Board may use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board:

1. minutes of prior meetings

2. personnel

3. financial statements

4. investment reports schedules

5. resolutions that require annual adoption, such as bank signatories, Ohio High School Athletic Association membership, etc.

6. other items in the Board packet specified by the Superintendent

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

F. Rescheduled Regular Meeting

The agenda for a rescheduled regular meeting shall be the agenda that had been established for that regular meeting and the agenda may be modified pursuant to "regular meeting" procedures detailed in Bylaw 0165.1 - Regular Meetings.

Revised 4/23/01

Revised 12/13/10

Revised 10/22/2018

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WINTON WOODS CITY SCHOOL DISTRICT BOARD OF EDUCATION RESOLUTION

RESOLUTION APPROVING THE HIGH PERFORMANCE LEARNING ENVIRONMENT DESIGN STANDARDS FOR THE OHIO FACILITIES CONSTRUCTION COMMISSION CLASSROOM FACILITIES ASSISTANCE PROGRAM PROJECTS

WHEREAS, the Board of Education of the Winton Woods City School District (hereinafter called the “School District”), County of Hamilton, Ohio, approved the undertaking of a construction project with the Ohio Facilities Construction Commission through its Classroom Facilities Assistance Program and, if any, locally funded initiatives, inclusive of significant school building new construction, renovations and additions (hereinafter called the “Project”);

WHEREAS, the School District’s Board of Education (hereinafter called the “Board of Education”) has entered into a Project Agreement with the Ohio Facilities Construction Commission, State of Ohio (hereinafter called the “Commission”), as authorized under Section 3318.08, ORC, pursuant to the receipt of State of Ohio’s monies for basic Project costs set aside and approved by the Ohio Controlling Board under Ohio Revised Code section 3318.04;

WHEREAS, the Board of Education, with the approval of the Commission, has contracted with a qualified professional design firm, SHP Leading Design (hereinafter called the “Architect”), under Ohio Revised Code sections 153.65 to 153.71, to prepare plans, specifications and estimates of cost, and such data as the Board of Education and Commission deem necessary for the Project in compliance with the Project Agreement, and Ohio Revised Code section 3318.091;

WHEREAS, the Commission has retained a qualified construction management firm, Skanska-Megen Construction Company (hereinafter called the “Construction Manager at Risk”), under Ohio Revised Code sections 9.33, 9.331 and 9.332, related to the Project planning documents estimates of cost, bid packaging, bidding, contract award, administration and closeout, including but not limited to, the scheduling and coordination of multiple prime contractors;

WHEREAS, the Board of Education has undertaken educational visioning in conjunction with the OFCC as a co-funded venture spanning multiple engagement opportunities with a wide variety of stakeholders from our educational community including and especially students since 2012;

WHEREAS, the Board of Education has engaged in a collaborative and inclusive design process with teachers, students, community members, business partners, educational experts, facility consultants, design firm representatives and construction management firm leaders, holding over 125 design meetings to date since October of 2017;

WHEREAS, the Ohio School Design Manual or OSDM is most typically the design standard for co-funded school construction in the State of Ohio as determined and set forth by the Commission; and,

WHEREAS, the Board of Education and district leadership team now determine the Commission’s High Performance Learning Environment or HPLE to be an educational facility design

standard more consistent with the future needs of students, staff, families, community members and business partners and as a more flexible design standard aligned with the development of 21st Century skills for its occupants, the future of educational delivery in our nation, state and schools and the rapidly changing academic, post-secondary, vocational and social environment related directly to the Projects.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education that after careful consideration and evaluation of the information before it that:

Section 1. This Board of Education hereby finds and determines that the High Performance Learning Environment standards shall be the set of design standards for the Projects.

Section 2. This Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education; and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code section 121.22.

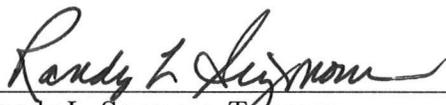
Section 3. This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education, which may be inconsistent or duplicative with the provisions of this resolution.

Dr. Johnson moved and Mr. Berte seconded the motion that the above resolution be adopted.

Upon roll call and the adoption of the resolution, the vote was as follows:

Yeas: Mrs. Kuhn; Mrs. Rugless; Mr. Berte; Dr. Johnson; Mrs. Miranda

Nays:



Randy L. Seymour, Treasurer

CERTIFICATE

The undersigned hereby certifies that the foregoing is a true and correct copy of a resolution adopted at a meeting held on the this 26th day of November, 2018, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said resolution.



Randy L. Seymour, Treasurer