

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – April 22, 2019**

The Winton Woods Board of Education met in Regular Session on Monday, April 22, 2019 in the Media Center of Winton Woods High School, 1231 W. Kemper Road, Cincinnati, Ohio. President Johnson called the meeting to order at 6:30 p.m.

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

**DISTRICT HONORS, RECOGNITIONS, SPECIAL PRESENTATIONS**

**Winton Woods Primary South School Art Gallery Winners - Teacher, Ms. Sharon Smith**

Superintendent Selection – Yarelin Cruz Calderon, Lillian Mitchell

Principal Selection – Isaac Adamson

Honorable Mention – Khailar Khamvongsa-Baccam

**Kiwanis Character is Key Award - Integrity**

Winton Woods Primary South School - Aiden Martin

**Gold Star "Kiwanis" Student of the Month Award**

Winton Woods High School - Eric Fomekong

**Skyline Student Athlete of the Month Award**

Winton Woods High School - Mya Johnson

**Skyline Teacher of the Month Award**

Winton Woods Primary South School - Ms. Katie Stevens

**Special Recognition**

Winton Woods Elementary School - Ms. Alice Sneed, Teacher - The Board of Education recognized Ms. Sneed, who was recently elected to the National Association of Educators (NEA), serves as the Black Caucus Mid-Atlantic Director for an ad hoc committee for NEA to support ethnic minority teachers, and is currently on the Ohio Association of Educators (OEA) Board of Directors.

**Philanthropy Club**

Winton Woods High School - Ms. Kathy Gray, Teacher - The Board of Education recognized Ms. Gray for establishing the Philanthropy Club at the high school. Through their projects, the students in this club promote humanitarianism and learn how funds from private initiatives can be distributed for the public good.

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

**Inaugural Girls' Softball Team**

Winton Woods Middle School - Ms. Kelly Rozelle and Ms. Courtney Wilson, Coaches

**Community Spirit Award** (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.)

Jake Sweeney Chrysler Jeep Dodge Ram

**PUBLIC COMMENTS**

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

WWTA REPRESENTATIVE – absent

OAPSE REPRESENTATIVE – present

**APPROVAL OF MINUTES**

Regular Meeting – March 18, 2019

Special Meeting – April 6, 2019

Special Meeting – April 8, 2019

Special Meeting – April 15, 2019

**TREASURER'S REPORT**

The Financial Statements for the month of March, 2019 were approved and filed for audit.

**TREASURER'S RECOMMENDATIONS**

**Investments – March, 2019**

**04-50-19** On a motion by Mrs. Rugless, seconded by Mrs. Kuhn to approve the Investment report for March, 2019.

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

President Johnson declared the motion carried.

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

**Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor**

**04-51-19** On a motion by Dr. Cuppoletti, seconded by Mrs. Kuhn to approve the Resolution “Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor” as presented. (Attached)

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

President Johnson declared the motion carried.

**REPORTS OF THE SUPERINTENDENT**

(a) School Reports

(b) First Read – Board Policies

- Revised Policy po3362 - Professional Staff - Anti-Harassment
- Revised Policy po5517 - Students - Anti-Harassment
- Revised Policy po5610 - Students - Removal, Suspension, Expulsion, and Permanent Exclusion of Students
- Revised Policy po5610.02 - Students - Alternative School Assignment
- Revised Policy po5610.03 - Students - Emergency Removal of Students
- Revised Policy po5611 - Students - Due Process Rights
- Revised Policy po6325 - Finances - Procurement - Federal Grants\_Funds
- Revised Policy po8141 - Operations - Mandatory Reporting of Misconduct by Licensed Employees

(c) Facilities Update

**SUPERINTENDENT’S RECOMMENDATIONS**

**Academy of Global Studies Coordinator Job Description**

**04-52-19** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the job description for the Academy of Global Studies Coordinator. (Attached)

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

President Johnson declared the motion carried.

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

**Department Head Job Description**

**04-53-19** On a motion by Mr. Berte, seconded by Mrs. Rugless to approve the job description for the Department Head. (Attached)

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

President Johnson declared the motion carried.

**Personnel Schedules**

**04-54-19** On a motion by Dr. Cuppoletti, seconded by Mrs. Rugless approve the personnel schedules as presented.

**Schedule A – Resignations**

Allison Arnold, Teacher, WWMS, effective 6/30/19  
Gerald Baker, Education Assistant, WWIS, effective 04/01/19  
Selena Bowling, Teacher, WWMS, effective 06/30/19  
Carl Goyette, Bus Driver, effective 05/23/19  
John Hassel, Teacher, WWHS, effective 05/31/19  
Bruce Hodge, Custodian, WWIS, effective 08/01/19, retirement  
Emily Russell, Teacher, WWHS, effective 05/24/19  
Robert Schuning, Teacher, WWMS, effective 06/30/19  
Gary Sweetman, Maintenance Supervisor, effective 08/01/19

**Schedule B – Personnel Employment – Certificated**

**New Hire:**

Neenon Viaud, Psychologist, \$88,604, effective 08/01/19

**Administrative Contracts for Renewal:**

*Two year contracts - 08/01/19-07/31/21*

Tonya Bray, Director of Special Services  
Kevin Jones, Primary Principal  
David Lumpkin, Athletic Director  
Adrienne Martin, Elementary Principal  
Douglas Sanker, Middle School Principal  
Danielle Wallace, Primary Principal

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

**Personnel Schedules – (Cont.)**

**Schedule B – Personnel Employment – Certificated – (Cont.)**

*Two year contracts - 08/01/19-06/30/21*

Princess Crenshaw, Asst. High School Principal

Adib Dixon, Asst. Middle School Principal

Lynette Harrison, Asst. High School Principal

Nelson Homan, Asst. Elementary Principal

Amber Strawser, Asst. High School Principal

Kendra Uhl, Asst. Intermediate Principal

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

Change in Status: From 12 Month to 10 Month

Jackalin Buck, Class C Secretary, WWP, \$21.98/hr, effective 08/01/19

Change in Status: From Regular Ed. Asst. to Special Ed. Asst.

Tenesha Bennett, WWMS, \$16.84, effective 08/13/18

New Hires:

James Himmelhaver, Sub. Bus Driver, \$21.38/hr, effective 01/09/19

Sam Malone, Bus Driver, \$20.30/hr, effective 04/03/19

Trina Walton, Class C Secretary, Transportation, \$21.79/hr, effective 04/08/19

DeQuan Williams, Bus Driver, \$18.70/hr, effective 03/22/19

Michael Beckum, Sub. Assistant, \$13.05/hr, effective 04/02/19

Exempt Employee and Classified Supervisor Contracts for Renewal:

Two year contracts - 08/01/19-06/30/21

Alex Hollowell, User support Analyst

Genice Peterson, Administrative Secretary

Monique Bailey, Student Activities Secretary

Shari Spaw, Supervising Cook

Stephanie Mahan, Truant Officer

Lora Wolke, Administrative Secretary

Corina Denny, Community & Family

Engagement Coordinator

**Schedule D – Personnel Employment – Certificated and Non-Certificated**

**Supplemental 2018-2019 Contract Year**

April Wolfe, National Board Certified Teacher, \$1,500

Janine Hunsche, On Line Summer Math Teacher, \$28/hr

Kelly Rozelle, MS Softball Coach, \$2,054

Mosi Williams, HS Boys' Track – Varsity Assistant Coach, \$4,108

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

**Schedule E – Leaves**

Dona Black, Special Ed. Assistant, Transportation, Intermittent, F.M.L.A.

Taisha James, Teacher, WWES, 05/07/19 – 05/24/19, F.M.L.A.

Paul Strong, Bus Driver, 02/19/19 – 04/01/19, F.M.L.A.

Elaine Sugawara, Teacher, WWHS, Intermittent, F.M.L.A.

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

President Johnson declared the motion carried.

**Revised Board Policies**

**04-55-19** On a motion by Mrs. Rugless, seconded by Mrs. Kuhn to approve the revised Board policies as follows: (A copy is available from the Office of the Superintendent.)

- New Policy po2261.03 - Program - District and School Report Card
- Replacement Policy po6423 - Finances - Use of Credit Cards
- Rescind Policy po2700 - Program - School Report Card
- Revised Policy po2111 - Parent and Family Engagement
- Revised Policy po2261 - Program - Title I Services
- Revised Policy po2261.01 - Program - Parent and Family Member Participation in Title I Programs
- Revised Policy po3140 - Professional Staff - Termination and Resignation Termination
- Revised Policy po4140 - Classified Staff - Termination or Resignation
- Revised Policy po4162 - Classified Staff - Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety Sensitive Functions

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

President Johnson declared the motion carried.

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

**National Teacher Appreciation Week**

**04-56-19** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the Resolution “National Teacher Appreciation Week” for May 6-10, 2019. (Attached)

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

President Johnson declared the motion carried.

**National School Nurse Day**

**04-57-19** On a motion by Mr. Berte, seconded by Mrs. Rugless to approve the Resolution “National School Nurse Day” for May 8, 2019. (Attached)

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

President Johnson declared the motion carried.

**National School Nutrition Employee Week**

**04-58-19** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the Resolution “National School Nutrition Employee Week” for May 6-10, 2019. (Attached)

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

President Johnson declared the motion carried.

**School Lunch Price Increase**

**04-59-19** On a motion by Mr. Berte, seconded by Mrs. Kuhn to approve the school lunch prices for the 2019-2020 school year as follows:

	Current Price	Proposed Price	Increase
Elementary	\$2.50	\$2.75	twenty-five (25) cents
MS/HS	\$3.25	\$3.50	twenty-five (25) cents
HS Deli Price	\$3.50	\$3.50	zero (0) cents
Extra Milk	\$0.50	\$0.50	zero (0) cents

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

President Johnson declared the motion carried.

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

**Membership in Ohio High School Athletic Association (OHSAA)**

**04-60-19** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the Resolution “Authorizing 2019-2020 Membership in the Ohio High School Athletic Association”.  
(Attached)

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

President Johnson declared the motion carried.

**BOARD OF EDUCATION REPORT**

- Legislative Report
- Great Oaks Report

**BOARD MOTIONS/RECOMMENDATIONS**

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

**EXECUTIVE SESSION**

**04-61-19** On a motion by Dr. Cuppoletti, seconded by Mr. Berte to move into Executive Session at 8:27 p.m. for the purpose to discuss the employment contract of the Superintendent and Treasurer.

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

President Johnson declared the motion carried.

At 9:59 p.m. President Johnson declared the Executive Session concluded for the purpose to discuss the employment contract of the Superintendent and Treasurer. On the roll call the following members were present: Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. John Cuppoletti, Mrs. Paula Kuhn, Dr. Viola Johnson.



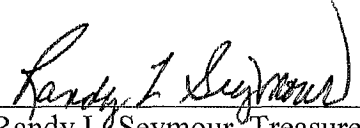
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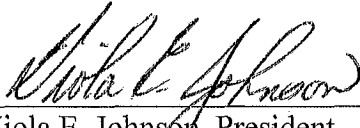
**ADJOURNMENT**

There being no further business, President Johnson declared the meeting adjourned at 10:00 p.m.

**ATTEST:**

**APPROVED:**

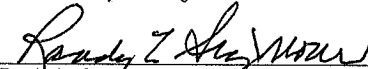
  
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Randy L. Seymour, Treasurer

  
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Viola E. Johnson, President

WINTON WOODS CITY SCHOOLS  
Bank Reconciliation Statement  
Mar 2019 (Year to Date)

Fund Balance			Book Balance		Bank Balance		
001	General Fund	\$23,590,169.60	Beginning Balance	\$88,617,419.46	Fifth Third Bank	\$3,343,726.38	
002	Bond Retirement	3,403,221.93			Petty Cash	600.00	
003	Permanent Improvement	557,344.43	Plus: Receipts	56,898,639.62	Food Service-Drawer	850.00	
004	Building	10,189,315.00	Less: Expenditures	(49,496,229.81)	Athletic-Gate	2,000.00	
006	Lunchroom	824,792.05					
007	Special Trust	83,737.98					
010	Classroom Facilities	56,290,510.19					
018	Public School Support	34,317.96	Ending Balance	96,019,829.27	Total	3,347,076.38	
019	Local Grants	89,814.64					
022	District Agency	0.00					
034	Classroom Facilities Maintenance	575,958.37	Outstanding Warrants:				
200	Activity Fund	40,615.91					
300	Athletic Fund	91,538.48	Fifth Third Bank	80,227.96	Investments:		
401-9018	Auxiliary Services - JPil	222,202.16			Star Ohio	4,373,438.64	
439-9019	Early Childhood Education	629.30			Star Ohio - Building Local	2,842,918.62	
451-9019	Connectivity	10,800.00			Star Ohio - Building State	10,615,387.95	
461-9019	HSTW	0.00			Meeder Investments	15,692,042.41	
499-9019	School Safety Grant	20,520.80			Meeder Invest (Building)	59,228,673.23	
516-9019	IDEA-B FY19	(3,433.62)				92,752,460.85	
536-9019	School Improvement	0.00					
551-9019	Title III LEP FY19	849.84					
551-9219	Title III Immigrant FY19	(374.11)	Total	80,227.96			
572-9019	Title I FY19	2,392.61					
587-9019	ESCE IDEA-B FY19	207.02					
590-9019	Title II-A	996.09					
599-9019	Title IV-A	(6,287.36)					
599-9218	Striving Readers	0.00	Book Adjustments		Bank Adjustments		
					EZPay Account		
					Food Service	520.00	
					General Acct	0.00	
					EZPay In-Transit	520.00	
			Deposit adjustments				
			Total	0.00	Total	520.00	
Total Fund Balance			96,019,829.27	Book Balance	96,019,829.27	Bank Balance	3,347,076.38
Plus: outstanding warrants			80,227.96	Plus: outstanding warrants	80,227.96	Plus: investments	92,752,460.85
			0.00	Plus: book adjustments	0.00	Plus: bank adjustments	520.00
Adjusted Fund Balance			<u>\$96,100,057.23</u>	Adjusted Book Balance	<u>\$96,100,057.23</u>	Adjusted Bank Balance	<u>\$96,100,057.23</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

March 31, 2019

	Estimated Revenue	% of Revenue	Revenue MTD	Revenue FYTD	Percentage Received
<b>Local:</b>					
Real Estate Taxes	\$22,200,000	44.60%	\$880,000	21,643,072	97.49%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	2,675,000	5.37%	462,459	1,946,103	72.75%
Interest	300,000	0.60%	32,018	329,993	110.00%
Student Fees	22,500	0.05%	1,829	7,302	32.45%
Rental Fees	200,000	0.40%	26,000	153,014	76.51%
Other (2)	845,000	1.70%	11,831	792,949	93.84%
<b>Total Local Revenue</b>	<b>26,242,500</b>	<b>52.72%</b>	<b>1,414,137</b>	<b>24,872,431</b>	<b>94.78%</b>
<b>State:</b>					
Foundation Fund	19,030,000	38.23%	1,568,308	14,476,304	76.07%
Homestead & Rollback	2,800,000	5.62%	0	1,404,830	50.17%
Other (3)	1,220,000	2.45%	71,039	900,522	73.81%
<b>Total State Revenue</b>	<b>23,050,000</b>	<b>46.31%</b>	<b>1,639,347</b>	<b>16,781,656</b>	<b>72.81%</b>
<b>Federal:</b>					
Other (4)	486,000	0.98%	15,134	624,481	128.49%
<b>Total Federal Revenue</b>	<b>486,000</b>	<b>0.98%</b>	<b>15,134</b>	<b>624,481</b>	<b>128.49%</b>
<b>GRAND TOTAL</b>	<b>\$49,778,500</b>	<b>100.00%</b>	<b>\$3,068,618</b>	<b>42,278,568</b>	<b>84.93%</b>

(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

March 31, 2019

	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>
Personal Services (100)	\$28,702,400	51.26%	\$2,348,328	\$20,885,871	\$0	\$7,816,529	72.77%
Fringe Benefits (200)	10,582,727	18.90%	768,257	7,524,366	79,491	2,978,870	71.85%
Purchased Services (400)	13,355,104	23.85%	985,142	7,725,147	2,318,333	3,311,625	75.20%
Materials & Supplies (500)	1,855,171	3.31%	69,143	1,308,957	205,161	341,053	81.62%
Capital Outlay - New (600)	689,000	1.23%	(40)	223,917	195,284	269,799	60.84%
Other (800)	787,500	1.41%	13,371	437,018	25,254	325,228	58.70%
Transfers/Advances (900)	20,000	0.04%	0	20,000	0	0	100.00%
<b>Total</b>	<b>\$55,991,901</b>	<b>100.00%</b>	<b>\$4,184,201</b>	<b>\$38,125,275</b>	<b>\$2,823,523</b>	<b>\$15,043,103</b>	<b>73.13%</b>

### 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**  
**March 31, 2019**

	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)	\$24,234,329	43.28%	\$1,780,472	\$16,402,135	\$220,547	\$7,611,647	68.59%
Special (1200)	10,354,080	18.49%	867,451	7,258,114	527,481	2,568,486	75.19%
Pupils (2100)	3,331,716	5.95%	263,154	2,301,586	230,577	799,553	76.00%
Instructional Staff (2200)	2,998,910	5.36%	251,176	2,139,218	275,004	584,688	80.50%
Board of Education (2300)	263,440	0.47%	5,475	106,038	49,128	108,273	58.90%
School Adm. (2400)	4,150,452	7.41%	339,536	3,108,843	74,212	967,397	76.69%
Fiscal Services (2500)	1,446,272	2.58%	75,472	916,523	47,436	482,313	66.65%
Business Services (2600)	322,191	0.58%	19,880	190,232	16,659	115,301	64.21%
Oper. of Plant (2700)	4,052,535	7.24%	269,029	2,753,304	818,987	480,244	88.15%
Pupil Trans. (2800)	2,675,226	4.78%	188,926	1,628,308	349,362	697,556	73.93%
Central Support Services (2900)	808,000	1.44%	60,662	579,421	15,260	213,319	73.60%
Community Services (3000)	31,500	0.06%	1,501	9,103	32	22,365	29.00%
Extracurricular (4000)	925,900	1.65%	54,191	618,594	19,314	287,993	68.90%
Capital Outlay (5000)	377,350	0.67%	7,276	93,858	179,526	103,966	72.45%
Contingencies and Transfers (7000)	20,000	0.04%	0	20,000	0	0	100.00%
<b>Total</b>	<b>\$55,991,901</b>	<b>100.00%</b>	<b>\$4,184,201</b>	<b>\$38,125,275</b>	<b>\$2,823,523</b>	<b>\$15,043,103</b>	<b>73.13%</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	99,901
Total Appropriations	<u>\$55,991,901</u>

# WINTON WOODS CITY SCHOOLS

Year To Date Summary as of  
March 31, 2019

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$19,436,867	\$42,278,568	\$38,125,275	\$23,590,160	\$2,823,523	\$20,766,636
<b>Special Revenue Funds:</b>						
018 Public School Support	34,254	27,942	27,878	34,318	10,053	24,265
019 Other Grants	94,789	4,000	8,974	89,815	4,756	85,059
034 Classroom Facilities Maint.	390,817	186,119	977	575,958	0	575,958
300 District Managed Activity	65,157	168,468	142,087	91,538	40,023	51,515
401 Auxiliary Services	84,943	364,196	226,937	222,202	82,018	140,184
439 Preschool Education	0	85,231	84,602	629	0	629
451 Data Communication	0	10,800	0	10,800	0	10,800
461 Vocational Ed Enhancements	0	4,340	4,340	0	0	0
499 Miscellaneous State Grants	0	22,715	2,195	20,521	20,440	81
516 IDEA	5,742	645,073	654,249	(3,434)	44,939	(48,373)
536 Title I School Improvement	0	31,052	31,052	0	46,538	(46,538)
551 Limited English Proficiency	0	120,281	119,805	476	2,000	(1,524)
572 Title I	0	1,008,699	1,006,306	2,393	64,115	(61,722)
587 IDEA Early	177	13,829	13,799	207	0	207
590 Title II-A	601	89,370	88,976	996	8,349	(7,353)
599 Miscellaneous Federal Grants	0	379,821	386,108	(6,287)	132,487	(138,774)
<b>Debt Service Funds:</b>						
002 Bond Retirement	2,328,904	3,061,408	1,987,090	3,403,222	1,154,971	2,248,251
<b>Capital Projects Funds:</b>						
003 Permanent Improvement	332,384	560,758	335,797	557,344	389,502	167,842
004 Building	10,082,701	483,682	377,067	10,189,315	780,302	9,409,013
010 Classroom Facilities	55,007,458	5,664,865	4,381,813	56,290,510	6,723,220	49,567,291
007 Special Trust	85,627	47,514	49,403	83,738	7,428	76,310
<b>Agency Funds:</b>						
200 Student Activity	40,986	11,189	11,560	40,616	3,109	37,507
022 District Agency	0	7,372	7,372	0	0	0
<b>Enterprise Funds:</b>						
006 Food Services	626,012	1,621,348	1,422,568	824,792	202,029	622,763
<b>Total</b>	<u>\$88,617,419</u>	<u>\$56,898,640</u>	<u>\$49,496,230</u>	<u>\$96,019,829</u>	<u>\$12,539,802</u>	<u>\$83,480,028</u>



**WINTON WOODS**  
CITY SCHOOL DISTRICT

TO: WWCS Board of Education  
FROM: Randy Seymour, Treasurer  
DATE: March, 2019  
SUBJECT: March Investments

The Treasurer requests official approval of the following investments of interim funds made March 31, 2019

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
<b>Star Ohio</b>	\$4,373,439	\$14,089	2.60%	
<b>Meeder Investments</b>	15,692,042	17,458	various	
<b>5th/3rd</b>	<u>3,343,726</u>	<u>501</u>	0.20%	Includes earnings credit
	23,409,207	32,049		
<b>Building Fund:</b>				
<b>Local Share:</b>				
Money Markets:				
<b>Star Ohio</b>	2,842,919	6,139	2.60%	
<b>Meeder Investments</b>	<u>59,228,673</u>	<u>51,109</u>	various	
	62,071,592	57,248		
<b>Building Fund:</b>				
<b>State Share:</b>				
Money Markets:				
<b>Star Ohio</b>	<u>10,615,388</u>	<u>22,921</u>	2.60%	
	10,615,388	22,921		
<b>Total</b>	<u>\$96,096,187</u>	<u>\$112,218</u>		

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY  
THE BUDGET COMMISSION & AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

Board of Education, City, Local, or Exempted

Rev. Code, Secs. 5705.34 .

The Board of Education of the Winton Woods City School District,  
Hamilton County, Ohio, met in Regular session on the 22nd day of  
April, 20 19, at the office of Winton Woods High School  
with the following members present: \_\_\_\_\_

Mrs. Katrina Rugless

Mrs. Paula Kuhn

Mr. Jeff Berte

Dr. Viola Johnson

Dr. John Cuppoletti

Dr. Cuppoletti

moved the adoption of the following Resolution:

**WHERE AS**, This Board of Education in accordance with the provisions of law has  
previously adopted a Tax Budget for the next succeeding fiscal year commencing July 1<sup>st</sup>,  
20 19; and

**WHERE AS**, The Budget Commission of Hamilton County, Ohio, has certified its action  
thereon to this Board together with an estimate by the County Auditor of the rate of each tax  
necessary to be levied by this Board and what part thereof is without, and what part within the  
ten-mill limitation; therefore be it

**RESOLVED**, By the Board of Education of the Winton Woods City School District,  
Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in  
its certification, be and the same are hereby accepted; and be it further

**RESOLVED**, That there be and is hereby levied on the tax duplicate of said Board of  
Education the rate of each tax necessary to be levied within and without the ten-mill limitation as  
follows:



**SCHEDULE A**  
**SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION**  
**AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

	Amount Approved by Budget Com- mission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	TPP Reimbursement	County Auditor's Estimate of the Tax Rate to be Levied		
				Outside	Inside	TOTAL
GENERAL FUND	\$2,077,155	\$18,640,918	\$0	71.38	4.65	76.03
BOND RETIREMENT FUND		2,948,220	0	6.60		6.60
PERMANENT IMPROVEMENT FUND		\$818,226	0	2.00		2.00
EMERGENCY FUND		4,082,838	0	9.14		9.14
<b>TOTAL</b>				<b>89.12</b>	<b>4.65</b>	<b>93.77</b>

Rate Authorized to be Levied	Tax Year		Fiscal Year
	County Auditors Estimate of the Yield of the Levy		County Auditors Estimate of the Yield of the Levy
<b>CURRENT EXPENSE - INSIDE MILLS</b>	4.65	\$2,077,155	\$2,076,332
<b>BOND RETIREMENT</b>	6.60	2,948,220	2,969,691

**SCHEDULE B**  
**LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

CURRENT EXPENSE LEVIES		PERIOD OF TIME		Mills	Tax Year	Fiscal Year
Authorized on:	November 6, 1959		Continuing	4.29	789,432	788,781
	November 7, 1961		Continuing	3.40	625,657	625,141
	May 7, 1968		Continuing	4.29	789,432	788,781
	May 6, 1969		Continuing	2.58	474,764	474,372
	May 5, 1970		Continuing	6.44	1,185,069	1,184,091
	November 6, 1973		Continuing	2.78	511,567	511,145
	May 7, 1974		Continuing	5.37	988,171	987,356
	November 2, 1976		Continuing	2.42	445,321	444,954
	June 2, 1981		Continuing	9.75	2,231,744	2,229,856
	February 5, 1985		Continuing	8.66	2,369,739	2,367,707
	May 4, 1993		Continuing	7.50	2,543,348	2,541,128
	February 3, 1998		Continuing	6.95	2,689,909	2,687,554
	November 2, 2004		Continuing	6.95	2,996,764	2,994,136
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
<b>TOTAL</b>				<b>71.38</b>	<b>\$18,640,918</b>	<b>\$18,625,001</b>

<b>PROPOSED CURRENT EXPENSE LEVY</b>	
Date of Vote:	Enter Election Date
	Continuing
	0.00
	0
	0

<b>EMERGENCY TAX LEVIES</b>	
Authorized on:	November 6, 2018
	Continuing
	9.14
	4,082,838
	4,088,003
	0
	0
<b>TOTAL</b>	
	9.14
	4,082,838
	4,088,003

<b>PERMANENT IMPROVEMENT LEVY</b>	
Authorized on:	February 3, 1998
	Continuing
	1.00
	387,037
	386,898
	November 2, 2004
	Continuing
	1.00
	431,189
	430,811
Proposed on:	Proposed Date of Vote
	# years
	0.00
	0
<b>TOTAL</b>	
	2.00
	\$818,226
	\$817,509

-Acceptance of Rates

and be it further

**RESOLVED**, That the Treasurer of this Board of Education be, and is hereby directed to certify a copy of this Resolution to the County Auditor of Hamilton County.

Mrs. Kuhn seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

<u>Mrs. Rugless</u>	,	<u>Aye</u>
<u>Mr. Berte</u>	,	<u>Aye</u>
<u>Dr. Cuppoletti</u>	,	<u>Aye</u>
<u>Mrs. Kuhn</u>	,	<u>Aye</u>
<u>Dr. Johnson</u>	,	<u>Aye</u>
<u>                    </u>	,	<u>          </u>
<u>                    </u>	,	<u>          </u>

Adopted the 22nd day of April, 2019

Attest:

  
Treasurer of the Board of Education.  
Hamilton County, Ohio

CERTIFICATE TO COPY

ORIGINAL ON FILE

***THE STATE OF OHIO, HAMILTON COUNTY,***

I, Randy L. Seymour, Treasurer of the Board of Education of the  
Winton Woods City School District, in said County, and in whose custody the  
files and records of said Council are required by the laws of the State of Ohio to be kept, do hereby  
certify that the foregoing is taken and copied from the original minutes of the  
Winton Woods Board of Education meeting  
now on file, that the foregoing has been compared by me with said original document, and that the  
same is a true and correct copy thereof.

WITNESS my signature, this 22nd day of April, 2019

Randy L. Seymour

Treasurer of the Board of Education of the

Winton Woods City School District

1. A copy of this resolution must be certified to the County Auditor before the first day of March, or at such later date as may be approved by the Board of Tax Appeals.

Receipt \_\_\_\_\_ Adopted \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Filed \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Dusty Rhodes, Hamilton County Auditor

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

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY  
THE BUDGET COMMISSION & AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR

Board of Education, City, Local, or Exempted

Rev. Code, Secs. 5705.34

The Board of Education of the Winton Woods City School District,  
Hamilton County, Ohio, met in Regular session on the 22nd day of  
April, 2019, at the office of Winton Woods High School

with the following members present: \_\_\_\_\_

Mrs. Katrina Rugless  
Mr. Jeff Berte  
Dr. John Cappoletti

Mrs. Paula Kuhn  
Dr. Viola Johnson  
\_\_\_\_\_

Dr. Cappoletti

moved the adoption of the following Resolution:

**WHERE AS**, This Board of Education in accordance with the provisions of law has  
previously adopted a Tax Budget for the next succeeding fiscal year commencing July 1<sup>st</sup>,  
2020; and

**WHERE AS**, The Budget Commission of Hamilton County, Ohio, has certified its action  
thereon to this Board together with an estimate by the County Auditor of the rate of each tax  
necessary to be levied by this Board and what part thereof is without, and what part within the  
ten-mill limitation; therefore be it

**RESOLVED**, By the Board of Education of the Winton Woods City School District,  
Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in  
its certification, be and the same are hereby accepted; and be it further

**RESOLVED**, That there be and is hereby levied on the tax duplicate of said Board of  
Education the rate of each tax necessary to be levied within and without the ten-mill limitation as  
follows:

**SCHEDULE A**  
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**AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

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PERMANENT IMPROVEMENT FUND		\$818,226	0	2.00		2.00
EMERGENCY FUND		4,082,838	0	9.14		9.14
<b>TOTAL</b>				<b>89.12</b>	<b>4.65</b>	<b>93.77</b>

Rate Authorized to be Levied	Tax Year		Fiscal Year
	County Auditors Estimate of the Yield of the Levy		County Auditors Estimate of the Yield of the Levy
<b>CURRENT EXPENSE - INSIDE MILLS</b>	4.65	\$2,077,155	\$2,075,332
<b>BOND RETIREMENT</b>	6.60	2,948,220	2,969,691

**SCHEDULE B**  
**LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

CURRENT EXPENSE LEVIES		PERIOD OF TIME		Mills	Tax Year	Fiscal Year
Authorized on:	November 6, 1989		Continuing	4.29	789,432	788,781
	November 7, 1981		Continuing	3.40	625,657	625,141
	May 7, 1988		Continuing	4.29	789,432	788,781
	May 6, 1989		Continuing	2.58	474,764	474,372
	May 5, 1970		Continuing	6.44	1,185,069	1,184,091
	November 6, 1973		Continuing	2.78	511,567	511,145
	May 7, 1974		Continuing	5.37	988,171	987,356
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	February 5, 1985		Continuing	8.66	2,369,739	2,367,707
	May 4, 1993		Continuing	7.50	2,543,348	2,541,128
	February 3, 1998		Continuing	6.95	2,689,909	2,687,554
	November 2, 2004		Continuing	6.95	2,996,764	2,994,136
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
	0		0	0.00	0	0
<b>TOTAL</b>				<b>71.38</b>	<b>\$18,640,918</b>	<b>\$18,625,001</b>

<b>PROPOSED CURRENT EXPENSE LEVY</b>						
Date of Vote:	Enter Election Date	Continuing		0.00	0	0

<b>EMERGENCY TAX LEVIES</b>						
Authorized on:	November 6, 2018		Continuing	9.14	4,082,838	4,088,003
	0		0	0.00	0	0
<b>TOTAL</b>				<b>9.14</b>	<b>4,082,838</b>	<b>4,088,003</b>

<b>PERMANENT IMPROVEMENT LEVY</b>						
Authorized on:	February 3, 1998		Continuing	1.00	387,037	386,698
	November 2, 2004		Continuing	1.00	431,189	430,811
Proposed on:	Proposed Date of Vote		# years	0.00	0	0
<b>TOTAL</b>				<b>2.00</b>	<b>\$818,226</b>	<b>\$817,509</b>

-Acceptance of Rates

and be it further

**RESOLVED**, That the Treasurer of this Board of Education be, and is hereby directed to certify a copy of this Resolution to the County Auditor of Hamilton County.

Mrs Kuhn seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

<u>Mrs. Ragless</u>	, <u>Aye</u>
<u>Mr Berte</u>	, <u>Aye</u>
<u>Dr Cuppoletti</u>	, <u>Aye</u>
<u>Mrs Kuhn</u>	, <u>Aye</u>
<u>Dr Johnson</u>	, <u>Aye</u>
<u>                    </u>	, <u>          </u>
<u>                    </u>	, <u>          </u>

Adopted the 22<sup>nd</sup> day of April, 20 19

Attest:

Randy T. Seymour  
Treasurer of the Board of Education,  
Hamilton County, Ohio

CERTIFICATE TO COPY

ORIGINAL ON FILE

THE STATE OF OHIO, HAMILTON COUNTY,

I, Randy L. Seymour, Treasurer of the Board of Education of the  
Winton Woods City School District, in said County, and in whose custody the  
files and records of said Council are required by the laws of the State of Ohio to be kept, do hereby  
certify that the foregoing is taken and copied from the original minutes of  
the Winton Woods Board of Education meeting  
now on file, that the foregoing has been compared by me with said original document, and that the  
same is a true and correct copy thereof.

WITNESS my signature, this 22<sup>nd</sup> day of April, 20 19

Randy L. Seymour

Treasurer of the Board of Education of the

Winton Woods City School District

1. A copy of this resolution must be certified to the County Auditor before the first day of March, or at such later date as may be approved by the Board of Tax Appeals.

Receipt

Adopted \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
\_\_\_\_\_  
Filed \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Dusty Rhodes, Hamilton County Auditor

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

**Winton Woods City School District  
Job Description**

**Job Title:** AGS Lead  
**Reports To:** Building Principal/Assistant Principal  
**FLSA Status:** Supplemental  
**Approved By:** Board of Education  
**Approval Date:** April 23, 2019

**GENERAL DESCRIPTION**

Facilitates the implementation of curricular, co-curricular and extra-curricular activities for the Academy of Global Studies. This includes, among other assigned duties, the student voice committee, the mentor program, and academic competitions and travel. The AGS Lead works hand-in-hand with the building principal and the administrator assigned to oversee the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Communicating

- Create:
  - Mentoring & AGS Staff Group Emails
  - Student Remind Me Accounts (9<sup>th</sup>-12<sup>th</sup> grade and AGS all)
  - All AGS announcements during 0 bell

Supporting Mentoring, Community Service & Student Events

- Mentoring
  - Plan bi-monthly mentoring activities
  - Host, and figure out a date for, the mentor orientation meeting for our 9<sup>th</sup> grade mentors at the end of August/beginning of September
  - Prepare & set-up for Friday mentoring days at 6:15 a.m. (unlock classrooms for mentors, meet and greet, hand out attendance lists to mentors, and send mentors and groups off at 7:10 a.m.)
  - Keep track of attendance on mentoring Fridays (cross reference absences and tardies with office secretary/identify and report present students who did not report to mentoring)
  - Create mentoring groups and confirm room locations with staff members
- Community Service
  - Maintain and update community service document for all 4 grade levels



- Input all data for each new 9<sup>th</sup> grade AGS class
- Communicate with students about community service opportunities
- Student Events
  - Plan bi-monthly Wednesday Family Activities
  - Find bi-monthly Wednesday speakers
  - Prepare & set-up auditorium for Wednesday speakers at 6:30 a.m. (projector, screen, trash cans, remove chairs on stage, lights, sound equipment)
  - Organize which subcommittees will meet and which will monitor students in auditorium on speaker Wednesdays
  - Plan and create the annual beginning of the year assembly/presentation for AGS
  - Help organize back to school cookout info and planning for incoming AGS students
  - Liaison with the Greater Cincinnati World Affairs Council (GCWAC) to implement GCWAC activities within AGS
  - Get volunteers to assist with the Model APEC Competition at WWHS in February
  - Plan, create, and execute AGS End of the Year Ceremony
    - Create and print out all awards for students per their teachers
    - Calendar the ceremony so mentors can attend
    - Ensure thank you letters from 9th grade students to mentors
    - Analyze AGS data for the ceremony
      - Honor Roll all 4 quarters & 4.0 all 4 quarters
      - Other awards and accomplishments specific to AGS
      - 12<sup>th</sup> grade class
        - Colleges accepted & colleges attending
        - Scholarship dollars awarded
        - Total Community Service Hours and top performers
        - Highest ACT scores (in each category and composite)

### Supporting Students

- Track colleges to which seniors have applied and been accepted
- Track scholarships awarded
- Update AGS Endorsement Document for all 4 grade levels
- Advertise student voice and all AGS events to student population
- Run elections for grade level student voice representatives
- Monitor attendance and get feedback from seminars on a weekly basis
- Meet with students who are failing or who have low grades in AGS classes at grading periods (during seminar class)

- Meet with AGS seniors to review requirements for the AGS endorsement and graduating with AGS honors
- Collaborate with seminar teachers to identify students to nominate for the following:
  - International Summit on Education (9-12)
  - Model United Nations Club (10-12)
  - Academic World Quest Team (9-12)
- Collaborate with Senior Capstone Teachers to ensure capstones are being followed correctly and students are on track to receive endorsement and communicate appropriately with parents
- Assist Academic World Quest Teams to prepare for the regional and national competition (occurs in February or March)
- Collaborate with the Student Voice Committee to identify what is working and changes/improvements needed for the following year

### Travel

- Collaborate with Travel Committee to plan and execute Arkansas Trip
- Advertise Arkansas trip to 9<sup>th</sup> graders in seminar class
- Collaborate with AGS Administrator/Travel Committee to plan August Arkansas Parent Meeting
- Collaborate with the Travel Committee to plan and execute the February Washington DC Trip for Juniors
- Work with Community Outreach Subcommittee to plan and execute the December AGS Open House
- Decide attendees for the GCWAC International Summit on Education in November
- Plan and execute 1<sup>st</sup> semester AGS awards ceremony in auditorium (to be done the last seminar day prior to exams)
- Collaborate with the Community Outreach Subcommittee and AGS Administrator to plan, execute, and advertise the following events:
  - AGS Showcase
  - 9<sup>th</sup> Grade International Fair
  - Senior Capstone Presentations

### Problem-Solving, Managing Resources & Leading Others

- Meet monthly with student voice and grade level team leaders
- Monitor student attendance
- Serve as an emergency substitute for seminar as needed
- Plan AGS staff and subcommittees meetings
- Collaborate with AGS staff to decide subcommittee composition

- Collaborate with Policy Subcommittee to analyze the effectiveness of protocols and policies
- Collaborate with Community Outreach Subcommittee and AGS Administrator to plan and execute recruitment and advertisement of AGS for next year
- Meet with AGS administrator to reflect on the year

*Five (5) extended days are required as part of this supplemental stipend. The schedule of a department head shall include one scheduled bell daily for department work.*

## **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.

## **LANGUAGE SKILLS**

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

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

## **OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of 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 sit, stand, walk, use hands to finger, handle or feel and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move more than 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 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:** 7-12 Department Head  
**Reports To:** Principal and Executive Director of Teaching and Learning  
**FLSA Status:** Supplemental  
**Approved By:** Board of Education  
**Approval Date:** April 22, 2019

**GENERAL DESCRIPTION**

Leads instruction and assessment to facilitate and support student achievement. Facilitates communication between teachers, administration and other district personnel to improve consistency of implementation of district initiatives and departmental policies and procedures. Is a member of the Building Leadership Team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Supporting Curriculum, Instruction & Assessment*

- Models instruction using best practice methodology and works to develop varied and authentic assessment tools.
- Understands and promotes project-based learning design associated with high quality work throughout departmental planning and professional development.
- Facilitates the curriculum revision process and works to ensure that there is effective implementation of the established curriculum.
- Facilitates the creation/administration of diagnostic, formative, and summative assessments.
- Promotes and models the effective integration of technology into the curriculum.

*Monitoring Outcomes*

- Monitors student performance in the content area, gathers student growth and achievement data, and facilitates the analysis of this data by the department content area team.
- Assists colleagues in understanding the appropriate student-level and department content area performance data.
- Leads the improvement cycle with the department content area team.

*Leading Others*

- Communicates with new teachers through the summer months to coordinate plans for the upcoming school year.
- Informally mentors teachers new to the building who are not resident educators.
- Creates a culture that fosters open dialogue and promotes ongoing, continuous improvement.
- Demonstrates awareness, disseminates information, and discusses relevant research related to the practice of teaching and learning.

- Engages in leadership training opportunities that will increase skills and knowledge for increasing student achievement, team building, group facilitation and problem solving.
- Facilitates development of departmental vision in line with district goals.
- Provides relief coverage for teachers to learn from peers when feasible.
- Serves as liaison between applicable department members and administration.
- Provides communication channels for sharing information and problem solving with administration, within the department, and across grade levels.
- Provides administration a plan for use of the department head time upon request.
- Facilitates department meetings.
- Leads professional development for the department as needed.
- Attends regularly identified meetings for team, grade level and department heads.

#### *Problem-Solving & Managing Resources*

- Assists the building administration with the master scheduling process as needed.
- Facilitates student placement into courses.
- Fields questions regarding departmental issues, procedures or concerns from parents.
- Facilitates program revisions (e.g., new course proposals) as well as revisions to written documents (e.g., program of studies booklet).
- Facilitates selection of course texts and materials in consultation with the Department of Teaching & Learning.
- Manages district resources for the department.
- Monitors and accounts for textbooks, fees and fines.
- Assumes other related responsibilities as assigned by the Superintendent in accordance with collective bargaining agreement.

***Five (5) extended days are required as part of this supplemental stipend. The schedule of a department head shall include one scheduled bell daily for department work.***

***The Guidance Department Head and the Global Language Department Head shall serve Grades 7-12.***

#### **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.

#### **LANGUAGE SKILLS**

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

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

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

### **OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of district requirements and Board of Education policies.

### **PHYSICAL DEMANDS**

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**RESOLUTION**  
**NATIONAL TEACHER APPRECIATION WEEK**  
**May 6-10, 2019**

*WHEREAS, the week of May 6-10, 2019, is National Teacher Appreciation Week; and,*

*WHEREAS, public schools have been the gateway to success for every generation of Americans, and*

*WHEREAS, a strong, effective system of public school education for all children and youth is essential to our democratic system of government; and,*

*WHEREAS, public schools are at work shaping the future for a whole new generation of young Americans who will take their places in education, business, industry, and government, and;*

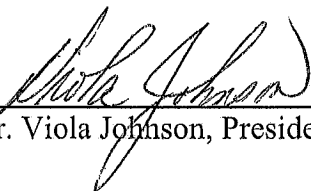
*WHEREAS, no other profession has so great an opportunity to make a lasting and life-changing impact on the lives of so many; and,*

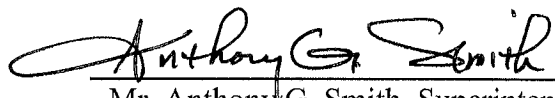
*WHEREAS, teachers empower, inform, teach, enlighten, share, enrich, create, motivate, mentor, and touch the minds of those students they are entrusted with, and;*

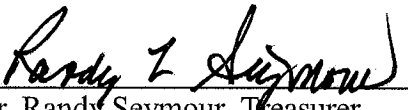
*WHEREAS, it is appropriate for the Winton Woods City School District to pay tribute to the teaching profession as a whole and to recognize teachers for their dedication and for their commitment to challenge and educate the youth of our schools and community,*

*THEREFORE, be it resolved that the Winton Woods City Schools Board of Education formally designates the week of May 6-10, 2019, as National Teacher Appreciation Week.*

*ADOPTED this 22nd day of April, 2019.*

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

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

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



**RESOLUTION**  
**NATIONAL SCHOOL NURSE DAY**  
**May 8, 2019**

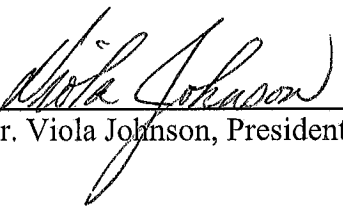
***WHEREAS**, it is proper to acknowledge School Nurses for their professional contribution to encourage and support a healthy environment and education for our nation's youth and for the students and staff of the Winton Woods City School District; and*

***WHEREAS**, School Nurses provide a vital role to the institution of public education through their unique expertise for managing primary and preventative health care; and*

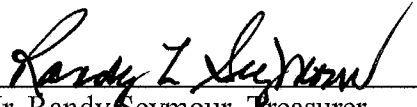
***WHEREAS**, School Nurses are diligent, motivated, caring professionals who influence and promote a healthy school environment that is safe and conducive to learning;*

***BE IT THEREFORE RESOLVED THIS** 22nd day of April, 2019, that the Winton Woods City School District Board of Education hereby recognizes the continued effort, commitment, and resolve of School Nurses to "Make a Difference" and proclaims May 8, 2019, as National School Nurse Day in the Winton Woods City School District.*

***ADOPTED** this 22nd day of April, 2019.*

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

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

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

**SCHOOL NUTRITION EMPLOYEE WEEK  
OFFICIAL PROCLAMATION**

*WHEREAS, nutritious meals at school are an essential part of the school day; and*

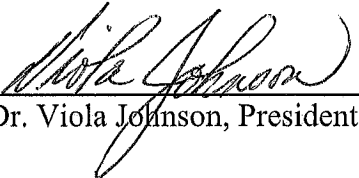
*WHEREAS, the staff of the District's school meals and nutrition department are committed to providing healthful, nutritious meals to the District's children; and*

*WHEREAS, the men and women who prepare and serve school meals help nurture our children through their daily interaction and support; and*

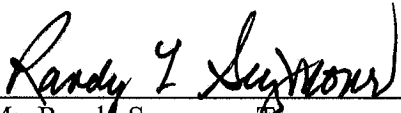
*WHEREAS, the week of May 6-10, 2019, is School Nutrition Employee Week;*

*NOW THEREFORE, be it resolved that Winton Woods City School District expresses its deep appreciation to these valuable employees and commends their good work on behalf of children.*

*ADOPTED this 22nd day of April, 2019.*

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

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

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



BOARD OF EDUCATION/GOVERNING BOARD RESOLUTION

Authorizing 2019-2020 Membership in the Ohio High School Athletic Association

Whereas, **WINTON WOODS CITY SCHOOLS**, District IRN number: **44081**

of 825 Waycross Road, Cincinnati, OH 45240, Hamilton County, Ohio  
(Street Address/P.O. Box/ City/ Zip Code) (County)

Has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary unincorporated association not-for-profit; and

**WHEREAS**, The Board of Education/Governing Board ("Board") and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION/GOVERNING BOARD** that all schools listed on the reverse side of this card do hereby voluntarily renew membership in the OHSAA and that in doing so, the Constitution, Bylaws, Regulations and Business Rules of the OHSAA are hereby adopted by this Board as and for its own minimum student-athlete eligibility requirements. Notwithstanding the foregoing, the Board reserves the right to raise student-athlete eligibility standards as it deems appropriate for the schools and students under its jurisdiction; and

**BE IT FURTHER RESOLVED** that the schools under this Board's jurisdiction agree to conduct their athletics programs in accordance with the Constitution, Bylaws, Regulations, Business Rules, Interpretations and decisions of the OHSAA and cooperate fully and timely with the Executive Director's office of the OHSAA in all matters related to the interscholastic athletic programs of the schools. Furthermore, the schools under this Board's jurisdiction shall be the primary enforcers of the OHSAA Constitution, Bylaws, Regulations, Business Rules and the interpretations and rulings rendered by the Executive Director's office. The administrative heads of these schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from tournaments, suspension from membership and/or other such penalties as prescribed in Bylaw 11.

Date of Resolution April 22, 2019

Dr. Viola Johnson

President of the Board of Education/Governing Body  
(Print)

Anthony G. Smith  
Superintendent

Dr. Viola Johnson  
(Signature)

Anthony G. Smith  
(Signature)

Superintendent E- Mail: smith.anthony@wintonwoods.org

RETURN NO LATER THAN JULY 31, 2019



**SCHOOL(S)**

The list below is all schools within your district that will abide by the resolution as printed on the front of this card. To add or remove any school to or from OHSAA Membership, please attach that request, signed by the superintendent on school letterhead to this card.

WINTON WOODS CITY SCHOOLS

**High Schools (9-12)**

School Name	IRN	School Name	IRN
WINTON WOODS	64147		

**7<sup>th</sup> and 8<sup>th</sup> Grade Schools**

School Name	IRN	School Name	IRN
WINTON WOODS MIDDLE SCHOOL	14548		