

**Winton Woods Board Of Education
Minutes
Regular Meeting – December 14, 2015**

The Winton Woods Board of Education met in Regular Session on Monday, December 14, 2015 at the Board Office, 1215 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: Mr. John Pennycuff, Mr. Jeff Berte, Dr. Viola Johnson, and Mrs. Jessica Miranda. Absent: Mrs. Kim Burns. Also present: Mr. Anthony Smith, Superintendent and Mr. Randy Seymour, Treasurer.

DISTRICT HONORS, RECOGNITIONS, GIFTS AND BEQUESTS

Winton Woods Elementary School Art Gallery Winners
Superintendent Selection – Analeya McKinny
Principal Selection – Ja Mere Davidson
Honorable Mention – Jayden Beamon, Elasia Miller
Teacher – Mrs. Marygrace Spalding

Kiwanis Character is Key Award
Caring – Winton Woods Intermediate – Nadia Griffith

Gold Star “Kiwanis” Student of the Month Award – Winton Woods High School
October – Jaeydah Edwards
December - Makala Pitts

Community Spirit Award
This award is presented to an organization or individual to recognize their significant contribution(s) to the Winton Woods School District over a period of many years.
Forest Chapel United Methodist Church – Rev. Dr. J. Kabamba Kiboko, Pastor
Mrs. Kim Burns
Mr. John Pennycuff

PUBLIC COMMENTS

The following individuals spoke in recognition of Mr. John Pennycuff for his 26 years of service to the Winton Woods City School District community, staff and students.
City of Forest Park, Mayor Johnson, presented Mr. Pennycuff with a Proclamation from the City of Forrest Park declaring December 14, 2015 as Mr. John Pennycuff Day.
Mr. Tim Cleary
Mr. Ron Diver, Ohio School Boards Association, Southwest Ohio Regional Director
Mr. Dave Bell
Mr. Larry Day
Letter of recognition from the Springfield Township Board of Trustees

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PUBLIC COMMENTS – (CONT.)

Mr. Paul Denning briefly address the Board thanking the district for its outstanding instructional program for the visually impaired students.

RECESS

APPROVAL OF MINUTES

The following minutes were approved as presented:

Regular Meeting – November 23, 2015

Special Meeting – December 7, 2015

TREASURER'S REPORT

The Financial Statements for the month of November, 2015 were approved and filed for audit.

TREASURER'S RECOMMENDATIONS

Without objection, the Investments Report for the month of November, 2015 was approved and filed for audit.

Investments – November 2015

11-128-15 On a motion by Mr. Jeff Berte, seconded by Dr. Johnson to approve the Investment report for November, 2015.

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

President Miranda declared the motion carried.

REPORTS OF THE SUPERINTENDENT

(a) School Reports, Building Leadership Team Minutes

First Reading: New and Revised Board Policies

The following New and Revised Board Policies were submitted for First Read to the Board.

Revised Policy – 1530 – Administration – Evaluation of Principals and Other Administrators

Revised Policy – 7540.02 – Property – District Web Page

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SUPERINTENDENT'S RECOMMENDATIONS

11-129-15 On a motion by Mr. Pennycuff, seconded by Dr. Johnson to approve the personnel schedules as presented.

Schedule A – Resignations and Retirements

Jermaine Burns, Bus Driver, Transportation, effective 11/24/15, Personal
Lenora Combs, Teacher, WWIS, effective 12/7/15, Personal
Ashley Fowler, Special Ed. Assistant, WWHS, 12/18/15, Personal
Clifford Geers, Maintenance, 1/1/16, Retirement
Shelby Sydnor, Teacher, WWES, 12/22/15, Personal

Schedule C – Personnel Employment – Support Staff

Steven Cleary, Maintenance Helper/Truck Driver, \$17.41/hr, effective 12/15/15
Andrew Dawson, Crossing Guard, WWIS, \$12.71/hr, effective 11/23/15
Mary Fuller, Bus Aide, Transportation, \$14.10/hr, effective 11/30/15
Tina Gaines, Educational Assistant, PS, \$16.19/hr, effective 1/4/16
Sarah Jefferson-Bell, Special Educational Aide, WWHS, \$16.26/hr, effective 12/18/15
Carla Moss, Sub. – Food Service, \$11.00/hr, effective 11/30/15
Tambra Smoot, Attendance Secretary – Class C, WWHS, \$15.49/hr, effective 11/30/15
Jamie Spaw, Special Education Assistant, WWHS, \$16.26/hr, effective 1/5/16

Schedule D – Personnel Employment – Certificated and Non-Certificated

Ken Okoroski, Academic Quiz Team Advisor, \$1,139.00

WWIS Extra Duty Positions, 2015-16 Contract Year, General Fund

Lauren Brandner, Honor Society, \$100.00
Janet Harden, Camp Campbell Gard Coordinator, \$300.00
Janet Harden, Sprinters Club, \$200.00
Janet Harden, Girls on the Run, \$200.00
Carl Paff, Detention Monitor, \$300.00
Carl Paff, Detention Monitor Fridays, \$150.00
Carl Paff, Student Council, \$200.00
Genice Peterson, Student Council, \$200.00
Sheena Reman, Honor Society, \$100.00
Kay Robinson, Girls on the Run, \$200.00
Don Schutte, Eco Warrior, \$350.00
Don Schutte, Math Counts, \$300.00
Holly Smith-Conway, Spelling Bee, \$200.00
Jennifer Svach, Detention Monitor, \$300.00
Jennifer Svach, Detention Monitor - Fridays, \$150.00

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SUPERINTENDENT’S RECOMMENDATIONS – (CONT.)

WWHS Extra Duty Positions, 2015-16 Contract Year, General Fund
Melissa Hill, Cheerleader Sponsor, WWHS, \$2,754.00, 50% assignment

Schedule E – Leaves

Karen Overmyer, Teacher, WWHS, effective 1/4/16 to 5/27/16
Michele Plummer, Teacher, WWPS, effective 2/2/16 to 3/25/16

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

President Miranda declared the motion carried.

Job Description – Maintenance Helper/Truck Driver

11-130-15 On a motion by Mr. Berte, seconded by Mr. Pennycuff to approve the Maintenance Helper/Truck Driver job description as presented. (Attached.)

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

President Miranda declared the motion carried.

Job Description – Maintenance Craftsperson

11-131-15 On a motion by Mr. Berte, seconded by Mr. Pennycuff to approve the Maintenance Craftsperson job description as presented. (Attached.)

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

President Miranda declared the motion carried.

Proposed New and Revised Policies

11-126-15 On a motion by Dr. Johnson, seconded by Mr. Berte to approve the Proposed Revised Policies as presented. (Copies available from the Office of the Superintendent.)

Revised Policy – 1630.01 – Administration – FMLA Leave
Revised Policy – 2260.02 – Program – Single Gender Classes and Activities
Revised Policy – 2461 – Program – Recording of District Meetings Involving Students and or Parents
Revised Policy – 3430.01 – Professional Staff – FMLA Leave
Revised Policy – 4460.01 – Classified Staff – FMLA Leave
Revised Policy – 7510 – Property – Use of District Premises

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SUPERINTENDENT'S RECOMMENDATIONS (CONT.)

Proposed New and Revised Policies – (Cont.)

Revised Policy – 8420 – Operations – Emergency Situations at Schools

Revised Policy – 8452 – Operations – Automated External Defibrillators (AED)

Revised Policy – 8500 – Operations – Food Services

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

President Miranda declared the motion carried.

BOARD OF EDUCATION REPORTS

- Legislative Report
- Great Oaks Career Technical Center Report

BOARD MOTIONS/RECOMMENDATIONS

11-132-15 On a motion by Mr. Berte seconded by Dr. Johnson to appoint Mrs. Miranda as President Pro-Tempore until the Organizational Meeting in 2016.

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

President Miranda declared the motion carried

11-133-15 On a motion by Dr. Johnson seconded by Mr. Berte to approve January 5, 2016 at 6:30 p.m. as the date and time for the Organizational Meeting. The meeting will be held in the Board Room of the Administrative Offices.

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

President Miranda declared the motion carried

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

COMMENTS TO THE BOARD OF EDUCATION FROM THE ASSOCIATIONS

WWTA REPRESENTATIVE -- absent

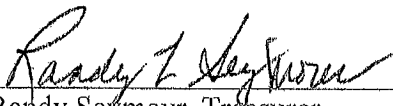
OAPSE REPRESENTATIVE -- absent

ADJOURNMENT

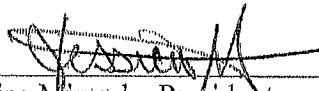
There being no further business, Mrs. Miranda declared the meeting adjourned at 8:17 p.m.

ATTEST:

APPROVED:



Randy Seymour, Treasurer

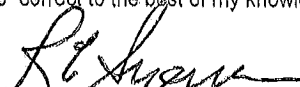


Jessica Miranda, President

WINTON WOODS CITY SCHOOLS
Bank Reconciliation Statement
November 2015 (Year to Date)

Fund Balance			Book Balance		Bank Balance	
001	General Fund	\$18,585,330.95	Beginning Balance	\$19,127,701.86	Fifth Third Bank	\$4,926,450.71
003	Permanent Improvement	726,851.57			Petty Cash	2,550.00
006	Lunchroom	416,095.51	Plus: Receipts	22,523,219.95	F/S Petty Cash	850.00
007	Special Trust	81,520.19	Less: Expenditures	(21,508,928.82)	Ath Petty Cash	1,500.00
018	Public School Support	39,636.22				
019	Local Grants	59,803.95				
200	Activity Fund	42,013.02				
300	Athletic Fund	90,790.77	Ending Balance	20,141,992.99	Total	4,931,350.71
401-9016	Auxiliary Services - JPII	94,337.05				
439-9016	Early Childhood Education	0.00				
451-9016	Connectivity	5,400.00	Outstanding Warrants:		Investments:	
461-9016	HSTW	76.58				
516-9016	IDEA-B	242.75	Fifth Third Bank	122,942.59	Certificates of Deposit	0.00
524-9016	Career Education	8,261.08			Star Ohio	1,230,585.08
536-9016	Title I School Improvement	(38.18)			Star Ohio Plus	2,010,025.57
551-9016	Title III LEP	0.00			Meeder Investments	12,092,010.01
572-9016	Title I	509.81				15,332,620.66
587-9016	ESCE IDEA-B	(9.27)				
590-9016	Title II-A Improving Teacher Quality	(8,829.01)				
			Total	122,942.59	Total	15,332,620.66
			Book Adjustments		Bank Adjustments	
			bank		EZPay Account	
					Food Service	785.00
					General Acct	150.00
					EZPay In-Transit	935.00
					Credit Card In-Transit	0.00
					Due from Payroll	29.24
					CK# 900517	(0.03)
			Total	0.00	Total	964.21
Total Fund Balance		20,141,992.99	Book Balance	20,141,992.99	Bank Balance	4,931,350.71
Plus: outstanding warrants		122,942.59	Plus: outstanding warrants	122,942.59	Plus: Investments	15,332,620.66
		0.00	Plus: book adjustments	0.00	Plus: bank adjustments	964.21
Adjusted Fund Balance		\$20,264,935.58	Adjusted Book Balance	\$20,264,935.58	Adjusted Bank Balance	\$20,264,935.58

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


Randy L. Seymour, Treasurer

6.011

WINTON WOODS CITY SCHOOLS

General Fund Receipts

November 30, 2015

	<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	48.18%	\$503	\$10,418,807	46.93%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	1,975,500	4.29%	75,331	733,810	37.15%
Interest	75,000	0.16%	26,273	55,246	73.66%
Student Fees	40,000	0.09%	853	8,922	22.30%
Rental Fees	250,000	0.54%	36,298	93,819	37.53%
Other (2)	652,000	1.41%	12,754	200,243	30.71%
Total Local Revenue	<u>25,192,500</u>	<u>54.67%</u>	<u>152,013</u>	<u>11,510,846</u>	<u>45.69%</u>
State:					
Foundation Fund	15,620,000	33.90%	1,339,622	6,705,761	42.93%
Homestead & Rollback	2,800,000	6.08%	0	1,415,559	50.56%
Other (3)	2,308,400	5.01%	193,346	701,729	30.40%
Total State Revenue	<u>20,728,400</u>	<u>44.98%</u>	<u>1,532,968</u>	<u>8,823,049</u>	<u>42.57%</u>
Federal:					
Other (4)	160,000	0.35%	19,525	19,525	12.20%
Total Federal Revenue	<u>160,000</u>	<u>0.35%</u>	<u>19,525</u>	<u>19,525</u>	<u>12.20%</u>
Return of Advances/Trans-In	0	0.00%		0	0.00%
Refund of Prior Yr. Exp.	0	0.00%	0	0	0.00%
Total	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
GRAND TOTAL	<u>\$46,080,900</u>	<u>100.00%</u>	<u>\$1,704,506</u>	<u>\$20,353,421</u>	<u>44.17%</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
November 30, 2015

	<u>Appropriation</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)	\$24,255,500	49.96%	\$1,987,447	\$9,394,574	\$0	\$14,860,926	38.73%
Fringe Benefits (200)	9,352,525	19.26%	703,316	3,634,844	143,354	5,574,327	40.40%
Purchased Services (400)	10,587,300	21.81%	716,712	3,619,885	3,122,993	3,844,422	63.69%
Materials & Supplies (500)	2,215,825	4.56%	89,037	1,364,687	213,603	637,535	71.23%
Capital Outlay - New (600)	1,268,150	2.61%	47,573	828,548	303,612	135,990	89.28%
Other (800)	826,700	1.70%	10,148	337,286	33,105	456,309	44.80%
Transfers/Advances (900)	44,000	0.09%	0	0	0	44,000	0.00%
Total	<u>\$48,550,000</u>	<u>100.00%</u>	<u>\$3,554,232</u>	<u>\$19,179,823</u>	<u>\$3,816,667</u>	<u>\$25,553,510</u>	<u>47.37%</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:

FY16 temporary Appropriations	\$48,550,000
FY15 Carryover Encumbrances	<u>93,162</u>
Total Appropriations	\$48,643,162

6.013

WINTON WOODS CITY SCHOOLS
General Fund Expenditures by Function
November 30, 2015

	<u>Appropriation</u>	<u>% Total</u> <u>Appr.</u>	<u>Expended</u> <u>MTD</u>	<u>Expended</u> <u>FYTD</u>	<u>Encumbered</u> <u>FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Regular (1100)	\$21,312,250	43.90%	\$1,601,571	\$8,371,368	\$536,720	\$12,404,162	41.80%
Special (1200)	8,098,500	16.68%	636,512	2,987,273	785,677	4,325,551	46.59%
Pupils (2100)	2,520,250	5.19%	188,108	935,196	293,731	1,291,323	48.76%
Instructional Staff (2200)	2,138,450	4.40%	187,782	853,289	296,688	988,473	53.78%
Board of Education (2300)	206,925	0.43%	3,346	90,471	22,237	94,218	54.47%
School Adm. (2400)	4,398,500	9.06%	329,475	1,722,256	168,880	2,517,364	42.77%
Fiscal Services (2500)	1,414,525	2.91%	68,947	531,589	73,291	809,645	42.76%
Business Services (2600)	351,200	0.72%	13,004	178,769	36,752	135,679	61.37%
Oper. of Plant (2700)	3,674,800	7.57%	223,136	1,471,714	1,096,389	1,106,697	69.88%
Pupil Trans. (2800)	2,438,700	5.02%	163,229	1,110,884	255,724	1,072,093	56.04%
Central Support Services (2900)	646,900	1.33%	48,343	265,055	36,697	346,148	46.65%
Community Services (3000)	27,500	0.06%	852	24,786	1,199	1,515	94.49%
Extracurricular (4000)	678,000	1.40%	74,004	259,864	7,775	410,361	39.47%
Capital Outlay (5000)	599,500	1.23%	15,924	377,310	214,909	7,281	98.79%
Contingencies (7000)	44,000	0.09%	0	0	0	44,000	0.00%
Total	\$48,550,000	100.00%	\$3,554,232	\$19,179,823	\$3,816,667	\$25,553,510	47.37%

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:

FY16 Temporary Appropriations \$48,550,000

FY15 Carryover Encumbrances 93,162

Total Appropriations \$48,643,162

6.014

WINTON WOODS CITY SCHOOLS

Year To Date Summary as of
November 30, 2015

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$17,411,733	\$20,353,421	\$19,179,823	\$18,585,331	\$3,816,667	\$14,768,664
Special Revenue Funds:						
018 Public School Support	32,514	23,485	16,363	39,636	18,417	21,220
019 Other Grants	59,913	2,830	2,939	59,804	9,345	50,459
300 District Managed Activity	71,673	95,755	76,637	90,791	27,096	63,695
401 Auxiliary Services	44,305	160,224	110,192	94,337	205,319	(110,982)
439 Preschool Education	501	26,959	27,460	0	11,890	(11,890)
451 Data Communication	0	5,400	0	5,400	10,800	(5,400)
461 Vocational Ed Enhancements	0	800	723	77	824	(748)
516 IDEA	74,540	275,531	349,829	243	121,417	(121,174)
524 Vocational Education	275	8,550	564	8,261	0	8,261
536 Title I School Improvement	1,095	21,151	22,285	(38)	0	(38)
551 Limited English Proficiency	7,109	47,974	55,083	0	6,320	(6,320)
572 Title I	56,992	439,636	496,118	510	267,355	(266,845)
587 IDEA Early	878	8,499	9,386	(9)	0	(9)
590 Title II-A	5,298	29,552	43,679	(8,829)	2,190	(11,019)
Capital Projects Funds:						
003 Building	787,498	398,499	459,145	726,852	56,788	670,063
007 Special Trust	63,428	36,110	18,017	81,520	6,263	75,257
Agency Funds:						
200 Student Activity	41,101	14,229	13,317	42,013	1,278	40,735
Enterprise Funds:						
006 Food Services	468,848	574,617	627,369	416,096	120,668	295,427
Total	<u>\$19,127,702</u>	<u>\$22,523,220</u>	<u>\$21,508,929</u>	<u>\$20,141,993</u>	<u>\$4,682,635</u>	<u>\$15,459,358</u>

6,015



TO: WWCSO Board of Education
 FROM: Randy Seymour, Treasurer
 DATE: December 1, 2015
 SUBJECT: November Investments

The Treasurer requests official approval of the following investments of Interim funds made November 30, 2015.

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
Money Markets:				
Star Ohio	\$1,230,585	\$274	0.06%	
5th/3rd	<u>4,926,461</u>	<u>1,453</u>	0.20%	Includes earnings credit
Certificates of Deposits:		<u>Accrued Interest</u>		<u>Purchased Date</u> <u>Maturity Date</u>
Star Ohio Plus (FDIC)	2,000,000	347	0.20%	5/23/2013
Meeder Investments	<u>12,000,000</u>	<u>24,200</u>		11/13/2014
 Total	 <u>\$20,167,036</u>	 <u>\$26,273</u>		

**Winton Woods City Schools
Position Description**

Position Title: Maintenance Helper/Truck Driver
Department: Buildings and Grounds
Reports To: Supervisor, Buildings and Grounds
Board Approved: December 14, 2015

SUMMARY: Performs general labor and maintenance repairs inside and outside the physical plant. Transports supplies and materials between buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in performing various maintenance tasks such as electrical, plumbing, welding, carpentry, HVAC, painting, etc.
- Assists in preventative maintenance functions in lubricating, checking and cleaning air handlers, blowers and exhaust fans.
- Performs general labor inside and outside the physical plant including district-wide grounds keeping, handling materials and supplies, moving equipment, operating power-driven equipment, snow plowing, roofing, mowing, etc.
- Transports furniture, equipment, supplies and materials throughout the district.
- Attends in-service and professional meetings as required.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

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

EDUCATION and/or EXPERIENCE:

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

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess a valid driver's license with good driving record.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate ideas clearly and effectively, both orally and in writing.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

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

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Maintains a neat personal appearance. Ability to perform duties with awareness of all requirements and Board of Education policies. Pass the Civil Service examination for Maintenance Helper/Truck Driver or an equivalent in-house test and meet all other Civil Service qualifications.

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 frequently required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk and hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as motors and salt. Sometimes the employee will lift and/or move items more than 90lbs. with several other employees. The employee will sometimes push/pull items such as tables, scaffolds and air compressors.

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

While performing the duties of this job the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work

alone and occasionally will work Irregular or extended hours. The noise level in the work environment is usually moderate and occasionally loud.

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

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**Winton Woods City Schools
Position Description**

Position Title: Maintenance Craftsperson
Department: Buildings & Grounds
Reports To: Buildings and Grounds Supervisor
Board Approved: December 14, 2015

SUMMARY: Helps to maintain the physical school plant, auxiliary buildings and all grounds in excellent and functional condition so that full use may be made at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES. Other duties may be assigned.

- ☐ Performs general and preventative maintenance work inside and outside the physical plant such as ceiling, roof, electrical, plumbing, carpentry, HVAC, concrete, masonry, glazing, insulation, tile, welding, and pump and fan repair.
- ☐ Assists in the transportation and delivery of furniture, equipment, and supplies to the various district buildings.
- ☐ Performs district-wide grounds maintenance work such as plowing, salting, field marking, grass cutting, weed eating and maintenance of grounds equipment.
- ☐ Follows all Federal, State, local and Board of Education safety and code requirements.
- ☐ Recommends supplies and equipment for purchase and maintains the inventory of assigned district-owned hand tools, equipment, hardware and supplies.
- ☐ Accounts for material and labor relative to assignments.
- ☐ Attends in-service, training classes and professional meetings when required.

SUPERVISORY RESPONSIBILITIES:

None

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

EDUCATION and/or EXPERIENCE:

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

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license with good driving record.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate ideas clearly and effectively, both orally and in writing.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

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

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Maintains a neat personal appearance. Ability to perform duties with awareness of all requirements and Board of Education policies. Pass the Civil Service examination for Maintenance Craftsman classification or an equivalent in-house test and meet all other Civil Service qualifications.

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, walk, talk, hear, and use hands and fingers to handle or feel objects, tools or controls. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach and lift items above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb onto step and extension ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box and while unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs. such as motors, salt and jack hammers. Sometimes an employee will lift and/or move items more than 90 lbs. with several other employees. The employee will sometimes push/pull items such as tables, scaffolds and cabinets.

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

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors during all seasons. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the environment is usually moderate and occasionally will be extreme.

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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