

**Winton Woods Board of Education  
Minutes  
Regular Meeting – February 22, 2021**

The Winton Woods Board of Education met in Regular Session on Monday, February 22, 2021 in the Cafeteria of Winton Woods High School, 1231 W. Kemper Road, Cincinnati, Ohio. President Rugless called the meeting to order at 6:30 p.m.

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

On the roll call the following members were present: Dr. John Cuppoletti (Via Zoom), Dr. Viola Johnson (Via Zoom), Mr. Jeff Berte, Mrs. Katrina Rugless. Absent Mr. Gino McGowens. Also present were: Mr. Anthony Smith, Superintendent and Mr. Randy Seymour, Treasurer.

**PUBLIC COMMENTS**

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

WWTA REPRESENTATIVE – Absent  
OAPSE REPRESENTATIVE – Present

**APPROVAL OF MINUTES**

Regular Meeting – January 25, 2021  
Special Meeting – February 8, 2021

**TREASURER'S REPORT**

The Financial Statements for the month of January, 2021 were approved and filed for audit.

**TREASURER'S RECOMMENDATIONS**

**Investments – January, 2021**

**02-20-21** On a motion by Mr. Berte, seconded by Dr. Cuppoletti to approve the Investment report for January, 2021.

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

President Rugless declared the motion carried.

**Winton Woods Board of Education  
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**TREASURER'S RECOMMENDATIONS – (Cont.)**

**Resolution – Resolution Requesting Authority to Transfer Interest Earnings on Fund 010 Classroom Facilities**

**02-21-21** On a motion by Dr. Cuppoletti, seconded by Dr. Johnson to approve the resolution "Requesting Authority to Transfer Interest Earnings on Fund 010 Classroom Facilities". (Attached)

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

President Rugless declared the motion carried.

**Transfer of Interest Earnings**

**02-22-21** On a motion by Mr. Berte, seconded by Dr. Cuppoletti to approve the transfer of \$500,000.00 interest earnings from Fund 010 Classroom Facilities to Fund 004 Building Fund.

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

President Rugless declared the motion carried.

**REPORTS OF THE SUPERINTENDENT**

- (a) School Reports – Update on Staff COVID-19 Vaccination Program
- (b) Facilities Update

**SUPERINTENDENT'S RECOMMENDATIONS**

**Job Description – Plant Operator**

**02-23-21** On a motion by Mr. Berte, seconded by Dr. Johnson to approve the job description for Plant Operator as presented. (Attached)

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

President Rugless declared the motion carried.

**Winton Woods Board of Education**  
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**SUPERINTENDENT'S RECOMMENDATIONS – (Cont.)**

**Personnel Schedules**

**02-24-21** On a motion by Mr. Berte, seconded by Dr. Johnson to approve the personnel schedules as presented.

**Schedule A – Resignations**

Robyn Oliver, Special Education Assistant, WWHS, effective 01/25/21

Kevin Davis, Bus Driver, effective 01/28/21

Art Wilson, Tutor, WWHS, effective 02/12/21

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

Evelyn Suesberry, Long-Term Sub., WWHS, \$100/day, effective 11/01/20

Evelyn Suesberry, Long-Term Sub., WWHS, \$41,900, effective 12/08/20 – 05/24/21

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

Nesrine Aouadi-Cook, Special Ed. Assistant, WWPB, \$16.41/hr, effective 02/01/21

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

Janine Hunsche, Resident Educator Mentor, \$1,500

**Schedule E – Leaves**

Dona Black, Bus Assistant, 01/15/21 – 05/31/21, F.M.L.A.

Corina Denny, Community Engagement Coordinator, Intermittent 01/28/21– 03/11/21, F.M.L.A.

Diana Deweese, Special Ed. Asst., WWPB, 02/05/21 – 03/05/21, F.M.L.A.

Jordan Habel, Teacher, WWMS and WWHS, 01/14/21 – 02/04/21, F.M.L.A.

Sunitha Jakkula, Tutor, WWPB, 01/07/21 – 02/05/21, F.M.L.A.

Xenia Mena, Teacher, WWIS, 02/01/21 – 05/24/21, F.M.L.A.

Brandi Miller, Teacher, WWHS, 01/13/21 – 05/05/21 Intermittent, F.M.L.A.

Janet Shoup, Teacher WWPB, 02/17/21 – 03/22/21, F.M.L.A.

Kimberly Walker, Secretary, Transportation, 01/18/21 – 01/18/22 Intermittent, F.M.L.A.

Ronald Wright, Security, WWHS, 12/07/20 – 05/24/21 Intermittent, F.M.L.A.

**Schedule M – Termination**

Randrea Billings, Transportation, effective 02/02/21

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

President Rugless declared the motion carried.

**Winton Woods Board of Education  
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**BOARD OF EDUCATION REPORTS**

- Legislative Report
- Great Oaks Report

**BOARD MOTIONS/RECOMMENDATIONS**

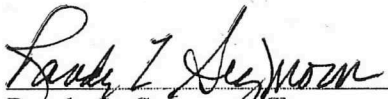
**COMMENTS FROM MEMBERS OF THE BOARD OF EDUCATION AND  
SUPERINTENDENT**

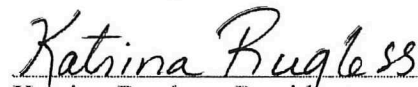
**ADJOURNMENT**

There being no further business, President Rugless declared the meeting adjourned at 7:27 p.m.

**ATTEST:**

**APPROVED:**

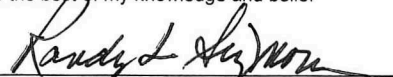
  
\_\_\_\_\_  
Randy L. Seymour, Treasurer

  
\_\_\_\_\_  
Katrina Rugless, President

WINTON WOODS CITY SCHOOLS  
Bank Reconciliation Statement  
January 2021 (Year to Date)

Fund Balance			Book Balance		Bank Balance		
001	General Fund	\$14,560,618.62	Beginning Balance	\$53,145,027.47	Fifth Third Bank	\$1,525,408.09	
002	Bond Retirement	2,471,252.30			Petty Cash	500.00	
003	Permanent Improvement	721,802.01	Plus: Receipts	46,453,437.42	Food Service-Drawer	0.00	
004	Building	2,535,883.71	Less: Expenditures	(57,915,840.32)	Athletic-Gate	2,000.00	
006	Lunchroom	893,674.47					
007	Special Trust	110,427.95					
010	Classroom Facilities	18,741,023.04					
018	Public School Support	41,867.56	Ending Balance	41,682,624.57	Total	1,527,908.09	
019	Local Grants	162,519.87					
022	District Agency	0.00					
034	Classroom Facilities Maintenance	1,043,730.42	Outstanding Warrants:				
200	Activity Fund	30,023.53					
300	Athletic Fund	103,554.73	Fifth Third Bank	324,083.26	Investments:		
401-9020	Auxillary Services - JPII	130,952.05			Star Ohio	4,056,778.57	
439-9021	Early Childhood Education	561.45			Star Ohio - Building Local	17,362,290.51	
451-9021	Connectivity	5,400.00			Star Ohio - Building State	2,804,270.20	
461-9021	HSTW	0.00			Meeder Investments	10,855,377.04	
467-9021	Student Wellness	(38,797.77)			Meeder Invest (Building)	5,400,078.42	
499-9021	School Bus Purchase Program	0.00				40,478,794.74	
499-9219	Ohio School Climate Grant	0.00					
507-9021	ESSER	169,902.81					
510-9021	CRF	0.00					
516-9021	IDEA-B	5,148.03	Total	324,083.26			
536-9020	Title I Non-Competive School Improv	(299.30)					
551-9021	Title III LEP	883.05					
551-9221	Title III Immigrant	0.00					
572-9021	Title I	355.67					
572-9221	SQI FY20	(4,080.05)	Book Adjustments	0.00	Bank Adjustments		
587-9021	ESCE IDEA-B	(38.44)			Pay School Accounts		
590-9021	Title II-A	13,365.53			Food Service	5.00	
599-9021	Title IV-A	0.00			General Acct	0.00	
599-9220	Striving Readers	(17,106.67)			Pay School In-Transit	5.00	
			Total	0.00	Total	5.00	
Total Fund Balance			41,682,624.57	Book Balance	41,682,624.57	Bank Balance	1,527,908.09
Plus: outstanding warrants			324,083.26	Plus: outstanding warrants	324,083.26	Plus: investments	40,478,794.74
			0.00	Plus: book adjustments	0.00	Plus: bank adjustments	5.00
Adjusted Fund Balance			\$42,006,707.83	Adjusted Book Balance	\$42,006,707.83	Adjusted Bank Balance	\$42,006,707.83

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

  
Randy L. Seymour, Treasurer

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# WINTON WOODS CITY SCHOOLS

## General Fund Receipts

January 31, 2021

	Estimated Revenue	% of Revenue	Revenue MTD	Revenue FYTD	Percentage Received
<b>Local:</b>					
Real Estate Taxes	\$22,215,000	45.45%	\$425,000	11,583,105	52.14%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	2,255,000	4.61%	127,400	1,184,946	52.55%
Interest	350,000	0.72%	8,658	100,443	28.70%
Student Fees	5,000	0.01%	1,688	2,269	45.38%
Rental Fees	100,000	0.20%	14,180	114,885	114.89%
Other (2)	672,000	1.37%	21,600	1,342,667	199.80%
<b>Total Local Revenue</b>	<u>25,597,000</u>	<u>52.37%</u>	<u>598,526</u>	<u>14,328,314</u>	<u>55.98%</u>
<b>State:</b>					
Foundation Fund	18,910,000	38.69%	1,565,433	11,108,334	58.74%
Homestead & Rollback	2,800,000	5.73%	0	1,399,829	49.99%
Other (3)	1,117,000	2.29%	185,101	694,558	62.18%
<b>Total State Revenue</b>	<u>22,827,000</u>	<u>46.71%</u>	<u>1,750,534</u>	<u>13,202,721</u>	<u>57.84%</u>
<b>Federal:</b>					
Other (4)	450,000	0.92%	13,359	47,980	10.66%
<b>Total Federal Revenue</b>	<u>450,000</u>	<u>0.92%</u>	<u>13,359</u>	<u>47,980</u>	<u>10.66%</u>
<b>GRAND TOTAL</b>	<u><u>\$48,874,000</u></u>	<u><u>100.00%</u></u>	<u><u>\$2,362,418</u></u>	<u><u>27,579,016</u></u>	<u><u>56.43%</u></u>

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

(2) Includes all other receipts not otherwise classified

(3) Includes catastrophic and tangible reimbursement

(4) Includes Medicaid and e-rate reimbursement

# WINTON WOODS CITY SCHOOLS

## General Fund Expenditures by Object

January 31, 2021

	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)	\$29,932,000	52.92%	\$2,425,736	\$16,702,681	\$0	\$13,229,319	55.80%
Fringe Benefits (200)	11,145,688	19.70%	1,361,680	6,310,876	123,878	\$4,710,934	57.73%
Purchased Services (400)	12,978,328	22.94%	925,119	5,730,154	3,474,051	\$3,774,124	70.92%
Materials & Supplies (500)	1,571,488	2.78%	34,244	663,731	266,077	\$641,679	59.17%
Capital Outlay (600)	164,475	0.29%	0	47,231	39,734	\$77,509	52.87%
Other (800)	741,000	1.31%	(12,995)	258,526	7,558	\$474,915	35.91%
Transfers/Advances (900)	30,500	0.05%	0	20,000	0	\$10,500	65.57%
<b>Total</b>	<b>\$56,563,478</b>	<b>100.00%</b>	<b>\$4,733,784</b>	<b>\$29,733,200</b>	<b>\$3,911,298</b>	<b>\$22,918,980</b>	<b>59.48%</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, 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 cost, membership dues, liability insurance
- 900 Temporary advances to other funds and transfer of funds

### Appropriation Summary:

FY21 Appropriations	\$56,444,850
FY20 Carryover Encumbrances	118,628
Total Appropriations	<u>\$56,563,478</u>

6.013

**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Function**  
**January 31, 2021**

	<b>Appropriation</b>	<b>% Total</b>	<b>Expended</b>	<b>Expended</b>	<b>Encumbered</b>		
	<b>+ Carry Over</b>	<b>Appr.</b>	<b>MTD</b>	<b>FYTD</b>	<b>FYTD</b>	<b>Balance</b>	<b>% Spent</b>
Regular (1100)	\$23,755,376	42.00%	\$1,681,412	\$12,774,571	\$443,657	\$10,537,147	55.64%
Special (1200)	11,935,800	21.10%	938,075	6,232,996	1,145,997	4,556,807	61.82%
Pupils (2100)	3,082,900	5.45%	206,636	1,427,467	171,813	1,483,619	51.88%
Instructional Staff (2200)	3,258,830	5.76%	380,771	1,674,039	575,206	1,009,585	69.02%
Board of Education (2300)	168,400	0.30%	7,590	83,452	21,394	63,554	62.26%
School Adm. (2400)	4,328,300	7.65%	350,354	2,410,812	131,873	1,785,615	58.75%
Fiscal Services (2500)	1,504,550	2.66%	111,478	813,991	62,745	627,815	58.27%
Business Services (2600)	316,739	0.56%	19,336	143,709	27,804	145,226	54.15%
Oper. of Plant (2700)	3,684,600	6.51%	224,608	1,891,952	982,811	809,836	78.02%
Pupil Trans. (2800)	2,598,000	4.59%	190,880	1,186,809	280,109	1,131,082	56.46%
Central Support Services (2900)	760,000	1.34%	61,292	426,558	15,106	318,336	58.11%
Community Services (3000)	38,000	0.07%	0	11,821	200	25,979	31.64%
Extracurricular (4000)	1,006,484	1.78%	82,278	585,391	14,903	406,191	59.64%
Capital Outlay (5000)	95,000	0.17%	8,576	49,632	37,680	7,688	91.91%
Contingencies and Transfers (7000)	30,500	0.05%	0	20,000	0	10,500	65.57%
<b>Total</b>	<b>\$56,563,478</b>	<b>100.00%</b>	<b>\$4,263,287</b>	<b>\$29,733,200</b>	<b>\$3,911,298</b>	<b>\$22,918,980</b>	<b>59.48%</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:**

FY20 Appropriations	\$56,444,850
FY19 Carryover Encumbrances	118,628
Total Appropriations	<u>\$56,563,478</u>



# WINTON WOODS CITY SCHOOLS

## Year To Date Summary as of

January 31, 2021

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 <b>General</b>	\$16,714,803	\$27,579,016	\$29,733,200	\$14,560,619	\$3,911,298	\$10,649,320
<b>Special Revenue Funds:</b>						
018 Public School Support	38,414	4,837	1,383	41,868	1,700	40,168
019 Other Grants	148,356	18,304	4,141	162,520	2,075	160,444
034 Classroom Facilities Maint.	949,673	106,127	12,070	1,043,730	4,020	1,039,710
300 District Managed Activity	66,771	104,863	68,079	103,555	48,130	55,425
401 Auxiliary Services	65,883	180,903	115,834	130,952	218,045	(87,093)
439 Preschool Education	0	53,006	52,444	561	0	561
451 Data Communication	0	5,400	0	5,400	0	5,400
461 Vocational Ed Enhancements	0	1,170	1,170	0	0	0
467 Student Wellness and Success	0	552,138	590,936	(38,798)	104,188	(142,986)
499 School Bus Purchase Program	0	0	0	0	52,487	(52,487)
507 ESSER	(58,824)	646,722	417,996	169,903	288,019	(118,116)
510 Coronavirus Relief	0	225,063	225,063	0	0	0
516 IDEA	(28,792)	500,318	466,378	5,148	104,582	(99,434)
536 Title I School Improvement	(2,489)	19,265	17,075	(299)	0	(299)
551 Limited English Proficiency	(8,498)	90,002	80,621	883	723	160
572 Title I & SQI	(71,070)	938,364	871,018	(3,724)	126,345	(130,069)
587 IDEA Early	234	8,699	8,971	(38)	0	(38)
590 Title II-A	(6,177)	126,688	107,146	13,366	13,066	300
599 Miscellaneous Federal Grants	(43,813)	143,039	116,333	(17,107)	14,155	(31,262)
<b>Debt Service Funds:</b>						
002 Bond Retirement	2,594,575	1,600,464	1,723,787	2,471,252	1,135,128	1,336,125
<b>Capital Projects Funds:</b>						
003 Permanent Improvement	887,173	324,832	490,203	721,802	30,000	691,802
004 Building	4,969,184	66,731	2,500,031	2,535,884	2,210,273	325,611
010 Classroom Facilities	26,134,741	11,774,357	19,168,075	18,741,023	18,786,563	(45,540)
007 <b>Special Trust</b>	113,472	3,743	6,787	110,428	2,765	107,663
<b>Agency Funds:</b>						
200 Student Activity	31,635	0	1,612	30,023	80	29,943
022 District Agency	0	0	0	0	0	0
<b>Enterprise Funds:</b>						
006 Food Services	649,776	1,379,387	1,135,489	893,674	329,751	563,923
<b>Total</b>	<u>\$53,145,027</u>	<u>\$46,453,437</u>	<u>\$57,915,840</u>	<u>\$41,682,624</u>	<u>\$27,383,394</u>	<u>\$14,299,230</u>



# WINTON WOODS CITY SCHOOL DISTRICT

TO: WWCSB Board of Education  
FROM: Randy Seymour, Treasurer  
DATE: January 31, 2021  
SUBJECT: January Investments

The Treasurer requests official approval of the following investments of interim funds made January 31, 2021

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
Star Ohio	\$4,056,779	\$352	0.09%	
Meeder Investments	10,855,377	7,731	various	
5th/3rd	<u>1,525,408</u>	<u>576</u>	0.20%	Includes earnings credit
	16,437,564	8,658		
<b>Building Fund:</b>				
<b>Local Share:</b>				
Money Markets:				
Star Ohio	17,362,291	1,492	0.09%	
Meeder Investments	<u>5,400,078</u>	<u>(108)</u>	various	
	22,762,369	1,384		
<b>Building Fund:</b>				
<b>State Share:</b>				
Money Markets:				
Star Ohio	<u>2,804,270</u>	<u>93</u>	0.09%	
	2,804,270	93		
<b>Total</b>	<u><u>\$42,004,203</u></u>	<u><u>\$10,135</u></u>		

Winton Woods City School District  
Board of Education

Resolution Requesting Authority  
To Transfer Interest Earnings on  
Fund 010 Classroom Facilities

**WHEREAS**, the School District executed a Project Agreement with the Ohio Facilities Construction Commission (OFCC) and pursuant thereto deposited funds representing the School District's local share of the project costs in USAS Fund 010 (Classroom Facilities);

**WHEREAS**, the project has been bid and interest earned on the School District's local share is not anticipated to be needed for project costs;

**WHEREAS**, R.C. Section 3318.12 permits the Board to transfer all or a portion of interest earnings on the School District's local share from USAS Fund 010 (Classroom Facilities) to USAS Fund 004 Building Fund for portions or components of classroom facilities that are not included in the project costs but are related to the School District's project;

**WHEREAS**, the Board acknowledges if the cost of the project exceeds the amount in the project construction fund, the Board shall restore to the project construction fund the full amount of the interest earnings transferred by this resolution from USAS Fund 004 Building Fund before any additional state moneys shall be released for the project.

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

Section 1. On behalf of the Board, the Treasurer is hereby directed and authorized to transfer the interest earnings on the local share of the project costs from USAS Fund 010 (Classroom Facilities) to USAS 004 Building Fund.

Section 2. A copy of this resolution shall be certified by the Treasurer to the OFCC's Finance Department in accordance with OFCC policy.

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

Yeas: Dr. Cuppoletti, Dr. Johnson, Mr. Berte, Mrs. Rugless

*22nd Rho*  
ADOPTED this 8<sup>th</sup> day of February, 2021.

WINTON WOODS CITY SCHOOL  
DISTRICT BOARD OF EDUCATION

*Kathrina Rhy*  
\_\_\_\_\_  
Board President

*Randy L. Seymour*  
\_\_\_\_\_  
Treasurer

CERTIFICATE

*22nd Rho*  
The undersigned hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a meeting held on the 8<sup>th</sup> day of February, 2021, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said Resolution.

*Randy L. Seymour*  
\_\_\_\_\_  
Treasurer

# Winton Woods City Schools

## Position Description

Position Title: Plant Operator  
Department: Buildings & Grounds  
Reports To: Buildings and Grounds Supervisor  
Board Approved: February 22, 2021

**SUMMARY:** Maintains the physical school plant and operates the building automation system (BAS) of the assigned school campus, its 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.

- Ensures functionality of entire physical plant & digital controls systems at peak efficiency
- Ensures occupant comfort and safety for assigned site and monitors the BAS dashboard daily, including but not limited to power consumption meters and sensors for temperature, carbon dioxide & humidity as well as operating indicators for pressure levels, dampers, valves and switches
- Responds to system notifications, alerts & alarms and resolves these issues, contacting district-level maintenance staff and/or the district business office and/or outside contractors as required to resolve
- Responds to real-time notifications from security and intrusion systems, including but not limited to resolving door ajar messages and after-hours intrusion alarm calls from the alarm monitoring center
- Performs general and preventative maintenance (PM) work both 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
- Handle all maintenance work orders originating from assigned site, calling in added support as needed from district-level maintenance staff and/or the district business office in the event of required outside contractor work
- Coordinates with technology department & contractor to ensure updates for BAS take place timely
- Coordinates with technology department & contractor to ensure firmware updates are done timely
- Handles the movement and delivery of furniture, equipment and supplies within assigned site
- Performs regular PM for heat pumps, water-to-water heat pumps, compressors, RTU's (roof top units), VAV boxes (variable air volume), VFD units (variable frequency drives), AHU's (air handling units), mini-split systems, cooling tower, DOAS units (dedicated outside air service), water softener systems & condensing boilers
- Coordinates with outside contractors to perform specialized HVAC system PM such as cooling tower component servicing or RTU coil cleaning, etc.
- Coordinates with outside contractors to perform other specialized system services and PM including but not limited food service equipment, grease interceptor system, chemical or particulate interceptor systems, fire suppression system, fire alarm system, carbon monoxide sensors & water softeners
- Completes roof PM per schedule for the site (e.g., cleaning roof drains and clearing scuppers)
- Assists all inspectors with site visits, inspections and satisfactorily resolving any recommendations, violations or findings; forwards all reports to district business office
- Performs all filter changes for HVAC system and drinking water systems
- Handles all service requests above the reach of a six-foot step ladder (LEDs & bulb changes)
- Performs grounds maintenance work for assigned site such as plowing, salting, field marking, additional grass cutting (as needed), weed eating and maintenance of grounds equipment
- Assists custodial staff as needed in responding to cleaning needs, ensuring the site is safe & appealing
- 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. Experience with and/or training in digital building control systems and software is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license with good driving record. May be required to be certified for asbestos removal.

**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 as well as troubleshooting integrated mechanical and building controls systems.

**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.

*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 regularly use technology devices and monitor digital interfaces while discharging his or her duties. 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.*