

**Winton Woods Board of Education  
Minutes  
Regular Meeting – October 25, 2021**

The Winton Woods Board of Education met in Regular Session on Monday, October 25, 2021 at Winton Woods North Campus, Room 1656, 1231 West Kemper Road, Cincinnati, Ohio. Vice President Johnson called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

**OATH OF OFFICE – New Board Member Appointment**

The Treasurer, Randy Seymour, administered the Official Oath of Office to Mrs. Paula Kuhn, appointed to the board on October 18, 2021.

**ROLL CALL**

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

**ELECTION OF OFFICERS**

**President**

Dr. Cuppoletti nominated Dr. Johnson, seconded by Mr. Berte to serve as President for the remainder of 2021. There being no other nominations, the vote was as follows:

For Dr. Johnson: Mrs. Kuhn, Dr. Cuppoletti, Mr. McGowens, Mr. Berte, Dr. Johnson.

Dr. Johnson was elected to serve as President for the remainder of 2021, due to the resignation of President Rugless. The President's Oath was administered by Mr. Randy Seymour, Treasurer.

**Vice President**

Dr. Cuppoletti nominated Mr. Berte, seconded by Mr. McGowens to serve as Vice President for the remainder of 2021. There being no other nominations, the vote was as follows:

For Mr. Berte: Mrs. Kuhn, Dr. Cuppoletti, Mr. McGowens, Mr. Berte, Dr. Johnson.

Mr. Berte was elected to serve as Vice President for the remainder of 2021. The Vice President's Oath was administered by Mr. Randy Seymour, Treasurer.

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**PUBLIC COMMENTS**

Mr. Bill Speelman, briefly addressed the Board concerning student performance data from the Ohio Department of Education.

Mr. Aron Washington – Childs, briefly addressed the Board concerning the process for appointing a new board member.

Ms. Patricia Bender, briefly addressed the Board concerning Critical Race Theory and technology services being hard wired vs. wireless.

Ms. Helen Booker, briefly addressed the Board concerning transportation of students.

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

WETA REPRESENTATIVE – Absent  
OAPSE REPRESENTATIVE – Present

**APPROVAL OF MINUTES**

Regular Meeting – September 27, 2021  
Special Meeting – October 18, 2021

**TREASURER'S REPORT**

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

**TREASURER'S RECOMMENDATIONS**

**Investments – September, 2021**

**10-93-21** On a motion by Mr. McGowens, seconded by Mrs. Kuhn to approve the Investment report for September, 2021.

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

President Johnson declared the motion carried.

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

**Transfer of Funds**

**10-94-21** On a motion by Dr. Cuppoletti, seconded by Mr. Berte to approve the transfer of \$40,000.00 from the General Fund (001) to the Athletic Fund (300).

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

President Johnson declared the motion carried.

**Voucher Joinder Resolution**

**10-95-21** On a motion by Dr. Cuppoletti, seconded by Mrs. Kuhn to approve the "Voucher Joinder" Resolution as presented. (Attached)

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

President Johnson declared the motion carried.

**Modified Tax Budget Resolution**

**10-96-21** On a motion by Mr. Berte, seconded by Mr. McGowens to approve the Resolution "Requesting Authority from the Hamilton County Budget Commission to File a Modified Tax Budget for the 2022-2023 Fiscal Year" as presented. (Attached)

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

President Johnson declared the motion carried.

**REPORTS OF THE SUPERINTENDENT**

(a) School Reports

(b) New and Revised Board Policies

- New Policy po1617 - Administration – Weapons
- Revised Policy po0169.1 - Bylaws - Public Participation at Board Meetings
- Revised Policy po1530 - Administration - Evaluation of Principals and Other Administrators
- Revised Policy po2271 - Program - College Credit Plus Program
- Revised Policy po3217 - Professional Staff – Weapons
- Revised Policy po4217 - Classified Staff – Weapons



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**REPORTS OF THE SUPERINTENDENT – (Cont.)**

New and Revised Board Policies – (Cont.)

- Revised Policy po5111 - Students - Eligibility Resident\_Nonresident Students
  - Revised Policy po5111.02 - Students - Educational Opportunity for Military Children
- (c) Facilities Update

**SUPERINTENDENT'S RECOMMENDATIONS**

**Personnel Schedules**

**10-97-21** On a motion by Mr. McGowens, seconded by Dr. Cuppoletti to approve the personnel schedules as presented.

**Schedule A – Resignations and Retirements**

Resignations:

Sean Darks, Special Ed. Assistant, WWES, effective 10/29/21  
Timothy Sheehan, Bus Driver, Effective 10/16/21  
Dustin Stewart, Special Ed. Assistant, WWMS, effective 09/29/21

Retirement:

Brenda Hodges-Davis, Alternative Education Supervisor, effective 01/01/22

**Schedule B – Personnel Employment – Certificated – Non-Certified**

New:

Sydney Allen, Teacher, WWHS, \$46,212, effective 10/07/21  
Rita Bushelman, Asst. Principal, ECC, \$80,000, effective 11/8/21

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

New Hires:

Imani Partlow, Special Ed. Assistant, WWMS, \$17.91/hr, effective 10/18/21  
Tyler Perdue, IMC Assistant, WWMS, \$17.04/hr, effective 10/07/21  
Alicia Whitaker, Bus Assistant, \$16.07/hr, effective 10/11/21  
Sharon Brown, Food Service, North Campus, \$14.72/hr, effective 10/11/21  
Louis Linhong, Food Service, North Campus, \$13.88/hr, effective 10/11/21  
Elizabeth Culp, Sub. Food Service, \$12/hr, effective 10/12/21  
Kimberly Foster, Sub. Food Service, \$12/hr, effective 10/12/21  
Katherine Lauter, Sub. Food Service, \$12/hr, effective 09/27/21

Change in Employment:

Elaine Fuller, Administrative Secretary, EMIS, \$52,221, effective 11/01/21  
Genice Peterson, Assistant to Spec. Svs. Director, \$56,923, effective 11/01/21  
Lisa Barclay, Assistant to the Treasurer – Payroll, \$53,308, effective 11/01/21



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

**Personnel Schedules – (Cont.)**

**Schedule C – Personnel Employment – Support Staff – (Cont.)**

Eileen Mannira, Administrative Secretary, Technology, \$53,845, effective 11/01/21

Barbara Barnaclo, Asst. Transportation Supervisor, \$60,000, effective 11/01/21

James DeMark, Assistant Treasurer, \$100,500, effective 11/01/21

Mary Peter, Administrative Secretary, Human Resources, \$53,845, effective 11/01/21

**Schedule D – Personnel Employment – Certificated and Uncertificated  
(See Attached)**

**Schedule E – Leaves**

Sammy Belhajian, Teacher, WWHS, 10/25/21 – 01/03/22, F.M.L.A.

April Carpenter, Spec. Ed. Assistant, WWES, 08/23/21 – 06/01/22, F.M.L.A.

Veronica Driskill, Administrative Secretary, EMIS, 09/20/21 – 03/13/22, F.M.L.A.

Michelle Hauer, Teacher, WWPS, 10/01/21 – 01/01/22, F.M.L.A.

Maria Wynn, Spec. Ed. Assistant, WWPS, 08/09/21 – 11/01/21, F.M.L.A.

Maria Wynn, Spec. Ed. Assistant, WWPS, 11/02/21 – 01/04/22, Unpaid Childcare Leave

Benda Hodges-Davis, Supervisor – Project Success, 09/02/21 – 11/30/21, F.M.L.A.

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

President Johnson declared the motion carried.

**Substitute Salary Schedule**

**10-98-21** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the Substitute Salary Schedule effective November 1, 2021 as presented. (Attached)

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

President Johnson declared the motion carried.

**Classified Administrative Salary Schedule**

**10-99-21** On a motion by Mr. Berte, seconded by Mr. McGowens to approve the Classified Administrative Salary Schedule effective November 1, 2021 as presented. (Attached)

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

President Johnson declared the motion carried.

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

**Supplemental Salary Schedule - Academic**

**10-100-21** On a motion by Mr. McGowens, seconded by Dr. Cuppoletti to approve the Supplemental Salary Schedule - Academic effective August 1, 2021 as presented. (Attached)

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

President Johnson declared the motion carried.

**Job Description – Assistant to the Treasurer - Payroll**

**10-101-21** On a motion by Mr. Berte, seconded by Mrs. Kuhn to approve the job description for Assistant to the Treasurer – Payroll as presented. (Attached)

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

President Johnson declared the motion carried.

**Job Description – Lead Food Service Worker**

**10-102-21** On a motion by Dr. Cuppoletti, seconded by Mrs. Kuhn to approve the job description for Lead Food Service Worker as presented. (Attached)

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

President Johnson declared the motion carried.

**Resolution – American Education Week**

**10-103-21** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the Resolution “American Education Week, November 15-19, 2021” as presented. (Attached)

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

President Johnson declared the motion carried.

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

**Resolution – International Education Week**

**10-104-21** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the Resolution "International Education Week, November 15-19, 2021" as presented. (Attached)

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

President Johnson declared the motion carried.

**Second Read: New and Revised Board Policies**

**10-105-21** On a motion by Mr. McGowens, seconded by Mr. Berte to approve the New and Revised Board Policies as follows: (Copy available from the Office of the Superintendent.)

- New Policy po6146 - Finances - Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations
- Revised Policy po6114 - Finances - Cost Principles - Spending Federal Funds
- Revised Policy po6144 - Finances – Investments
- Revised Policy po6220 - Finances - Budget Preparation
- Revised Policy po6325 - Finances - Federal Grants\_Funds
- Revised Policy po6600 - Finances - Deposit of Public Funds\_ Cash Collection Points
- Revised Policy po7450 - Property - Property Inventory
- Revised Policy po7455 - Property - Accounting System for Capital Assets
- Revised Policy po7540.02 - Property – Web Accessibility\_Content\_Apps and Services

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

President Johnson declared the motion carried.

**BOARD OF EDUCATION REPORTS**

- Legislative Report
- Great Oaks Report



**Winton Woods Board of Education  
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**BOARD ITEMS**

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

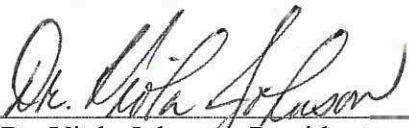
**ADJOURNMENT**

There being no further business, President Johnson declared the meeting adjourned at 8:11 p.m.

**ATTEST:**

**APPROVED:**

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

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



WINTON WOODS  
CITY SCHOOL DISTRICT

**OFFICIAL OATH - PRESIDENT OF THE BOARD**

I, Viola Johnson, solemnly swear that I will support the  
Constitution of the United States, and the Constitution of the State of Ohio, and  
that I will faithfully, to the best of my ability, perform the duties of the President  
of the Board of Education of the Winton Woods City School District, Hamilton  
County, Ohio, so help me God.

A handwritten signature in purple ink, reading 'Viola Johnson', written over a horizontal line.

Sworn to and subscribed before me, this 25<sup>th</sup> day of October, 2021.

A handwritten signature in black ink, reading 'Randy L. Seymour', written over a horizontal line.

Randy L. Seymour  
Treasurer



**OFFICIAL OATH – VICE PRESIDENT OF THE BOARD**

I, Jeff Berte, solemnly swear that I will support the  
Constitution of the United States, and the Constitution of the State of Ohio, and  
that I will faithfully, to the best of my ability, perform the duties of the Vice President  
of the Board of Education of the Winton Woods City School District, Hamilton  
County, Ohio, so help me God.

A handwritten signature in black ink, reading 'Jeff Berte', written over a horizontal line.

Sworn to and subscribed before me, this 25<sup>th</sup> day of October, 2021.

A handwritten signature in black ink, reading 'Randy L. Seymour', written over a horizontal line.

Randy L. Seymour  
Treasurer





WINTON WOODS  
CITY SCHOOL DISTRICT

***OFFICIAL OATH – MEMBER OF THE BOARD***

I solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio, that I will perform faithfully, the duties of Member of the Board of Education of the Winton Woods City School District, Hamilton County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereinafter to be enacted, during my continuance in said office, and until my successor is elected and qualified, so help me God.

A handwritten signature in black ink, appearing to read 'Paula Kuhn', written over a horizontal line.

Mrs. Paula Kuhn

Sworn to and subscribed before me, this 25<sup>th</sup> day of October, 2021.

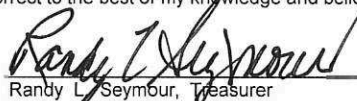
A handwritten signature in black ink, appearing to read 'Randy L. Seymour', written over a horizontal line.

Randy L. Seymour  
Treasurer

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

Fund Balance		Book Balance		Bank Balance		
001	General Fund	\$22,713,773.08	Beginning Balance	\$33,999,349.17	Fifth Third Bank	\$515,798.16
002	Bond Retirement	4,536,404.32			Petty Cash	500.00
003	Permanent Improvement	1,150,255.34	Plus: Receipts	24,773,493.56	Food Service-Drawer	850.00
004	Building	970,915.57	Less: Expenditures	(19,199,936.48)	Athletic-Gate	2,000.00
006	Lunchroom	1,118,080.41				
007	Special Trust	100,511.93				
010	Classroom Facilities	7,357,903.89				
018	Public School Support	36,637.20	Ending Balance	39,572,906.25	Total	519,148.16
019	Local Grants	165,733.05				
022	District Agency	0.00				
034	Classroom Facilities Maintenance	1,239,345.85	Outstanding Warrants:			
200	Activity Fund	29,777.24				
300	Athletic Fund	110,851.19	Fifth Third Bank	233,406.73	Investments:	
401-9020	Auxillary Services - JPII	0.00			Star Ohio	15,641,028.74
401-9022	Auxillary Services - JPII	81,441.22			Star Ohio - Building Local	14,699,329.37
439-9022	Early Childhood Education	(1,938.36)			Star Ohio - Building State	179,768.56
451-9022	Connectivity	0.00			Meeder Investments	8,621,513.92
461-9022	HSTW	0.00			Meeder Invest (Building)	0.00
499-9021	School Bus Purchase Program	0.00				39,141,640.59
507-9021	ESSER I	0.00				
507-9022	ESSER II	(0.10)				
507-9023	ARP/ESSER III	(49,664.16)				
516-9022	IDEA-B	3,872.60	Total	233,406.73		
536-9022	Title I Non-Competive School Improv	0.00				
551-9022	Title III LEP	437.46				
551-9222	Title III Immigrant	0.00				
572-9022	Title I	9,108.66	Book Adjustments		Bank Adjustments	
572-9222	SQI	(514.32)			Pay School Accounts	
584-9022	Title IV-A	0.00			Food Service	230.29
587-9022	ESCE IDEA-B	122.57			General Acct	0.00
590-9022	Title II-A	(148.39)			Pay School In-Transit	230.29
					Federal Grants in Transit	
					received on 10/1	145,293.72
					9/15 SERS transfer to gen acct	0.22
			Total	0.00	Total	145,524.23
Total Fund Balance		39,572,906.25	Book Balance	39,572,906.25	Bank Balance	519,148.16
Plus: outstanding warrants		233,406.73	Plus: outstanding warrants	233,406.73	Plus: investments	39,141,640.59
		0.00	Plus: book adjustments	0.00	Plus: bank adjustments	145,524.23
Adjusted Fund Balance		\$39,806,312.98	Adjusted Book Balance	\$39,806,312.98	Adjusted Bank Balance	\$39,806,312.98

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

  
Randy L. Seymour, Treasurer

# WINTON WOODS CITY SCHOOLS

## General Fund Receipts

September 30, 2021

	<u>Estimated Revenue</u>	<u>% of Revenue</u>	<u>Revenue MTD</u>	<u>Revenue FYTD</u>	<u>Percentage Received</u>
<b>Local:</b>					
Real Estate Taxes	\$23,000,000	47.16%	\$806	11,248,687	48.91%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	2,450,000	5.02%	140,560	421,634	17.21%
Interest	125,000	0.26%	7,048	35,472	28.38%
Student Fees	5,000	0.01%	788	2,373	47.47%
Rental Fees	180,000	0.37%	18,070	66,085	36.71%
Other (2)	1,172,000	2.40%	9,833	61,247	5.23%
<b>Total Local Revenue</b>	<u>26,932,000</u>	<u>55.23%</u>	<u>177,104</u>	<u>11,835,499</u>	<u>43.95%</u>
<b>State:</b>					
Foundation Fund	17,243,500	35.36%	1,343,185	4,032,868	23.39%
Homestead & Rollback	2,800,000	5.74%	1,362,124	1,362,124	48.65%
Other (3)	1,292,000	2.65%	75,831	348,412	26.97%
<b>Total State Revenue</b>	<u>21,335,500</u>	<u>43.75%</u>	<u>2,781,139</u>	<u>5,743,404</u>	<u>26.92%</u>
<b>Federal:</b>					
Other (4)	500,000	1.03%	40,440	56,360	11.27%
<b>Total Federal Revenue</b>	<u>500,000</u>	<u>1.03%</u>	<u>40,440</u>	<u>56,360</u>	<u>11.27%</u>
<b>GRAND TOTAL</b>	<u>\$48,767,500</u>	<u>100.00%</u>	<u>\$2,998,683</u>	<u>17,635,263</u>	<u>36.16%</u>

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

(2) Includes all other receipts not otherwise classified

(3) Includes catastrophic and tangible reimbursement

(4) Includes Medicaid and e-rate reimbursement



# WINTON WOODS CITY SCHOOLS

## General Fund Expenditures by Object

September 30, 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)	\$31,123,000	56.84%	\$2,587,728	\$7,106,260	\$0	\$24,016,740	22.83%
Fringe Benefits (200)	11,428,376	20.87%	869,269	2,523,696	221,851	\$8,682,830	24.02%
Purchased Services (400)	9,279,592	16.95%	764,847	1,587,228	5,245,730	\$2,446,634	73.63%
Materials & Supplies (500)	1,756,068	3.21%	212,375	482,044	489,689	\$784,336	55.34%
Capital Outlay (600)	116,392	0.21%	0	38,742	10,750	\$66,900	42.52%
Other (800)	738,500	1.35%	148,205	311,702	54,208	\$372,590	49.55%
Transfers/Advances (900)	315,000	0.58%	0	0	0	\$315,000	0.00%
<b>Total</b>	<b>\$54,756,928</b>	<b>100.00%</b>	<b>\$4,582,423</b>	<b>\$12,049,672</b>	<b>\$6,022,227</b>	<b>\$36,685,030</b>	<b>33.00%</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:

FY22 Appropriations	\$54,607,500	
FY21 Carryover Encumbrances	149,428	
Total Appropriations	<u>\$54,756,928</u>	6.013

**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Function**  
**September 30, 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)	\$21,499,425	39.26%	\$1,750,602	\$4,879,358	\$670,396	\$15,949,672	25.81%
Special (1200)	11,375,150	20.77%	875,743	2,183,555	1,738,773	7,452,822	34.48%
Pupils (2100)	3,699,563	6.76%	293,260	799,545	615,652	2,284,366	38.25%
Instructional Staff (2200)	2,548,339	4.65%	198,193	576,842	159,055	1,812,443	28.88%
Board of Education (2300)	257,500	0.47%	120,097	125,985	97,620	33,895	86.84%
School Adm. (2400)	4,672,300	8.53%	373,077	1,064,271	116,291	3,491,737	25.27%
Fiscal Services (2500)	1,566,275	2.86%	81,798	424,400	130,139	1,011,736	35.40%
Business Services (2600)	288,188	0.53%	15,845	53,788	16,855	217,545	24.51%
Oper. of Plant (2700)	4,008,990	7.32%	369,579	921,062	1,813,277	1,274,651	68.21%
Pupil Trans. (2800)	2,566,876	4.69%	298,888	606,158	439,232	1,521,486	40.73%
Central Support Services (2900)	761,221	1.39%	70,566	195,740	18,146	547,335	28.10%
Community Services (3000)	36,000	0.07%	20,040	27,788	200	8,012	77.74%
Extracurricular (4000)	1,072,100	1.96%	107,458	170,651	138,507	762,943	28.84%
Capital Outlay (5000)	90,000	0.16%	7,276	20,528	68,084	1,388	98.46%
Contingencies and Transfers (7000)	315,000	0.58%	0	0	0	315,000	0.00%
<b>Total</b>	<b>\$54,756,928</b>	<b>100.00%</b>	<b>\$4,582,423</b>	<b>\$12,049,672</b>	<b>\$6,022,227</b>	<b>\$36,685,030</b>	<b>33.00%</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:**

FY22 Appropriations as of 7/1/2021	\$54,607,500
FY21 Carryover Encumbrances	149,428
<b>Total Appropriations</b>	<b>\$54,756,928</b>

# WINTON WOODS CITY SCHOOLS

## Year To Date Summary as of

September 30, 2021

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$17,128,182	\$17,635,263	\$12,049,672	\$22,713,773	\$6,022,227	\$16,691,546
<b>Special Revenue Funds:</b>						
018 Public School Support	33,601	9,775	6,739	36,637	15,471	21,166
019 Other Grants	143,888	11,177	(10,668)	165,733	3,025	162,708
034 Classroom Facilities Maint.	1,218,418	102,588	81,660	1,239,346	2,667	1,236,679
300 District Managed Activity	85,964	46,514	21,626	110,851	38,557	72,295
401 Auxiliary Services	75,131	94,882	88,571	81,441	238,562	(157,121)
439 Preschool Education	0	10,264	12,203	(1,938)	0	(1,938)
451 Data Communication	0	0	0	0	0	0
461 Vocational Ed Enhancements	0	0	0	0	0	0
499 Miscellaneous State Grants	0	52,487	52,487	0	0	0
507 ESSER	(151,137)	1,484,817	1,383,344	(49,664)	1,514,077	(1,563,741)
510 Coronavirus Relief	0	0	0	0	0	0
516 IDEA	7,266	185,903	189,296	3,873	176,576	(172,704)
536 Title I School Improvement	0	4,571	4,571	0	0	0
551 Limited English Proficiency	1,867	27,662	29,091	437	0	437
572 Title I & SQI	4,312	367,783	363,501	8,594	125,000	(116,406)
584 Title IV-A	0	52,167	52,167	0	22,541	(22,541)
587 IDEA Early	406	3,229	3,512	123	0	123
590 Title II-A	2,790	79,881	82,820	(148)	9,993	(10,141)
599 Miscellaneous Federal Grants	0	12,155	12,155	0	0	0
<b>Debt Service Funds:</b>						
002 Bond Retirement	2,963,555	1,591,478	18,628	4,536,404	2,843,805	1,692,599
<b>Capital Projects Funds:</b>						
003 Permanent Improvement	958,998	307,763	116,506	1,150,255	781,785	368,470
004 Building	1,087,330	300,536	416,950	970,916	1,095,238	(124,323)
010 Classroom Facilities	9,326,071	1,826,805	3,794,972	7,357,904	4,143,914	3,213,989
007 Special Trust	98,663	12,171	10,321	100,512	13,337	87,175
<b>Agency Funds:</b>						
200 Student Activity	28,552	4,590	3,365	29,777	2,895	26,882
022 District Agency	0	0	0	0	0	0
<b>Enterprise Funds:</b>						
006 Food Services	985,493	549,034	416,447	1,118,080	284,504	833,576
<b>Total</b>	<u>\$33,999,349</u>	<u>\$24,773,494</u>	<u>\$19,199,936</u>	<u>\$39,572,906</u>	<u>\$17,334,175</u>	<u>\$22,238,731</u>





**WINTON WOODS**  
CITY SCHOOL DISTRICT

TO: WWCSB Board of Education  
FROM: Randy Seymour, Treasurer  
DATE: September 30, 2021  
SUBJECT: September Investments

The Treasurer requests official approval of the following investments of interim funds made September 30, 2021

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
Star Ohio	\$15,641,029	\$946	0.08%	
Meeder Investments	8,621,514	5,475	various	
5th/3rd	515,798	627	0.20%	Includes earnings credit
	<u>24,778,341</u>	<u>7,048</u>		
<b>Building Fund:</b>				
Local Share:				
Money Markets:				
Star Ohio	14,699,329	991	0.08%	
Meeder Investments	0	0	various	
	<u>14,699,329</u>	<u>991</u>		
<b>Building Fund:</b>				
State Share:				
Money Markets:				
Star Ohio	179,769	55	0.08%	
	<u>179,769</u>	<u>55</u>		
<b>Total</b>	<u>\$39,657,439</u>	<u>\$8,094</u>		

The Board of Education of the Winton Woods City School District met in regular session on October 25, 2021 with the following members present:

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Dr. Cuppoletti moved the adoption of the following Resolution:

**RESOLUTION NO. 10-95-21**  
**Voucher Joinder Resolution**

1. Whereas, the deduction of funds from the School District by the Ohio Department of Education and payment of those funds to private schools (Educational Choice, voucher funds) diminishes the amount of funding and the levels of educational opportunity for the education of the pupils in the district and
2. Whereas, the deduction of school voucher funds from the School District further reduces the funding available to support the additional needs of district minority pupils, pupils in poverty and pupils with disabilities, and,
3. Whereas, the deduction of school voucher funds from the School District can result in the involuntary transfer of district local tax revenue, approved by the voters of the District for the support of the District's operating expenses, to private religious schools for the support of those schools' programs in violation of the rights of the District taxpayers, and,
4. Whereas, the deduction of school voucher funds from the School District increases reliance on local tax revenue to maintain school operations in violation of the Ohio Constitution and clear directives of the Ohio Supreme Court.

Section 1. Now, Therefore, The Board of Education finds and determines that the deduction of school voucher funds from the School District is harmful to the district, its pupils, taxpayers, voters and staff.

Section 2. The Board of Education authorizes and directs the School District's joinder of the Ohio Coalition for Equity and Adequacy of School Funding (Coalition) and directs the District Treasurer to pay Coalition dues as set forth in Section 3.

Section 3. Coalition dues for the 2021-2022 school year are the sum of \$2.00 per district pupil (enrollment listed on most recent report card), except that for ESC boards of education the dues shall be the sum of \$.20 cents per pupil (ADM as of the latest Report Card) or \$3,000, whichever is less. Dues shall be allocated by the Coalition as follows: 1) \$.50 per pupil shall be initially allocated to the payment of Coalition operating expenses, and, 2) \$1.50 per pupil shall be allocated to the support of the Coalition's efforts in opposition to the deduction of school voucher funds from this, and other school districts. Coalition dues are payable upon passage of this resolution.

Mrs. Kuhn seconded the motion.

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

Mrs. Kuhn, Aye; Dr. Cuppoletti, Aye; Mr. McGowens, Aye; Mr. Berte, Aye; Dr. Johnson, Aye  
Dr. Johnson declared the motion passed.

Winton Woods City School District  
Board of Education

Resolution Requesting Authority  
From the Hamilton County Budget Commission  
To File a Modified Tax Budget for the 2022/2023 Fiscal Year

Authorization to File a Modified Tax Budget for the 2022/2023 Fiscal Year

On a motion by Mr. Berte, seconded by Mr. McGowens to approve the following Resolution:

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

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

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

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

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

SECTION I

The Treasurer of the Board of Education is hereby authorized and directed to request the ability to file a modified tax budget for the 2022/2023 fiscal year. The Treasurer shall make said request by sending a letter addressed to the Hamilton County Budget Commission and including a copy of this Resolution with his letter.

SECTION II

The Treasurer of the Board of Education is hereby authorized and directed to do all things necessary to ensure the Board of Education may utilize the modified tax budget for the 2022/2023 fiscal year.



### SECTION III

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

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

Yeas: Mrs. Kuhn, Dr. Cuppoletti, Mr. McGowens, Mr. Berte, Dr. Johnson

Nays:

**ADOPTED** this 25<sup>th</sup> day of October, 2021.

**WINTON WOODS CITY SCHOOL  
DISTRICT BOARD OF EDUCATION**



Board President



Treasurer

**CERTIFICATE**

The undersigned hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a meeting held on the 25<sup>th</sup> day of October, 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.



Treasurer



D. Supplementals	PERSONNEL EMPLOYMENT CERTIFICATED AND UNCERTIFICATED (including extra duties)	BOARD MEETING October 25, 2021			
Name	License/Permit	Teaching/Extra Duty Assign.	Salary or Rate	Funding	Effective Date
Barbara Barnado	N/A	Transportation Attendance Stipend	\$550.00	General	10/4/2021
Paige Hoff	Certified	1:1 Extracurricular	\$28.00/hr up to 40 hrs	General	10/14/2021
Sheena Schwarz	Certified	Home Instructor	\$29.00/hr	General	9/27/2021
Sydney Allen	Certified	Home Instructor	\$29.00/hr	General	10/18/2021
WWMS After School Tutoring Tues-Wed-Thur. 2:30-4:00					
Samantha Mitchell	Certified	Social Studies	28.00hr	ESSER III	10/4/2021
Jacob Nolan	Certified	ELA & Social Studies	28.00hr	ESSER III	10/4/2021
Lavinia Biernacki	Certified	Academic Support Coordinator /ELA	28.00hr	ESSER III	10/4/2021
Stephanie Moulton	Certified	Academic Support Coordinator / Intervention Specialist	28.00hr	ESSER III	10/4/2021
Mica Thompson	Certified	ELA	28.00hr	ESSER III	10/4/2021
Barbette Kirk	Certified	Science	28.00hr	ESSER III	10/4/2021
Puspa Tiwari	Certified	Science	28.00hr	ESSER III	10/4/2021

Jennifer Jung	Certified	Science	28.00hr	ESSER III	10/4/2021
Madison Conn	Certified	Science	28.00hr	ESSER III	10/4/2021
Danielle Daley	Certified	Math	28.00hr	ESSER III	10/4/2021
Jeri Reddert	Certified	Math	28.00hr	ESSER III	10/4/2021
Margaret Wilson	Certified	Bilingual Support	28.00hr	ESSER III	10/4/2021
Christian Twitty	E.A.P Exp. 6/2022	Instructional Aide	Hourly Rate	ESSER III	10/4/2021
<b>WWMS Extra Duty</b>					
Margaret Wilson	Certified	Academic Club	\$150.00	General	2021-2022
<b>WWHS Extra Duty</b>					
Joshua Amstutz	Certified	Model UN	\$400.00	General	2021-2022
Ciro Casanova	Certified	Art Club Sponsor	\$350.00	General	2021-2022
Alicia Kinne	Certified	Freshman Class Co-Sponsor	\$225.00	General	2021-2022
Claudia Brown	Certified	Freshman Class Co-Sponsor	\$225.00	General	2021-2022
Majic Gabbard	Certified	Sophomore Class Sponsor	\$450.00	General	2021-2022
Denise Davenport	Certified	Junior Class Sponsor	\$650.00	General	2021-2022
Tambra Smoot	N/A	Senior Class Sponsor	\$650.00	General	2021-2022
Catalina Rosas	N/A	Ambassadors	\$500.00	General	2021-2022

Alicia Kinne	N/A	Spanish Club	\$400.00	General	2021-2022
Christina Jeranek	Certified	Key Club The	\$500.00	General	2021-2022
Agnes Boateng	Certified	National Honor Society - Co-Advisor	\$500.00	General	2021-2022
Claudia Brown	Certified	National Honor Society - Co-Advisor	\$500.00	General	2021-2022
Charles Corrick	Certified	Robotics	\$300.00	General	2021-2022
Joshua Amstutz	Certified	Astronomy	\$300.00	General	2021-2022
Alicia Kinne	Certified	Anime Club	\$300.00	General	2021-2022
Erin Sexton-Klancar	N/A	True Colors	\$300.00	General	2021-2022
Anthony Klancar	Certified	Headcases	\$300.00	General	2021-2022
Stephanie Mahan	N/A	Warrior Sisters United Co-Sponsor	\$200.00	General	2021-2022
Monique Bailey	N/A	Warrior Sisters United Co-Sponsor	\$200.00	General	2021-2022
Erin Sexton-Klancar	N/A	Sustainability Club	\$400.00	General	2021-2022
Claudia Brown	Certified	Rubic's Cube club	\$300.00	General	2021-2022
Danelle Ashbrook	Certified	Tri-M Music Honor Society	\$200.00	General	2021-2022
Kelsey DeMange	Certified	Tri-M Music Honor Society	\$200.00	General	2021-2022
Bradney Ciminowasielewski	Certified	The Gathering	\$200.00	General	2021-2022
Zachary Sauer	Certified	The Gathering	\$200.00	General	2021-2022



Nicole Behler	Certified	K-Pop Club	\$300.00	General	2021-2022
Kristina Deal	Certified	International Club	\$200.00	General	2021-2022
Paige Hoff	Certified	International Club	\$200.00	General	2021-2022
Kristina Deal	Certified	National Spanish Honor Society	\$400.00	General	2021-2022
Melissa Albers	Certified	Warrior Broadcast Club	\$250.00	General	2021-2022
Jennifer Haller	Certified	Warrior Broadcast Club	\$250.00	General	2021-2022
Isaac Fuller	N/A	Chess Club	\$300.00	General	2021-2022
Rachel Pigg	Certified	Mock Trial	\$1,000.00	General	2021-2022
WWHS Supplemental					
Sheena Gray	PAP Exp. 6/2024	Freshman Volleyball Coach	Grp 6/Lev 3 \$2,328.00	General	2021-2022 contract Year
<b>Category 3: Grade Level or Content Area (K-6) – Three percent 3% of contracted salary</b> <b>Must complete two (2) extended service days.</b>					
Terri Daniel	Certified	Grade 1 Reading	\$2,153.07	General	2021-2022 Contract year
Sarah Murdico	Certified	Grade 5 Mathematics	\$1,582.14	General	2021-2022 Contract year
Alyxie Hodge	Certified	Grade 6 Mathematics	\$1,448.82	General	2021-2022 Contract year



Emily Perkins	Certified	Kindergarten Mathematics	\$1,971.63	General	2021-2022 Contract year
Amanda White	Certified	ECCC Special Education	\$1,886.70	General	2021-2022 Contract year
<b>Wellness Committee</b> No License / Cert. Required					
Amber Ruthen	N/A	Wellness Champ - ECC	\$500.00	General	2021-2022
Brooke Starkey	N/A	Wellness Champ - SC Gr - 1 & 2	\$250.00	General	2021-2022
Christy Rook	N/A	Wellness Champ - SC Gr - 1 & 2	\$250.00	General	2021-2022
Anna Owens	N/A	Wellness Champ - NCMS	\$500.00	General	2021-2022
Stephanie Brown	N/A	Wellness Champ- Transportation	\$500.00	General	2021-2022
Genice Peterson	N/A	Wellness Champ - Community Bldg.	\$500.00	General	2021-2022
Terrell Murphy	N/A	Wellness Champ - NCHS	\$1,000.00	General	2021-2022

**Substitute Rates  
and Temporary Rates  
Salary Schedule**

**Effective November 1, 2021**

Classification	Hourly Rate
----------------	-------------

**Support Staff**

Assistants	14.74
Clerical	15.10
Crossing Guard	13.29
Custodian	16.06
Food Service	13.19
Food Service - Catering	17.00
School Bus Driver	17.93
Security Monitor	15.74
Technology Technician	16.81
Special Education Work Program	4.10
Student Summer Help	10.00

**Instructional Staff**

Substitute Teacher (day rate)	135.00
Tutor (hourly rate)	29.00
Long-Term Sub. Teacher (After 30 days in same position.)	Bachelor's 0

**Classified Administration**  
Salary Schedule

**Effective November 1, 2021**

Placement Levels		RANGE	
Technology Director	Salary	99,000	131,000
Student Resource Coordinator	Salary	82,000	110,000
Assistant Treasurer			
EMIS Supervisor			
Student Resource Coordinator (11 month)	Salary	70,000	87,000
Transportation Supervisor			
Building and Grounds Supervisor		67,000	95,000
Food Service Supervisor			
Custodial Supervisor			
Assistant Transportation Supervisor		54,000	76,000

Placement Level is determined by the position.

Placement in Range is determined by the Superintendent.

**Supplemental Salary Schedule**  
**Academic (Teaching and Learning Department)**

Effective August 1, 2021

**Category 1: Special Content Areas - Ten percent (10%) of contracted salary**  
Must complete five (5) extended days of service.

K-12 ESL Coordinator  
K-12 Fine Arts Coordinator  
K-12 Gifted Coordinator  
Academy of Global Studies Coordinator

**Category 2: Department Head (7-12) - Seven percent (7%) of contracted salary**  
Must complete five (5) extended days of service.

MS English Language Arts	MS Social Studies
HS English/Language Arts	HS Social Studies
MS Mathematics	MS Special Education
HS Mathematics	HS Special Education
MS Science	Secondary Global Language
HS Science	Secondary Guidance
HS ESL	

**Category 3: Grade Level or Content Area (K-6) – Three percent 3% of contracted salary**  
Must complete two (2) extended service days.

Kindergarten Math	Grade 5 English Language Arts
Grade 1 Math	Grade 6 English Language Arts
Grade 2 Math	Grade 5 Mathematics
Kindergarten Reading	Grade 6 Mathematics
Grade 1 Reading	ES Special Education
Grade 2 Reading	IS Special Education
Grade 3 English Language Arts	PS Special Education
Grade 4 English Language Arts	ECC Special Education
Grade 3 Mathematics	
Grade 4 Mathematics	



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

**Job Title:** Assistant to the Treasurer - Payroll  
**Reports To:** Treasurer  
**FLSA Status:** Exempt  
**Approved By:** Board of Education  
**Approved Date:** 10/25/21

### **GENERAL DESCRIPTION**

This position assists the Treasurer with financial planning and reporting, budget development, monitoring of accounting and administrative procedures of all employee compensation by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Assists with all aspects of payroll processing which includes but is not limited to:
  1. Preparation and computation of payroll for all employees, including regular, substitute, paraprofessional employees and board members which includes but is not limited to timesheets, overtime, supplemental pay and substitute pay.
  2. Preparation and computation of all payroll-related tax returns and reports including but not limited to periodic federal, state and local income tax returns, annual W-2 reports, OBES, unemployment reports, Ohio New-Hire reports, STRS/SERS retirement reports, garnishment orders, child support enforcement orders, benefit and other deduction registers.
  3. Procedures for month, quarter and year-end closing of payroll.
  4. Calculation of the over \$50,000 term life insurance adjustment and other adjustments to W-2 forms and reports.
  5. Preparation and reconciliation of periodic deductions with vendor invoices, including tax-sheltered annuity programs, S125 Plans, credit union, professional dues and all other deductions.
- Assists with the, quarter and year-end closing process for payroll.
- Assists in working with human resources and accounting to ensure complete and accurate flow of information.
- Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.
- Maintains a high level of ethical behavior and confidentiality of information.
- Carries out assignments in a professional manner and maintains a high standard of due professional care in all work performed.
- Performs other duties as assigned by the Treasurer

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **QUALIFICATIONS**

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

## **EDUCATION and/or EXPERIENCE**

Associate degree in accounting/business or related area preferred. Experience in a school district treasurer's office in Ohio or the Auditor of State Office preferred. Other accounting experience considered.

## **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**

Eligibility for or possession of an Ohio School District Treasurer's license is desirable.

## **OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory based on school objectives. 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 where applicable. 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 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 sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move more up to 50 pounds.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is usually moderate.

*The 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  
POSITION DESCRIPTION**

Position Title: **Lead Food Service Worker**  
Department: Food Service  
Reports To: Food Service Campus Kitchen Supervisor and Food Service Supervisor  
Board Approved: October 25, 2021

**SUMMARY:** To lead food service operation in assigned building and to assist in the preparation and service of quality food to students in an efficient and pleasant manner.

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

- Assists the kitchen and service staff as needed to maintain the highest level of food quality, presentation, and timing to optimize guests dining experience.
- Oversees daily food production of kitchen and or serving areas.
- Maintains daily production numbers for kitchen and or serving areas
- Assists campus kitchen supervisor in rotating all stock
- Assists other staff as needed to optimize the students dining experience.
- Accomplishes all job duties while adhering to all safety guidelines and practices throughout the shift.
- Reports any unsafe condition, unsafe act, accidents and/or injuries to the manager on duty.
- Correctly completes closing duties.
  - Oversee food preparation in the restaurant
  - Help coordinate kitchen staff schedules
  - Stock and Delegate work stations with supplies and tools
  - Delegate cleaning and preparation tasks
  - Train and evaluate BOH staff members

**SUPERVISORY RESPONSIBILITIES:**

Leads building food service crew in performance of duties.

**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.

- Positive work history required



- Self-motivated with a high energy level
- Solid punctuational attendance
- Excellent customer service
- Planning and multi-tasking
- Strong interpersonal skills
- Previous hospitality-related kitchen or front-of-the-house experience

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) and previous experience with large scale cooking and food preparation/serving are preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** ServeSafe (level 2) training required. Must obtain and maintain ServeSafe (level 2) certification. Food Handler's Card and other certification as required by federal/state/local law

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to communicate ideas clearly and effectively, both orally and in writing. Bilingual—English and Spanish speaking applicants preferred.

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

**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. Employees must maintain a clean and professional 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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and truck, and talk and hear while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools and uses repetitive hand motions (i.e. stirring, serving, etc.). The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, depth perception, peripheral vision and color vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this



job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is frequently loud where a raised voice may be necessary to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job. 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.

*The Winton Woods City School District is an Equal Opportunity Employer. Additionally, the Winton Woods City School District values language diversity; persons who are bilingual are encouraged to apply for employment opportunities.*

*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.*

**AMERICAN EDUCATION WEEK PROCLAMATION**  
**NOVEMBER 15-19, 2021**

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

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

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

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

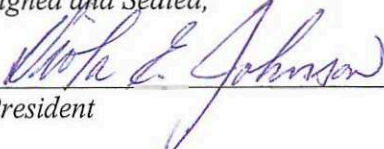
***WHEREAS,** the Winton Woods City School District Board of Education will ensure a quality education for all children that will provide them with the tools they need to maintain our nation's precious values of freedom, civility, and equality.*

***BE IT THEREFORE RESOLVED,** THAT ON THIS DATE, October 25, 2021, that American Education Week shall be a time to focus attention on the importance of our public schools, its students, and its staff:*

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

*November 15-19, 2021, as American Education Week.*

*Signed and Sealed,*

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Treasurer

**RESOLUTION**  
**INTERNATIONAL EDUCATION WEEK**  
**NOVEMBER 15-19, 2021**

*WHEREAS, the week of November 15-19, 2021, is International Education Week; and*

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

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

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

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

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

**ADOPTED** this 25<sup>th</sup> day of October, 2021.

Signed and Sealed,

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Treasurer