

**Winton Woods Board Of Education**  
**Minutes**  
**Regular Meeting – September 28, 2015**

The Winton Woods Board of Education met in Regular Session on Monday, September 28, 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**

President Miranda called the meeting to order at 6:30 p.m. On the roll call the following members were present: Mrs. Kim Burns, Dr. Viola Johnson, Mr. John Pennycuff, and Mrs. Jessica Miranda. Also present: Mr. Anthony Smith, Superintendent and Mrs. Donna O'Connor, Assistant Treasurer.

**APPOINTMENT OF TREASURER PRO TEMPORE**

President Miranda appointed Mrs. Donna O'Connor as Treasurer Pro Tempore.

**DISTRICT HONORS, RECOGNITIONS, GIFTS AND BEQUESTS**

**PUBLIC COMMENTS**

Mrs. Miranda reviewed for the Board and the Members of the Audience the process the Board will use to interview candidates for the vacant Board of Education Seat.

Mr. Thad Willard briefly addressed the board in regards to the amended WWTA agreement and exit interviews.

Mrs. Maria Walthers Willard briefly addressed the board about the Spanish Program.

**APPROVAL OF MINUTES**

The following minutes were approved as presented:

Regular Meeting – August 24, 2015  
Special Session – September 14, 2015  
Special Session – September 17, 2015

**TREASURER'S REPORT**

Without objection, the Financial Statements for the month of August, 2015 were filed for audit. (Attached)

**Winton Woods Board Of Education  
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**TREASURER’S RECOMMENDATIONS**

Without objection, the Investments Report for the month of August, 2015 was approved and filed for audit. (Attached)

**REPORTS OF THE SUPERINTENDENT**

(a) Upcoming School Events

**First Reading: New and Revised Board Policies**

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

Revised Policy – 2114 – Program – Meeting State Performance Indicators

Revised Policy – 5114 – Students – Non-immigrant Students and Foreign Exchange Students

Revised Policy – 5830 – Students – Student Fund Raising

Revised Policy – 8390 – Operations – Animals on District Property

Revised Policy – 8500 – Operations – Food Services

Revised Policy – 8510 – Operations – Wellness

**SUPERINTENDENT’S RECOMMENDATIONS**

**09-100-15** On a motion by Mr. Pennycuff, seconded by Dr. Johnson to approve the personnel schedules as presented.

**Schedule A – Resignations and Retirements**

DaShonda Isham, Teacher, WWHS, effective 8/1/15, Conclusion of Medical Leave of Absence

**Schedule B – Personnel Employment – Certificated**

New Hires:

Kimberly Morris, Nurse, WWCS, \$58,984, effective 10/8/15

Nicole Gierzak, Teacher, WWPB, \$37,981 effective 9/25/15

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

New Hires/Rehires

Monica Spence, Sub Clerical, \$13.10/hr., effective 9/2/15

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**SUPERINTENDENT’S RECOMMENDATIONS (CONT.)**  
**Schedule C – Personnel Employment – Support Staff (Cont.)**

Myla Hodges, Sub Clerical, \$13.10/hr., effective 9/1/15  
Amaris Gause, Sub Food Service, \$11.00/hr., effective 8/24/15  
Beverly Irving, Sub Food Service, \$11.00/hr., effective 9/21/15  
Heidi Rasmussen, Sub Food Service, \$11.00/hr., effective 9/1/15  
Monica Spence, Sub Food Service, \$11.00/hr., effective 9/2/15

Food Service Workers

Sarah Jefferson Bell, \$12.61, effective 8/24/15  
Barbara Burd, \$12.61, effective 9/21/15  
Tracy Dean, \$12.61, effective 8/14/15  
Caleb Simpson, \$12.61, effective 8/14/15

Bus Drivers

Jermaine Burns, \$19.91/hr., 9/21/15  
Anita Dean, \$18.38/hr., effective 8/18/15  
Brandyn Dutch, \$17.63/hr., effective 9/22/15  
Demetrius Grimes, \$18.38/hr., effective 8/18/15  
Reggina Taylor, \$18.38/hr., effective 9/8/15  
Jerrnisce Worsham, \$18.38/hr., effective 8/31/15

Special Education Aide

Leah Hassertt, WWES, \$16.26/hr., effective 9/8/15  
Jacques Ellis Jr., WWHS, \$15.46/hr., effective 9/17/15  
Janea Davis, WWHS, \$18.30/hr., effective 9/14/15  
Shelly Heard, CB, \$16.26/hr., effective 9/14/15

Crossing Guard

Tiffany Batton, WWIS, \$12.71 effective 9/14/15

Tech.Co-op Intern

Nghia Le, WWCS, \$14.00 effective 9/15/15

Nurses: Revision to salaries

Jinette Goins, WWCS, \$61,639 effective 2015-16 Contract Year  
Lisa Lipp, WWCS, \$64,503 effective 2015-16 Contract Year

IMC Assistant – Level C

Cynthia Weaver, WWHS, \$15.49 effective 10/01/2015

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**SUPERINTENDENT'S RECOMMENDATIONS (CONT.)**

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

Extended Service Contracts 2015-16-Pay is (.005%) of employees base salary per workday-WWTA c.b.a. 12.0401

Kathleen Barger, Dept. Facilitator – 5 days, \$1,851.35

Carol Becci-Youngs, Dept. Facilitator – 5 days, \$2,059.55

Jeri Reddert, Dept. Facilitator – 5 days, \$1,854.43

Jinette Goins, Nurse-10.5 days, \$3,236.05

Lisa Lipp, Nurse-10.5 days, \$3,386.41

Kindergarten Jump Start Program, WWPN up to 12 hours @ \$27.00 per/hr.

Kelly Kennedy

Corrie Lord

Donna Pearce-Morua

Tricia Wilke

Piano Accompanists- up to 460 hours-not to exceed 30hrs per week @ \$27/hr.

David Kirkendall,

Roxanne Engle

WWHS Supplementals, 2015-16 Contract Year

Hill, Melissa, Cheerleading Co-Coach, \$2,754

Smith-Simpson, Natombi, Cheerleading Co-Coach, \$2,184

Lois Bell, District Orchestra Assistant-average of 30 hrs per week, @ \$27/hr.

Kaila Payne, Freshman Volleyball Coach, \$2,089,

Andrew Lock, Cross Country –Asst Varsity, \$1,899,

Michelle Kozlowski, Fall Play Director, \$3,798

Emily Russell, Fall Assistant Play Director, \$1,140

WWMS Extra-Duty 2015-16 Contract Year

Ashley Brand, Student Council, \$400

Clinton Beck, Tennis Club, \$350

Adib Dixon, Game Club, \$400

Gary Giblin, Worlds of Fantasy Club, \$300

Anthony Klancar, Writing Group (Headcases), \$400

Etta McComas, Warrior Store, \$450

Barbette Kirk, Science Fair, \$1,000

Pam Palmarini, Art Club, \$400

Carla Roller, Cooking Club, \$500

Stephanie Romer, Spelling Bee, \$200

Robert Schuning, Service Club (Project Inspire), \$500

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**SUPERINTENDENT’S RECOMMENDATIONS (CONT.)**

**Schedule D – Personnel Employment – Certificated and Non-Certificated (Cont.)**

WWMS Extra-Duty 2015-16 Contract Year (cont.)

Gary Schuster, Lego Robotics, \$500  
Meredith Steen, Nepali Dance Club Facilitator, \$400  
Tyler Styons, Fishing Club, \$200  
Abigail Whited, Junior National Honor Society, \$350  
Anna Wilson, Girls Club (Beyond Compare), \$400

WWPN Extra-Duty 2015-16 Contract Year

Trina Baker, PBIS Coordinator, \$300  
Sharon Greene, Green Team Co-Coordinator, \$200  
Deb Grueninger, RTI Coordinator, \$800  
Kelly Kennedy, Volunteer Coordinator, \$300  
Katie Labmeier, Early Arrival Duty, \$150  
Amber Ruthen, Front Sign, \$300  
Jennifer Whightman, Early Arrival Duty, \$150  
Jennifer Whightman, Before School Choir Director, \$800  
Jennifer Whightman, Green Team Co-Coordinator, \$200

WWMS Supplemental Positions: 2015-16 Contract Year

Matt Alander, Cross Country Coach, \$2,279  
Selina Clim, Volleyball Coach – 7/8 Grade, \$2,659  
Kristina Dearwester, Cheerleading Sponsor, \$1,140  
Winfield Franklin, Football Head Coach 8<sup>th</sup> Grade, \$1,899  
Shenora Harris, Volleyball Coach- 7/8, \$2,659  
Michael Molden, Football Head Coach 7<sup>th</sup> Grade, \$1,899  
Brittany Schaefer, Cheerleading Sponsor, \$950  
Carlos Tipton, Football-Assistant Coach 8<sup>th</sup> Grade, \$1,139  
Rodni Wright, Football-Assistant Coach 7<sup>th</sup> Grade, \$1,139

Mentors for Resident Educators, Year 1, Stipend of \$1500 per Resident Educator per W.W.T.A. c.b.a. section 8.02.06

Mimi Albers, Mentor to Majic Gabbard  
Mimi Albers, Mentor to Tamika White  
Carol Becci-Youngs, Mentor to Ryan Flannery  
Carol Becci-Youngs, Mentor to Peng Sun  
Matt Buhl, Mentor to Nicole Hansman  
Cris Cornelssen, Mentor to Richard Merman  
Marchell Dace, Mentor to Mica Thompson  
Patricia Davids, Mentor to Kaitlin Otto  
Patricia Enderle, Mentor to Lenora Combs  
Lisa Giblin, Mentor to Dorothy Goepel (pending licensure)

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**SUPERINTENDENT’S RECOMMENDATIONS (CONT.)**

**Schedule D – Personnel Employment – Certificated and Non-Certificated (Cont.)**

Mentors for Resident Educators, Year 1, Stipend of \$1500 (cont.)

Canceria James, Mentor to Kadie Henry  
Taisha James, Mentor to Shelby Sydnor  
Andrew Lock, Mentor to Emily Russell  
Jennifer Mounce, Mentor to Jordan Habel  
Kathryn Padilla, Mentor to Marisa Giglio  
Christy Rook, Mentor to Morgan White  
Natombi Smith-Simpson, Mentor to Kenneth Okoroski (pending licensure)  
Natombi Smith-Simpson, Mentor to Zachary Sauer  
Marie Vollmar, Mentor to Christina Stark  
Melissa Webb, Mentor to Katelyn Clouser  
Charles Webb, Mentor to Jahquil Hargrove (pending licensure)  
Tricia Wilke, Mentor to Rachel Sauer

WWHS Supplemental Positions:

Christina Jeranek, College and Career Coordinator, \$1000  
Daniela Gutierrez, After School E.S.L. Support, hrly. Rate of pay

Mentors for Residential Educators, Year 2, Stipend of \$1500 per Resident Educator per W.W.T.A. c.b.a. section 8.02.06

Alisa Armstrong, Mentor to Margaret Finch  
Marie Vollmar, Mentor to Martin O’Malley  
Meghan Bauknecht, Mentor to Amanda Hager  
Meghan Bauknecht, Mentor to Rebecca Schmid  
Carol Becci-Youngs, Mentor to Megan Smarda  
Marchell Dace, Mentor to Anna Wilson  
Denise Davenport, Mentor to Kara Hendy  
Denise Davenport, Mentor to Lisa Kunze  
Angela Gehr, Mentor to Kathleen Stevens  
Lisa Giblin, Mentor to Ashley Brand  
Jennie Jung, Mentor to Stephanie Romer  
Michelle Kozlowski, Mentor to Emily Henderlong  
Michelle Kozlowski, Mentor to Rachel Patton  
Tracy Lemon, Mentor to Chelsea Wylie  
Katie Padilla, Mentor to Vaseleke Sarlis  
Michelle Ronan, Mentor to Alexandra Haggerty  
Angelena Ruskin, Mentor to Ebony Watts  
MaryGrace Spalding, Mentor to Megan Weaver  
Jennifer Wightman, Mentor to Katie Labmeier  
Jennifer Wightman, Mentor to Rodni Wright

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**SUPERINTENDENT’S RECOMMENDATIONS (CONT.)**

**Schedule D – Personnel Employment – Certificated and Non-Certificated (Cont.)**

Mentors for Residential Educators, Year 2, Stipend of \$1500 per Resident Educator per W.W.T.A. c.b.a. section 8.02.06 (cont.)

Nicole Williford, Mentor to Melanie Laiveling

Nicole Williford, Mentor to Kira Schall

Jana Wylde, Mentor to Winfield Franklin

Mentors for Resident Educators, Year 3, Stipend of \$500 per Resident Educator per W.W.T.A. c.b.a. section 8.02.06 (cont.)

Carol Becci-Youngs, Mentor to Jared Nerenberg

Carol Becci-Youngs, Mentor to Bradney Ciminiwasielowski

Carol Becci-Youngs, Mentor to Alicia Kinne

Carol Becci-Youngs, Mentor to Felipe Morales

Carol Becci-Youngs, Mentor to Karen Overmyer

Carol Becci-Youngs, Mentor to Joseph Whatley

Patricia Enderle, Mentor to Mark Hadaya

Patricia Enderle, Mentor to Heather Hils

Patricia Enderle, Mentor to Courtney Lee

Patricia Enderle, Mentor to Kay Robinson

Patricia Enderle, Mentor to Jennifer Svach

Taisha James, Mentor to Keri Rizkallah

Taisha James, Mentor to Justine Harrison

Taisha James, Mentor to Caroline Stone

Barbette Kirk, Mentor to Lauren Kempton

Barbette Kirk, Mentor to Tyler Styons

Diane Nolan, Mentor to Courtney Hickey

Diane Nolan, Mentor to Samantha Senger

Diane Nolan, Mentor to Ashley Whyte

WWPS Extra-Duty Positions 2015-16 Contract Year-General Fund

Alena Smith, Building Lead Teacher, \$300

Cindy Boehm, School Photographer, \$300

Tracy Senger, Front Sign Responsibilities, \$300

Julianne Mueller-Smith, PBIS Coordinator, \$300

Katie Padilla, ESL Editor/Coordinator, \$450

Shere Contant, Choir Director, \$400

Angela Gehr, RTI Coordinator, \$400

Summer Program-Summer Camp 2015-additional 4 hrs @ \$27/hr

Kathleen Barger

Ashley Brand

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**SUPERINTENDENT'S RECOMMENDATIONS (CONT.)**

**Schedule D – Personnel Employment – Certificated and Non-Certificated (Cont.)**

Writing Workshop Curriculum Development-8/11/15: Genral Fund 6hrs. @\$27/hr

|                |               |                |
|----------------|---------------|----------------|
| Matt Alander   | Marchell Dace | Natasha Hunter |
| Lauren Kempton | Ashley Kent   | Mica Thompson  |
| Anna Wilson    |               |                |

WWHS Extra-Duty Positions: General Fund, 2015-16 Contract Year

Josh Amstutz, Model UN, \$400  
Rebecca Cimini, Sophomore Class Sponsor, \$450  
Denise Davenport, Junior Class Sponsor, \$575  
Alicia Hardenburg, Spanish Club, \$400  
Alicia Hardenburg, Anime Club, \$200  
Tim Henninger, Art Club Sponsor, \$200  
Kimaya Hudgins, National Honor Society, \$400  
Melanie Laiveling, True Colors, \$400  
Andrew Lock, Freshman Class Co-Sponsor, \$450  
Allison Roy, Senior Class Sponsor, \$575  
Zachary Sauer, Chess Club, \$200  
Natombi Simpson, STEP Team, \$400  
Myrtis Smith, Robotics, \$400  
Chris Tape, Astronomy, \$200  
Kristin Woosley, International Club, \$400

**Schedule E – Leaves**

Mary Burke, Clerical, CB, effective 8/31/15, FMLA  
Maria Finley, Bus Driver, Transportation, effective 8/17/15, FMLA  
Emily Henderlong, Teacher, WWHS, effective 9/25/15-5/28/16, Intermittent FMLA  
Karen Overmyer, Teacher, WWHS, effective 8/31/15-11/20/2015, FMLA  
Karen Overmyer, Teacher, WWHS, effective 11/23/2015-1/4/2016, FMLA  
Debbie Campbell, Secretary, WWMS, effective 9/28/15-10/2/15, FMLA  
Barbette Kirk, Teacher, WWMS, effective 9/14/15-5/28/16, Intermittent FMLA  
Katherine Power, Teacher, WWHS, effective 11/2/15-12/18/15  
Allison Roy, Teacher, WWHS, effective 9/28/15, FMLA  
Michelle Sisk, Media Specialist, WWHS, 9/1/15-6/20/16, Intermittent FMLA

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

President Miranda declared the motion carried.

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**SUPERINTENDENT’S RECOMMENDATIONS (CONT.)**

**Substitute Teacher Rate Increase**

**09-101-15** On a motion by Mrs. Burns, seconded by Dr. Johnson to approve the increase of substitute teacher rate from \$85.00 per day to \$100.00 per day effective the 2015-16 school year as presented.

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

President Miranda declared the motion carried.

**Benefits Specialist Job Description**

**09-102-15** On a motion by Mr. Pennycuff, seconded by Mrs. Burns to approve the job description for the position of Benefits Specialist as presented. (Attached.)

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

President Miranda declared the motion carried.

**Exempt Employees’ Salary Schedule**

**09-103-15** On a motion by Dr. Johnson, seconded by Mrs. Burns to approve the Exempt Employees’ Salary Schedule as presented. (Attached.)

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

President Miranda declared the motion carried.

**Proposal for Overnight Student Event-Winton Woods Middle School;  
October 9-10, 2015**

**09-104-15** On a motion by Mrs. Burns, seconded by Dr. Johnson to approve the Proposal for Overnight Student Event-Winton Woods Middle School, October 9-10, 2015 as presented.

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

President Miranda declared the motion carried.

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**SUPERINTENDENT’S RECOMMENDATIONS (CONT.)**

**Proposal for Overnight Student Trip-Winton Woods High School Varsity Football Team to Rock Bridge High School, Columbia, Missouri; October 9-10, 2015**

**09-105-15** On a motion by Mr. Pennycuff, seconded by Mrs. Burns to approve the Proposal for Overnight Student Trip- Winton Woods High School Varsity Football Team to Rock Bridge High School, Columbia, Missouri; October 9-10, 2015 as presented.

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

President Miranda declared the motion carried.

**Resolution – National School Bus Safety Week, October 19-23, 2015**

**09-106-15** On a motion by Dr. Johnson, seconded by Mr. Pennycuff to approve the Resolution-National School Bus Safety Week, October 19-23, 2015 as presented. (Attached.)

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

President Miranda declared the motion carried.

**Open Enrollment Policy 2015-2016**

**09-107-15** On a motion by Dr. Johnson, seconded by Mrs. Burns to approve the Open Enrollment Policy for 2015-2016 as presented. (Available from the Office of the Superintendent.)

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

President Miranda declared the motion carried.

**Career Technical Education Resolution and Career Advising Policy**

**09-108-15** On a motion by Mrs. Burns, seconded by Dr. Johnson to approve the Career Technical Education Resolution and Career Advising Policy as presented. (Available from the Office of the Superintendent.)

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

President Miranda declared the motion carried.

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

**Proposed New and Revised Policies**

**09-109-15** On a motion by Dr. Johnson, seconded by Mr. Pennycuff to approve the Proposed New and Revised Policies as presented. (Available from the Office of the Superintendent.)

Delete Policy –2423 – Program – School to Work Program  
New Bylaw –0157 – Bylaws – Appointment to Joint Vocational School District Board  
New Policy – 6800 – Finances – System of Accounting  
Revised Policy – 2271 – Program – College Credit Plus Program  
Revised Policy –2280 – Program – Preschool Program  
Revised Policy – 3131 – Professional Staff – Reduction in Staff  
Revised Policy – 5340 – Students – Student Accidents  
Revised Policy – 5350 – Students – Student Suicide  
Revised Policy – 5460 – Students – Graduation Requirements

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

President Miranda declared the motion carried.

**BOARD OF EDUCATION REPORTS**

- Legislative Report
- Great Oaks Career Technical Center Report

**BOARD MOTIONS/RECOMMENDATIONS**

**Resolution Adopting Board Handbook**

**09-110-15** On a motion by Dr. Johnson seconded by Mr. Pennycuff to approve the Resolution Adopting the Handbook as presented. (Copy of the Handbook available from the Office of the Superintendent.)

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

President Miranda declared the motion carried.

**RECESS**

**Winton Woods Board Of Education**  
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**BOARD MOTIONS/RECOMMENDATIONS (CONT.)**

**Interview of Candidates by Board of Education for the Vacant Seat**

President Miranda dismissed all of the candidates. The Board interviewed in open session the candidates in the following order:

Mrs. Natalya Seals  
Mr. Thaddeus Willard  
Mrs. Saundr Moutry-Morgan  
Ms. Ariel Johnson  
Mrs. Tina Prenstosito  
Mr. Sean Rugless  
Mr. Jeff Berte  
Mrs. Katrina Rugless  
Mrs. Paula Kuhn

**EXECUTIVE SESSION**

**09-111-15** On a motion by Dr. Johnson, seconded by Mrs. Burns to move into Executive Session at 10:33 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees or regular individuals or the investigation of charges or complaints against a public employee or regulated individuals unless such person request public hearing.

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

President Miranda declared the motion carried.

At 12:03 a.m., Tuesday, September 29, 2015, President Miranda declared the Executive Session concluded, that the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees or regular individuals or the investigation of charges or complaints against a public employee or regulated individuals unless such person request public hearing had been addressed and asked that the roll be called to reconvene the meeting.

On the roll call the following members were present: Mrs. Kim Burns, Dr. Viola Johnson, Mr. John Pennycuff, and Mrs. Jessica Miranda.

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**Appointment of Board Member to fill the Vacant Seat**

**09-112-15** On a motion by Dr. Johnson seconded by Mr. Pennycuff to appoint a qualified elector residing in the Winton Woods City School District to fill the vacancy on the Board of Education.

Regarding the vacancy that exists on the Board of Education of the Winton Woods City School District, I move to appoint Mr. Jeff Berte to fill that position effective immediately for a term ending December 31, 2017.

I further move that the Treasurer is hereby directed to provide written notice to the Hamilton County Board of Elections that the vacancy has been filled, and supply the name of the person appointed.

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

President Miranda declared the motion carried.

Mrs. Miranda administered the Board Member oath of office to Mr. Berte.

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

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

**WWTA REPRESENTATIVE**  
**OAPSE REPRESENTATIVE**

Absent  
Absent

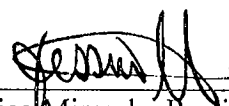
**ADJOURNMENT**

There being no further business, President Miranda declared the meeting adjourned at 12:09 a.m. Tuesday, September 29, 2015.

**ATTEST:**

**APPROVED:**

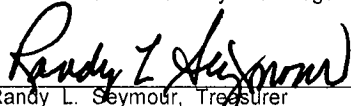
  
Donna O'Connor, Treasurer Pro Tempore

  
Jessica Miranda, President

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

| Fund Balance               |                                      |                 | Book Balance               |                 | Bank Balance            |                 |
|----------------------------|--------------------------------------|-----------------|----------------------------|-----------------|-------------------------|-----------------|
| 001                        | General Fund                         | \$23,311,899.20 | Beginning Balance          | \$19,127,701.86 | Fifth Third Bank        | \$7,451,601.08  |
| 003                        | Permanent Improvement                | 935,680.00      |                            |                 | Petty Cash              | 2,550.00        |
| 006                        | Lunchroom                            | 330,583.59      | Plus: Receipts             | 14,051,143.32   | F/S Petty Cash          | 850.00          |
| 007                        | Special Trust                        | 66,595.71       | Less: Expenditures         | (8,249,775.04)  | Ath Petty Cash          | 1,000.00        |
| 018                        | Public School Support                | 29,176.68       |                            |                 |                         |                 |
| 019                        | Local Grants                         | 60,407.62       |                            |                 |                         |                 |
| 200                        | Activity Fund                        | 40,100.95       |                            |                 |                         |                 |
| 300                        | Athletic Fund                        | 76,047.02       | Ending Balance             | 24,929,070.14   | Total                   | 7,456,001.08    |
| 401-9014                   | Auxillary Services - JPII            | 1,211.50        |                            |                 |                         |                 |
| 401-9016                   | Auxillary Services - JPII            | 64,467.99       |                            |                 |                         |                 |
| 439-9015                   | Early Childhood Education            | 3.10            | Outstanding Warrants:      |                 | Investments:            |                 |
| 516-9015                   | IDEA-B                               | 544.73          |                            |                 |                         |                 |
| 524-9015                   | Career Education                     | 0.00            | Fifth Third Bank           | 137,003.41      | Certificates of Deposit | 0.00            |
| 536-9015                   | Title I School Improvement           | 0.00            |                            |                 | Star Ohio               | 3,546,816.29    |
| 551-9015                   | Title III LEP                        | 2,546.29        |                            |                 | Star Ohio Plus          | 2,009,008.08    |
| 551-9016                   | Title III LEP                        | 2,500.00        |                            |                 | Meeder Investments      | 12,051,837.41   |
| 572-9015                   | Title I                              | 6,991.92        |                            |                 |                         | 17,607,661.78   |
| 587-9015                   | ESCE IDEA-B                          | (171.50)        |                            |                 |                         |                 |
| 590-9015                   | Title II-A Improving Teacher Quality | 485.34          |                            |                 |                         |                 |
|                            |                                      |                 | Total                      | 137,003.41      | Total                   | 17,607,661.78   |
|                            |                                      |                 | Book Adjustments           |                 | Bank Adjustments        |                 |
|                            |                                      |                 |                            |                 | EZPay Account           |                 |
|                            |                                      |                 |                            |                 | Food Service            | 970.00          |
|                            |                                      |                 |                            |                 | General Acct            | 1,063.00        |
|                            |                                      |                 |                            |                 | EZPay In-Transit        | 2,033.00        |
|                            |                                      |                 |                            |                 | Credit Card In-Transit  | 377.69          |
|                            |                                      |                 | Total                      | 0.00            | Total                   | 2,410.69        |
| Total Fund Balance         |                                      | 24,929,070.14   | Book Balance               | 24,929,070.14   | Bank Balance            | 7,456,001.08    |
| Plus: outstanding warrants |                                      | 137,003.41      | Plus: outstanding warrants | 137,003.41      | Plus: investments       | 17,607,661.78   |
|                            |                                      | 0.00            | Plus: book adjustments     | 0.00            | Plus: bank adjustments  | 2,410.69        |
| Adjusted Fund Balance      |                                      | \$25,066,073.55 | Adjusted Book Balance      | \$25,066,073.55 | Adjusted Bank Balance   | \$25,066,073.55 |

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

August 31, 2015

|                              | <u>Estimated<br/>Revenue</u> | <u>% of<br/>Revenue</u> | <u>Revenue<br/>MTD</u>    | <u>Revenue<br/>FYTD</u>    | <u>Percentage<br/>Received</u> |
|------------------------------|------------------------------|-------------------------|---------------------------|----------------------------|--------------------------------|
| <b>Local:</b>                |                              |                         |                           |                            |                                |
| Real Estate Taxes            | \$22,200,000                 | 48.18%                  | \$408,304                 | \$10,418,304               | 46.93%                         |
| Personal Property            | 0                            | 0.00%                   | 0                         | 0                          | 0.00%                          |
| Tuition (1)                  | 1,975,500                    | 4.29%                   | 67,366                    | 141,418                    | 7.16%                          |
| Interest                     | 75,000                       | 0.16%                   | 3,480                     | 6,035                      | 8.05%                          |
| Student Fees                 | 40,000                       | 0.09%                   | 4,087                     | 4,370                      | 10.92%                         |
| Rental Fees                  | 250,000                      | 0.54%                   | 4,345                     | 13,058                     | 5.22%                          |
| Other (2)                    | 652,000                      | 1.41%                   | 5,715                     | 17,883                     | 2.74%                          |
| <b>Total Local Revenue</b>   | <u>25,192,500</u>            | <u>54.67%</u>           | <u>493,297</u>            | <u>10,601,067</u>          | <u>42.08%</u>                  |
| <b>State:</b>                |                              |                         |                           |                            |                                |
| Foundation Fund              | 15,620,000                   | 33.90%                  | 1,241,298                 | 2,482,893                  | 15.90%                         |
| Homestead & Rollback         | 2,800,000                    | 6.08%                   |                           | 0                          | 0.00%                          |
| Other (3)                    | 2,308,400                    | 5.01%                   | 198,088                   | 302,294                    | 13.10%                         |
| <b>Total State Revenue</b>   | <u>20,728,400</u>            | <u>44.98%</u>           | <u>1,439,386</u>          | <u>2,785,187</u>           | <u>13.44%</u>                  |
| <b>Federal:</b>              |                              |                         |                           |                            |                                |
| Other (4)                    | 160,000                      | 0.35%                   | 0                         | 0                          | 0.00%                          |
| <b>Total Federal Revenue</b> | <u>160,000</u>               | <u>0.35%</u>            | <u>0</u>                  | <u>0</u>                   | <u>0.00%</u>                   |
| Return of Advances/Trans-In  | 0                            | 0.00%                   |                           | 0                          | 0.00%                          |
| Refund of Prior Yr. Exp.     | 0                            | 0.00%                   | 0                         | 0                          | 0.00%                          |
| <b>Total</b>                 | <u>0</u>                     | <u>0.00%</u>            | <u>0</u>                  | <u>0</u>                   | <u>0.00%</u>                   |
| <b>GRAND TOTAL</b>           | <u><u>\$46,080,900</u></u>   | <u><u>100.00%</u></u>   | <u><u>\$1,932,683</u></u> | <u><u>\$13,386,254</u></u> | <u><u>29.05%</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**  
**August 31, 2015**

|                            | <u>Appropriation</u> | <u>% Total</u><br><u>Appr.</u> | <u>Expended</u><br><u>MTD</u> | <u>Expended</u><br><u>FYTD</u> | <u>Encumbered</u><br><u>FYTD</u> | <u>Balance</u>      | <u>% Spent</u> |
|----------------------------|----------------------|--------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------|----------------|
| Personal Services (100)    | \$24,255,500         | 49.96%                         | \$1,704,743                   | \$3,433,405                    | \$0                              | \$20,822,095        | 14.16%         |
| Fringe Benefits (200)      | 9,348,525            | 19.26%                         | 670,630                       | 1,336,311                      | 213,350                          | 7,798,865           | 16.58%         |
| Purchased Services (400)   | 10,515,800           | 21.66%                         | 751,016                       | 1,305,285                      | 3,517,838                        | 5,692,677           | 45.87%         |
| Materials & Supplies (500) | 2,112,475            | 4.35%                          | 483,838                       | 688,927                        | 638,745                          | 784,804             | 62.85%         |
| Capital Outlay - New (600) | 1,241,000            | 2.56%                          | 333,647                       | 500,303                        | 405,693                          | 335,004             | 73.01%         |
| Other (800)                | 826,700              | 1.70%                          | 165,796                       | 221,859                        | 26,374                           | 578,467             | 30.03%         |
| Transfers/Advances (900)   | 250,000              | 0.51%                          | 0                             | 0                              | 0                                | 250,000             | 0.00%          |
| <b>Total</b>               | <b>\$48,550,000</b>  | <b>100.00%</b>                 | <b>\$4,109,671</b>            | <b>\$7,486,089</b>             | <b>\$4,802,000</b>               | <b>\$36,261,912</b> | <b>25.31%</b>  |

**Object Numbers:**

- 100** - Employees' salaries and wages - includes payment for sick leave, personal business leave, holiday pay, etc.
- 200** - Retirement, insurance coverage, workers' comp. fringe benefits
- 400** - Purchased services - utilities, postage, repairs, insurance, driver training, lease/purchase, mileage reimbursement, etc.
- 500** - Instructional supplies and materials, office supplies, textbooks, library books and materials
- 600** - Capital outlay - purchase of new equipment and vehicles
- 800** - Other - election expense, auditor and treasurer fees, audit costs, membership dues, liability insurance
- 900** - Temporary advances to other funds and transfers

**Appropriation Summary:**

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

# WINTON WOODS CITY SCHOOLS

## General Fund Expenditures by Function

August 31, 2015

|                                 |                      | % Total        | Expended           | Expended           | Encumbered         |                     |                |
|---------------------------------|----------------------|----------------|--------------------|--------------------|--------------------|---------------------|----------------|
|                                 | <u>Appropriation</u> | <u>Appr.</u>   | <u>MTD</u>         | <u>FYTD</u>        | <u>FYTD</u>        | <u>Balance</u>      | <u>% Spent</u> |
| Regular (1100)                  | \$21,247,450         | 43.76%         | \$1,714,186        | \$3,195,223        | \$971,172          | \$17,081,056        | 19.61%         |
| Special (1200)                  | 8,151,300            | 16.79%         | 623,146            | 1,112,998          | 897,616            | 6,140,686           | 24.67%         |
| Pupils (2100)                   | 2,434,400            | 5.01%          | 208,510            | 368,366            | 193,143            | 1,872,892           | 23.07%         |
| Instructional Staff (2200)      | 2,079,450            | 4.28%          | 181,563            | 361,547            | 221,724            | 1,496,179           | 28.05%         |
| Board of Education (2300)       | 206,925              | 0.43%          | 1,154              | 11,614             | 26,184             | 169,128             | 18.27%         |
| School Adm. (2400)              | 4,385,000            | 9.03%          | 375,299            | 690,927            | 226,545            | 3,467,528           | 20.92%         |
| Fiscal Services (2500)          | 1,414,875            | 2.91%          | 208,608            | 303,171            | 103,256            | 1,008,448           | 28.73%         |
| Business Services (2600)        | 367,200              | 0.76%          | 16,535             | 114,698            | 48,391             | 204,111             | 44.41%         |
| Oper. of Plant (2700)           | 3,612,300            | 7.44%          | 245,758            | 485,965            | 1,433,417          | 1,692,918           | 53.13%         |
| Pupil Trans. (2800)             | 2,438,700            | 5.02%          | 392,865            | 539,046            | 278,209            | 1,621,446           | 33.51%         |
| Central Support Services (2900) | 646,900              | 1.33%          | 58,689             | 105,573            | 56,019             | 485,308             | 24.98%         |
| Community Services (3000)       | 27,500               | 0.06%          | 0                  | 6,497              | 16,600             | 4,403               | 83.99%         |
| Extracurricular (4000)          | 678,000              | 1.40%          | 16,375             | 34,292             | 30,756             | 612,953             | 9.59%          |
| Capital Outlay (5000)           | 610,000              | 1.26%          | 66,984             | 156,172            | 298,971            | 154,857             | 74.61%         |
| Contingencies (7000)            | 250,000              | 0.51%          | 0                  | 0                  | 0                  | 250,000             | 0.00%          |
| <b>Total</b>                    | <b>\$48,550,000</b>  | <b>100.00%</b> | <b>\$4,109,671</b> | <b>\$7,486,089</b> | <b>\$4,802,000</b> | <b>\$36,261,912</b> | <b>25.31%</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:

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  
August 31, 2015

| FUND                            | Beginning<br>Balance | FYTD<br>Revenues    | FYTD<br>Expenditures | Current<br>Fund Balance | Current<br>Encumbrances | Unencumbered<br>Fund Balance |
|---------------------------------|----------------------|---------------------|----------------------|-------------------------|-------------------------|------------------------------|
| 001 General                     | \$17,411,733         | \$13,386,254        | \$7,486,089          | \$23,311,899            | \$4,802,000             | \$18,509,899                 |
| <b>Special Revenue Funds:</b>   |                      |                     |                      |                         |                         |                              |
| 018 Public School Support       | 32,514               | 347                 | 3,684                | 29,177                  | 8,027                   | 21,150                       |
| 019 Other Grants                | 59,913               | 2,000               | 1,506                | 60,408                  | 8,785                   | 51,622                       |
| 300 District Managed Activity   | 71,673               | 22,097              | 17,723               | 76,047                  | 31,415                  | 44,632                       |
| 401 Auxiliary Services          | 44,305               | 80,112              | 58,738               | 65,679                  | 241,264                 | (175,585)                    |
| 439 Preschool Education         | 501                  | 1,177               | 1,675                | 3                       | 0                       | 3                            |
| 451 Data Communication          | 0                    | 0                   | 0                    | 0                       | 0                       | 0                            |
| 461 Vocational Ed Enhancements  | 0                    | 0                   | 0                    | 0                       | 0                       | 0                            |
| 506 Race to the Top             | 0                    | 0                   | 0                    | 0                       | 0                       | 0                            |
| 516 IDEA                        | 74,540               | 47,195              | 121,190              | 545                     | 40,565                  | (40,020)                     |
| 524 Vocational Education        | 275                  | 0                   | 275                  | 0                       | 0                       | 0                            |
| 536 Title I School Improvement  | 1,095                | 8,047               | 9,142                | 0                       | 0                       | 0                            |
| 551 Limited English Proficiency | 7,109                | 7,866               | 9,929                | 5,046                   | 2,240                   | 2,806                        |
| 572 Title I                     | 56,992               | 81,400              | 131,399              | 6,992                   | 314,533                 | (307,541)                    |
| 587 IDEA Early                  | 878                  | 3,647               | 4,697                | (172)                   | 0                       | (172)                        |
| 590 Title II-A                  | 5,298                | 13,260              | 18,073               | 485                     | 405                     | 80                           |
| <b>Capital Projects Funds:</b>  |                      |                     |                      |                         |                         |                              |
| 003 Building                    | 787,498              | 345,035             | 196,853              | 935,680                 | 308,546                 | 627,134                      |
| 007 Special Trust               | 63,428               | 3,836               | 668                  | 66,596                  | 9,843                   | 56,753                       |
| <b>Agency Funds:</b>            |                      |                     |                      |                         |                         |                              |
| 200 Student Activity            | 41,101               | 10,164              | 11,164               | 40,101                  | 3,500                   | 36,601                       |
| <b>Enterprise Funds:</b>        |                      |                     |                      |                         |                         |                              |
| 006 Food Services               | 468,848              | 38,706              | 176,970              | 330,584                 | 178,119                 | 152,465                      |
| <b>Total</b>                    | <u>\$19,127,702</u>  | <u>\$14,051,143</u> | <u>\$8,249,775</u>   | <u>\$24,929,070</u>     | <u>\$5,949,241</u>      | <u>\$18,979,829</u>          |

6.015



**WINTON WOODS**  
CITY SCHOOL DISTRICT

TO: WWCSD Board of Education  
FROM: Randy Seymour, Treasurer  
DATE: September 2, 2015  
SUBJECT: August Investments

The Treasurer requests official approval of the following investments of interim funds made August 31, 2015.

|                           | <u>Investments</u>  | <u>Interest</u>         | <u>Interest Rate</u> |                                            |
|---------------------------|---------------------|-------------------------|----------------------|--------------------------------------------|
| Money Markets:            |                     |                         |                      |                                            |
| Star Ohio                 | \$3,546,816         | \$265                   | 0.06%                |                                            |
| 5th/3rd                   | <u>7,451,601</u>    | <u>1,329</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           | 341                     | 0.20%                | 5/23/2013                                  |
| Meeder Investments        | <u>12,000,000</u>   | <u>1,545</u>            |                      | 11/13/2014                                 |
|                           |                     |                         |                      |                                            |
| <b>Total</b>              | <u>\$24,998,417</u> | <u>\$3,480</u>          |                      |                                            |

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

**Job Title:** Benefits Specialist  
**Reports To:** Treasurer  
**FLSA Status:** Exempt  
**Approved By:** Board of Education  
**Approved Date:** September 28, 2015

### **GENERAL DESCRIPTION**

This position assists the Treasurer by performing district employee benefit operations and serves as a liaison between the payroll and personnel departments for employee benefits.

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

- Assists with the administration of all aspects of the district's employee benefit self-insurance program.
- Attends all training sessions and is the liaison for the district's on line employee benefit enrollment system.
- Is responsible for the district's annual benefit open enrollment which includes but is not limited to:
  1. Attend all meeting with Insurance Administrator relating to open enrollment.
  2. Schedules building and department meetings.
  3. Updates the employee benefit brochure.
  4. Updates all changes in benefits costs.
  5. Attends all meetings with Insurance Administrator relating to open enrollment.
- Maintains and updates employee records for on line enrollment system.
  1. Maintains data base for self-insurance of employee benefits.
  2. Balances and pays monthly employee benefits.
- Maintains the data and requirements for compliance with the Affordable Care Act which includes but is not limited to:
  1. Establish regular reports evaluating employees work status as full-time or part-time by monitoring variable-hour employees.
  2. Responsible for timely and proper benefit enrollment and coverage.
  3. Prepare and file annual compliance reports.
  4. Compile, prepare and maintain material for compliance and audits.
  5. Preparing and filing of IRS forms 1095-C and 1094-C as required by Affordable Care Act.
- Responsible for administration of all aspects of the employee's individual benefits which include but is not limited to:
  1. Maintains employees' benefit records in the USPS Payroll Software which include medical, dental, life, eye insurance, S125 plan, tax shelter annuities and COBRA elections. Includes but not limited to enrolling employees to elections specified, cancelling separated employees in a timely manner and filing changes with providers in order to assure the accuracy of the benefit program provided by the District.
  2. Posting of requisitions and reconciling invoices from insurance benefit providers.

3. Maintains S125, 403b and 457 tax deferral programs and maintains journal entries of all transactions in compliance with federal law.
4. Responsible for the District COBRA program for separated employees, providing appropriate notice to ensure compliance with federal law.
5. Assists with maintaining Workers Compensation and Unemployment records in compliance with State regulations.
6. Assists in maintaining records of all accident reports and files quarterly OSHA reports.
7. Meets with each new hire to assist with selection and on-line enrollment in the district's employee benefit plan.
8. Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.
9. Prepares and distributes information and correspondence of a confidential, routine, legal and statistical nature.
10. Handles information inquiries from district employees regarding aspects of their compensation and benefit program.
11. Maintains a high level of ethical behavior and confidentiality of information.
12. Carries out assignments in a professional manner and maintains a high standard of due professional care in all work performed.
13. 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**

High school diploma or equivalent is required. Experience with mainframe and personal computers is required. Experience with state and district selected software is required. Knowledge with Excel is required.

#### **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.

Winton Woods City Schools  
Salary Schedule  
Exempt Employees  
Effective September 28, 2015

|                                                                                                                                                       | Step<br>1 | Step<br>2 | Step<br>3 | Step<br>4 | Step<br>5 | Step<br>6 | Step<br>7 | Step<br>8 | Step<br>9 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Administrative Assistant<br>Payroll Specialist                                                                                                        | 61,674    | 63,386    | 65,179    | 66,972    | 68,764    | 70,557    | 72,350    | 74,144    | 75,937    |
| Community and Public Engagement Coordinator                                                                                                           | 56,217    | 58,008    | 59,802    | 61,594    | 63,386    | 65,179    | 66,972    | 68,764    | 70,557    |
| Assistant to Human Resources<br>Benefits Specialist                                                                                                   | 54,099    | 55,892    | 57,684    | 59,476    | 61,270    | 63,062    | 64,854    | 66,647    | 68,439    |
| Assistant to the Treasurer<br>Assistant to the Business Manager<br>Assistant to the Technology Director<br>Assistant to the Special Services Director | 48,070    | 49,699    | 51,329    | 52,959    | 54,751    | 56,543    | 58,336    | 60,128    | 61,921    |
| Supervising Custodian                                                                                                                                 | 45,624    | 47,090    | 48,555    | 50,020    | 51,486    | 52,951    | 54,417    | 55,882    | 57,348    |
| Executive Secretary                                                                                                                                   | 41,226    | 42,691    | 44,159    | 45,624    | 47,090    | 48,555    | 50,020    | 51,486    | 52,951    |
| Supervising Technician                                                                                                                                | 37,760    | 39,225    | 40,690    | 42,155    | 43,621    | 45,086    | 46,551    | 48,016    | 49,481    |
| Supervising Cook                                                                                                                                      | 25,283    | 26,236    | 27,185    | 28,135    | 29,085    | 30,034    | 30,982    | 31,932    | 32,880    |

Please note that movement along the steps of the salary schedules is not automatic - it is at the discretion of the Superintendent.  
Employees may receive a longevity/performance placement not to exceed \$2,000 at the discretion of the Superintendent.

## **PROPOSAL FOR MIDDLE SCHOOL OVERNIGHTERS**

**Type of Trip:** Overnight Camping Opportunity on the campus of WWMS

**Proposed Departure Date:** October 9, 2015

**Return Date:** October 10, 2015

**Purpose:** Create a nurturing school environment

**Position:** Principal

**Date by which Response is needed:** Oct 1, 2015

**Proposal Date:** September 16, 2015

**A. PURPOSE:**

**1. What is the major place to be visited or event to be attended?**

Winton Woods Middle School campus & grounds or WWMS Gym (in case of inclement weather)

**2. How is the trip related to the educational program of the district?**

Creating a positive school culture takes many forms. This event is for students that have had a good start to the school year, academically and behaviorally sound. The Overnighter has been held for the last five years. It is an opportunity for students to have fun at school, with teachers and others. Additionally, most of our students do not experience the great outdoors. The Overnighter gets kids out in nature.

**3. In what ways will the students benefit?**

Time with school staff—outside of the normal routine—is great for kids. It establishes that teachers are real people. Also, students develop relationships and friendships with peers in a wholesome, adult-directed environment.

**4. In what ways will the district benefit?**

This type of activity builds stronger school-community bonds. It also elevates the learning experience for our students. This year a team of teachers are leading the event. This is growing staff leadership. The PTA is also involved.

**5. How will the trip be evaluated to determine the extent to which these benefits were realized?**

Surveys of students experience at the MS will be reviewed. This will be teacher driven.

**B. STUDENTS AND STAFF:**

**1. Which students (grade, class or organization) will be going?**

The event is open to all teaching-team nominated students at Winton Woods Middle School in both grade 7 & 8. The event is open to children of staff members as well.

**2. How many students in total?**

Estimate 70 to 80 students will be involved.

**3. How many students are currently experiencing academic problems?**

The range of typical mid-term class failure rate is between 8% (2014-15) and 14% (2012-13). Our grades are due on 9/22. We will monitor rates and individuals for this school year.

**4. What staff member will be in charge?**

Principal Doug Sanker, Marchell Dace and a Custodian.

**5. What previous experience has the staff member had in conducting overnight or extended field trips?**

Mr. Sanker has led the Overnighter for 4 years.

**6. What other staff members will be going?**

Ms. Wilson, Mrs. Dace, Mrs. White, Ms. Kempton, Mr. Schuning, Mrs. Roller, Mr. Dixon, Mrs. Kirk, Mr. Beck, Ms. Sparke, Mr. DeMain, Mr. Merrill, Ms. Steen and Ms. Brand

**7. How many chaperones, in addition to staff members will be going?**

Often we have community members attend: Mr. Franklin, former security monitor will attend. Board members are invited.

**8. What are their names and affiliations with the students?**

See above.

**9. How many school days will be missed?**

None. The event starts after school on Friday and ends Saturday at 7 AM.

**10. How will teachers be advised in advance that the student will be out of school?**

N/A

**C. SCHOOL WORK:**

**1. How will missed work be made up?**

N/A

**2. What special assistance will be provided to students with academic problems?**

N/A

**D. ITINERARY:**

1. **What is the destination?**  
Winton Woods Middle School
2. **What will be the mode of transportation? What liability insurance does the carrier have?** Students do not travel off campus. There is not transportation company or bus service involved.
3. **Where will the group be housed and fed?**  
Students will stay on the school grounds. Students will create large tents in different locations around the campus. Students will be fed in our cafeteria. We will grill food for students to eat. If the weather is uncooperative, we'll use the gym and hold a "lock-in."
4. **What enroute or supplementary activities are planned?**  
Games, athletic events & a G or PG movie in the gym or outdoors. These activities will enhance school climate, support team building among students and improve staff--student Relationships.
5. **What arrangements have been made for dealing with emergency situations?**  
All students' school emergency cards are on file in the office just a few seconds away should this become necessary.
6. **If tour guides are involved, what liability insurance do they carry?**  
N/A

E. **FINANCES:**

1. **What is the estimated total cost and cost per student?**  
No money will be collected
2. **What is the source of funds?**  
The WWMS Principal's fund
3. **How will the funds be collected and safeguarded?**  
NA
4. **How will any shortfall be made up or excess funds be used?**  
NA
5. **What provision has been made for students who are financially unable to pay any necessary costs?**  
NA

**F. COMMUNICATIONS:**

1. **How will you communicate to parents prior to, during and after the trip?**  
A letter and other important documents will be sent home to parents about the Overnighter event the week before.
2. **List telephone numbers at destination and where group will be housed.**  
WWMS Main line: 513 619-2440 Doug Sanker's cell phone: 513 509-8560
3. **What information will be provided to the media and the community?**  
The usual posting in the Winton Woods Today and press release if applicable through Mrs. Cleary.

**Requestor:**

**Signature of the Requestor** Doug Sanker

**Date:** 9/21/15

**Approved:**

**Signature of Principal** Doug Sanker

**Date:** 9/21/15

**Board of Education:** Approved 9/28/15

**Date:** 9/28/15 Randy L. Sigman

**P R O C L A M A T I O N**  
**NATIONAL SCHOOL BUS SAFETY WEEK**  
**OCTOBER 19-23, 2015**

**WHEREAS**, *the Winton Woods City School District Board of Education recognizes the critical and important role that bus drivers are entrusted with on a daily basis; and,*

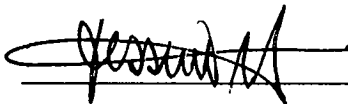
**WHEREAS**, *the Winton Woods City School District Board of Education commends the dedication of these drivers who provide safe transportation for the students and staff members of our district; and,*

**WHEREAS**, *bus drivers demonstrate a positive role model to reinforce the importance of education and support for family, schools and community; and,*

**WHEREAS**, *the Winton Woods City School District Board of Education, as a stakeholder in the educational development of these children, expresses its appreciation and support for the drivers and staff of the Winton Woods Transportation Department;*

**NOW THEREFORE BE IT RESOLVED** *that the Winton Woods City School District Board of Education proclaims the week of October 19-23, 2015, to be a week of sincere appreciation for the important role of the staff of the Transportation Department of our school district.*

*Signed and Sealed,*

A handwritten signature in black ink, appearing to read 'Jessica Miranda', is written over a horizontal line.

Jessica Miranda, President  
Board of Education

## Resolution Adopting Handbook

**WHEREAS**, it is important for Board member, staff and the community to be familiar with the major laws, protocols and resources pertaining to school district governance;

**THEREFORE, BE IT RESOLVED**, that the Board of Education hereby approves the attached Handbook for the Winton Woods City School District, and that staff be directed to publish the Handbook in a convenient format to be made readily available to Board members, staff, Board candidates, and the community-at-large; and

**BE IT FURTHER RESOLVED**, that the Board in its annual Organizational Meeting appoint a member to assure that this handbook is reviewed by the Board at least once every year to ensure it remains a viable and valid resource.

**BE IT FURTHER RESOLVED**, that the staff will, in a timely manner, update provisions of the handbook whenever changes are made to matters contained in the handbook.

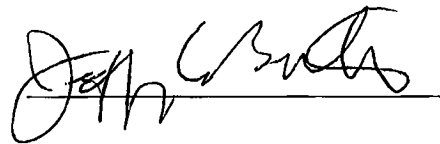
Adopted September 28, 2015:



**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.



Sworn to and subscribed before me, this 28<sup>th</sup> day of September, 2015.



Mrs. Jessica Miranda  
Board President