

Winton Woods Board Of Education
Minutes
Regular Meeting - February 23, 2015

The Winton Woods Board of Education met in Regular Session on Monday, February 23, 2015 at the Board Office, 1215 W. Kemper Road, Cincinnati, Ohio. President Miranda called the meeting to order at 6:30 p.m.

ROLL CALL AND PLEDGE OF ALLEGIANCE

On the roll call the following members were present: Mr. John Pennycuff, Mr. Tim Cleary, Dr. Viola Johnson, Mrs. Kim Burns and Mrs. Jessica Miranda. Also present were: Mr. Anthony Smith, Superintendent and Mr. Randy Seymour, Treasurer.

DISTRICT HONORS, RECOGNITIONS, GIFTS AND BEQUESTS

Kiwanis Character is Key Award - Citizenship
Winton Woods High School – Will Germany

Gold Star “Kiwanis” Student of the Month Award – Winton Woods High School
Lynard Turner

Community Spirit Award
Winton Woods Educational Foundation – Mrs. Paula Kuhn, President (This award is presented to an organization or individual to recognize their significant contribution(s) to the Winton Woods City School District over a period of many years.)

Winton Woods Intermediate School Art Gallery Winners
Superintendent Selection – Geiontae Walker-Williams
Principal Selection – Darryl Calhoun
Honorable Mention – Leslie Gervacio, Julian Vaca-Iber
Teacher – Mr. Aaron Schmits

Gifts

The Board of Education extends its sincere appreciation to Mr. and Mrs. Larry Keel, in concert with Mr. Greg Cox of the St. Joseph Home, who donated a hydraulic lift with adjustable base to Winton Woods High School. The lift, which is to be used in assisting students with personal care in the multi-handicapped resource room, is worth \$700.

Mr. Mike Denison, manager of the Fairfield Meijer, donated \$2,500 in school supplies to be distributed to students at Winton Woods Elementary School.

RECESS

**Winton Woods Board Of Education
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Regular Meeting - February 23, 2015**

APPROVAL OF MINUTES

The minutes of the following meetings were approved as presented.

Regular Meeting – January 26, 2015

TREASURER'S REPORT

Without objection, the Financial Statements for the month of January, 2015 were filed for audit.

TREASURER'S RECOMMENDATIONS

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

REPORTS OF THE SUPERINTENDENT

- (a) Upcoming School Events
- (b) Building Leadership Team Minutes

T-1 Trend Data for Transportation

Mr. Steve Denny, Executive Director of Accountability & Business Affairs, reviewed for the Board the data on ridership and miles driven for transportation of students.

First Reading: Revised Board Policy

Revised Policy – 8540 – Vending Machines

SUPERINTENDENT'S RECOMMENDATIONS

02-24-15 On a motion by Mr. Cleary, seconded by Dr. Johnson to approve the personnel schedules as presented.

Schedule A – Resignations

Mary Ellen Smith, Asst. to the Treasurer, C.O., effective 7/1/15, retirement
Michelle Stahl, Teacher on Leave of Absence, WWHS, effective 2/9/15, personal

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SUPERINTENDENT'S RECOMMENDATIONS (CONT.)

Schedule B – Personnel Employment – Certificated

New Hire:

Gerald St. Jacques, Intervention Spec., WWHS, \$63,552, effective 2/18/15

Schedule C – Personnel Employment – Support Staff

New/ Rehire:

Barbara Barnaclo, Sub Bus Driver, \$15.00/hr., effective 2/17/15

Barbara Barnaclo, Sub Clerical, \$13.10/hr., effective 2/17/15

Sybil Cooper, Sub Instructional Asst., \$12.30/hr., effective 2/4/15

Alicia Johnson, Sub Instructional Asst., WWMS, \$12.30/hr., effective 1/26/15

Erin Klancar, Special Ed. Asst., WWHS, \$14.62/hr., effective 3/9/15

Leslie Nutt-Roberts, Bus Driver, \$17.85/hr., effective 2/9/15

Schedule D – Personnel Employment – Certificated and Non-Certificated (including extra duties)

Wellness and Benefit Committee: General Fund, \$500, effective 2013/14 contract year
Rebecca Cimini, WWHS

WWIS Extra-Duty positions: General Fund, effective 2014/15 contract year

Janet Harden, Camp Campbell Gard Coordinator, \$300

Janet Harden, Sprinters Club, \$100

Janet Harden, Girls on the Run, \$100

Carl Paff, Detention Monitor, \$300

Carl Paff, Detention Monitor – Fridays, \$150

Carl Paff, Student Council, \$100

Genice Peterson, Student Council, \$100

Sheila Kay Robinson, Girls on the Run, \$100

Don Schutte, Eco Warrior, \$450

Don Schutte, Math Counts, \$300

Holly Smith-Conway, Spelling Bee, \$200

Jennifer Svach, Detention Monitor, \$300

Jennifer Svach, Detention Monitor – Fridays, \$150

Stipend from Xavier University for Mentor of Student Teacher - Fall Semester 2014:
General Fund, effective 2014/15 contract year
Meredith Steen, \$500

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SUPERINTENDENT'S RECOMMENDATIONS (CONT.)

Change in WWMS Extra-Duty

Katherine Sparke, Resigned from Gardening Club – no stipend

WWHS After School Warrior Academic Help Center (WAHC) tutors: \$27/hr., Title I funding, effective 2014/15 contract year

Rebecca Cimini, up to 50 hours

Erin Murphy, up to 50 hours, General fund

Alicia Kinne, Sub WAHC tutor

Melanie Laiveling, Sub WAHC tutor

Brad Lanier, Sub WAHC tutor

WWHS Supplemental position: General Fund; effective 2014/15 contract year

Wade Goins, Girls Varsity Asst. Head Coach, \$2,029

Schedule E – Leaves

Mary Barnes, Teacher, WWES, effective 2/17/15 – 5/27/15, F.M.L.A.

William Bowman, Teacher, WWMS, effective 2/17/15 – 5/15/15, F.M.L.A.

Danny Courtney, Bus Driver, effective 1/12/15 – 2/16/15, F.M.L.A.

Nadia Saunders, Teacher, WWIS, (revised) effective 3/1/15 – 5/25/15, F.M.L.A.

Natalie Siegel, Teacher, WWIS, effective 5/8/15 – 10/5/15, F.M.L.A.

Elizabeth Styles, Asst. Principal, WWPB & WWPS, effective 2/18/15 – 4/1/15, F.M.L.A.

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

President Miranda declared the motion carried.

Job Description for Payroll Specialist

02-25-15 On a motion by Mr. Cleary, seconded by Mr. Pennycuff to approve the Job Description for Payroll Specialist as presented. (Attached)

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

President Miranda declared the motion carried.

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SUPERINTENDENT'S RECOMMENDATIONS (CONT.)

Updated Salary Schedule for Exempt Employees

02-26-15 On a motion by Dr. Johnson, seconded by Mrs. Burns to approve the Updated Salary Schedule for Exempt Employees as presented. (Attached)

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

President Miranda declared the motion carried.

Interdistrict Enrollment for SY 2015 – 2016

02-27-15 On a motion by Mr. Pennycuff, seconded by Mrs. Burns to approve Interdistrict Enrollment for SY 2015 – 2016 as presented. (Attached)

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

President Miranda declared the motion carried.

Proposal for Overnight/Extended Student Trip – Winton Woods Intermediate School; Camp Joy, Clarksville, Ohio; April 22-24, 2015

02-28-15 On a motion by Mr. Cleary, seconded by Mrs. Burns to approve the Proposal for Overnight/Extended Student trip for WWIS to Camp Joy, Clarksville, Ohio, April 22-24, 2015 as presented.

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

President Miranda declared the motion carried.

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SUPERINTENDENT'S RECOMMENDATIONS (CONT.)

**Proposal for Overnight/Extended Student Trip – Winton Woods High School;
Camp Joy, Clarksville, Ohio; April 22-24, 2015**

02-29-15 On a motion by Mr. Cleary, seconded by Mrs. Burns to approve the Proposal for Overnight/Extended Student trip for WWHS to Camp Joy, Clarksville, Ohio, April 22-24, 2015 as presented.

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

President Miranda declared the motion carried.

Proposal for Overnight/Extended Student Trip – Winton Woods Intermediate School; Camp Campbell Gard, Hamilton, Ohio; May 20-22, 2015

02-30-15 On a motion by Mr. Cleary, seconded by Mrs. Burns to approve the Proposal for Overnight/Extended Student trip for WWIS to Camp Campbell Gard, Hamilton, Ohio, May 20-22, 2015 as presented.

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

President Miranda declared the motion carried.

BOARD OF EDUCATION REPORTS

- | | |
|---|---------------|
| • Legislative Report | Mr. Pennycuff |
| • Great Oaks Career Technical Center Report | Mr. Cleary |

BOARD MOTIONS/RECOMMENDATIONS

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

COMMENTS TO THE BOARD OF EDUCATION FROM THE ASSOCIATIONS

WWTA REPRESENTATIVE

Mr. Brad Lanier

OAPSE REPRESENTATIVE

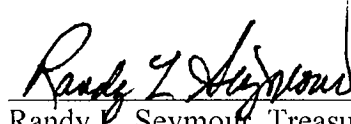
Absent

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ADJOURNMENT

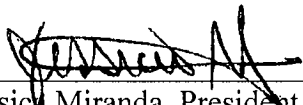
There being no further business, President Miranda declared the meeting adjourned at 8:04 p.m.

ATTEST:



Randy L. Seymour, Treasurer

APPROVED:

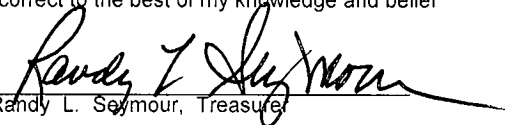


Jessica Miranda, President

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

Fund Balance			Book Balance		Bank Balance		
001	General Fund	\$18,605,830.66	Beginning Balance		\$15,125,065.19	Fifth Third Bank	\$1,954,043.47
003	Permanent Improvement	895,960.57				Petty Cash	2,550.00
006	Lunchroom	432,526.98	Plus: Receipts	33,383,738.92	F/S Petty Cash	850.00	
007	Special Trust	68,479.57	Less: Expenditures	(28,041,873.49)	Ath Petty Cash	1,000.00	
018	Public School Support	38,914.06					
019	Local Grants	47,572.16					
200	Activity Fund	38,463.19					
300	Athletic Fund	80,465.61	Ending Balance	20,466,930.62	Total		1,958,443.47
401-9014	Auxiliary Services - JPll	47,589.68					
439-9015	Early Childhood Education	918.93					
451-9015	Connectivity	0.00	Outstanding Warrants:			Investments:	
461-9015	HSTW	172.75					
506-9015	RtIT	23,271.47	Fifth Third Bank	327,705.33	Certificates of Deposit	250,000.00	
516-9015	IDEA-B	30,813.98				Star Bank	7,577,664.36
524-9015	Career Education	7,160.65				Star Ohio Plus	2,006,678.01
536-9015	Title I School Improvement	42,393.77				Meeder Investments	9,000,405.12
551-9015	Title III LEP	(265.01)					18,834,747.49
572-9151	Title III LEP Immigrant	(304.63)					
572-9015	Title I	101,221.75					
587-9015	ESCE IDEA-B	64.48					
590-9015	Title II-A Improving Teacher Quality	5,680.00					
			Total	327,705.33	Total		18,834,747.49
			Book Adjustments			Bank Adjustments	
						EZPay Account	
						Food Service	1,015.00
						General Acct	429.99
						EZPay In-Transit	1,444.99
						Credit Card In-Transit	0.00
			Total	0.00	Total		1,444.99
Total Fund Balance		20,466,930.62	Book Balance	20,466,930.62	Bank Balance		1,958,443.47
Plus: outstanding warrants		327,705.33	Plus: outstanding warrants	327,705.33	Plus: investments		18,834,747.49
		0.00	Plus: book adjustments	0.00	Plus: bank adjustments		1,444.99
Adjusted Fund Balance		\$20,794,635.95	Adjusted Book Balance	\$20,794,635.95	Adjusted Bank Balance		\$20,794,635.95

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

January 31, 2015

	<u>Estimated Revenue</u>	<u>% of Revenue</u>	<u>Revenue MTD</u>	<u>Revenue FYTD</u>	<u>Percentage Received</u>
Local:					
Real Estate Taxes	\$22,200,000	49.18%	\$6,135,000	\$16,782,845	75.60%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	1,780,000	3.94%	73,128	833,495	46.83%
Interest	25,000	0.06%	2,380	18,172	72.69%
Student Fees	133,500	0.30%	2,364	78,330	58.67%
Rental Fees	220,000	0.49%	24,803	146,311	66.51%
Other (2)	648,500	1.44%	7,091	312,676	48.22%
Total Local Revenue	<u>25,007,000</u>	<u>55.40%</u>	<u>6,244,766</u>	<u>18,171,830</u>	<u>72.67%</u>
State:					
Foundation Fund	14,690,000	32.54%	1,216,792	8,548,000	58.19%
Homestead & Rollback	2,800,000	6.20%	0	1,425,565	50.91%
Other (3)	2,456,900	5.44%	208,222	1,535,508	62.50%
Total State Revenue	<u>19,946,900</u>	<u>44.19%</u>	<u>1,425,014</u>	<u>11,509,073</u>	<u>57.70%</u>
Federal:					
Other (4)	185,000	0.41%	9,357	154,330	83.42%
Total Federal Revenue	<u>185,000</u>	<u>0.41%</u>	<u>9,357</u>	<u>154,330</u>	<u>83.42%</u>
Return of Advances/Trans-In	0	0.00%		0	0.00%
Refund of Prior Yr. Exp.	0	0.00%	0	96,062	0.00%
Total	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>96,062</u>	<u>0.00%</u>
GRAND TOTAL	<u>\$45,138,900</u>	<u>100.00%</u>	<u>\$7,679,137</u>	<u>\$29,931,295</u>	<u>66.31%</u>

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

(2) Includes all other receipts not otherwise classified

(3) Includes catastrophic and tangible reimbursement

(4) Includes Medicaid and e-rate reimbursement

WINTON WOODS CITY SCHOOLS
General Fund Expenditures by Object
January 31, 2015

	<u>Appropriation</u>	<u>% Total</u> <u>Appr.</u>	<u>Expended</u> <u>MTD</u>	<u>Expended</u> <u>FYTD</u>	<u>Encumbered</u> <u>FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Personal Services (100)	\$22,224,000	49.23%	\$2,166,349	\$12,711,222	\$0	\$9,512,778	57.20%
Fringe Benefits (200)	9,016,300	19.97%	983,181	5,018,903	98,058	3,899,339	56.75%
Purchased Services (400)	10,458,100	23.17%	620,357	4,791,189	1,949,632	3,717,280	64.46%
Materials & Supplies (500)	1,491,750	3.30%	91,375	971,001	165,859	354,890	76.21%
Capital Outlay - New (600)	862,600	1.91%	89,405	729,860	10,715	122,025	85.85%
Other (800)	995,250	2.20%	125,519	581,306	58,900	355,044	64.33%
Transfers/Advances (900)	95,000	0.21%	0	0	0	95,000	0.00%
Total	<u>\$45,143,000</u>	<u>100.00%</u>	<u>\$4,076,187</u>	<u>\$24,803,480</u>	<u>\$2,283,163</u>	<u>\$18,056,356</u>	<u>60.00%</u>

Object Numbers:

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

Appropriation Summary:

FY15 Permanent Appropriations	\$45,143,000
FY14 Carryover Encumbrances	99,942
Total Appropriations	\$45,242,942

WINTON WOODS CITY SCHOOLS
General Fund Expenditures by Function
January 31, 2015

	<u>Appropriation</u>	<u>% Total</u> <u>Appr.</u>	<u>Expended</u> <u>MTD</u>	<u>Expended</u> <u>FYTD</u>	<u>Expended</u> <u>FYTD</u>	<u>Encumbered</u> <u>Balance</u>	<u>% Spent</u>
Regular (1100)	\$19,918,300	44.12%	\$1,712,646	\$10,835,483	\$168,654	\$8,914,163	55.25%
Special (1200)	7,853,700	17.40%	782,230	4,299,468	486,774	3,067,457	60.94%
Pupils (2100)	2,717,300	6.02%	281,107	1,349,359	221,863	1,146,079	57.82%
Instructional Staff (2200)	1,775,200	3.93%	149,822	1,047,636	90,784	636,780	64.13%
Board of Education (2300)	154,850	0.34%	13,737	103,994	30,613	20,244	86.93%
School Adm. (2400)	3,798,950	8.42%	337,114	2,145,024	58,263	1,595,662	58.00%
Fiscal Services (2500)	1,292,100	2.86%	101,142	647,753	98,141	546,206	57.73%
Business Services (2600)	301,100	0.67%	23,958	150,465	36,752	113,883	62.18%
Oper. of Plant (2700)	3,443,100	7.63%	282,117	1,955,830	890,856	596,413	82.68%
Pupil Trans. (2800)	2,424,700	5.37%	233,123	1,416,685	144,416	863,599	64.38%
Central Support Services (2900)	480,850	1.07%	50,704	347,439	33,605	99,806	79.24%
Community Services (3000)	29,500	0.07%	227	23,628	2,316	3,556	87.95%
Extracurricular (4000)	657,350	1.46%	64,821	364,275	4,958	288,117	56.17%
Capital Outlay (5000)	201,000	0.45%	43,440	116,440	15,167	69,393	65.48%
Contingencies (7000)	95,000	0.21%	0	0	0	95,000	0.00%
Total	\$45,143,000	100.00%	\$4,076,187	\$24,803,480	\$2,283,163	\$18,056,356	60.00%

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:

FY15 Permanent Appropriations \$45,143,000

FY14 Carryover Encumbrances 99,942

Total Appropriations \$45,242,942

WINTON WOODS CITY SCHOOLS

Year To Date Summary as of
January 31, 2015

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$13,478,016	\$29,931,295	\$24,803,480	\$18,605,831	\$2,283,163	\$16,322,668
Special Revenue Funds:						
018 Public School Support	32,876	30,590	24,552	38,914	6,922	31,992
019 Other Grants	53,580	6,549	12,557	47,572	10,494	37,078
300 District Managed Activity	71,189	128,735	119,459	80,466	40,893	39,572
401 Auxiliary Services	61,902	158,229	172,542	47,590	102,862	(55,272)
439 Preschool Education	0	27,878	26,959	919	697	222
451 Data Communication	0	5,400	5,400	0	5,400	(5,400)
461 Vocational Ed Enhancements	1,050	750	1,627	173	0	173
506 Race to the Top	23,864	23,271	23,864	23,271	0	23,271
516 IDEA	46,715	492,164	508,065	30,814	93,928	(63,114)
524 Vocational Education	657	8,550	2,046	7,161	1,375	5,786
536 Title I School Improvement	1,926	74,393	33,926	42,394	102,191	(59,797)
551 Limited English Proficiency	10,754	37,315	48,639	(570)	7,189	(7,758)
572 Title I	38,839	750,238	687,855	101,222	203,632	(102,411)
587 IDEA Early	1,359	13,581	14,875	64	0	64
590 Title II-A	5,367	66,148	65,835	5,680	5,473	207
Capital Projects Funds:						
003 Building	775,477	626,399	505,915	895,961	19,685	876,276
007 Special Trust	64,582	136,787	132,889	68,480	28,927	39,552
Agency Funds:						
200 Student Activity	37,464	8,112	7,113	38,463	2,395	36,068
Enterprise Funds:						
006 Food Services	419,447	857,355	844,275	432,527	256,382	176,145
Total	<u>\$15,125,065</u>	<u>\$33,383,739</u>	<u>\$28,041,873</u>	<u>\$20,466,931</u>	<u>\$3,171,609</u>	<u>\$17,295,322</u>

6.015



TO: WWCS D Board of Education
 FROM: Randy Seymour, Treasurer
 DATE: February 3, 2015
 SUBJECT: January Investments

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

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
Money Markets:				
Star Ohio	\$7,577,664	\$156	0.04%	
5th/3rd	<u>1,954,043</u>	<u>1,067</u>	0.20%	Includes earnings credit
Certificates of Deposits:		<u>Accrued Interest</u>		<u>Purchased Date</u> <u>Maturity Date</u>
Fifth Third Bank (FDIC)	250,000	96	0.45%	5/10/2013 5/11/2015
Star Ohio Plus (FDIC)	2,000,000	340	0.20%	5/23/2013
Meeder Investments	<u>9,000,000</u>	<u>807</u>		11/13/2014
 Total	 <u>\$20,781,708</u>	 <u>\$2,466</u>		

Winton Woods City School District Job Description

Job Title: Payroll Specialist
Reports To: Treasurer
FLSA Status: Exempt
Approved By: Board of Education
Approved Date: February 23, 2015

GENERAL DESCRIPTION

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following;

- Responsible for 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. Prepares payroll distribution and transfer check for deposit to the payroll clearing account as well as board share of Medicare and any retirement contributions. Posts to general ledger all transactions related to payroll, including but not limited to payroll, Medicare, STRS/SERS, tax shelter, insurance benefits and tax shelter annuities (403b and 457 plans).
 3. Prepares, files, and retains 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
 4. Assists in calculating retiree severance pay, including any incentives and accrued vacation pay upon separation.
 5. Assists in preparing annual salary notification for certificated, exempt and administrative employees.
 6. Assists in the calculation of the over \$50,000 term life insurance adjustment and other adjustments to W-2 forms and reports.
 7. Prepares and reconciles periodic deductions with vendor invoices, including tax-sheltered annuity programs, S125 Plans, credit union, professional dues and all other deductions.
- Responsible for the month, quarter and year-end closing process for payroll.
- Responsible for administration of all aspects of employee benefits which include but is not limited to:
 1. Maintains the official record of employee sick leave, personal and vacation leave and other types of employee absence/attendance/accrual records. Process employment verifications, sick leave transfer forms, service verification, and unemployment verification as needed.
 2. Maintains employees' benefit records 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.
 3. Assists in posting requisitions and reconciling invoices from insurance benefit providers.
 4. Assists in maintaining S125, 403b and 457 tax deferral programs and maintains journal entries of all transactions in compliance with federal law.
 5. Assists in tracking for the District COBRA program for separated employees, providing appropriate notice to ensure compliance with federal law.

6. Assists with maintaining Workers Compensation and Unemployment records in compliance with State regulations.
 7. Assists in maintaining records of all accident reports and files quarterly OSHA reports.
 8. Assists with Human Resources personnel to update forms and procedures for Open Enrollment and New Hire Packets.
- Assists audit team, as needed.
 - Works with personnel in human resources and accounting to ensure complete and accurate flow of information.
 - Maintains official payroll related records as required by Federal, State, Auditor of State, Hamilton County Auditor and district records retention committee.
 - Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.
 - Prepares and distributes information and correspondence of a confidential, routine, legal and statistical nature.
 - Handles information inquiries from district employees regarding aspects of their compensation and benefit program.
 - 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

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.

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
Salary Schedule
Exempt Employees
Effective February 23, 2015

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Administrative Assistant Payroll Specialist	59,907	61,570	63,311	65,053	66,794	68,535	70,277	72,019	73,761
Community and Public Engagement Coordinator	54,606	56,346	58,088	59,829	61,570	63,311	65,053	66,794	68,535
Assistant to Human Resources Payroll Manager	52,549	54,290	56,031	57,772	59,514	61,255	62,996	64,737	66,478
Assistant to the Treasurer Assistant to the Business Manager Assistant to the Technology Director Assistant to the Special Services Director	46,693	48,275	49,858	51,441	53,182	54,923	56,664	58,405	60,147
Supervising Custodian	44,317	45,741	47,164	48,587	50,011	51,434	52,858	54,281	55,705
Executive Secretary	40,045	41,468	42,894	44,317	45,741	47,164	48,587	50,011	51,434
Supervising Technician	36,678	38,101	39,524	40,947	42,371	43,794	45,217	46,640	48,063
Supervising Cook	24,559	25,484	26,406	27,329	28,252	29,173	30,094	31,017	31,938

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.

Winton Woods City School District

Bylaws & Policies

5113 - INTER-DISTRICT OPEN ENROLLMENT

The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, provided the enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy. All open enrollment guidelines must be met before approval is granted.

Student Fees

Students wishing to enroll as inter-district transfers must pay all required student fees at the time of enrollment in accordance with the District's established Student Fees, Fines and Charges Policy (See Board Policy 6152) before enrollment is considered finalized. Inter-district transfer students who fail to pay the required fees or to qualify for a waiver of such fees at the time of enrollment shall be denied admission. Students who move out of the District during the school year, and wish to remain in the District as inter-district/openly enrolled must have a zero balance before such enrollment is approved.

Restrictions

Applications from students may be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.

No student shall be accepted for open enrollment that has been convicted and/or ruled a delinquent for committing any of the crimes listed below:

- A. Conveying deadly weapons or dangerous ordinance.
- B. Possessing deadly weapons or dangerous ordinance.
- C. Carrying a concealed weapon on school property or at a school function.
- D. Trafficking drugs.
- E. Murder or aggravated murder.
- F. Assault or aggravated assault.
- G. Voluntary or involuntary manslaughter.

- H. Rape, gross sexual imposition or felonious sexual penetration.
- I. Complicity in any of the above offenses.

High School students who are credit deficient may be denied enrollment.

Revocation

Enrollment of an inter-district transfer student may be revoked as a result of poor attendance and/or repeated or serious violations of the student code of conduct. Poor attendance is defined as twelve (12) unexcused tardies to school and/or absences in a school year. Enrollment of an inter-district student may be revoked if it is determined that the student or the parent/guardian failed to disclose or falsified information on the inter-district/open enrollment application.

Capacity

Consideration for open enrollment is subject to building capacity and class or program size and limitations. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building or grade level which is the number of students that can be accommodated without increasing District expenditures for staff, space or equipment.

Approved open enrollments may be subject to displacement due to excessive enrollment. In the event that the Superintendent or designee declares a program, grade level or building overcrowded, and if the District decides not to add staff, inter-district transfer students will be returned to their home districts to make space for students who officially reside in the Winton Woods City School District. These students are termed "resident native" students. The order of return will be in reverse order of enrollment - last in, first out.

Enrollment Priority

Enrollment priority shall be given to resident native students. Such students may not be refused attendance in the District regardless of capacity. Resident native students also include those as defined by R.C. 3313.64.

Children of nonresident employees will be given the next order of priority. Children of all nonresident employees enrolled in the Winton Woods City School District shall be reported to the state as "open enrollment student(s)". In general, all other applicants will be enrolled on a first-come, first-served basis contingent upon space availability. However, special consideration will be given to students with siblings currently enrolled in the District and resident students who move during the year and wish to remain in the District.

Students approved and enrolled in a school through open enrollment may continue in the District through all grades without reapplying so long as they indicate in writing intent to remain enrolled on or before March 31st.

Open Enrollment Timeline:

April 1 - Begin accepting applications 8:00 AM. (Applications will not be accepted prior to this date).

All Open Enrollment applications will be accepted through the first Friday of the first week of October.

Notice of approval will be sent to students' parents/guardians within two (2) weeks of application.

Parents/guardians are required to submit a letter of acceptance within one (1) week of notice of acceptance.

Open Enrollment Deadlines:

The deadline for filing regular open enrollment requests for the 2015-2016 school year is October 9, 2015, 4:00 PM. Inter-district open enrollment will not be an ongoing process throughout the school year.

Exceptions to this deadline are as follows:

Students who move out of the District during the school year must apply for open enrollment in order to remain in Winton Woods City Schools. This must be done as soon as school officials are made aware of the change of address. The parent/guardian must go to the Enrollment Office with proof of their new address and fill out an open enrollment application. Attendance and discipline may have an impact on approval. Inter-district students enrolled in the District who move into the District must be admitted to Winton Woods City Schools as resident native students upon proof of address within the district regardless of space.

Transportation

Parents/guardians of students attending the District through open enrollment are responsible for transportation to and from school and to and from activities outside of the regular school day. After students are approved for open enrollment, arrangements to meet a bus at a predetermined stop may be arranged through the Director of Transportation if space is available.

Special Education

The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided to disabled resident native students. If an inter-district transfer student becomes disabled and requires special education or a reasonable accommodation after enrolling in the District, s/he may be transferred back to their home district, if the school s/he is attending is not currently providing the services for resident native disabled students or cannot make the reasonable accommodation.

Great Oaks Institute of Technology and Career Development Programs

Inter district applicants who wish to participate in any Great Oaks Institute of Technology and Career Development (Great Oaks) program will be screened through Great Oaks. Technology and Career Development programs through Great Oaks are only available for students grades 11 and 12 or students sixteen (16) years of age or older. Acceptance into such programs is based upon criteria established by Great Oaks.

High School Athletic Eligibility

In accordance with Bylaw 4-7-3 of the Ohio High School Athletic Association (OHSAA), a student who transfers to Winton Woods High School through open enrollment after establishing eligibility by being officially enrolled at another nonpublic or public high school, will be ineligible for one (1) calendar year from the date of enrollment.

Exceptions to this rule are as follows:

- A. If the parent(s) or legal guardian(s) change residence from one (1) district to another, the student is eligible for athletics.
- B. Eighth-grade students enrolling in high school, either through residency or open enrollment, are eligible for athletics providing they meet grade and attendance requirements.
- C. A student may enroll in a school outside the district of residence of the parent(s) or guardian(s) provided the superintendents or principals of both school districts enter into a written agreement and specify that the purpose of such enrollment is to protect the student's physical or mental well-being and/or educational program.

Application Process

All approved applications require parents/guardians to complete and submit regular school enrollment information in addition to the completed Inter-District Open

Enrollment Application. Along with the application and enrollment information, the following items are required:

- A. Copy of Current Report Card and Official Transcript
- B. Attendance Record
- C. Discipline Record
- D. Current IEP or 504 Plan

Annual Review

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment.

Racial Balance

It is the intent of the Board to avoid racially isolated buildings or programs as a result of this policy. A racially isolated building or program refers to a District building or program in which the racial composition of the students varies significantly from overall composition of the School District. The Board intends to maintain an appropriate racial balance as required by law. Should a concern arise regarding racial balance in one (1) or more of the District's schools or programs, the Superintendent shall consult with legal counsel to determine the appropriate steps that should be taken. The Superintendent shall then make the appropriate recommendation to the Board.

Non-discrimination

The Winton Woods City Schools Board of Education does not unlawfully discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability in employment or in its educational program and activities.

R.C. 3313.98

November, 1995

Revised 4/23/01

Revised 2/28/11

Revised 8/8/11

Revised 3/26/12

Revised 2/24/14

Revised 2/23/2015