

LOVELAND CITY SCHOOL DISTRICT BOARD OF EDUCATION

Loveland Board of Education Office – Loveland, OH – October 17, 2017

The Loveland Board of Education met in a regular session on Tuesday, October 17, 2017. Mr. Blumberg called the meeting to order at 6:03 p.m.

Call to Order

ROLL CALL:

Mr. Blumberg	Present
Mr. Jarvis	Present
Dr. Lorenz	Present
Ms. Pettit	Present
Mr. Taggart	Present
Caroline Bond	Present

RESOLUTION NO. 17 - 71 ADOPTION OF BOARD AGENDA

Ms. Pettit moved, seconded by Mr. Taggart to adopt the agenda for the October 17, 2017 Board of Education meeting as presented. Voting order and sequence will be rotated by the Treasurer.

Discussion

ROLL CALL VOTE

Mr. Jarvis	Yes
Dr. Lorenz	Yes
Ms. Pettit	Yes
Mr. Taggart	Yes
Mr. Blumberg	Yes

MOTION CARRIED.

Welcoming of Guests

Pledge of Allegiance

Hearing of the Public

Committee Reports

- Dave Blumberg – Facilities/Finance – Destination Loveland
- Art Jarvis – Reconnect with the past stakeholders

Discussion Topics

- Superintendent Search Focus Groups - October 18 & 19
- Board Docs Training - October 19
- First Reading of Policy 5200 - Attendance
- Retire/Rehire of Exempt Staff - Administrative Guidelines

Student Representative to the Board Reports

RESOLUTION NO. 17 – 72 ADOPTION OF BOARD AGENDA

Dr. Lorenz moved, seconded by Ms. Pettit to approve the following superintendent resolutions.

Superintendent Resolutions

- Approve Authorization and Acknowledgment for School Resource Officer Fred Barnes to carry a firearm on Board Property (Attachment 2)
- Approve Contracted Service - Loveland Drug Task Force Program Coordinator Pilot (Attachment 3)

Discussion

ROLL CALL VOTE

Dr. Lorenz	Yes
Ms. Pettit	Yes
Mr. Taggart	Yes
Mr. Blumberg	Yes
Mr. Jarvis	Yes

MOTION CARRIED.

Treasurer’s Report and Recommendations

RESOLUTION NO. 17 - 73 APPROVE THE FOLLOWING TREASURER RESOLUTIONS

Mr. Blumberg moved, seconded by Ms. Pettit to approve the following Treasurer resolutions:

- Approve the submitted financial reports, payment of invoices, board member expenses, transfers, investment of funds and appropriation adjustments.
- Approve reading and corrections of typographical and substantive changes to previous minutes for September 18 and October 3 not yet adopted and as printed in draft.
- Invoice #2021628, dated 8/7/17 from Santander Leasing was paid with check #102438 dated 8/16/17
- Invoice #2028173, dated 8/21/17 from Santander Leasing was paid with check #102628 dated 8/30/17
- Approve disposal of equipment by gift, sale, or destruction (Attachment 4).

Discussion

ROLL CALL VOTE:

Ms. Pettit	Yes
Mr. Taggart	Yes
Mr. Blumberg	Yes
Mr. Jarvis	Yes
Dr. Lorenz	Yes

MOTION CARRIED.

Director of Human Resources’ Report and Recommendations

RESOLUTION NO. 17 – 74 APPROVE THE JOB DESCRIPTION FOR THE SYSTEMS ADMINISTRATOR

Dr. Lorenz moved, seconded by Mr. Taggart to approve the job description for the Systems Administrator.

Attachment 1

Job Description: Systems Administrator

Discussion

ROLL CALL VOTE:

Mr. Taggart	Yes
Mr. Blumberg	Yes
Mr. Jarvis	Yes
Dr. Lorenz	Yes
Ms. Pettit	Yes

MOTION CARRIED.

RESOLUTION NO. 17 – 75 APPROVE RESIGNATIONS AND EMPLOYMENT OF CERTIFIED, CLASSIFIED, HOMEBOUND, SUBSTITUTE AND SUPPLEMENTAL POSITIONS FOR THE 2017-2018 SCHOOL YEAR

Ms. Pettit moved, seconded by Dr. Lorenz to approve the following resignations and employment of certified, classified, homebound, substitute and supplemental positions for the 2017-2018 school year.

A. Retirement / Resignation / Leave of Absence

1. Debbie Simon, Resignation, LHS Food Service Cook, effective 10/13/17
2. Roy Barger, Request to return from Leave of Absence early. Mechanic, effective 10/18/17
3. Ian Hammeran, Resignation, Co-Head FR Boys LAX Coach, effective 9/30/17
4. Elma Schmiege, Leave of Absence, LES Food Service Worker/Cook, effective 10/9/17 – 11/27/17
5. Laura Miner, Resignation, Bus Driver, effective 10/24/17

B. Employment of Certified Substitute Personnel for the 2017-2018 School Year

1. Maura Burkhouse, effective 10/5/17
2. Cheryl Spillman, effective 10/2/17
3. Kimberly Keyser, effective 10/2/17
4. Jennifer Mitchell, effective 10/2/17
5. Roy Nickerson, effective 10/2/17
6. Alexander Watson, effective 10/2/17
7. Kristina Anderson, effective 9/28/17
8. Sarah Shewbridge, effective 9/28/17
9. Kelly Tobias, effective 10/26/17
10. Laurie Homan, effective 9/26/17
11. Roxanne Bowman, 9/26/17
12. Cindy Reichman, effective 9/15/17
13. Molly Leu, effective 9/26/17
14. Kelly Cappelletty, effective 9/25/17
15. Laura Cloud, effective 9/25/17

C. Supplemental Positions effective 2017-2018 School Year

1. LHS Athletic Supplementals

- | | | | |
|----|---------------------|---|--------------|
| a. | Matt Knott* | Asst. Varsity Boys Basketball Coach | exp. 1 yrs. |
| b. | Griffin Williams* | JV Boys Basketball Coach | exp. 2 yrs. |
| c. | Roger Orsinelli* | Asst JV Boys Basketball Coach | VOLUNTEER |
| d. | Matt Cameron* | Head 9 th grd Boys Basketball Coach | VOLUNTEER |
| e. | Rick Henry* | Asst. 9 th grd Boys Basketball Coach | exp. 1 yr. |
| f. | Keith Braswell * | Asst. Varsity Girls Basketball Coach | exp. 9 yrs. |
| g. | Wray Jean Connor | JV Girl Basketball Coach | exp. 15 yrs. |
| h. | Jason McElfresh* | Co-Frosh Girls Basketball Coach | exp. 5 yrs. |
| i. | Samantha McElfresh* | Co-Frosh Girls Basketball Coach | exp. 0 yrs. |
| j. | Dale Lawrence | Asst. V Wrestling Coach | exp. 22 yr. |
| k. | Rafael Pensco* | Asst. V Wrestling Coach (1/3) | exp. 1 yr. |
| l. | John Jacobs* | Asst. V Wrestling Coach (2/3) | exp. 0 yr. |
| m. | Charlie Heyob* | JV Wrestling Coach | exp. 1 yrs. |
| n. | George Loukoumidis* | JV Wrestling Coach | VOLUNTEER |
| o. | Randy Simons* | Asst. Swimming Coach | exp. 19 yrs. |
| p. | Emily Christman* | JV BK Cheerleading Coach | exp. 1 yr. |
| q. | Kyle Grogan | Varsity Girls Bowling Coach | exp. 0 yrs. |

2. LMS Athletic Supplementals

- | | | | |
|----|----------------|---|--------------|
| a. | Greg Croskey* | Head 8 th grd Boys Basketball Coach | exp. 4 yrs. |
| b. | Phil Marchal | Head 7 th grd Boys Basketball Coach | exp. 22 yrs. |
| c. | Stan McCoy | LMS "B" team Boys Basketball Coach | exp. 27 yrs. |
| d. | Steve Burgess* | Head 8 th grd Girls Basketball Coach | exp. 31 yrs. |

- | | | | |
|----|-----------------|---|--------------|
| e. | Nick Hartings | Head 7 th grd Girls Basketball Coach | exp. 11 yrs. |
| f. | Nick Smith | LMS "B" team Girls Orange BK Coach | exp. 3 yrs. |
| g. | Jason Ammerman* | LMS Wrestling Coach | exp. 10 yrs. |
| h. | John Hart | LMS Wrestling Coach | exp. 10 yrs. |
| i. | Ashley Hutson* | 8 th grd BK Cheerleading Coach | exp. 0 yrs. |
| j. | Katy Shafer | 7 th grd BK Cheerleading Coach | exp. 4 yrs. |

3. LMS Non-Athletic Supplementals

- | | | | |
|----|------------|-----------------------|-----------|
| a. | Carol Case | Asst Robotics Advisor | VOLUNTEER |
|----|------------|-----------------------|-----------|

*denotes non-staff member

D. Home Instruction/Extended Services

1. Leslie Papa (MA+10-5) for an LIS student per doctor's note, 10/5/17 – 1/12/18, max 20 hrs.
2. Jennifer Brannock (MA+30-18) for an LHS student per IEP, 10/13/17 – 11/30/17, max 5 hrs.

E. Employment of Exempt Employees/Positions/Extended Time

1. Julie Renner, District Director of Student Athletics for 10 days in July 2017 during transition of Athletic
2. Brian Conatser, Asst. District Director of Student Athletics for 10 days in July 2017 during transition of Athletic
3. School Resource Officer, to provide additional supervision of students at evening assemblies, athletic events and extracurricular activities, paid at \$25 per hour
 - a. Fred Barnes
 - b. Steve Almond

F. Extended Service/Stipends for Classified Personnel for the 2016-2017 School Year

1. Nancy McMichael, additional 15 minutes per day to ride along with an IEP student for bus ride, at current hourly rate

G. Employment of Classified Employees for the 2016-2017 School Year

1. Secretary/Aide/Monitor
 - a. Roslyn Bergman, LMS/LIS Spec Educ Aide, Step 4 effective 10/1/17
 - b. Karalee Pottebaum, LECC Spec Educ Aide, Step 1 effective 9/21/17
 - c. Shanda Mencsik, LMS/LIS 2.5 hr /day midday Custodian, Step 1, effective 9/21/17
 - d. Kimberly Frondorf, LPS Spec Educ Aide, Step 4, effective 10/30/17
2. Transportation
 - a. Michael Scherpenberg, FT Sub Bus Driver, 4.25 hrs/day, step 1, effective 10/5/17
 - b. Kristina Goedde, FT Sub Bus Driver, 4.25 hrs/day, step 1, effective 9/20/17
3. Custodial
 - a. Daniel Peabody, LES 2nd Shift Custodian, current step, effective 9/26/17

H. Employment of Classified Substitute Personnel for the 2017-2018 School Year

1. Secretary/Aide/Monitor
 - a. Cindy Reichman, effective 9/15/17
 - b. Molly Leu, effective 9/26/17
 - c. Sarah Behymer, effective 9/28/17
 - d. Pamela Geiling, effective 9/26/17
 - e. Roxanne Bowman, effective 10/2/17
2. Transportation
 - a. Chris Mihalik, effective 9/28/17
 - b. Laura Miner, effective 10/24/17
3. Custodial

a. Michael Scherpenberg, effective 10/16/17

Discussion

ROLL CALL VOTE:

Mr. Blumberg	Yes
Mr. Jarvis	Yes
Dr. Lorenz	Yes
Ms. Pettit	Yes
Mr. Taggart	Yes

MOTION CARRIED.

Adjournment

Mr. Jarvis moved, seconded by Ms. Pettit to adjourn the meeting.

Discussion

ROLL CALL VOTE:

Mr. Jarvis	Yes
Dr. Lorenz	Yes
Ms. Pettit	Yes
Mr. Taggart	Yes
Mr. Blumberg	Yes

Mr. Blumberg adjourned the meeting at 7:06 p.m.

Treasurer

Board President

BOARD OF EDUCATION WORK SESSION

November 9, 2017

Loveland Board of Education Office

6 p.m.

BOARD OF EDUCATION BUSINESS MEETING

November 28, 2017

Loveland Intermediate School Media Center

6 p.m.

Attachment 1



Job Description

Job Title: Systems Administrator

EMIS Position Code: _____

GENERAL DESCRIPTION

Is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware, software and web based programs. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, students, volunteers, and partners.

QUALIFICATIONS

1. 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.
2. Must have extensive knowledge of PC workstations, chromebooks, LCD projectors and the ability to obtain working knowledge of all ancillary technology equipment.
3. Certifications must include:
 - MCP
 - A+
 - Google Certified Administrator
 - Net+
 - MCSA
4. High school diploma or equivalent.
5. Previous experience with technology support and/or training is required.
6. Experience working in the Chromebook environment, G Suite for Education and in networked environment is required.
7. Certifications as noted above.
8. Current driver's license.

PROFESSIONAL EXPECTATIONS

1. Promote **outstanding** public relations by maintaining effective working relationships with students, peers, parents and community.
2. **Always positively represent the Loveland City School District with one's words, actions and behavior.**
3. Maintain a professional relationship with all students at all times, and comply with state and federal laws related to maintaining confidential information.
4. Adhere to all federal, state and local laws and statutes regarding criminal activity, and adhere to all policies of the Board of Education or Ohio Department of Education.

5. Have a positive mindset about all situations and interactions.
6. Punctuality and outstanding attendance

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operations and Support

1. · Set up accounts and workstations, coordinates with other managed service vendors
2. · Troubleshoot network hardware issues and outages
3. · Develop expertise to train staff on new technologies
4. · Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes
5. · Create, change, and delete user accounts per request.
6. · Provide Tier III/other support per request from various constituencies. Investigate and troubleshoot issues
7. · Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
8. · Develop and maintain installation and configuration procedures.
9. · Contribute to and maintain system standards.
10. · Research and recommend innovative, and where possible automated approaches for system administration tasks.
11. Identify approaches that leverage our resources and provide economies of scale.

Maintenance

1. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
2. Maintain operational, configuration, or other procedures.
3. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
4. Maintain data center environmental and monitoring equipment.

OTHER INFORMATION ASSOCIATED WITH THIS POSITION

1. Ability to communicate effectively with students, parents, colleagues and administration.
2. Ability to interpret and/or discuss information with others, which involves terminology or concepts that may not be familiar to the audience; regularly provide advice and recommend actions involving rather complex issues.
3. Ability to read and interpret documents such as reference manuals, installation guides, Board policies and procedures manuals.
4. Ability to write routine reports, training manuals and tip sheets, and document configuration settings.
5. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.
6. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.
7. Ability to apply knowledge of current research and theory based on school objectives.
8. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to function as a lead worker doing the work similar to those in the work

unit; responsibility for training, instruction, setting the work pace, and possibly evaluating performance.

9. 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.
10. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
11. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance.
12. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
13. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

This job may have supervisory responsibilities.

REPORTS TO: Business Manager

STATUS: Exempt

SALARY: Based on training and experience in accordance with the district salary schedule.

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District human resources will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.

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.

Approved By: Board of Education **Approved Date:**

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Job Title: Technology Systems Specialist **EMIS Position Code:** _____