

**Winton Woods Board of Education  
Minutes  
Regular Meeting – January 26, 2026**

The Winton Woods Board of Education met in Regular Session on Monday, January 26, 2026 at the Winton Woods Early Childhood Central Campus, Stage Room 184, 825 Waycross Road, Cincinnati, Ohio. President Knighten called the meeting to order at 6:31 p.m.

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

On the roll call the following members were present: Ms. Debra Bryant, Mr. Brandon Smith, Mr. Bill Speelman, Ms. Angela Knighten. Absent Ms. Kayla Miller. Also present were Mr. Steve Denny, Superintendent and Mr. Randy Seymour, Treasurer.

**DISTRICT HONORS, RECOGNITIONS, GIFTS, AND INTRODUCTIONS**

Due to the inclement weather conditions, District Honors, Recognitions, Gifts, and Introductions for the month of January will take place at the Regular Board meeting on February 23, 2026.

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

WWTA REPRESENTATIVE – Absent  
OAPSE REPRESENTATIVE – Absent

**WAIVE READING OF THE MINUTES**

**01-17-26** On a motion by Mr. Speelman, seconded by Ms. Bryant to waive the reading of the minutes for the following meetings:

Regular Meeting – December 15, 2025  
Organizational Meeting – January 12, 2026

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**APPROVAL OF MINUTES**

**01-18-26** On a motion by Ms. Bryant, seconded by Mr. Speelman to approve the minutes for the following meetings:

Regular Meeting – December 15, 2025  
Organizational Meeting – January 12, 2026

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**Winton Woods Board of Education  
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**TREASURER’S REPORT**

**Financial Statements**

The Financial Statements for the month of December were approved and filed for audit.

**TREASURER’S RECOMMENDATIONS**

**Investments – December, 2025**

**01-19-26** On a motion by Mr. Speelman, seconded by Ms. Bryant to approve the Investment Report for December, 2025.

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**REPORTS OF THE SUPERINTENDENT**

- Upcoming School Events – (Attached)
- Facilities Update – Mr. Jeremy Day, Executive Director of Business Affairs

**SUPERINTENDENT’S RECOMMENDATIONS**

**Personnel Schedules**

**01-20-26** On a motion by Ms. Bryant, seconded by Mr. Speelman to approve the personnel schedules as presented.

**Schedule A – Resignations and Retirements**

Resignations:

Janet Cain, Teacher, ECCC, effective 07/31/26

Brianna Ballew, Special Ed. Assistant, SCPS, effective 01/23/26

Damekeonna Bryant, Special Ed. Assistant, SCPS, effective 12/31/25

Shannen Hicks, Special Ed. Assistant, SCPS, effective 01/05/26

Naomi Hogan, Bus Driver, effective 01/07/26

Mary Krause, Sub. Food Service, effective 12/19/25

**Schedule B – Personnel Employment – Certificated**

New Hire:

Jacob Deaton, Teacher, SCIS, \$253.71/day, effective 01/12/26 – 05/31/26

Change in Effective Date:

Naomi Johnson, Long-Term Sub., NCMS, \$253.71/day, effective 12/08/25 – 05/31/26

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**SUPERINTENDENT’S RECOMMENDATIONS – (Cont.)  
Personnel Schedules – (Cont.)**

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

Change in Employment:

Larenda Jackson, from Sub. Food Service to Full Time, \$15.40/hr, effective 01/16/26  
Alfred McCoy, from Sub. Food Service to Full Time, \$15.40/hr, effective 01/16/26  
Paula Allmon, from Ed. Assistant to Special Ed. Assistant, \$21.79/hr, effective 08/01/25

**Schedule D – Personnel Employment – Certificated and Uncertificated (Including Extra Duties)**

Food Service December Attendance Incentive; \$50:

Ann Beiting	Katie Lauter	Susan Songer
Veronica Flowers	Linhong Louis	Stephanie Stacey
David Grosser	Denise Maddox	Christina Weber
Betty Hester	Becky McCoy	Tanya Whitson
Erin Hopster	Kathi Olmstead	Gregory Williams
Sarah Kelly	Mila Rahe	

Food Service Catering; \$18.49/hr:

Erin Hopster	Christina Weber
Becky McCoy	Gregory Williams
Casey Morgan	

ECCC Extra Duty for School Year 2025 - 2026:

Kassidee Olivencia, Event Coordinator, \$400.00  
Jennifer Mathews, Squirrels Team Lead, \$500.00  
Haley Backscheider, Yearbook Coordinator, \$325.00  
Shere Davidson, Dismissal Coordinator, \$325.00  
Austin Franklin, Outdoor Dismissal Team, \$150.00  
Carl Paff, Outdoor Dismissal Team, \$150.00  
Sharon Smith, Outdoor Dismissal Team, \$150.00  
Kelly Kennedy, Daycare Coordinator, \$150.00  
Carla Wheeler, Preschool Assistant Coordinator, \$300.00  
Amber Ruthen, Materials & Supplies Coordinator, \$325.00  
Cristina Rosas, Translation, \$325.00

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

**Personnel Schedules – (Cont.)**

**Schedule D – Personnel Employment – Certificated and Uncertificated (Including Extra Duties) – (Cont.)**

*NCHS Supplemental Positions:*

Donna Bouldin, Asst. Girls Wrestling Coach (80%), \$3,004, effective 2025 – 2026

Joy Austin, Asst. Girls Wrestling Coach (20%), \$751, effective 2025 – 2026

Michael Pilgrim, Boys Basketball Head Coach, \$13,143, effective 2025 – 2026

*NCHS Extra Duty for School Year 2025 - 2026:*

Jomaile Holland, After School OELPA Tutoring, \$29/hr

Rose Yang, After School OELPA Tutoring, \$29/hr

*Change in Assignment:*

Ashley Whyte, CB, \$406, 14hrs at \$29/hr, effective 10/15/25

**Schedule E – Leaves**

Delores Martin, ASA Assistant, NCMS, Intermittent, 12/15/25 – 03/06/26, F.M.L.A.

Susan Songer, Food Service, WWSC, 12/29/25 – 02/02/26, F.M.L.A.

Linda Schiltz, Athletic Secretary, NCHS, Intermittent, 01/12/26 – 05/29/26, F.M.L.A.

Kimberly Walker, Transportation Secretary, Intermittent, 12/22/25 – 12/21/26, F.M.L.A.

Corrine Macaluso, Speech Language Pathologist, ECCC, 03/16/26 – 05/27/26, F.M.L.A.

**Schedule M – Termination of Support Staff**

Autumn Washington, Transportation Secretary, effective 12/19/25

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**Job Description – Student Resource Coordinator/Tuancy Officer**

**01-21-26** On a motion by Mr. Speelman, seconded by Ms. Bryant to approve the Job Description – Student Resource Coordinator/Tuancy Officer as presented. (Attached)

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

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

**Job Description – Alternative School Teacher/Instructor**

**01-22-26** On a motion by Ms. Bryant, seconded by Mr. Speelman to approve the Job Description – Alternative School Teacher/Instructor as presented. (Attached)

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**Job Description – Instructional Assistant – Special Education**

**01-23-26** On a motion by Ms. Bryant, seconded by Mr. Speelman to approve the approve the Job Description – Instructional Assistant – Special Education as presented. (Attached)

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**Job Description – Building Support Manager (Child Nutrition)**

**01-24-26** On a motion by Ms. Bryant, seconded by Mr. Speelman to approve the Job Description – Building Support Manager (Child Nutrition) as presented. (Attached)

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**Overnight – Extended Student Trips**

**01-25-26** On a motion by Mr. Speelman, seconded by Ms. Bryant to approve the following Proposals for Overnight – Extended Student Trips – Winton Woods High School Academy of Global Studies.

- Academy of Global Studies 10<sup>th</sup> Grade Trip; April 1<sup>st</sup> – April 4<sup>th</sup>, 2026; New York City, New York (revised date)
- Academy of Global Studies 11<sup>th</sup> Grade Trip; April 1<sup>st</sup> – April 4<sup>th</sup>, 2026; Washington D.C., Maryland and Virginia (revised date)
- Academy of Global Studies 12<sup>th</sup> Grade Trip; April 1<sup>st</sup> – April 3<sup>rd</sup>, 2026; Chicago, Illinois (revised transportation)

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

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

**Overnight – Extended Student Trip**

**01-26-26** On a motion by Speelman, seconded by Ms. Bryant to approve the overnight/extended student trip for the Winton Woods Intermediate School 6th Grade, June 15-22, 2026 to Owakonze – Thunder Bay, Ontario, Canada.

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**Resolution - National School Counseling**

**01-27-26** On a motion by Ms. Bryant, seconded by Mr. Speelman to approve the Resolution – National School Counseling Week, February 2-6, 2026 as presented. (Attached)

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**BOARD OF EDUCATION REPORTS**

- Legislative Report
- Great Oaks Report

**BOARD MOTIONS/RECOMMENDATIONS**

**Addendum to Superintendent’s Contract**

**01-28-26** On a motion by Mr. Speelman, seconded by Ms. Bryant to amend the annual salary of Mr. Steve Denny, Superintendent to be \$165,000.00 effective February 1, 2026.

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye

President Knighten declared the motion carried.

**Winton Woods Board of Education  
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**BOARD MOTIONS/RECOMMENDATIONS – (Cont.)**

**Addendum to Treasurer’s Contract**

**01-29-26** On a motion by Ms. Bryant, seconded by Mr. Speelman to amend the annual salary of Mr. Randy Seymour, Treasurer to be \$153,000.00 effective February 1, 2026, and extend the contract of Randy Seymour, Treasurer for a period of one year from August 1, 2026 through July 31, 2027.

Vote: Ms. Bryant, Aye; Mr. Smith, Aye; Mr. Speelman, Aye; Ms. Knighten, Aye


President Knighten declared the motion carried.

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

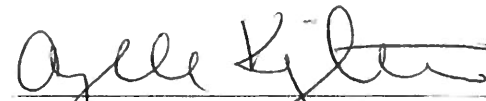
**ADJOURNMENT**

There being no further business, President Knighten declared the meeting adjourned at 7:18 p.m.

**ATTEST:**

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

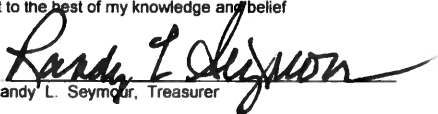
**APPROVED:**

  
\_\_\_\_\_  
Ms. Angela Knighten, President

WINTON WOODS CITY SCHOOLS  
Bank Reconciliation Statement  
December 2025 (Year to Date)

	Fund Balance	Book Balance		Bank Balance	
001 General Fund	\$18,671,874.61	Beginning Balance	\$31,872,241.35	Fifth Third Bank	\$2,711,196.13
002 Bond Retirement	3,431,596.46			Petty Cash	500.00
003 Permanent Improvement	956,846.42	Plus: Receipts	38,144,060.74	Food Service-Drawer	0.00
004 Building	155,492.83	Less: Expenditures	(39,623,845.76)	Athletic-Gate	2,000.00
006 Lunchroom	1,599,476.80				
007 Special Trust	200,323.11				
010 Classroom Facilities	3,481,860.60				
018 Public School Support	122,153.23	Ending Balance	30,392,456.33	Total	2,713,696.13
019 Local Grants	144,878.01				
022 District Agency	0.00				
034 Classroom Facilities Maintenance	1,486,502.57	Outstanding Warrants			
200 Activity Fund	23,147.44				
300 Athletic Fund	151,512.92	Fifth Third Bank	165,399.68	Investments	
401-9026 Auxillary Services - JPil	55,941.67			Star Ohio	8,976,948.66
439-9026 Early Childhood Education	(9,781.89)			Star Ohio - Building Local	2,154,823.49
451-9026 Connectivity	6,000.00			Star Ohio - Building State	1,834,850.63
499-9025 School Safety FY25 AG 1	0.00			Meeder Investments	14,877,537.10
516-9025 IDEA-B FY25	0.00			Meeder Invest (Building)	0.00
516-9026 IDEA-B FY26	977.46				27,844,159.88
536-9026 Title I Non-Competve School Improv	766.72				
551-9025 Title III LEP FY25	0.00			Bank Adjustments	
551-9026 Title III LEP FY26	357.76			Pay School Accounts	
572-9025 Title I FY25	0.00	Total	165,399.68	Food Service	0.00
572-9026 Title I FY26	2,226.74			General Acct	0.00
572-9326 Expanding Opportunities for Each Child	0.00			Pay School In-Transit	0.00
584-9224 Stronger Connections	767.80				
584-9026 Title IV-A FY26	0.00	Book Adjustments			
587-9026 IDEA Early Childhood Sp. Ed	(33.35)				
590-9026 Title II-A FY26	1,119.30				
599-9026 Comprehensive Literacy State Grant	(91,550.88)				
			0.00	Total	0.00
<b>Total Fund Balance</b>	<b>30,392,456.33</b>	<b>Book Balance</b>	<b>30,392,456.33</b>	<b>Bank Balance</b>	<b>2,713,696.13</b>
Plus: outstanding warrants	165,399.68	Plus: outstanding warrants	165,399.68	Plus: investments	27,844,159.88
	0.00	Plus: book adjustments	0.00	Plus: bank adjustments	0.00
<b>Adjusted Fund Balance</b>	<b><u>\$30,557,856.01</u></b>	<b>Adjusted Book Balance</b>	<b><u>\$30,557,856.01</u></b>	<b>Adjusted Bank Balance</b>	<b><u>\$30,557,856.01</u></b>

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

  
Randy L. Seymour, Treasurer

**WINTON WOODS CITY SCHOOLS**  
**General Fund Receipts**  
**December 31, 2025**

	<u>Estimated Revenue</u>	<u>% of Revenue</u>	<u>Revenue MTD</u>	<u>Revenue FYTD</u>	<u>Percentage Received</u>
<b>Local:</b>					
Real Estate Taxes	\$23,300,000	36.09%	\$0	11,218,535	48.15%
Public Utility Personal Property	2,400,000	3.72%	0	1,229,369	51.22%
Tuition (1)	1,185,000	1.84%	2,100	366,084	30.89%
Interest	1,300,000	2.01%	89,390	644,995	49.62%
Student Fees	20,000	0.03%	300	4,476	22.38%
Rental Fees	55,000	0.09%	1,955	12,496	22.72%
Other (2)	360,000	0.56%	17,134	209,341	58.15%
<b>Total Local Revenue</b>	<u>28,620,000</u>	<u>44.33%</u>	<u>110,879</u>	<u>13,685,296</u>	<u>47.82%</u>
<b>State:</b>					
Foundation Fund	26,823,000	41.54%	2,305,970	13,973,363	52.09%
Homestead & Rollback	2,700,000	4.18%	0	1,363,273	50.49%
Other (3)	5,734,800	8.88%	344,358	2,523,162	44.00%
<b>Total State Revenue</b>	<u>35,257,800</u>	<u>54.61%</u>	<u>2,650,328</u>	<u>17,859,797</u>	<u>50.65%</u>
<b>Federal:</b>					
Other (4)	690,000	1.07%	20,540	44,370	6.43%
<b>Total Federal Revenue</b>	<u>690,000</u>	<u>1.07%</u>	<u>20,540</u>	<u>44,370</u>	<u>6.43%</u>
<b>GRAND TOTAL</b>	<u>\$64,567,800</u>	<u>100.00%</u>	<u>\$2,781,747</u>	<u>31,589,463</u>	<u>48.92%</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**  
**December 31, 2025**

	<u>Appropriation + Carry Over</u>	<u>% Total Appr.</u>	<u>Expended MTD</u>	<u>Expended FYTD</u>	<u>Encumbered FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Personal Services (100)	\$37,143,500	52.74%	\$3,096,463	\$17,965,761	\$0	\$19,177,739	48.37%
Fringe Benefits (200)	13,553,972	19.25%	1,199,578	6,450,949	203,690	\$6,899,333	49.10%
Purchased Services (400)	15,342,389	21.79%	946,568	5,902,876	7,314,240	\$2,125,273	86.15%
Materials & Supplies (500)	3,179,533	4.51%	46,856	2,003,778	470,236	\$705,519	77.81%
Capital Outlay (600)	160,000	0.23%	25,295	79,671	0	\$80,329	49.79%
Other (800)	856,500	1.22%	14,577	442,810	38,088	\$375,602	56.15%
Transfers/Advances (900)	188,000	0.27%	0	0	0	\$188,000	0.00%
<b>Total</b>	<b>\$70,423,895</b>	<b>100.00%</b>	<b>\$5,329,337</b>	<b>\$32,845,845</b>	<b>\$8,026,255</b>	<b>\$29,551,795</b>	<b>58.04%</b>

Object Numbers:

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

**Appropriation Summary:**

FY26 Appropriations	\$70,267,300	
FY25 Carryover Encumbrances	156,595	
Total Appropriations	<u>\$70,423,895</u>	6.013

**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Function**  
**December 31, 2025**

	Appropriation + Carry Over	% Total Appr.	Expended MTD	Expended FYTD	Encumbered FYTD	Balance	% Spent
Regular (1100)	\$24,420,937	34.68%	\$1,922,767	\$11,831,242	\$617,633	\$11,972,062	50.98%
Special (1200)	15,630,580	22.19%	1,348,240	7,001,340	2,704,397	5,924,843	62.09%
Pupils (2100)	5,487,200	7.79%	342,675	2,391,921	1,206,405	1,888,874	65.58%
Instructional Staff (2200)	4,334,490	6.15%	202,831	1,888,644	925,673	1,520,173	64.93%
Board of Education (2300)	327,500	0.47%	9,994	221,332	46,178	59,990	81.68%
School Adm. (2400)	5,578,050	7.92%	428,975	2,561,877	114,792	2,901,381	47.99%
Fiscal Services (2500)	1,770,258	2.51%	104,979	802,341	88,437	879,480	50.32%
Business Services (2600)	365,150	0.52%	26,814	164,279	11,811	189,060	48.22%
Oper. of Plant (2700)	5,666,890	8.05%	412,651	2,912,006	1,758,919	995,966	82.42%
Pupil Trans. (2800)	4,093,092	5.81%	296,165	1,851,241	442,229	1,799,623	56.03%
Central Support Services (2900)	1,180,949	1.68%	76,028	463,038	35,851	682,060	42.24%
Community Services (3000)	52,000	0.07%	24,810	51,022	100	878	98.31%
Extracurricular (4000)	1,201,298	1.71%	126,432	644,018	24,733	532,547	55.67%
Capital Outlay (5000)	127,500	0.18%	5,976	61,545	49,097	16,859	86.78%
Contingencies and Transfers (7000)	188,000	0.27%	0	0	0	188,000	0.00%
<b>Total</b>	<b>\$70,423,895</b>	<b>100.00%</b>	<b>\$5,329,337</b>	<b>\$32,845,845</b>	<b>\$8,026,255</b>	<b>\$29,551,796</b>	<b>58.04%</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:**

FY26 Appropriations	\$70,267,300
FY25 Carryover Encumbrances	156,595
Total Appropriations	<u>\$70,423,895</u>

6.014

**WINTON WOODS CITY SCHOOLS**  
**Year To Date Summary as of**  
**December 31, 2025**

<b>FUND</b>	<b>Beginning Balance</b>	<b>FYTD Revenues</b>	<b>FYTD Expenditures</b>	<b>Current Fund Balance</b>	<b>Current Encumbrances</b>	<b>Unencumbered Fund Balance</b>
001 <b>General</b>	\$19,928,256	\$31,589,464	\$32,845,845	\$18,671,875	\$8,026,255	\$10,645,620
<b>Special Revenue Funds:</b>						
018 Public School Support	108,284	41,868	27,998	122,153	5,923	116,231
019 Other Grants	57,451	141,140	53,713	144,878	2,174	142,704
034 Classroom Facilities Maint.	1,530,015	108,400	151,912	1,486,503	23,146	1,463,356
300 District Managed Activity	173,672	123,400	145,559	151,513	73,231	78,282
401 Auxiliary Services	82	200,009	144,149	55,942	118,079	(62,137)
439 Preschool Education	(18,354)	68,577	60,005	(9,782)	0	(9,782)
451 Data Communication	0	6,000	0	6,000	0	6,000
499 Miscellaneous State Grants	17,476	0	17,476	0	0	0
516 IDEA	(118,697)	710,541	590,867	977	22,577	(21,599)
536 Title I School Improvement	0	79,291	78,524	767	112,581	(111,814)
551 Limited English Proficiency	0	63,584	63,226	358	800	(442)
572 Title I and EOEK	3,460	712,614	713,848	2,227	30,633	(28,407)
584 Title IV-A	(24,110)	119,750	94,873	768	24,833	(24,065)
587 IDEA Early	452	7,975	8,460	(33)	0	(33)
590 Title II-A	(17,917)	103,048	84,012	1,119	3,980	(2,861)
599 Miscellaneous Federal Grants	0	10,500	102,051	(91,551)	266,509	(358,060)
<b>Debt Service Funds:</b>						
002 Bond Retirement	4,026,819	1,601,445	2,196,668	3,431,596	1,031,103	2,400,494
<b>Capital Projects Funds:</b>						
003 Permanent Improvement	1,139,317	675,199	857,670	956,846	117,760	839,086
004 Building	154,574	919	0	155,493	0	155,493
010 Classroom Facilities	3,406,608	84,117	8,865	3,481,861	220,107	3,261,754
007 <b>Special Trust</b>	103,339	121,195	24,211	200,323	51,675	148,648
<b>Agency Funds:</b>						
200 Student Activity	21,851	10,864	9,568	23,147	1,109	22,039
022 District Agency	0	0	0	0	0	0
<b>Enterprise Funds:</b>						
006 Food Services	1,379,662	1,564,161	1,344,346	1,599,477	635,304	964,173
<b>Total</b>	<u>\$31,872,241</u>	<u>\$38,144,061</u>	<u>\$39,623,846</u>	<u>\$30,392,456</u>	<u>\$10,767,776</u>	<u>\$19,624,681</u>



**WINTON WOODS**  
CITY SCHOOL DISTRICT

TO: WWCSB Board of Education  
 FROM: Randy Seymour, Treasurer  
 DATE: December 31, 2025  
 SUBJECT: December Investments

The Treasurer requests official approval of the following investments of interim funds made December 31, 2025

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
<b>Star Ohio</b>	\$8,976,949	\$33,018	3.99%	
<b>Meeder Investments</b>	14,877,537	55,539	various	
<b>5th/3rd</b>	2,711,196	997	0.50%	Includes earnings credit
	<u>26,565,682</u>	<u>89,554</u>		
<b>Building Fund:</b>				
<b>Local Share:</b>				
Money Markets:				
<b>Star Ohio</b>	2,154,823	7,230	3.99%	
	<u>2,154,823</u>	<u>7,230</u>		
<b>Building Fund:</b>				
<b>State Share:</b>				
Money Markets:				
<b>Star Ohio</b>	1,834,851	6,156	3.99%	
	<u>1,834,851</u>	<u>6,156</u>		
<b>Total</b>	<u><b>\$30,555,356</b></u>	<u><b>\$102,940</b></u>		

## UPCOMING SCHOOL EVENTS – 1-27-26 TO 2-23-26

- Tuesday, January 27      **Boys Basketball vs. Walnut Hills**  
7:30 PM - 9:30 PM; Walnut Hills High School Gymnasium
- Thursday, January 29      **College Career Fair/Senior Financial Aid (Guidance Office)/ Art Show/Parent-Teacher Conferences**  
4:30 PM - 8:00 PM, Winton Woods North Campus/High School
- Rising 8th Grader Meeting**  
5:30 PM - 6:00 PM; David Bell Performing Arts Center
- CCP (College Career Plus) Information Session**  
6:00 PM - 6:30 PM; Winton Woods North Campus/High School, Room TBA
- NCAA Information Session**  
6:30 PM - 7:00 PM; Winton Woods North Campus/High School, Room TBA
- Girls Basketball @ Turpin**  
7:00 PM - 9:00 PM; Turpin High School Gymnasium
- Friday, January 30      **Boys Basketball @ Lebanon**  
7:30 PM - 9:30 PM; Lebanon High School Gymnasium
- Saturday, January 31      **Boys Basketball @ Northmont**  
6:00 PM - 8:00 PM; Northmont High School Gymnasium, 4916 National Rd., Clayton, OH 45315
- Monday, February 2      **Girls Basketball vs. Milford (SENIOR NIGHT)**  
7:00 PM - 9:00 PM; Winton Woods North Campus Arena
- Tuesday, February 3      **Boys Basketball @ Turpin**  
7:30 PM - 9:30 PM; Turpin High School Gymnasium
- Wednesday, February 4      **OELPA Testing**  
9:00 AM - 1:00 PM; Winton Woods Community Building
- Thursday, February 5      **MIDTERM**
- OELPA Testing**  
9:00 AM - 1:00 PM; Winton Woods Community Building
- Girls Basketball @ Anderson**  
7:00 PM - 9:00 PM; Anderson High School Gymnasium

- Friday, February 6      **Boys Basketball vs. Milford**  
7:30 PM - 9:30 PM; Winton Woods North Campus Arena
- Monday, February 9      **No Students/Professional Development Day**
- Tuesday, February 10      **Girls Basketball @ Loveland**  
7:00 PM - 9:00 PM; Loveland High School Gymnasium
- Varsity Wrestling vs. Withrow & Purcell (SENIOR NIGHT)**  
7:00 PM - 9:00 PM; Winton Woods North Campus
- Boys Basketball @ Lakota East**  
7:30 PM - 9:30 PM; Lakota East High School Gymnasium
- Wednesday, February 11      **Academy of Global Studies (AGS) Germany Trip**
- Thursday, February 12      **Interim Report Cards Distributed**  
**AGS Germany Trip**
- Friday, February 13      **Boys Basketball vs. Anderson**  
7:30 PM - 9:30 PM; Winton Woods North Campus Arena
- AGS Germany Trip**
- Saturday, February 14      **Boys Basketball @ Cathedral**  
Time TBA; Cathedral High School Gymnasium, 5225 E. 56<sup>th</sup> St., Indianapolis, IN 46226
- ACT National Test**  
**AGS Germany Trip**
- Sunday, February 15      **AGS Germany Trip**
- Monday, February 16      **No School/Presidents' Day**  
**AGS Germany Trip**
- Monday, February 23      **Board of Education Regular Meeting**  
6:30 PM – 8:30 PM; Winton Woods Early Childhood Central Campus,  
Stage Room 184, 825 Waycross Road

# WINTON WOODS CITY SCHOOL DISTRICT

## JOB DESCRIPTION

**BOARD APPROVAL DATE:** January 26, 2026

**JOB TITLE:** Student Resource Coordinator – Truancy Officer

**REPORTS TO:** Executive Director of Student Services

**FLSA STATUS:** Exempt

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## GENERAL DESCRIPTION

To facilitate academic growth of students by providing support services to administration, teachers, parents and students. This is a management level employee as defined in Section 4117.01 of the Ohio Revised Code and is excluded from any employee collective bargaining unit or contract under Ohio Revised Code Sections 4117.01 through 4117.23. This position also serves as the district's designated Truancy Officer and is responsible for enforcing compulsory attendance laws.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following; other duties may be assigned.

- Implements policies adopted by the Board of Education.
- Assists parents, teachers, students and administrators in identifying student behavior, discipline or safety problems which may impair academic growth.
- Assists parents, students, teachers and administrators in crisis interventions and management of antisocial, inappropriate or unsafe behavior.
- Keeps abreast of growing needs and problems within the Winton Woods community and may recommend updated policies, procedures, and programs to address identified needs.
- Serves as ombudsman for the school district with various police and judicial agencies and maintains communication to promote workable solutions for student behavior. Provides documentation of student conduct when requested by court in school-related

matters.

- Talks with students individually to assist them in times of crisis.
- Visits individual homes to conduct school business and to build rapport.
- Acts as liaison between central administration and building principals on matters concerning discipline and attendance.

### **Student Discipline & Due Process**

- A. Sends expulsion warning letters at request of administrators.
- B. Schedules suspension appeal and expulsion hearings.
- C. Attends suspension appeal and expulsion hearings to provide information regarding student discipline and juvenile court proceedings.
- D. Maintains records and documentation of suspension appeal and expulsion hearings.
  - Schedules expulsion appeal hearings before the Board of Education.

### **Attendance & Truancy Responsibilities**

- Serves as the district's Truancy Officer and performs all duties assigned to attendance officers under Ohio Revised Code Sections 3321.14 through 3321.23.
- Enforces compulsory attendance laws, monitors chronic absenteeism, and collaborates with families to remove attendance barriers.
- Conducts required Absence Intervention Meetings, develops Absence Intervention Plans, and monitors student progress.
- Files truancy complaints with juvenile court when legally required and provides all supporting documentation.
- Collaborates with court personnel, diversion programs, and community agencies to support improved attendance.

### **Treasurer's Office Support**

- Verifies residence of students attending school out-of-district.

- Assists with filing/preparation of SF-14 and applicable SF-14H forms to collect payments for identified non-handicapped and/or homeless students.

## **Additional Responsibilities**

- Assists school personnel to ensure that students attending school meet requirements of Section 3313.64 of the Ohio Revised Code.
- Assists school personnel in implementing drug policy and procedures adopted by the Board of Education.
- Assists school personnel in implementing child abuse policies and procedures adopted by the Board of Education.
- Keeps abreast of school law as it applies to specific juvenile cases.
- Assists high school personnel with security at athletic events and extracurricular events.
- Assists the Transportation Department in carrying out student discipline policies adopted by the Board of Education. This may include transporting students from buses to their homes and/or filing legal charges with local law enforcement agencies.
- Assists principals and school staff in carrying out student discipline policies adopted by the Board of Education. This may include transporting students from school to their homes and/or filing legal charges with local law enforcement agencies.
- Provides documentation of student conduct when requested by juvenile court or district legal counsel.
- Provides district representation in court proceedings requiring district testimony.
- ~~Maintains status as Crisis Prevention Institute (CPI) instructor and conducts CPI training when requested.~~
- Conducts safe school audits and makes recommendations to promote safety throughout the district.
- Serves as liaison between the district and alternative education programs.
- Accepts other duties assigned by the ~~District Compliance Officer~~ and Executive Director of Student Services.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

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## 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 the community. Ability to speak clearly and concisely in written and oral communication. Ability to use computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Ability to maintain regular and predictable attendance and adhere to assigned work hours is an essential function of this position.**

**Knowledge of Ohio attendance law and best practices in reducing student absenteeism is required.**

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## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear. The employee is frequently required to use hands to finger, handle or feel, and reach with hands and arms. The employee may occasionally be required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Reasonable accommodations may be made.

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## WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties may be assigned.

---

**Winton Woods City School District is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information, or any other legally protected characteristic. The District complies with the Americans with Disabilities Act (ADA) and provides reasonable accommodations to qualified individuals with disabilities.**

## Winton Woods City School District

### Job Description

**Position Title:** Alternative School Teacher / Instructor – Project Success

**Program:** Project Success (Alternative Education Program)

**Reports To:** Building Administrator / Program Administrator

**Employment Status:** Full-Time

**FLSA Status:** Certified

**Contract Term:** 185-day contract aligned with the school calendar

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### Position Summary

The Alternative School Teacher/Instructor at **Project Success** provides structured, in-person instructional supervision and academic support for students participating in a nontraditional alternative education setting. Students attend **half-day, in-person sessions** while completing **online instructional modules** aligned with district curriculum, credit recovery requirements, and individualized learning plans.

Students served typically range from **grades 6–12**, though students from younger grade bands may be temporarily assigned based on individual needs. The Instructor supports student engagement, monitors academic progress, reinforces expectations, and collaborates closely with students' regularly assigned teachers and school staff to ensure continuity of instruction, accurate records, and successful reintegration when appropriate.

---

### Essential Duties and Responsibilities

#### Student Supervision & Instructional Support

- Supervise students during half-day, in-person sessions while they complete assigned computer-based and online coursework.
- Provide prompting, redirection, clarification, and academic support to assist students in remaining engaged and on task.
- Reinforce behavioral expectations, attendance requirements, and program norms in accordance with district policies and the Student Code of Conduct.
- Monitor student progress in online learning platforms and provide feedback, guidance, and support as needed.
- Support students with diverse learning needs, including students with IEPs, Section 504 plans, and individualized intervention plans, in collaboration with appropriate staff.
- Support district initiatives including but not limited to Schoolinks/grad plans.

- Ability to engage and motivate students in a nontraditional learning environment.
  - Strong classroom management and relationship-building skills.
  - Ability to adapt instructional and support strategies to meet individual student needs.
  - Ability to exercise sound professional judgment and maintain confidentiality.
  - Ability to collaborate effectively with staff and communicate clearly with students and families.
- 

## **Attendance Requirement (Essential Function)**

Regular and reliable attendance is an essential function of this position. The Alternative School Teacher/Instructor is expected to report to work consistently and punctually for all scheduled workdays and assigned hours during the 185-day contract term, as in-person supervision and instructional support are critical to student safety, continuity of instruction, and program effectiveness.

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## **Physical Demands**

The physical demands described below are representative of those required to perform the essential functions of this position:

- Ability to sit for extended periods while monitoring computer-based instruction.
  - Ability to stand and walk frequently throughout the learning space to supervise and assist students.
  - Ability to bend, stoop, kneel, or crouch to assist students at workstations.
  - Ability to use hands and fingers to operate computers and instructional technology.
  - Ability to visually monitor multiple students and computer screens simultaneously.
  - Ability to hear and communicate effectively in a classroom or lab setting.
  - Ability to lift and/or move materials such as laptops or instructional supplies weighing up to approximately 20–25 pounds.
  - Ability to respond physically and calmly to student needs related to supervision, safety, or instruction.
- 

## **Mental Demands**

- Ability to maintain sustained attention while monitoring multiple students simultaneously.
- Ability to process information quickly and make sound decisions in real time.
- Ability to demonstrate patience, emotional regulation, and professionalism when working with students with diverse learning and behavioral needs.
- Ability to manage competing demands and shifting priorities.

- Ability to analyze student data and adjust support strategies accordingly.
  - Ability to remain calm and focused during challenging or high-stress situations.
  - Ability to maintain confidentiality and apply legal and ethical standards.
- 

### **Equal Employment Opportunity (EEO) Statement**

Winton Woods City School District is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, genetic information, military status, or any other legally protected status in its employment practices. All employment decisions are made in accordance with applicable federal and state laws.

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### **Americans with Disabilities Act (ADA) Statement**

In compliance with the Americans with Disabilities Act (ADA), Winton Woods City School District will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the position. Applicants or employees requiring reasonable accommodation should contact the Human Resources Department.

The physical and mental demands described above are representative of those required to perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

## WINTON WOODS CITY SCHOOL DISTRICT

### JOB DESCRIPTION

Job Title: Instructional Assistant – Special Education

Reports To: Building Principal and Assigned Intervention Specialist

FLSA Status: Classified

Approved By: Board of Education

Approved Date: Revised \_\_\_\_\_ 2025/10/22/2018

### GENERAL DESCRIPTION

The Instructional Assistant – Special Education supports the educational, behavioral, and personal care needs of students with disabilities under the supervision of an Intervention Specialist. The position exists to promote student independence, safety, and access to learning environments consistent with each student's IEP and the district's mission. ~~Assists intervention specialists in the classroom with daily activities by performing the following duties.~~

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with individual students or small groups ~~of students~~ to reinforce learning of material or skills initially introduced by the teacher.
- Assists ~~children with and without disabilities~~ **students** with ~~educational~~ academic, behavioral, and ~~personal health care needs within the educational setting~~ social-emotional skill development in accordance with teacher direction and the student's IEP.
- Provides supervision and support during classroom instruction, transitions, lunch, recess, and other school activities as assigned.
- ~~Assists with toileting and other personal needs.~~ Assists students with personal care needs (e.g., toileting, feeding, mobility, hygiene) while maintaining dignity and respect.
- Implements ~~physical crisis~~ **behavioral** intervention and crisis plans as trained, including the use of approved de-escalation and physical restraint techniques when necessary. ~~restraint of students, when necessary.~~
- ~~Checks notebooks assignments, corrects paper, assists in testing and makeup work, and charts, records and files student performance records.~~ Collects data, maintains accurate documentation, and assists with progress monitoring as directed by the Intervention Specialist.
- Prepares instructional materials, classroom displays, and supports the organization of learning environments.

- Operates equipment such as copier, VCR, boardmaker, laptop/Chromebook, etc. and assists students with adaptive technology, communication devices, and classroom equipment (e.g., Chromebook, copier, laminator).
- Maintains confidentiality of student information and adheres to district policies and legal requirements (FERPA, IDEA, etc.).
- ~~Maintains a high level of ethical behavior and confidentiality of information.~~  
Demonstrates professionalism, reliability, and ethical conduct at all times.
- Maintains regular attendance and punctuality as an essential function of the position.
- Participates in required training (e.g., CPI, First Aid, district professional development).
- Performs other related duties as assigned.

### SUPERVISORY RESPONSIBILITIES

None. Works under the direction of certified staff and building administration. ~~This job has no supervisory responsibilities.~~

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or GED required.
- Associate or bachelor's degree preferred.
- Prior experience working with students with disabilities is strongly preferred. ~~Previous experience working with special education students is preferred.~~
- Must meet Ohio Department of Education requirements for Highly Qualified Paraprofessional status (if applicable to assignment).

Certificates, Licenses, Registrations:

- Valid Educational Aide Permit with ESEA Endorsement (as required by ODE).
- Current CPR, First Aid, and CPI (Crisis Prevention Intervention) certification preferred or willingness to obtain.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to maintain composure and make sound decisions under stress.
- Ability to develop positive and effective working relationships with students, staff, and families.
- Basic technology proficiency, including Google Workspace and district software.
- Ability to read, write, and communicate effectively in a variety of settings.
- Demonstrated understanding of child development and inclusive practices.
- Ability to maintain regular and predictable attendance, adhere to assigned work hours, and meet the physical and cognitive demands of the position.

- Basic mathematical skills, including the ability to add, subtract, multiply, divide, and interpret simple data or graphs as required for instructional support.
- Ability to communicate in students' home language (e.g., Spanish, Nepali, etc.) preferred.

### **LANGUAGE SKILLS**

Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise.

### **OTHER SKILLS AND ABILITIES**

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, sit, walk, run, talk, and hear. The employee frequently must climb, balance, stoop, kneel, crouch, crawl, and lift. Specific vision abilities required include close and peripheral vision. Must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Must be physically able to implement approved crisis intervention techniques.

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, sit, walk, run, talk and hear, reach with hands and arms, use hands to finger, handle or feel objects, equipment or controls. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl and lift. Specific vision abilities required by this job include close vision and peripheral vision.

~~The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. The employee shall receive Crisis Prevention Training and may occasionally be required to restrain students.~~

## **WORK ENVIRONMENT**

~~The work environment is usually indoors in a classroom or school setting but may include outdoor supervision. The noise level is typically moderate but can be loud at times. The employee may be exposed to bodily fluids and must follow district safety and hygiene protocols. 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 employee will regularly work indoors and occasionally work outdoors.~~

## **EQUAL EMPLOYMENT AND ADA NOTICE**

~~Winton Woods City School District is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information, in its programs, activities, and employment.~~

~~In compliance with the Americans with Disabilities Act (ADA), the district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.~~

~~*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.*~~

## **DISCLAIMER**

~~The information contained in this job description is not an exhaustive list of duties. It is intended to describe the general nature and level of work performed by an employee in this position. Duties, responsibilities, and activities may change at any time with or without notice, consistent with the needs of the district and applicable law.~~

**Winton Woods City Schools**  
**Job Description**

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**Job Title:** Building Support Manager

*(This position replaces the former Child Nutrition Production Specialist – 10 Month position)*

**Reports To:** Director of Food Service

**Status:** Exempt (Administrative)

**Revised Date:** January 2026

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**JOB SUMMARY**

The Building Support Manager is an exempt administrative professional who supports and coordinates food service operations across assigned school buildings. This position replaces the former Child Nutrition Production Specialist (10 Month) role and expands the scope of responsibility to include district-wide operational support, compliance monitoring, reporting, and staff coordination. This role exercises independent judgment and discretion in matters of operational importance to ensure continuity, compliance, and efficiency across district food service programs.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties include, but are not limited to, the following:

- Enters and maintains production records, point-of-sale (POS) reports, and inventory data for assigned locations.
- Assists with ordering, inventory management, and month-end inventory reporting by building.
- Supports compliance with USDA regulations for the National School Lunch Program (NSLP), National School Breakfast Program (NSBP), and Summer Food Service Program (SFSP).
- Completes annual onsite reviews, audits, and compliance monitoring at designated locations.
- Assists with menu planning, meal preparation support, staff organization, and inventory oversight.
- Provides operational support and coverage in the absence of food service personnel.

- Collaborates with café managers and district absence management systems to address staffing needs.
- Supports the tracking and documentation of required professional standards training hours.
- Observes food service operations to identify training needs and promote continuous improvement.
- Monitors student meal participation and assists in identifying strategies to increase participation.
- Coordinates food, supplies, and staffing for district catering, special events, and special projects.
- Assists with management and content updates for the Food Service program website.
- Supports planning and operation of the Summer Food Service Program.
- Communicates applicable federal, state, and local food service standards to staff and administration as appropriate.
- Participates in department meetings, in-service training, and professional development activities.
- Adheres to Board of Education policies, administrative procedures, and applicable laws and regulations.
- Performs other duties as assigned by the supervisor.

---

## QUALIFICATIONS

*This exempt position requires the consistent exercise of independent judgment, discretion, and decision-making in matters of operational importance.*

### Education and Certification

- High school diploma or equivalent required.
- ServSafe Certification: Level 2 required (Level 1 preferred).

### Experience and Skills

- Minimum of three (3) years of experience preparing food in a high-volume setting.
- Demonstrated proficiency with computers and software applications, including Excel, Google Workspace, and Word.
- Working knowledge of food service management systems (e.g., DASL, PaySchools, Healthy-E Pro, AESOP or similar platforms).

### Additional Requirements

- Must be at least 21 years of age.
- Must meet all job-related attendance, training, and performance expectations.
- Ability to maintain confidentiality and comply with district and Board of Education policies.

---

## SUPERVISORY RESPONSIBILITIES

This position provides functional oversight, guidance, and direction to food service staff at designated locations. The Building Support Manager may assist with workflow coordination, training support, and operational decision-making but does not have primary responsibility for formal evaluations, discipline, or employment actions unless otherwise assigned.

---

## EQUIPMENT USED

Regular use of commercial food service and kitchen equipment, including but not limited to cash registers, food processors, mixers, slicers, steamers, ovens, ranges, warmers, dishwashers, carts, knives, and related food service equipment.

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## PHYSICAL DEMANDS & ESSENTIAL FUNCTIONS (ADA)

The physical demands described below are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

- Frequent standing, walking, and movement throughout school facilities.
- Frequent use of hands for handling, preparing, and operating food service equipment.
- Ability to lift, carry, push, and pull items weighing up to 50 pounds on a regular basis.
- Occasional bending, stooping, kneeling, crouching, climbing, or balancing.
- Ability to communicate effectively in person and by telephone.

---

## WORK ENVIRONMENT

The work environment includes commercial kitchen and school cafeteria settings. Employees may be exposed to:

- Moderate to high noise levels.

- Hot and cold temperatures.
- Wet or slippery surfaces.
- Moving mechanical equipment.
- Cleaning chemicals and food service-related substances.

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## TERMS OF EMPLOYMENT

- This is an exempt, salaried administrative position.
- Salary and work year established by the Board of Education (209 days).
- Work schedule may vary based on operational needs, special events, and program demands.
- Compensation based on experience, qualifications, and internal equity.

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## EVALUATION

Performance will be evaluated in accordance with Board of Education policy and applicable collective bargaining agreements.

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## EQUAL EMPLOYMENT OPPORTUNITY

Winton Woods City School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, military status, or any other characteristic protected by applicable law.

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## ADA STATEMENT

Winton Woods City School District complies with the Americans with Disabilities Act (ADA) and ensures equal employment opportunity for qualified individuals with disabilities. Reasonable accommodations will be provided to enable qualified applicants and employees to perform the essential functions of the job.

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*This job description is intended to describe the general nature and level of work being performed and is not an exhaustive list of all duties, responsibilities, or qualifications required.*

**RESOLUTION**  
**NATIONAL SCHOOL COUNSELING WEEK**  
**February 2-6, 2026**

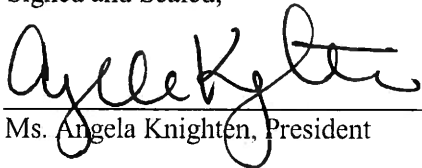
**WHEREAS**, the Winton Woods City School District Board of Education wishes to recognize our capable, caring, and professional counselors who are an integral part of the Winton Woods City Schools; and

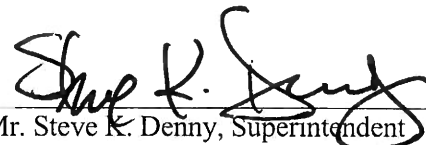
**WHEREAS**, in the age of educational reform and school performance standards, student welfare, motivation, and academic achievement are essential goals for the success of our students. School counselors can assist with this mission because of the training and education they have received; and

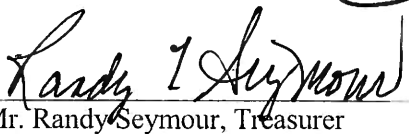
**WHEREAS**, it is appropriate and fitting that the school district and community recognize the important contribution school counselors provide to enhance the future success of our children;

**NOW THEREFORE BE IT RESOLVED THIS** 23<sup>rd</sup> day of January, 2026, that the Winton Woods City School District Board of Education supports and recognizes the important role of school counselors and thereby proclaims February 2-6, 2026, as National School Counseling Week.

Signed and Sealed,

  
\_\_\_\_\_  
Ms. Angela Knighten, President

  
\_\_\_\_\_  
Mr. Steve K. Denny, Superintendent

  
\_\_\_\_\_  
Mr. Randy Seymour, Treasurer

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