

# LOVELAND CITY SCHOOL DISTRICT BOARD OF EDUCATION

*Loveland Intermediate Media Center Loveland, OH August 18, 2009*

The Loveland Board of Education met in regular session on Tuesday, August 18, 2009. Dr. Lorenz called the meeting to order at 7:00 p.m.

Call to Order  
ROLL CALL:

Mrs. Pennington	Present
Dr. Kolp	Present
Dr. Lorenz	Present
Dr. McClanahan	Present
Mrs. Olsen	Present

## **RESOLUTION NO. 09-68 ADOPTION OF BOARD AGENDA**

Mrs. Pennington moved, seconded by Dr. Kolp to adopt the agenda for the August 18, 2009 Board of Education meeting as presented. Voting order and sequence will be rotated by the Treasurer.

Discussion  
ROLL CALL VOTE:

Dr. Kolp	Yes
Dr. Lorenz	Yes
Dr. McClanahan	Yes
Mrs. Olsen	Yes
Mrs. Pennington	Yes

MOTION CARRIED.

## **Welcoming of Guests**

## **Pledge of Allegiance**

## **Recognitions & Presentations**

- Introduction of new teachers
- Audit Committee Update
- H1N1 Planning Update

## **Hearing of the Public** - None

## **Board Member Committee Reports**

- Mrs. Pennington attended the stadium renovation dedication. She also participated in the interview process for the security personnel for the high school.
- Dr. Kolp reported that the finance committee did not meet.
- Mrs. Olsen reported that she attended the stadium renovation dedication which was a very nice event.
- Dr. McClanahan reported that she attended the Curriculum Committee meeting on Thursday, August 13<sup>th</sup>. The full report is in Mrs. Wilson's report.
- Dr. Lorenz reported that she attended the Curriculum Committee meeting. Dr. Lorenz announced that Great Oaks will be holding their Gateway graduation on September 3<sup>rd</sup>. The Gateway program gives students that did not graduate from high school the opportunity to further their education at the University of Cincinnati Clermont Campus. Dr. Lorenz also attended the Clermont County meeting where the coalition to bring business, government and education together was discussed. She provided the Board members with a copy of the power point presentation. Lastly Dr. Lorenz commented on a letter that was received from the Loveland City Manager regarding the Loveland City Schools Board of Education minutes. Dr. Lorenz has confirmed with the school district lawyers

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that the Board's minutes are compliant with what is required by the Ohio records act. She mentioned that Loveland City Council also informed the Board of the availability of ICRC taping the Board meetings.

## **Superintendent's Report and Recommendations**

- Dr. Boys provided a summary of Amended Substitute HB1 as signed by Governor Strickland.
- Dr. Boys asked Mr. Ames to provide an update on summer projects.

## **RESOLUTION NO. 09-69 ACCEPT AUDIT COMMITTEE MEETING MINUTES FROM JUNE 1, 2009**

Mrs. Olsen moved, seconded by Mrs. Pennington to accept Audit Committee Meeting minutes from June 1, 2009.

Discussion

ROLL CALL VOTE:

Dr. Lorenz	Yes
Dr. McClanahan	Yes
Mrs. Olsen	Yes
Mrs. Pennington	Yes
Dr. Kolp	Yes

MOTION CARRIED.

## **Treasurer's Report and Recommendations**

### **RESOLUTION NO. 09-70 APPROVE THE FOLLOWING RESOLUTIONS**

Dr. Kolp moved, seconded by Dr. McClanahan to approve the following resolutions:

- Approve the submitted financial reports, payment of invoices, transfers, investment of funds and appropriation adjustments.
- Approve reading and corrections of typographical and substantive changes to previous minutes for June 25 not yet adopted and as printed in draft.
- Approve Mrs. Pennington as delegate to OSBA.
- Approve Mrs. Olsen as alternate delegate to OSBA.
- Authorize administration to enter into contracts with Hamilton County Educational Service Center, Clermont County Educational Service Center, Warren County Educational Service Center, Hamilton County MRDD, Clermont County MRDD, and Warren County MRDD for special education and professional development services.
- Authorize administration to enter into a contract with Langsford Center for special education services.
- Authorize administration to enter into a contract with Ohio Valley Voices Center for special education services.
- Authorize administration to enter into a contract with International Language Plus for English as a Second Language lessons.
- Approve amended temporary appropriations for fiscal year 2010 to add two funds: 532 Stimulus Fund (\$100,000) and 004 Construction Fund (\$6,000,000).
- Approve the following donations:
  - \$1,000 to LES Faculty and \$1,000 to LPS Faculty for building updates and improvements from the Elementary PTA.
  - \$288.94 to the LES Student 018 account from the Elementary PTA.

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- o \$600 in photo services for the district calendar, website and graduation from Dave Miller.
  - o \$12 from John Scuterud/JP Morgan Chase & Co. Employee Giving Campaign to LPS/LES.
- Approve the removal of the following textbooks from inventory at Loveland Intermediate School:
    - o World of Language (5th Grade)
    - o Science Interactions (6<sup>th</sup> Grade)

Discussion

ROLL CALL VOTE:

Dr. McClanahan	Yes
Mrs. Olsen	Yes
Mrs. Pennington	Yes
Dr. Kolp	Yes
Dr. Lorenz	Yes

MOTION CARRIED.

**Assistant Superintendent, Teaching and Learning**

**RESOLUTION NO. 09-71 APPROVE ADOPTION OF SUPPLEMENTAL READING AND MATH PROGRAMS**

Dr. Lorenz moved, seconded by Dr. McClanahan to approve adoption of supplemental reading and math programs – K-5 (Tier 2 intervention).

Discussion

ROLL CALL VOTE:

Mrs. Olsen	Yes
Mrs. Pennington	Yes
Dr. Kolp	Yes
Dr. Lorenz	Yes
Dr. McClanahan	Yes

MOTION CARRIED.

**Executive Session**

Mrs. Olsen moved, seconded by Dr. Kolp to enter into Executive Session to consider the employment and compensation of a public employee or official and to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment, and to discuss details relative to the security arrangements and emergency response protocols for the board of education.

Discussion

ROLL CALL VOTE:

Mrs. Pennington	Yes
Dr. Kolp	Yes
Dr. Lorenz	Yes
Dr. McClanahan	Yes
Mrs. Olsen	Yes

The Board entered into Executive Session at 9:39 p.m.  
The Board came out of Executive Session at 10:33 p.m.

**RESOLUTION NO. 09=72 AMEND THE AGENDA**

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Mrs. Pennington moved, seconded by Dr. Kolp to amend the agenda to include in the Personnel resolution the job description and consultant contract for the high school security officer.

Discussion

ROLL CALL VOTE:

Dr. Kolp	Yes
Dr. Lorenz	Yes
Dr. McClanahan	Yes
Mrs. Oslen	Yes
Mrs. Pennington	Yes

MOTION CARRIED.

## **RESOLUTION NO. 09-73 APPROVE RESIGNATIONS AND EMPLOYMENT OF CERTIFIED, CLASSIFIED, HOMEBOUND, SUBSTITUTE AND SUPPLEMENTAL POSITIONS FOR THE 2009-2010 SCHOOL YEAR**

Dr. Kolp moved, seconded by Mrs. Pennington to approve resignations and employment of certified, classified, homebound, substitute and supplemental positions for the 2009-2010 school year.

- A. Retirement/Resignation/Leave of Absence
  - 1. Correction, May 2009 agenda A.4. Sarah Robertson, Leave of Absence, LES 4<sup>th</sup> Grade Teacher effective 2009-2010 school year, should read effective 10/22/09 – 6/20/10
  - 2. Lisa McFarland, Resignation, LES Student Activity Monitor, effective 7/29/09
  - 3. Carol Hadley, Resignation, LHS Drama Director, effective 8/3/09
  - 4. Christine Weable, Resignation, LMS Special Education Aide, effective 8/23/09
  - 5. Amy Corrill, Leave of Absence, LPS Food Service Worker, effective 2009-2010 school year
  
- B. Employment of Certified Staff for the 2009-2010 School Year
  - 1. Amy Bush, LIS 5<sup>th</sup> Grade Teacher, BA, exp. 0 yrs.
  - 2. Sarah Davis, LECC (.2) Art Teacher, MA, exp 4 yrs.
  - 3. Mary Penn, LIS 5<sup>th</sup> Grade Teacher, BA150, exp. 0 yrs.
  - 4. Elizabeth Weber, LES 3<sup>rd</sup> Grade Teacher, MA, exp. 3 yrs.
  
- C. Employment of Substitute Certified Staff for the 2009-2010 School Year
  - 1. Kate Satow
  - 2. Nancy Garn
  - 3. Nancy Schmidt
  - 4. Jennifer Steiner
  
- D. Supplemental Positions effective 2009-2010 School Year
  - 1. Athletic Supplementals
    - a. Daniel Junod MS Football Coach VOLUNTEER
    - b. Greg Kelly JV Volleyball Coach exp. 4 yrs.
  
  - 2. Non-Athletic Supplementals
    - a. Janet Powell LHS Drama Director (Fall/Spring) Exp. 37 yrs.
  
  - 3. LECC Art/Music Stipend
    - a. Sarah Davis - \$500
    - b. Karen Knueven - \$500
  
  - 4. Curriculum Work Stipends to be paid to district employees upon completion, as authorized by the Assistant Superintendent for Teaching and Learning, at the following rate: Full day - \$100; Half day - \$50; Quarter day - \$25.
  
- E. Employment of 2009 Summer School Staff

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1. Loveland Intermediate summer intervention, 2 hours/day, August 3-6 and August 10-13, paid at a rate of \$25.00 per hour
  - a. Megan Clayton

\* denotes non-staff member

- F Extended School Year and Compensatory Time services to students per their IEPs, paid rate and number of hours as listed, June 10 – August 21, 2009.

	Teacher/Aide	Student Grade Level	Hours	Pay per Hour
1.	Leigh Ann Virzi	2 <sup>nd</sup>	10	\$30
2.	Tammy Light-Williams – Aide	8 <sup>th</sup>	10.5	\$20
3.	Meghan Cleary – Aide	2 <sup>nd</sup>	30	\$20
4.	Nancy Smith – Aide	2 <sup>nd</sup>	5	\$20
5.	Teri Bean – Aide	8 <sup>th</sup>	10	\$20

- G. Contracted Services - Extended School Year and Compensatory Time

1. Kristen Sawyer, Physical Therapist, \$65/hr, 5 hrs max, 6/10/09 – 8/21/09

- H Employment of Classified Personnel for the 2009 - 2010 School Year

1. Secretaries/Aides/Monitors
  - a. Katherine Pardue, LMS Special Education Aide, Step 4, effective 8/24/09
  - b. Leah Jewell, LECC Preschool Aide, 32.25 hrs/week, 187 days, Step 2, effective 8/24/09
  - c. Caroline Delanoy, LHS Special Education Aide, Step 4, effective 8/24/09
  - d. Tammy Light-Williams, LHS Special Education Aide, Step 2, effective 8/24/09
2. Food Service
  - a. Shelly Schoenhoeft, LPS 3.25 hr. Cashier, Step 1, effective 8/21/09
  - b. Melissa Funke, LIS/LMS 3 hr. Cashier, current step, effective 8/21/09
  - c. Lisa McFarland, LES 3.5 hr. Cashier, Step 1, effective 8/21/09
  - d. Linda Snyder, LIS/LMS 6.5 hr. Cook, Step 5, effective 8/21/09
  - e. Tracy Scott, LHS 2.5 hr. Cashier, Step 1, effective 8/21/09
  - f. Mark Hopkins, LIS/LMS 6 hr Food Service Worker, current step, effective 8/21/09

- I. Employment of Classified Substitute Personnel for the 2009-2010 School Year

1. Secretaries/Aides/Monitors
  - a. Danielle Bateman

- J. Approve job description for high school security officer

**Job Title:** High School Security Officer

**Reports To:** High School Principal

**FLSA Status:** Administrative

## **GENERAL DESCRIPTION**

Assists the school administration with maintaining a safe and positive school climate through a variety of duties and responsibilities

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Confers with administration, teachers, students, and parents concerning behavioral issues in school that threaten the safety of students, staff or the school facility

Mediates disputes

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Assists administration in the investigation of violations of the student code of conduct  
Assists the administration in the enforcement of the student code of conduct  
Reports problems, incidents, and conditions affecting the security of the school building and grounds to administration  
Maintains visibility throughout the school, especially between classes and during lunch  
Monitors all areas that students frequent or where health, safety or efficient operation of the District is a concern  
Monitors school security cameras at administration's request  
Helps to monitor areas at extra-curricular events when requested  
Intercepts unauthorized visitors and directs them to the school office or off the school property  
Establishes open communication with students  
Works to prevent school discipline issues or criminal acts through proactive contact with students and preventative action  
Advises Superintendent and Board of Education on matters related to school security  
Supervises driveways and parking areas before and after the regular school day as scheduled or requested  
Conducts regular security checks of the physical plant  
Works with administration to coordinate safety drills  
Responds appropriately to reports on school safety tip line  
Works with district School Resource Officer on matters that are criminal in nature  
Reports criminal acts to administration for referral to local law enforcement  
Writes incident reports, interviews witnesses, and victims, and testifies in court  
Works with School Resource Officer and administration to continuously assess school safety and the critical incident response plan  
Assists when emergencies occur at the school building  
Participates as a safety resource person in classrooms  
Maintains appropriate data for use in supporting positive behavioral support systems  
Maintains confidentiality

## **SUPERVISORY RESPONSIBILITIES**

Supervises and directs security issues related to all staff, students, and visitors. Recommends procedures and policy pertaining to school security.

## **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**

Previous experience in law enforcement and State peace officer training and certification is required.

## **LANGUAGE SKILLS**

Ability to communicate effectively with law enforcement personnel, students, parents, colleagues and administration. Ability to respond to common inquiries or concerns from students, parents, agencies, teachers or members of the school community. Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information and facts to the school administrators. Ability to effectively present information to administration, staff, public groups, and/or Board of Education on matters pertaining to school safety.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations that may arise.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education. The applicant must have received a certificate of having satisfactorily completed an approved basic peace officer training program in the State of Ohio, unless the person has completed 20 years of active duty as a peace officer.

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## **OTHER SKILLS AND ABILITIES**

Ability to maintain composure under stressful conditions. 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 for communication and record keeping. Ability to perform duties with awareness of all 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 than 100 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 employee will regularly work indoors and occasionally work outdoors.

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.

- K. Approve Consultant Contract with Steven Almond, LHS Security Officer, paid \$22 per hour, 8 hrs/day, 184 days effective 8/24/09 – 7/31/10

## **Discussion**

ROLL CALL VOTE:

Dr. Kolp	Yes
Dr. Lorenz	Yes
Dr. McClanahan	Yes
Mrs. Olsen	Yes
Mrs. Pennington	Yes

MOTION CARRIED.

## **Adjournment**

Mrs. Pennington moved, seconded by Mrs. Olsen to adjourn the meeting.

Discussion

ROLL CALL VOTE:

Dr. Lorenz	Yes
Dr. McClanahan	Yes
Mrs. Olsen	Yes
Mrs. Pennington	Yes
Dr. Kolp	Yes

Dr. Lorenz adjourned the meeting at 10:35 p.m.

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Treasurer

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President

**BOARD OF EDUCATION WORK SESSION**

**September 1, 2009**

**Loveland Intermediate School Media Center**

**6:45 p.m.**

**BOARD OF EDUCATION BUSINESS MEETING**

**September 15, 2009**

**Loveland Intermediate School Media Center**

**7:00 p.m.**