

**Winton Woods Board of Education  
Minutes  
Regular Meeting – December 16, 2019**

The Winton Woods Board of Education met in Regular Session on Monday, December 16, 2019 in the Media Center of Winton Woods High School, 1231 W. Kemper Road, Cincinnati, Ohio. President Johnson called the meeting to order at 6:30 p.m.

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

On the roll call the following members were present: Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. John Cuppoletti, Mrs. Paula Kuhn, Dr. Viola Johnson. Also present were: Mr. Anthony Smith, Superintendent and Mr. Randy Seymour, Treasurer.

The Winton Woods High School Varsity Ensemble preformed for the Board of Education and audience with the direction of Ms. Beth Miller and Mr. Joshua Dufford.

**DISTRICT RECOGNITIONS**

**Donation**

The L&L Nippert Charitable Foundation awarded a \$45,000 grant to supplement the funding of the Winton Woods High School Varsity Ensemble's March 2020 performance at Carnegie Hall in New York City.

**Community Spirit Award**

Mrs. Paula Kuhn, Board Member (This award is presented to an organization or individual to recognize their significant contribution(s) to the Winton Woods City School District over a period of many years.)

**PUBLIC COMMENTS**

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

WWTA REPRESENTATIVE – absent

OAPSE REPRESENTATIVE –

**APPROVAL OF MINUTES**

Regular Meeting – November 25, 2019

Special Meeting – December 9, 2019

**Winton Woods Board of Education  
Minutes  
Regular Meeting – December 16, 2019**

**TREASURER'S REPORT**

The Financial Statements for the month of November, 2019 were approved and filed for audit.

**TREASURER'S RECOMMENDATIONS**

**Investments – November, 2019**

**12-126-19** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the Investment report for November, 2019.

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried.

**REPORTS OF THE SUPERINTENDENT**

- (a) School Reports
- (b) First Read: New and Revised Board Policies
  - New Policy po7440.03 - Property - Small Unmanned Aircraft Systems
  - Revised Policy po2431 - Program - Interscholastic Athletics
  - Revised Policy po5113.02 - Students - School Choice Options
  - Revised Policy po5350 - Students - Student Mental Health and Suicide Prevention
  - Revised Policy po5512 - Students - Use of Tobacco
  - Revised Policy po7300 - Property - Disposition of Real Property\_Personal Property
  - Revised Policy po7434 - Property - Use of Tobacco on School Premises
  - Revised Policy po8462 - Operations - Student Abuse and Neglect
- (c) Facilities Update

**SUPERINTENDENT'S RECOMMENDATIONS**

**Job Description – Title I Coordinator (Supplement)**

**12-127-19** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the job description for the position of Title I Coordinator (supplement) as presented. (Attached)

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried.

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

**Job Description – Community and Public Engagement Coordinator**

**12-128-19** On a motion by Mrs. Kuhn, seconded by Mr. Berte to approve the job description for the position of Community and Public Engagement Coordinator as presented. (Attached)

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried.

**Job Description – Publicity Writer**

**12-129-19** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the job description for the position of Publicity Writer as presented. (Attached)

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried.

**Personnel Schedules**

**12-130-19** On a motion by Dr. Cuppoletti, seconded by Mrs. Kuhn to approve the personnel schedules as presented.

**Schedule A – Resignations**

Willie Evans, Bus Driver, effective 12/13/2019  
Gabrielle Hogel, Bus Assistant, effective 12/01/19

**Schedule B – Personnel Employment – Certificated**

Jessica Walsh, ESL Tutor, WWPN, \$29/hr, effective 12/11/19

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

*New Hires:*

Alexandra Contreras, Sub. Assistant, \$13.45/hr, effective 12/04/19  
Michelle Graham, Sub. Assistant, \$13.45/hr, effective 12/09/19  
Gabrielle Hogel, Sub. Assistant, \$13.45/hr, effective 12/02/19  
Jovanna Peterson, Educational Assistant, WWPN, \$15.37/hr, effective 12/09/19  
Dequan Williams, Lunch Monitor, WWMS, \$15.37/hr, effective 08/21/19  
Robert Kamp, Sub. Food Service, \$12.00/hr, effective 12/06/19

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

**Schedule D – Personnel Employment – Certificated and Non-Certificated**  
WWHS After School Tutor and Academic Advisors: \$29/hr, effective 10/01/19

Paige Hoff, Science  
Julia Kunkel, Math  
Rachel Pigg, Social Studies  
Jacob Scott, Social Studies  
Brad Tash, Math

Supplementals 2019-2020 Contract Year

Michelle Kozlowski, High School Stage Crew Director, \$3,981  
Kelly Rozelle, Title I Coordinator, \$3,684, effective 12/09/19

**Schedule E – Leaves**

Damon Bess, Receptionist, Central Office, 11/22/19 – 01/06/20, F.M.L.A.  
Nadia Saunders, Teacher, WWIS, Intermittent, F.M.L.A.

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried

**Extended Student Trip**

**12-131-19** On a motion by Mrs. Kuhn, seconded by Mrs. Rugless to approve the overnight extended student trip for the Winton Woods High School Academy of Global Studies, 11<sup>th</sup> grade to Washington, D.C., Maryland, Virginia for February 12 – 15, 2020.

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried

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

**New and Revised Board Policies**

**12-132-19** On a motion by Mrs. Rugless, seconded by Mr. Berte to approve the new and revised Board policies as follows: (Copy available from the Office of the Superintendent)

- New Policy po1615 - Administration - Use of Tobacco by Administrators
- Revised Policy po1310 - Administration - Employment of the Treasurer
- Revised Policy po1340 - Administration - Non-Reemployment of the Treasurer
- Revised Policy po3215 - Professional Staff - Use of Tobacco by Professional Staff
- Revised Policy po4215 - Classified Staff - Use of Tobacco by Classified Staff
- Revised Policy po5200 - Students – Attendance
- Revised Policy po5230 - Students - Late Arrival and Early Dismissal
- Revised Policy po5460 - Students - Graduation Requirements
- Revised Policy po8500 - Operations - Food Services

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried.

**BOARD OF EDUCATION REPORTS**

- Legislative Report
- Great Oaks Report - None

**BOARD MOTIONS/RECOMMENDATIONS**

**Organizational Meeting for 2020**

**12-133-19** On a motion by Mrs. Rugless, seconded by Mr. Berte to set January 13, 2020 at 6:30 p.m. in the Media Center of Winton Woods High School, 1231 W. Kemper Road, Cincinnati, Ohio as the Organizational Meeting of the Winton Woods Board of Education.

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried.

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

**President Pro-Tempore**

**12-134-19** On a motion by Dr. Johnson, seconded by Mr. Berte to appoint Mrs. Katrina Rugless as President Pro-Tempore until a President is appointed at the Organizational Meeting.

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried.

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

**EXECUTIVE SESSION**

**12-135-19** On a motion by Mrs. Rugless, seconded by Mr. Berte to move into Executive Session at 7:45 p.m. for the purpose of the appointment of a public official and the employment and discipline of an employee.

Vote: Mrs. Rugless, Aye; Mr. Berte, Aye; Dr. Cuppoletti, Aye; Mrs. Kuhn, Aye;  
Dr. Johnson, Aye

President Johnson declared the motion carried

**EXECUTIVE SESSION – (Cont.)**

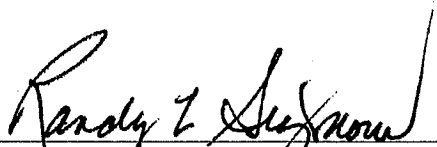
At 9:30 p.m. President Johnson declared the Executive Session concluded for the purpose of the appointment of a public official and the employment and discipline of an employee. On the roll call the following members were present: Mrs. Katrina Rugless, Mr. Jeff Berte, Dr. John Cuppoletti, Dr. Viola Johnson. Absent Mrs. Paula Kuhn

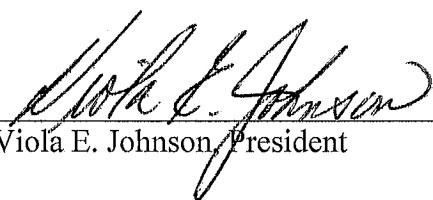
**ADJOURNMENT**

There being no further business, President Johnson declared the meeting adjourned at 9:31 p.m.

**ATTEST:**

**APPROVED:**

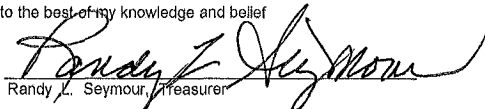
  
\_\_\_\_\_  
Randy L. Seymour, Treasurer

  
\_\_\_\_\_  
Viola E. Johnson, President

WINTON WOODS CITY SCHOOLS  
Bank Reconciliation Statement  
November 2019 (Year to Date)

	Fund Balance	Book Balance		Bank Balance	
001	General Fund	\$19,465,084.23	Beginning Balance	Fifth Third Bank	\$1,150,086.69
002	Bond Retirement	2,125,936.22		Peity Cash	500.00
003	Permanent Improvement	842,952.54	Plus: Receipts	Food Service-Drawer	850.00
004	Building	7,990,671.19	Less: Expenditures	Athletic-Gate	1,970.00
006	Luncheon	604,061.32			
007	Special Trust	146,528.82			
010	Classroom Facilities	46,413,663.75			
018	Public School Support	37,118.46	Ending Balance	Total	1,153,416.69
019	Local Grants	133,758.94			
022	District Agency	0.00			
034	Classroom Facilities Maintenance	788,774.19	Outstanding Warrants:		
200	Activity Fund	34,384.73			
300	Athletic Fund	77,553.98	Fifth Third Bank	Investments:	
401-9020	Auxiliary Services - JPII	138,893.75		Star Ohio	6,500,032.92
439-9020	Early Childhood Education	670.27		Star Ohio - Building Local	4,616,400.88
451-9020	Connectivity	5,400.00		Star Ohio - Building State	8,489,596.14
461-9020	HSTW	0.00		Meeder Investments	12,509,990.39
467-9020	Student Wellness	266,183.93		Meeder Invest (Building)	45,934,898.55
516-9020	IDEA-B	3,322.42			78,050,916.88
536-9020	Title I Non-Competive School Improv	(64.63)			
551-9020	Title III LEP	549.22			
551-9220	Title III Immigrant	0.00	Total		
572-9020	Title I	2,383.46			
572-9220	SQI FY20	(10,411.41)			
587-9020	ESCE IDEA-B	171.91			
590-9020	Title II-A	904.31			
599-9020	Title IV-A	0.00	Book Adjustments	Bank Adjustments	
599-9220	Striving Readers	0.00		Pay School Accounts	
				Food Service	1,401.83
				General Acct	232.50
				Pay School In-Transit	1,634.33
			Deposit adjustments		
				Employee Health Insurance portion transfer to Payroll Acct from General Account error (corrected on 12/2)	2.24
			Total	Total	1,636.57
			0.00		
Total Fund Balance	79,048,391.60	Book Balance	79,048,391.60	Bank Balance	1,153,416.69
Plus: outstanding warrants	157,578.54	Plus: outstanding warrants	157,578.54	Plus: Investments	78,050,916.88
	0.00	Plus: book adjustments	0.00	Plus: bank adjustments	1,636.57
Adjusted Fund Balance	<u>\$79,205,970.14</u>	Adjusted Book Balance	<u>\$79,205,970.14</u>	Adjusted Bank Balance	<u>\$79,205,970.14</u>

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

November 30, 2019

	<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	\$22,240,000	44.20%	\$0	10,806,301	48.59%
Personal Property	0	0.00%	0	0	0.00%
Tuition (1)	2,245,000	4.46%	114,864	943,859	42.04%
Interest	300,000	0.60%	67,965	280,654	93.55%
Student Fees	20,000	0.04%	287	1,511	7.56%
Rental Fees	180,000	0.36%	735	60,434	33.57%
Other (2)	1,002,500	1.99%	11,377	362,973	36.21%
<b>Total Local Revenue</b>	<u>25,987,500</u>	<u>51.65%</u>	<u>195,228</u>	<u>12,455,732</u>	<u>47.93%</u>
<b>State:</b>					
Foundation Fund	19,885,000	39.52%	1,613,467	8,096,624	40.72%
Homestead & Rollback	2,800,000	5.56%	0	1,383,489	49.41%
Other (3)	1,207,000	2.40%	75,939	485,215	40.20%
<b>Total State Revenue</b>	<u>23,892,000</u>	<u>47.49%</u>	<u>1,689,406</u>	<u>9,965,327</u>	<u>41.71%</u>
<b>Federal:</b>					
Other (4)	435,000	0.86%	8,745	313,890	72.16%
<b>Total Federal Revenue</b>	<u>435,000</u>	<u>0.86%</u>	<u>8,745</u>	<u>313,890</u>	<u>72.16%</u>
<b>GRAND TOTAL</b>	<u><u>\$50,314,500</u></u>	<u><u>100.00%</u></u>	<u><u>\$1,893,379</u></u>	<u><u>22,734,950</u></u>	<u><u>45.19%</u></u>

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

(2) Includes all other receipts not otherwise classified

(3) Includes catastrophic and tangible reimbursement

(4) Includes Medicaid and e-rate reimbursement



**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Object**  
**November 30, 2019**

	<u>Appropriation</u> <u>+ Carry Over</u>	<u>% Total</u> <u>Appr.</u>	<u>Expended</u> <u>MTD</u>	<u>Expended</u> <u>FYTD</u>	<u>Encumbered</u> <u>FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Personal Services (100)	\$30,227,000	53.60%	\$2,444,071	\$11,875,200	\$0	\$18,351,800	39.29%
Fringe Benefits (200)	10,900,950	19.33%	723,294	3,912,232	185,169	\$6,803,550	37.59%
Purchased Services (400)	12,292,949	21.80%	938,115	3,992,374	4,086,651	\$4,213,924	65.72%
Materials & Supplies (500)	1,795,287	3.18%	68,721	997,197	181,901	\$616,190	65.68%
Capital Outlay (600)	279,500	0.50%	0	40,998	12,013	\$226,490	18.97%
Other (800)	721,000	1.28%	7,614	248,664	111,516	\$360,820	49.96%
Transfers/Advances (900)	180,500	0.32%	0	20,000	0	\$160,500	11.08%
<b>Total</b>	<b>\$56,397,186</b>	<b>100.00%</b>	<b>\$4,181,814</b>	<b>\$21,086,665</b>	<b>\$4,577,249</b>	<b>\$30,733,273</b>	<b>45.51%</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:**

FY20 Appropriations	\$56,347,650	
FY19 Carryover Encumbrances	49,536	
<b>Total Appropriations</b>	<b>\$56,397,186</b>	<b>6.013</b>

**WINTON WOODS CITY SCHOOLS**  
**General Fund Expenditures by Function**  
**November 30, 2019**

	<u>Appropriation</u> <u>+ Carry Over</u>	<u>% Total</u> <u>Appr.</u>	<u>Expended</u> <u>MTD</u>	<u>Expended</u> <u>FYTD</u>	<u>Encumbered</u> <u>FYTD</u>	<u>Balance</u>	<u>% Spent</u>
Regular (1100)	\$24,056,244	42.66%	\$1,783,115	\$9,134,380	\$416,910	\$14,504,954	39.70%
Special (1200)	11,288,700	20.02%	863,218	4,044,615	1,116,480	6,127,605	45.72%
Pupils (2100)	3,315,920	5.88%	183,467	1,221,650	116,484	1,977,787	40.35%
Instructional Staff (2200)	2,980,794	5.29%	227,915	1,033,161	662,072	1,285,561	56.87%
Board of Education (2300)	164,000	0.29%	61	65,871	49,038	49,291	69.94%
School Adm. (2400)	4,310,696	7.64%	338,919	1,706,979	175,220	2,428,497	43.66%
Fiscal Services (2500)	1,458,130	2.59%	85,765	584,473	103,356	770,301	47.17%
Business Services (2600)	311,750	0.55%	26,645	112,597	74,511	124,642	60.02%
Oper. of Plant (2700)	3,768,233	6.68%	248,812	1,496,005	1,476,494	795,734	78.88%
Pupil Trans. (2800)	2,604,420	4.62%	203,866	898,689	279,339	1,426,392	45.23%
Central Support Services (2900)	824,300	1.46%	57,240	305,574	16,710	502,016	39.10%
Community Services (3000)	51,500	0.09%	21,832	30,339	4,621	16,539	67.88%
Extracurricular (4000)	992,000	1.76%	134,985	397,453	33,782	560,765	43.47%
Capital Outlay (5000)	90,000	0.16%	5,976	35,080	52,232	2,688	97.01%
Contingencies and Transfers (7000)	180,500	0.32%	0	20,000	0	160,500	11.08%
<b>Total</b>	<b>\$56,397,186</b>	<b>100.00%</b>	<b>\$4,181,814</b>	<b>\$21,086,665</b>	<b>\$4,577,249</b>	<b>\$30,733,273</b>	<b>45.51%</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:**

FY20 Appropriations	\$56,347,650
FY19 Carryover Encumbrances	49,536
Total Appropriations	<u>\$56,397,186</u>

# WINTON WOODS CITY SCHOOLS

## Year To Date Summary as of

November 30, 2019

FUND	Beginning Balance	FYTD Revenues	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001 General	\$17,816,799	\$22,734,950	\$21,086,665	\$19,465,084	\$4,577,249	\$14,887,835
<b>Special Revenue Funds:</b>						
018 Public School Support	29,465	19,200	11,546	37,118	15,027	22,091
019 Other Grants	105,742	28,399	382	133,759	2,072	131,687
034 Classroom Facilities Maint.	669,230	100,576	1,031	768,774	0	768,774
300 District Managed Activity	74,983	132,556	129,985	77,554	72,642	4,912
401 Auxiliary Services	69,451	187,702	118,259	138,894	224,704	(85,811)
439 Preschool Education	0	30,832	30,162	670	0	670
451 Data Communication	0	5,400	0	5,400	0	5,400
461 Vocational Ed Enhancements	0	2,371	2,371	0	790	(790)
467 Student Wellness and Success	0	383,885	117,701	266,184	152,383	113,801
516 IDEA	5,566	330,998	333,242	3,322	146,060	(142,738)
536 Title I School Improvement	0	0	65	(65)	0	(65)
551 Limited English Proficiency	10,811	31,770	42,033	549	0	549
572 Title I & SQI	7,592	597,397	613,017	(8,028)	186,617	(194,645)
587 IDEA Early	257	7,879	7,964	172	0	172
590 Title II-A	996	48,659	48,751	904	67,076	(66,172)
599 Miscellaneous Federal Grants	261	106,292	106,553	0	316,597	(316,597)
<b>Debt Service Funds:</b>						
002 Bond Retirement	2,324,412	1,518,591	1,717,067	2,125,936	1,146,015	979,921
<b>Capital Projects Funds:</b>						
003 Permanent Improvement	609,144	306,027	72,219	842,953	478,137	364,815
004 Building	9,414,892	107,554	1,531,774	7,990,671	6,656,713	1,333,959
010 Classroom Facilities	51,881,561	10,829,549	16,297,546	46,413,564	68,714,825	(22,301,261)
007 Special Trust	124,548	38,905	16,924	146,529	18,852	127,677
<b>Agency Funds:</b>						
200 Student Activity	37,427	6,264	9,306	34,385	457	33,928
022 District Agency	0	0	0	0	0	0
<b>Enterprise Funds:</b>						
006 Food Services	634,910	789,707	820,556	604,061	273,711	330,350
<b>Total</b>	<u>\$83,818,046</u>	<u>\$38,345,463</u>	<u>\$43,115,118</u>	<u>\$79,048,392</u>	<u>\$83,049,928</u>	<u>(\$4,001,537)</u>



**WINTON WOODS**  
CITY SCHOOL DISTRICT

TO: WWCS D Board of Education  
 FROM: Randy Seymour, Treasurer  
 DATE: November 30, 2019  
 SUBJECT: November Investments

The Treasurer requests official approval of the following investments of interim funds made November 30, 2019

	<u>Investments</u>	<u>Interest</u>	<u>Interest Rate</u>	
<b>General Fund:</b>				
Money Markets:				
<b>Star Ohio</b>	\$6,500,033	\$10,832	1.86%	
<b>Meeder Investments</b>	12,509,990	54,955	various	
<b>5th/3rd</b>	<u>1,150,097</u>	<u>2,179</u>	0.20%	Includes earnings credit
	20,160,120	67,965		
<b>Building Fund:</b>				
<b>Local Share:</b>				
Money Markets:				
<b>Star Ohio</b>	4,616,401	7,212	1.86%	
<b>Meeder Investments</b>	<u>45,934,897</u>	<u>136,058</u>	various	
	50,551,297	143,269		
<b>Building Fund:</b>				
<b>State Share:</b>				
Money Markets:				
<b>Star Ohio</b>	<u>8,489,596</u>	<u>13,262</u>	1.86%	
	8,489,596	13,262		
<b>Total</b>	<u><u>\$79,201,014</u></u>	<u><u>\$224,496</u></u>		

## Winton Woods City School District

### Job Description

**Job Title:** Title I Coordinator

**Reports To:** Director(s) of Teaching and Learning

**FLSA Status:** Supplemental

**Approved By:** Board of Education

**Approved Date:** 12/16/2019

**GENERAL DESCRIPTION:** Supports Director(s) of Teaching and Learning with compliance with Title I requirements for funding and audit purposes.

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

- Maintains up to date Title I binder identifying required compliance documents and provides a copy to each building administrator and Title I funded teacher including those working in non-publics;
- Provides regular updates to Title I funded teachers about federal requirements including September, December and May meeting updates with affected staff;
- Attends fall and spring Title I review meetings, meet the teacher nights/open houses; non-public parent meetings and other meetings and training as needed;
- Title I liaison between teachers and administration;
- Organizes collected documents in Federal Programs Google shared drive
- Collects and/or monitors compliance documents from Title I funded teachers such as.
- Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree required

Prior compliance work preferred

Attention to detail and strong organizational skills is a must

Strong computer skills including but not limited to use of Google Apps is a plus

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education preferred

### **LANGUAGE SKILLS**

Ability to read, write and comprehend instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff 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 use computers where applicable. 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 reach with hands and arms. The employee frequently is required to stand, walk, sit and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, equipment or controls, 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 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee will regularly work indoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*Winton Woods City Schools does not discriminate nor tolerate harassment in its employment opportunities, educational programs or activities for any reason including on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information.*

**Winton Woods City School District  
Job Description**

**Job Title:** Community and Public Engagement Coordinator  
**Reports to:** Superintendent  
**FLSA Status:** Exempt  
**Approved By:** Board of Education  
**Approval Date:** December 16, 2019

**GENERAL DESCRIPTION**

Oversees and implements strategic use of communication vehicles to advance the mission of the Winton Woods City School District; advises the Superintendent and/or the District Leadership Team on communications issues; serves as the media liaison on district-wide events and issues; facilitates proactive relationships between Winton Woods City Schools and the community; and oversees assigned programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Advises the Superintendent on all matters relating to district branding and image standards, strategic communications planning and messaging, and family and community engagement;
- Manages district website, marketing materials and public relations images thereby ensuring accuracy, professionalism, and a high-quality product;
- Coordinates responses to all; ensuring all public relations policies, protocols and processes are followed;
- Serves as district liaison to families, the media, civic and business organizations and to the community at large;
- Develops, plans and coordinates various district community outreach and public relations activities for the purpose of enhancing district/community relationships, improving customer service/programs, and promoting a positive public image;
- Coordinates surveys and solicitation of feedback from internal and external stakeholders for the purpose of improving services and programs provided and to forecast future needs of the district and community;
- Serves on the Superintendent's Executive Team;
- Serves on District Leadership Team;
- Represents the district at National Conferences as needed; and
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

NONE: Coordinates events and activities with Publicity Writer

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; applying assessment instruments; operating standard office equipment; preparing and maintaining accurate records; using pertinent software



applications; critical thinking; planning, coordinating and completing multiple tasks; and preparation of effective easily understood written and oral reports.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; age appropriate activities; community resources; program development; concepts of marketing and networking; researching local/global trends; group and process facilitation; and successful program implementation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

#### **EDUCATION AND EXPERIENCE**

Master's in Public or Business Administration, Public Relations, Communications or related fields.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

None specified

#### **WORK ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a clean and healthy environment.

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**Winton Woods City School District  
Job Description**

**Job Title:** Publicity Writer  
**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Approved By:** Board of Education  
**Approval Date:** December 16, 2019

**GENERAL DESCRIPTION**

This position supports student achievement by ensuring that the District's public information program is aligned with District goals, and by facilitating the development of accurate and timely internal/external communication and information processes that contribute to and encourage community involvement in the District's efforts to meet the instructional needs of students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Organizes, assimilates, articulates and disseminates facts about Winton Woods City Schools to the public through print and non-print media;
- Writes, films, produces and edits communication materials to promote student achievement and district goals, opportunities and outcomes;
- Provides professional assistance in the development of various publications (brochures, newsletters, information bulletins) for school and departments;
- Contacts media representatives to initiate articles and news releases about District programs and creates press kits and another media information;
- Supports a comprehensive internal and external district communication plan including, but not limited to, publications, media relations, electronic communications;
- Ensures consistent branding and messaging;
- Recommends innovative and promotional avenues of communication for various types of media;
- Solicits feedback through formal and informal means on activities, products and outcomes of the community relations program and the school district in general; and
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**  
**Skills, Knowledge and Abilities**

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:** Bachelor's Degree and related experience in journalism, public relations or equivalent combination of education and experience. Familiar with a variety of the communication concepts, practices, and procedures. Demonstrated success in collaborating with diverse teams at an executive level.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to write press releases, reports, brochures and correspondence in an efficient manner/ while under deadline. Strong command of English writing and grammar.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Technology Skills:** Proficiency in the usage of internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: MS Outlook, MS Word, MS PowerPoint, MS Publisher and Google Docs. Ability to type accurately and proficiently.
- **Photography Skills:** Ability to use digital camera to capture candid as well as staged photos of district events, students, staff and community members.
- **Other Skills and Abilities:** Demonstrated proficiency in developing and implementing large-scale projects. Demonstrated success working collaboratively with community partners. Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions while maintaining organization. Proven record of working well in a team-environment.

## **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 talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

Occasionally perform work beyond a standard work hours when work-load requires.

### **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 work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

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