

# MILFORD BOARD OF EDUCATION

## Board Meeting - Agenda



**September 19, 2019**

**7:00 p.m. – Regular Board Meeting**

**Milford Schools - Administrative Offices  
1099 State Route 131 – Milford, OH 45150**

**A. Call to order  
Roll Call**

**B. Pledge of Allegiance**

**C. Approval of the Agenda  
Roll Call**

**D. Approval of Minutes:**

1) Board Work Session:	August 15, 2019 (Attachment 01)
2) Regular Board Meeting:	August 15, 2019 (Attachment 02)

**Roll Call**

**E. Presentations:**

- 1) Recognition of Milford High School student artwork - Mr. Paul Daniels and Mr. Dan Yeager
  - a) Wilhoite Kaufman Ceramics
  - b) Olivia Loveless Ceramics
  - c) Trinity Storer Ceramics
  - d) Lauren Cope Photography
  - e) Ella Hummel Photography
  - f) Sydney Wenger Photography
  - g) Isaiah Flannery Graphic Design
  
- 2) Milford Schools' Hope Squad - Lexi Fields and Jacob Hams

**F. Student Council Representatives - Jordan Rieger, Alexa Rouse, and Ashley Dalrymple**

**G. Community Advisory Team Presentation - Mrs. Nancy House**

**H. Public Participation**

**I. TREASURER'S REPORTS – Mr. Brian Rabe**

**A. Approval of Financial Reports (Attachment 03) – for the month ending August 31, 2019:**

- 1) Appropriation Account Summary (APPSUM)
- 2) Revenue and Expenditures (FNDREVEX)
- 3) Financial Summary Report (FINSUM)
- 4) Historical Reports
- 5) All Funds Summary
- 6) Investment Report – report of interim funds invested in secured instruments
- 7) Bank Reconciliation

**B. Approval to establish a new fund (467) for Student Wellness and Success fund**

**C. Approval of the following donation:**

- 1) \$500  
TST Consulting, Scott Whittington  
Materials for the Milford High School Makerspace

**Roll Call**

D. Approval of the Annual Appropriation Resolution for FY 2020 (Attachment 04)  
**Roll Call**

**II. SUPERINTENDENT ~ Mrs. Nancy House**

**Items for Approval for the Superintendent:**

- A. Approval of the Business Advisory Council Representation Agreement between the Milford Exempted Village School District and the Clermont County Educational Service Center (Attachment 05)

**Roll Call**

**Informational Items for the Superintendent:**

- A. First Reading of the district calendar for the 2020-2021 school year (Attachment 06)
  
- B. Local Report Card - Mrs. Nancy House

**HUMAN RESOURCES – Mrs. Nancy House**

**Miscellaneous Items for Human Resources:**

- A. Approval of monthly stipend of \$65 for personal cell phone use for the following employees:
  - 1) Barker, Taryn - retroactive to 8/01/19
  - 2) Planicka, Wendy

**Administrative Items for Human Resources:**

- A. Approval of Administrative resignations:
  - 1) O’Connell, Shelley - Nutrition Services Assistant, effective 10/04/19

### **Certified Items for Human Resources:**

- A. Approval of the following Memorandum of Understanding between the Milford Education Association and the Milford Exempted Village School District:
  - 1) Coordinator of Special Education (Attachment 07)
  - 2) After School Instruction Tutors to be renamed Homework Club (Attachment 08)
  
- B. Approval of Certified Hiring Recommendations for the 2019-2020 school year:
  - 1) Back, Danielle - Reading Tutor, Meadowview Elementary, 3 hours/day, \$25/hour, effective 9/11/19
  
- C. Approval to pay the following teacher for Extended School Year services:
  - 1) Rawlins, Carla - 3 hours at \$25/hour

### **Exempt Employee Items for Human Resources:**

- A. Approval of Exempt Office personnel resignation contingent on being hired for Accounts Payable position:
  - 1) Korzan, Julie - Administrative Secretary, effective 12/18/19
  
- B. Approval to hire Exempt Office personnel for the following position:
  - 1) Korzan, Julie - Accounts Payable, 230 day contract, effective 12/19/19, \$60,000 (to be prorated based on number of days left in current 230 day contract as of 12/19/19)

*ALL MARKED WITH AN \* STILL NEED PAPERWORK AND/OR BACKGROUND CHECKS AND/OR LICENSE.*

### **Roll Call**

### **Classified Items for Human Resources**

- A. Approval to pay the following teacher aide for Extended School Year services:
  - 1) Snyder, Bradley - 6.25 hours, teacher aide hourly rate
  
- B. Approval to make the following corrections for Classified Employees' contracts previously approved at the July 16, 2019 or August 15, 2019 board meeting:
  - 1) Mills, Heather - McCormick Elementary, Extended Day Caregiver, experience 2, \$17.43/hour

- 2) Clements, Makinley - McCormick Elementary, Extended Day Assistant Caregiver, experience 3, \$15.81/hour
- 3) Dillion, Hailee - Meadowview Elementary, Extended Day Assistant Caregiver, experience 2, \$15.38/hour
- 4) Dobrowolski, Jacob - McCormick Elementary, Extended Day Caregiver, experience 4, \$18.23/hour

C. Approval of Classified Resignations:

- 1) Back, Danielle - Teacher Aide, Meadowview Elementary, effective 9/10/19
- 2) Buckner, Rhonda - Teacher Aide, Junior High, effective 8/23/19
- 3) Champney, Ronda - Substitute Food Service Worker
- 4) Cunningham, Jennifer - Junior High School, Food Service Worker, effective 8/30/19
- 5) Kunes, Hilary - Substitute Food Service Worker
- 6) Page, Seth - Teacher Aide, effective 8/15/19
- 7) Plavchak, Alison - Media Aide, Meadowview Elementary, effective 8/19/19
- 8) Schmidt, Kim - Teacher Aide, effective 8/16/19

D. Approval of Classified Hiring Recommendations for 2019-2020 school year:

- 1) Dettmer, Jared\* - Pattison Elementary, Extended Day Assistant Caregiver, experience 2, 3 hours/day, \$15.38/hour
- 2) Doll, Pat\* - Meadowview Elementary, Food Service Worker, experience 0, 2 hours/day, \$14.75/hour, effective 9/03/19
- 3) Larkin, Barbara\* - John Paul II, Food Service Worker, experience 5, 4 hours/day, \$16.32/hour
- 4) Back, Danielle - Meadowview Elementary, Teacher Aide, experience 5, 3.5 hours/day, \$18.59/hour
- 5) Cunningham, Jennifer - Junior High, Teacher Aide, experience 0, 3.5 hours/day, \$16.20/hour
- 6) Dobrowolski, Jacob - Junior High, Teacher Aide, experience 3, 3.5 hours/day, \$17.64
- 7) Jetter, Amanda\* - Meadowview Elementary, Teacher Aide, experience 0, 3.5 hours/day, \$16.20/hour
- 8) King, Trisha - Pattison Elementary, Teacher Aide, experience 5, 3.5 hours/day, \$18.59/hour
- 9) Nelson, Sharon - Meadowview Elementary, Teacher Aide, experience 0, 3.5 hours/day, \$16.20/hour
- 10) Plavchak, Alison - Junior High, Teacher Aide, experience 5, 3.5 hours/day, \$18.59/hour
- 11) Polly, Ann\* - Mulberry Elementary, Teacher Aide, experience 0, 3.5 hours/day, \$16.20/hour
- 12) Buckner, Rhonda - Meadowview Elementary, Media Aide, experience 8, 7 hours/day, \$21.37/hour
- 13) Barros, Marcos\* - Substitute Custodian
- 14) Chisman, Mary\* - Substitute Custodian
- 15) Kidd, Judith\* - Substitute Custodian
- 16) Nelson, Sharon - Substitute Extended Day Caregiver
- 17) Baker, Beth\* - Substitute Food Service Worker
- 18) Battistone, Ann\* - Substitute Food Service Worker
- 19) Carlson, Jessica\* - Substitute Food Service Worker
- 20) Clark, Sherry - Substitute Food Service Worker

- 21) Combs, Becky\* - Substitute Food Service Worker
- 22) Cunningham, Jennifer - Substitute Food Service Worker
- 23) Hammer, Ada\* - Substitute Food Service Worker
- 24) Smith, Peggy\* - Substitute Food Service Worker
- 25) Wulf, Jennifer\* - Substitute Food Service Worker
- 26) Back, Danielle - Substitute Secretary
- 27) Carter, Christie - Substitute Secretary
- 28) Combs, Becky\* - Substitute Secretary
- 29) Korzan, James - Substitute Secretary
- 30) Meece, Alyssa\* - McCormick Elementary, Extended Day Caregiver, experience 1, 3.75 hours/day, \$17.04/hour
- 31) Bess, Hannah - Preschool, Extended Day Caregiver/Contact, experience 1, 3.75 hours/day, \$19.05/hour

## Roll Call

### **Supplemental Duty, Pupil Activity and Consultant Items for Human Resources:**

- A. Approval of Building Supplemental Contract Resignation:
  - 1) Jorden, Matthew - Parking Lot Supervisor, effective 8/19/19
  - 2) O'Connell, Shelley - Wellness Liaison effective 10/04/19
  
- B. Approval of District Supplemental Contract Recommendation:
  - 1) Hansman, Mark - Home Instruction Tutor, on as needed basis, \$25/hour
  
- C. Approval of Building Supplemental Contract Recommendations for the 2019-2020 school Year:
  - 1) Baker, Kris - Junior High, Homework Club, on as needed basis, \$25/hour
  - 2) Beelman, Julie - Junior High, Homework Club, on as needed basis, \$25/hour
  - 3) Behrens, Ann - Junior High, Homework Club, on as needed basis, \$25/hour
  - 4) Fitzhugh, Jason - Junior High, Homework Club, on as needed basis, \$25/hour
  - 5) Hackmeister, Judy - Junior High, Homework Club, on as needed basis, \$25/hour
  - 6) Racela, Lauren - Junior High, Homework Club, on as needed basis, \$25/hour
  - 7) Behrens, Ann - Junior High, 50% Student Council, level 3, pay step 0, \$618.50
  - 8) Behrens, Ann - Junior High, 50% Builders Club, level 4, pay step 0, \$824.50
  - 9) Pope, Timothy - Junior High, Wellness Liaison, \$300
  - 10) Robinson, Deborah - Administrative Offices, Wellness Liaison, prorated from effective date of 10/07/19
  - 11) Coombs, David - High School, Parking Lot Supervisor, 8/01/19 through 8/28/19 only, level 4, pay step 0, \$75.36
  - 12) Yards, Ryan - High School, Parking Lot Supervisor, effective 9/09/19, level 4, pay step 0, \$1516.62
  - 13) Songer, Angela - High School, 40% Technical Director, level 8, pay step 0, \$1978.40

D. Approval of Athletic and Extracurricular Activities Supplemental/Pupil Activity Contract Recommendations for the 2019-2020 school year:

- 1) Neverman, Michael - JH Girls Tennis Coach (50%), level 4, pay step 4, \$1236.50
- 2) Caputa, Isabel - JH Girls Tennis Coach (50%), level 4, pay step 1, \$927.50
- 3) Helton, Paul - JH Football Coach (50%), level 6, pay step 0, \$1648.50
- 4) Eastham, Deanna - JH Winter Cheer Coach, level 4, pay step 1, \$1855
- 5) Fultz, Danielle - JH Winter Cheer Coach, Position 5, level 4, pay step 0, \$1649
- 6) Long, Charles - JH Boys Basketball Coach, level 6, pay step 10, \$4534
- 7) Campbell, Jim - JH Boys Basketball Coach, level 6, pay step 13, \$4534
- 8) Pope, Michael - JH Boys Basketball Coach, level 6, pay step 6, \$4328
- 9) Langdon, B. Adam - JH Girls Basketball Coach, level 6, pay step 8, \$4328
- 10) Sonntag, Michael - JH Girls Basketball Coach, level 6, pay step 2, \$3710
- 11) McKenney, Kristi - JH Girls Basketball Coach, Position 7, level 6, pay step 18, \$4740
- 12) Maltr\*, Natalie - JH Dance Team Coach, level 4, pay step 3, \$2267

E. Based on approved Memorandum of Understanding from the June 20, 2019 board meeting, corrections to the following supplemental contracts must be made:

- 1) Carpenter, Tracy - High School, Vocal Music Coordinator, level 8, pay step 29, \$8244
- 2) Dittgen, Brandon - High School, Winter Drumline, level 6, pay step 1, \$3504

F. Approval of Volunteers for the 2019-2020 school year:

- 1) Logsdon, Patricia - Choral Music
- 2) Spresser, Michael - Choral Music
- 3) Hewlett, Rob - High School, Computer Science

*ALL MARKED WITH AN \* STILL NEED PAPERWORK AND/OR BACKGROUND CHECKS AND/OR PERMIT.*

**Roll Call**

**BUSINESS & OPERATIONS - Mrs. Nancy House**

- A. Presentation and Approval of the architect and engineering contract for elementary roof (Attachment 09)

**Roll Call**

**Informational Items for Business & Operations:**

- A. Transportation Update

## **CURRICULUM & INSTRUCTION – Mrs. Nancy House**

- A. Approval for Curriculum pay not to exceed 30 hours for instructional materials and pacing for the School-Based Day Treatment Curriculum:
  - 1) Essex, Teresa
  - 2) Wanamaker, Beth
  
- B. Approval of the following field trip:
  - Milford High School Wind Ensemble
  - Joint concert with University of Kentucky Wind Symphony
  - University of Kentucky, Lexington, Kentucky
  - November 23 - 24, 2019
  - Students and approved Chaperones

### **Roll Call**

## **Informational Item for Curriculum & Instruction:**

- A. Constitution Day Video – Dr. Jill Hollandsworth

## **III. BOARD OF EDUCATION**

- A. Public Participation
  
- B. Next Board Meeting:
  - October 17, 2019 – 7:00 p.m.
  - Milford Schools Administrative Offices
  - Board Conference Room
  - 1099 State Route 131
  - Milford, OH 45150
  
- C. Discussion

## **IV. ADJOURNMENT**

### **Roll Call**



**Regular Board meetings can be viewed on the channels  
during the scheduled times listed below:**

<b>City of Milford cable</b>	Channel 15	Monday - 4:00 p.m.	Wednesday - 10:00 p.m.	
<b>Union Township cable</b>	Channel 8 or Channel 15	Wednesday - 4:00 p.m.	Friday - 7:00 p.m.	Saturday - 7:00 a.m.
<b>Miami Township cable</b>	Channel 8 or Channel 15	Sunday - 3:00 p.m.	Monday - 1:00 p.m.	Tuesday - 8:30 a.m.
		Wednesday - 2:00 p.m.	Thursday - 5:00 p.m.	Friday - 2:30 p.m.
		Saturday - 10:30 a.m.		

**Public Participation at Board Meetings (Board Policy KD - Also BDDH)**

*All meetings of the Board will be open to the public.*

*The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.*

*In order to promote public participation and to facilitate the completion of the planned agenda in an effective and efficient fashion, the Board has established two formal times during each meeting specifically for public participation. Each period shall be known as “public participation.” The first shall be at the beginning of the meeting and shall consist of up to 30 minutes. The second period shall be established at the end of each meeting. This period shall end when the last person who wishes to speak has done so. Speakers in both periods of public participation shall be limited to three minutes. The length may be extended at the discretion of the Board President.*

*Participants must be residents of the District, or be the resident’s designee and be introduced as such, and have a legitimate interest in the action of the Board. The Board may also recognize representatives of firms eligible to bid on materials or services solicited by the Board. The Board may also recognize any employee or student of the District except when the issue addressed by the participant is subject to remediation under Board policies or negotiated agreements.*

*Members of the public shall be able to speak during the body of the meeting or to ask questions of an individual Board member or the Superintendent at the discretion of the Board President.*

*Attendees are encouraged to register their intention to participate in the public portion of the meeting upon their arrival at the meeting.*

*Up to 10 people will be permitted to address the Board during the first public participation period of the meeting. Each person will be allotted three minutes until the total time of 30 minutes is used. The actual length of time for the first public participation period will be determined by the number of presenters multiplied by the three-minute time limit per speaker. Each person addressing the Board is required to provide his/her name and address. Additional persons requesting to address the Board will be scheduled during the second public participation portion of the meeting.*

*Although no members of the community will ultimately be denied the right to bring his/her complaints to the Board, any person with a complaint about a specific individual/employee will first be referred to the proper administrative channels for the exploration of possible resolutions before the presentation to, investigation by, or action by the Board.*

*The Board believes that complaints are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. Therefore, the proper channeling of complaints will be as follows:*

- 1) Employee
- 2) Supervisor/principal
- 3) Superintendent
- 4) Board

*If the proper channels have not been followed, the person making the complaint will be referred to the Superintendent and/or other appropriate Board employee. Complaints will not be heard by the Board until the proper channels have been followed. Written complaints submitted directly to the Board will be referred to the school administration for study and possible solution in accordance with this policy. Complaints about school personnel will be investigated fully and fairly. The complaint must include the resolution the person making the complaint is seeking. Anonymous complaints will not be considered.*

*Should the person submitting the complaint remain dissatisfied with the response of the administration after compliance with the complaint procedure set forth in this policy, he/she may request that the matter be placed on the agenda for the Board meeting during which an executive session may be scheduled to hear the complaint. Any Board action on the matter shall be taken in public session.*

*Persons who disregard this policy will be out of order and asked to cease public discussion. If the request is denied, he/she will be requested to leave the meeting. If the request is ignored, he/she will be removed from the premises, by the appropriate officials, and further legal action may follow. The presiding officer may call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.*

*[Adoption date: July 1967]  
[Re-adoption date: March 15, 1990]  
[Re-adoption date: August 18, 1994]  
[Re-adoption date: January 5, 2006]  
[Re-adoption date: May 15, 2008]  
[Re-adoption date: August 21, 2014]  
[Re-adoption date: June 21, 2018]*

**LEGAL REFS.:** ORC 121.22  
3313.20

**CROSS REFS.:** BCE, Board Committees  
BD, School Board Meetings  
BDDB, Agenda Format  
BDDC, Agenda Preparation and Dissemination  
BG, Board-Staff Communications (Also GBD)