

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES  
Regular Meeting of December 13, 2011**

A regular meeting of the Indian Hill Exempted Village School District was held on Tuesday, December 13, 2011, at 7:00 p.m. in the Indian Hill High School Multipurpose Room, 6865 Drake Road, Cincinnati, Ohio 45243 in accordance with notices sent to each member. Roll call showed the following members as present:

Mr. Grafe  
Mr. Sharp

Mrs. Johnston

Mrs. Lewis

Mrs. Barber was not present. Mrs. Johnston served as President Pro Tempore.

Also present were Dr. Knudson, Mrs. Toth, Mark Ault, Tracy Quattrone, Jim Nichols, Melissa Stewart, Kim Miller, Chris Heybruch, Antonio Shelton, Josh Kauffman, Jill Bruder, Arline Pique, Ken Stegman, Martha Stephen, Naomi Horchak-Morris, Kris Groth, Sherwin Little, Steve Seeger, Lisa Harris, Jim and Molly Barber, Anne Jaroszewicz, Heather Krombholz, Norman Knudson, Brad Motz, Bill Baker, Chris Patek, Mike Schuster, Erik Lutz, Bill Mees, Leigh Wilkins, Betsy and Tim Zelek, Jodi and Dan Feigelson, Molly and Ted Lucien, Kristen Bell, Jeff and Sue Dilbone, Kristin Sneider, Melanie Toler, Dani Frappier, Steve Strider, Tom Brinkman, Jr., Manual Suro, Steve and Trish Krehbiel, Forrest Sellers, and others.

**EXECUTIVE SESSION (121101)** Mr. Sharp moved, seconded by Mrs. Lewis, to move into Executive Session to consider personnel matters related to the appointment of school employees. Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

The Board reconvened its regular meeting at 7:30 p.m.

**PLEDGE OF ALLEGIANCE** – Dr. Knudson led the recitation of the Pledge of Allegiance with those in attendance.

**ADOPTION OF REGULAR MEETING AGENDA (121102)** Mr. Sharp moved, seconded by Mrs. Lewis, to adopt the agenda of the regular business meeting of the Indian Hill Board of Education, as amended, to include acceptance of donations from the Boosters, personnel recommendations for supplemental contracts, a leave of absence, tuition reimbursement, and acceptance of the retirement of Jane Knudson, Superintendent of Schools, effective July 31, 2011. All members present voted aye. Motion carried.

**CORRESPONDENCE AND ANNOUNCEMENTS** – Mrs. Johnston announced the resignation of Mrs. Molly Barber as school board member, effective November 30, 2011, due to her election to Village Council and her term beginning December 1, 2011. Mrs. Johnston expressed appreciation for Mrs. Barber's eight years of service on the Board of Education.

**ACCEPTANCE OF RESIGNATION (121103)** Mr. Sharp moved, seconded by Mrs. Lewis, to accept the resignation of Mrs. Molly Barber as member of the Indian Hill Board of Education, effective November 30, 2011. Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

Dr. Knudson announced her retirement as Superintendent of Schools, effective July 31, 2012. Joining the District in 1989, Dr. Knudson was hired as Principal of the Primary School. She also served in the Middle School as Principal, District Director of Pupil Services, Assistant Superintendent, and became the District's Superintendent in 2005. The Board will begin a search for a new superintendent after the first of the year. Dr. Knudson will certainly be missed. We wish her a wonderful retirement.

**AUXILIARY FACILITIES MASTER PLAN REPORT** – Mr. Grafe, Operations Committee Chair, introduced the presentation of the work which began in early 2011 to develop a master plan for the District's auxiliary facilities, specifically the high school auditorium and athletic facilities. The project began as an effort to protect the significant investments the District has made in these facilities, to determine the best use of our current facilities, to explore modifications and improvements which would better serve the District's mission, to assign potential costs to any modifications and obtain a clearer picture of the remaining useful life of these facilities and projected maintenance costs.

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**AUXILIARY FACILITIES MASTER PLAN REPORT - continued**

At the outset, the District was clear that a master plan would be an important tool in considering future capital expenditures and working with the District's many supporting organizations, such as the Boosters, Foundation and PTO, among others. Our work with MSA Architects has involved many constituencies, including administrators, staff, coaches, faculty representatives, representatives from our supporting organizations and community members. We publicly and sincerely thank all of those involved in this project.

Mr. Michael Schuster, principal of MSA Architects, presented an overview of the process to collect and analyze data with respect to the infrastructure of these spaces (performing arts and athletic facilities), to engage various constituents on the utilization and needs of the high school auditorium and the athletic facilities, to develop and refine some of the concepts which were advanced during multiple sessions with the steering committee, executive committee and the focus groups.

The High School Auditorium and Commons area offer many amenities to the Indian Hill District and community. The auditorium, built in the 1960's, is well-designed, but faces the challenges of an aging infrastructure. Key recommendations include upgrades to existing systems and equipment (HVAC, lighting and sound), improvements to the existing stage and backstage, renovation of the entry lobby, and new storage/support facility expansion behind the existing scene shop. A new multi-purpose performance space connected to the Auditorium and adjacent to the Middle School, is also recommended.

Indoor Athletic Facilities and Support Spaces need reorganization and improvements to make better use of existing facilities. A new athletic support expansion would include a new trainer space, team meeting rooms, coaches spaces and storage as well as improved access to indoor and outdoor athletic facilities. By providing better utilization of existing spaces, overall efficiency and opportunities for much needed storage and team areas will be improved.

Outdoor Athletic Facilities and Support Spaces include Tomahawk Stadium and the Upper Fields on the High School campus as well as the Band Practice Field behind the Auditorium. The synthetic turf at Tomahawk Stadium will require replacement soon. Consideration of traffic flow on the High School Athletic Site was considered when discussing enhancements to the Upper Field. Key recommendations to the Upper Fields will include reconfiguration of the baseball and softball fields and allow the development of a new multi-purpose recreation field in the same proximity. A new multi-story centralized support facility with concessions, storage, restrooms, and team rooms between the stadium and the upper fields is recommended. An expanded plaza and gathering area in and around the existing covered pavilion and support facility will improve accessibility and traffic flow to the sporting events at Indian Hill. The drainage issues existing at the Band Practice field need to be corrected. (It was noted that the location of a new multi-purpose performance space may affect the configuration of the existing band practice field.)

**POLICY ADOPTION - FIRST READING** – Dr. Knudson presented a new policy, Policy Section E, Support Services, for a first reading. Second reading and approval is anticipated at the January meeting.

**ACCEPTANCE OF DONATIONS (121104)** Mrs. Lewis moved, seconded by Mr. Grafe, to accept the following donations:

(1) Indian Hill PTO Capital Grants:

ITEM	REQUESTER	COMMENTS	AMOUNT
Crystal Clear – 2 sessions	Gr 1	Recycling Rules & Incredible Insects	\$1,350
Crystal Clear – 1 session	Gr 2	Weather Wonders	\$900
TN Theatre Company Show	Gr 1	Grimm's Fairy Tales	\$375
<b>SUBTOTAL PRIMARY SCHOOL</b>			<b>\$2,625</b>
Minecraft Licenses & Video Cards	M Richardson	Tools for computer curriculum, problem solving.	\$975
MicroWorlds Upgrade	B Henning	Software upgrade for Windows 7	\$225
Cincinnati Museum Center Outreach Program	A Lewis	Ohio History curriculum	\$950
<b>SUBTOTAL ELEMENTARY SCHOOL</b>			<b>\$2,150</b>
Paperback books	K Miller	School-wide reading program, Braves classes	\$2,000
Digital Camera/Memory Cards	L Huon	Document Alternative Assessments/St Learning	\$350
Zoo Cat Ambassador Program	M Miller	Endangered Cats Assembly-Gr 8	\$300
<b>SUBTOTAL MIDDLE SCHOOL</b>			<b>\$2,650</b>

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**ACCEPTANCE OF DONATIONS (121104) – continued**

(1) Indian Hill PTO Capital Grants: continued

ITEM	REQUESTER	COMMENTS	AMOUNT
Journey to Planet Earth-PBS Series	B Fennell	Environmental science, biology, watershed studies	\$500
Wireless Game Buzzer System	B Kirk	Social Studies Dept-promotes interactivity	\$339
Vernier SpectroVis Plus Spectrophotometer	J Mouch	Biology, AP Chem-photosynthetic pigment	\$658
AV Equipment	V Mendoza	Multimedia projects	\$557
<b>SUBTOTAL HIGH SCHOOL</b>			<b>\$2,054</b>
<b>TOTAL ALL SCHOOLS</b>			<b>\$9,479</b>

(2) Indian Hill Boosters: Approvals from August 2011 through November 2011

DATE	REQUESTER	ITEM	AMOUNT
August 2011	Band	Vibraphone	\$3,000
August 2011	Choir	Clinician's Workshop	\$520
August 2011	Band/Orchestra	Awards	\$291
August 2011	Shelton	Senior Portfolios	\$1,572
<b>TOTAL AUGUST</b>			<b>\$5,383</b>
September 2011	Elementary	Computer Club Robotics	\$1,800
September 2011	Student Council	Homecoming DJ	\$1,200
September 2011	IHTN	HD Camera	\$1,200
September 2011	Student Council	Spirit Week Supplies	\$150
September 2011	High School	Zoo Day	\$500
<b>TOTAL SEPTEMBER</b>			<b>\$4,850</b>
October 2011	Senior Class 2012	Senior Trip Scholarships	\$2,000
October 2011	Primary	Grimm's Fairy Tales	\$1,158
October 2011	High School	Work Study Program	\$490
<b>TOTAL OCTOBER</b>			<b>\$3,648</b>
November 2011	IHTN	HD Camera/Mixing Board	\$2,000
November 2011	Theatre	Cabaret Supplies	\$231
<b>TOTAL NOVEMBER</b>			<b>\$2,231</b>
<b>TOTAL THIS REPORT</b>			<b>\$16,112</b>

Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

**APPROVAL OF OVERNIGHT FIELD TRIPS (121105)** Mrs. Lewis moved, seconded by Mr. Grafe, to approve the following overnight field trips:

- (1) Latin Club, OJCL State Convention, Columbus, OH, February 24-26, 2012
- (2) Model UN, Earlham College, Richmond, IN, January 27-28, 2012

Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

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**PERSONNEL ACTIONS (121106)** Mrs. Lewis moved, seconded by Mr. Grafe, to approve the following personnel matters as recommended by the Superintendent:

#### A. Approval of Supplemental/Personal Service Contracts – 2011-12 year

EMPLOYEE	CONT	BLD	CONTRACT POSITION/DUTY	RATE	AMOUNT
Ely, Larry	PSC	AT H	Athletic Event Supv, Winter, not to exceed 20 hrs/wk	\$15/hr	\$6,000.00
Snow, Tyler	PSC	AT H	Athletic Event Supv, Winter, not to exceed 20 hrs/wk	\$15/hr	\$6,000.00
Sheldon, Christopher	PSC	AT H	Basketball Coach, Girls, JV	16%	\$5,862.00
Langhorst, Janet	PSC	HS	Accompanist, Premieres Rehearsals/Performances-Xavier		\$200.00
Faust, Annie	PSC	HS	Marching Band Instructor, Fall 2011		\$1,400.00
Neuenschwander, Jessi	PSC	HS	Marching Band Instructor, Fall 2011		\$1,400.00
Adams, Rick	PSC	HS	Marching Band, Winter Drum Line, Nov 2011 - Mar 2012		\$1,000.00
Langhorst, Janet	PSC	HS	PowWow Accompanist		\$2,000.00
Speno, Sue	SUPP	PS	Curriculum Writing, 12/7/2011		\$40.00
Richardson, Mark	SUPP	ES	Tech Tune-Up Class Technology Support		\$400.00
Morrison, Ashley	SUPP	MS	Friday Study (2 hr sessions), not to exceed 20 sessions	\$40/session	\$800.00

### B. Retirements/Resignations

Last Name	First Name	Assignment	Building	Effective Date
Knudson	Jane	Superintendent	District	July 31, 2012

### C. Leave of Absence – Unpaid Medical

Last Name	First Name	Assignment	Building	Effective Date
Howell	Sue	Instructional Aide	Elementary	Until January 12, 2012

#### D. Tuition Reimbursements

Nicolette Downey	Teaching Diversity	Ashland Univ	\$380.00
Laura Gentile	Attitude Formation and Change	UC	\$1,322.40
Chris Heybruch	School Business Affairs & Physical Facilities Management	XU	\$1,560.00
Katherine Lesseuer	Tech Tools 4 Teachers 2011	Ashland Univ	\$556.00
Lisa Schauer	Tech Tools 4 Teachers 2011	Ashland Univ	\$556.00
Lisa Schauer	IH Differentiation PLC Leader	Ashland Univ	\$350.00

Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

**APPROVAL OF MINUTES (121107)** Mrs. Lewis moved, seconded by Mr. Sharp, to approve the minutes of the November 3, and November 19, 2011 meeting, as presented. Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

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**APPROVAL OF FINANCIAL REPORTS (121108)** Mrs. Lewis moved, seconded by Mr. Sharp, to approve the financial reports for the month ending November 30, 2011 including Investment Reports, Fund Reports and Warrant Listings, totaling \$5,382,079.35, as presented:

General Fund	\$2,177,992.04
Bond Retirement Fund	\$2,830,878.13
Permanent Improvement	\$12,435.98
Enterprise Funds	\$67,305.76
Special Revenue Funds	\$230,052.28
Special Trust Funds	\$0.00
Agency Funds	\$63,415.16
<b>TOTAL ALL FUNDS, November 30, 2011</b>	<b><u>\$5,382,079.35</u></b>

Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

**APPROVAL TO PAY INVOICES (121109)** Mrs. Lewis moved, seconded by Mr. Sharp, to approve the following invoices for payment in accordance with Section 5705.41 (D)(1):

<b>VENDOR</b>	<b>ITEM DESCRIPTION</b>	<b>AMOUNT</b>
Scholastic Book Fairs	Book Fair Proceeds-Elementary School	\$5,209.62
Wert Music	Band Supplies-High School	\$3,428.80

Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

**APPROVAL OF RENEWAL DENTAL AND TERM LIFE INSURANCE PROGRAMS (121110)** Mrs. Lewis moved, seconded by Mr. Sharp, to approve the following dental and term life insurance programs, effective February 1, 2012 through January 31, 2014 (two-year rates):

<b>DENTAL PLAN (monthly premiums)</b>	<b>SINGLE</b>	<b>FAMILY</b>
Basic Plan	\$27.07	\$73.72
Enhanced Plan	\$40.75	\$110.89
<b>GROUP TERM LIFE PLAN</b>	<b>\$.10 per thousand</b>	<b>n/a</b>

Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

**COMMITTEE REPORTS** – Mrs. Lewis, Personnel Committee, reported on the recent Professional Relations Committee meeting, held December 12, 2011. Topics included student teachers, supplemental contracts, and substitute teacher compensation.

Mrs. Lewis expressed that a national search for a new superintendent is anticipated and that more details will follow after the first of the year.

Mr. Sharp, Finance Committee, noted recent updates on State and Local Funding. Finance Committee continues to work with the Administration to ensure sound fiscal policies and practices.

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**PUBLIC COMMENTARY** – Mrs. Heather Krombholz, Rock Hill Lane, expressed thanks and appreciation for Mrs. Barber’s eight years of service to the Indian Hill Schools as a school board member.

Mr. Sherwin Little, IHEA representative, also thanked Mrs. Barber for her ability to provide a good balance as a school board member and an advocate for students.

Mr. Sharp acknowledged and welcomed new board member, Mr. Erik Lutz, looking forward to good work in 2012.

Mrs. Johnston announced the Organizational meeting of the Board of Education will be January 10, 2012.

**ADJOURNMENT (121111)** Mrs. Lewis moved, seconded by Mr. Grafe, to adjourn the December 13, 2011 regular meeting of the Indian Hill Board of Education at 8:27 p.m. Roll call vote was as follows:

Mr. Grafe, aye  
Mr. Sharp, aye

Mrs. Johnston, aye

Mrs. Lewis, aye

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**Board President Pro Tempore**

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**Treasurer**