

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES**

Work Session and Regular Meeting of February 14, 2012

A work session meeting of the Indian Hill Exempted Village School District was held on Tuesday, February 14, 2012, at 4:30 p.m., in the Indian Hill School District Offices, Wetterstroem Conference Room, 6855 Drake Road, Cincinnati, Ohio 45243 in accordance with notices sent to each member. Roll call showed the following members as present:

Mr. Grafe
Mr. Lutz

Mrs. Johnston
Mr. Sharp

Mrs. Lewis

Also present were Dr. Knudson, Mrs. Toth, William Attea, Don Thompson, and Forrest Sellers.

SUPERINTENDENT SEARCH PLANNING - William Attea and Don Thompson of Hazard, Young, Attea & Associates (HYA) met with the Board members to discuss and plan the search process for a new Superintendent of Indian Hill Schools. A calendar of the search process was mapped out beginning with stakeholder and focus group interviews on February 29 and March 1. An online survey available to all residents and stakeholders will be linked to the District's website and be available through March 1. Candidate interviews were targeted for late April with the hope of an appointment by late May.

RECESS (021201) Mrs. Lewis moved, seconded by Mr. Grafe, to recess the February 14, 2012 Board Meeting from 6:46 p.m. until 7:30 p.m. and reconvene in the Indian Hill High School Multipurpose Room at that time. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

The Board reconvened its February 14, 2012 regular meeting at 7:30 p.m. in the Indian Hill High School Multipurpose Room, 6855 Drake Road. Roll call showed the following members as present:

Mr. Grafe
Mr. Lutz

Mrs. Johnston
Mr. Sharp

Mrs. Lewis

Also present were Dr. Knudson, Mrs. Toth, Mark Ault, Tracy Quattrone, Antonio Shelton, Kim Miller, Melissa Stewart, Jim Nichols, Martha Stephen, Barb Leonard, Naomi Horchak-Morris, Steve Seeger, Judy and Doug Rich, Robin Schwanekamp, and Forrest Sellers.

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

ADOPTION OF REGULAR MEETING AGENDA (021202) Mrs. Lewis moved, seconded by Mr. Sharp, to adopt the agenda of the regular business meeting of the Indian Hill Board of Education, as amended, to include the acceptance of donations from the Douglas Zang family, Indian Hill Public Schools Foundation and the Boosters, recommendation to employ Lucy Pavlick as an instructional aide, supplemental contracts, and a resignation for Sue Howell. All members voted aye. Motion carried.

CORRESPONDENCE AND ANNOUNCEMENTS – Dr. Knudson reported that Mrs. Becky McFarlan, High School English teacher, has been selected by the College Board to provide training for AP English teachers in China this summer (2012). Mrs. McFarlan's work with the College Board is widely acclaimed and she has participated in several trainings for College Board over the past several years.

Dr. Knudson indicated that Dr. Golubieski has been permitted to provide a display of Photo II Art students' work at the Madeira Public Library. Dr. Golubieski has long advocated for our students' artwork displays and has been successful in this regard.

SUPERINTENDENT'S REPORTS – Mrs. Barb Leonard, District Transportation Supervisor, presented a Transportation Report to the Board. Indian Hill provides bus transportation to more than 1800 students and travels 1,545 miles each day. Indian Hill routes 25 school buses to and from 32 area schools, including both in- and out-of-district buildings (public and nonpublic). The Board's decision last spring to purchase routing software has provided many efficiencies and economies, including 2.5 fewer routes while maintaining District standards for capacity and maximum ride times for students and a significantly improved State efficiency rating.

Using the new routing software, the District also undertook a study of adjusting the start/dismissal times for our Middle and High Schools last fall. It quickly became apparent that additional buses would be required to accommodate a shift of approximately 30 minutes in the start and dismissal of the High School and Middle School and still meet the start/dismissal times for the other area

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SUPERINTENDENT'S REPORTS – TRANSPORTATION – continued

schools, including our own Elementary and Primary School buildings. An estimated 7 buses would be required with an initial investment of \$600,000 plus annual route costs (about \$315,000), additional bus parking, and perhaps an additional mechanic (about \$50,000).

Mrs. Leonard gave a brief demonstration of the software. Safety is the business of the Indian Hill Transportation Department in transporting students to and from school and school-related events—our top priority requiring a team effort.

FIRST READING - 2012-13 ACADEMIC SCHOOL FEES – Dr. Knudson presented the list of the 2012-13 academic school fees, some of which are recommended to change for the first time in ten years. Second reading and adoption is anticipated at the March 2012 meeting.

SECOND READING 2013-14 SCHOOL CALENDAR (021203) Mrs. Lewis moved, seconded by Mr. Sharp, to adopt the school calendar for the 2013-14 academic year, as follows:

**2013-2014 SCHOOL CALENDAR
INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT**

Teacher Workday (Tuesday)	August 20, 2013
Staff Development Day (Wednesday – counted as student day)*	August 21
First Day of School for Students (Thursday)	August 22
Labor Day (No school)	September 2
Staff Development Day (No school-half day for teachers)	October 18
No School (No school)	October 21
Conference Day (No school)	November 8
Thanksgiving Recess (No school-counted as Conf. Day)**	November 27
Thanksgiving Day (No school)	November 28
Thanksgiving Recess (No school)	November 29
Winter Recess (at end of day on Friday, 12/20)	December 23
School Reopens (Monday)	January 6, 2014
End of Semester	January 10
Martin Luther King Day (No school)	January 20
Staff Development Day (No school-half day for teachers)	February 14
Presidents' Day (No school)	February 17
Spring Recess (at end of day on Friday, 3/21)	March 24
School Reopens (Tuesday)	April 1
Memorial Day (No school)	May 26
Last day for students (Thursday)	June 5
Last day for teachers (Friday)	June 6

1st period:	Aug. 21 - Sept. 20	22.0 days	
2nd period:	Sept. 23 - Oct. 25	23.5 days	45.5 days
3rd period:	Oct. 28 - Nov. 29	23.0 days	
4th period:	Dec. 2 - Jan. 10	<u>20.0</u> days	43.0 days
		88.5 days	
5th period:	Jan. 13 - Feb. 14	23.5 days	
6th period:	Feb. 18 - Mar. 21 (grades close 3/19/2014)	24.0 days	47.5 days
7th period:	Apr. 1 - May 2	24.0 days	
8th period:	May 5 - June 5	<u>23.0</u> days	47.0 days
		94.5 days	
Total days for students		183 days	
Total days for teachers		185 days	

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SECOND READING 2013-14 SCHOOL CALENDAR (021203) – continued

* Staff Development Days on August 21, October 18 (half) and February 14 (half) are counted as student days.

** The day before Thanksgiving is listed as a Conference Day with no students in attendance, but the actual conferences are scheduled during evening hours earlier in November.

PLEASE NOTE: Emergency days exceeding five will be made up beginning June 9. The Board reserves the right to amend this school calendar.

Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

SECOND READING - 2012-13 CAPITAL PLAN (021204) Mrs. Lewis moved, seconded by Mr. Sharp, to approve the 2012-13 Capital Plan, as presented, and authorize the advertisement for bids as required by law, contingent upon approval of the maximum Energy Grant from the Greater Cincinnati Energy Alliance (\$400,000 per entity). Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

ACCEPTANCE OF DONATIONS (021205) Mrs. Lewis moved, seconded by Mr. Sharp, to accept the following donations:

- a. Douglas Zang Family – Volleyballs and Cart (Athletic Program)
- b. IHPS Foundation - \$200 for IH Wellness Committee 5K Event, April 28, 2012
- c. Boosters
 - (1) Choral Concert Musicians, \$200
 - (2) Winter Homecoming DJ, \$1200
 - (3) Porgy & Bess, \$450

Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

PERSONNEL ACTIONS (021206) Mrs. Lewis moved, seconded by Mr. Sharp, to approve the following personnel matters as recommended by the Superintendent:

A. Employment Contracts – beginning 2011-12

Employee Name	Bldg/Assignment	% Contract	2011-12 Salary
Pavlick, Lucy	ES/Instructional Aide	100	\$15.77/hour

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

EMPLOYEE	CONT	BLD	CONTRACT POSITION/DUTY	RATE	AMOUNT
		AT			
Maffett, Sean	PSC	H	Athletic Event Supv, Winter/Spring 2012	\$15/hr	\$4,800.00
		AT			
Wolf, Joshua	PSC	H	Athletic Event Supv, Winter/Spring 2012	\$15/hr	\$4,800.00
		AT			
Conway, Michael	PSC	H	Baseball Coach, Assistant Varsity (80%) 2011/12 yr	9%	\$2,638.00
		AT			
Krohman, Todd	PSC	H	Baseball Coach, JV (60%) 2011/12 yr	9%	\$1,979.00
		AT			
Hamm, Ryan	PSC	H	Baseball Coach, JV (60%) 2011/12 yr	9%	\$1,979.00
		AT			
Conway, Cody	SUPP	H	Baseball Coach, Varsity	13%	\$4,763.00
		AT			
Reckman, Ryan	PSC	H	Lacrosse Coach, Boys, Asst Varsity (50%) 2011/12 yr	12%	\$2,198.00

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Johnson, Danny	PSC	AT H	Lacrosse Coach, Boys, Asst Varsity (60%) 2011/12 yr	12%	\$2,638.00
Cole, Alex	PSC	AT H	Lacrosse Coach, Boys, Asst Varsity (90%) 2011/12 yr	12%	\$3,957.00
Clemons, Benjamin	PSC	AT H	Lacrosse Coach, Boys, JV (80%) 2011/12 yr	13%	\$3,810.00
Dunning, Bill	PSC	AT H	Lacrosse Coach, Boys, Vars Asst (80%) 2011/12 yr	12%	\$3,517.00
Murray, Ryan	PSC	AT H	Lacrosse Coach, Boys, Vars Asst (20%) 2011/12 yr	12%	\$1,832.00
Dunning, Spencer	PSC	AT H	Lacrosse Coach, Boys, Varsity	15%	\$5,496.00

PERSONNEL ACTIONS (021206) – continued

B. Approval of Supplemental/Personal Service Contracts – 2011-12 year - continued

EMPLOYEE	CONT	BLD	CONTRACT POSITION/DUTY	RATE	AMOUNT
Memmott, Wayne	PSC	AT H	Lacrosse Coach, Girls, JV	13%	\$4,763.00
Haag, Walter	PSC	AT H	Lacrosse Coach, Girls, Varsity	15%	\$5,496.00
Spurlock, Pat	PSC	AT H	Softball Coach, Varsity	13%	\$4,763.00
Block, Joyce	PSC	AT H	Tennis Coach, Boys, MS	5%	\$1,832.00
Scheve, Todd	PSC	AT H	Tennis Coach, Boys, Varsity	9%	\$3,298.00
Haarman, Dale	SUPP	AT H	Track Coach, Asst Varsity	10%	\$3,664.00
Said, Phil	PSC	AT H	Track Coach, Asst Varsity	10%	\$3,664.00
Flint, Don	PSC	AT H	Track Coach, Asst Varsity - hrly rate TBD	10%	\$3,664.00
Arcuri, Anthony	SUPP	AT H	Track Coach, Boys/Girls, MS	12%	\$4,397.00
Savage, Susan	SUPP	AT H	Track Coach, Boys/Girls, Varsity	22.5%	\$8,244.00
Bass, Eric	SUPP	AT H	Track Coach, MS, Asst	7%	\$2,565.00
Hughes, Ellen	SUPP	HS	Student Teacher Placement - Fall 2011 (Miami)		\$258.00
Janssen, Mary	PSC	MS	Friday Study Supervisor, not to exceed 10- 2 hr sessions	\$20/hr	\$400.00
Davis, Lynn	SUPP	MS	Student Teacher Placement - Fall 2011 (UC)		\$336.00
Groth, Kristina	SUPP	PS	Cyberstudio, 2011-12 (up to 10 sessions)	\$75/ssn	\$750.00
Jaroszewicz, Anne	PSC	ATH	Lacrosse Coach, Girls, Varsity Asst	12%	\$4,397.00
Przedziecki, Meghan	PSC	ATH	Lacrosse Coach, Girls, Varsity Asst	12%	\$4,397.00

C. Retirements/Resignations

Last Name	First Name	Assignment	Building	Effective Date
Billings	Olivia	Bus Driver	Transportation	February 28, 2012
Howell	Sue	Instructional Aide	Elementary	February 10, 2012

D. Tuition Reimbursements

EMPLOYEE	COURSE	COLLEGE	TUITION
Laura Gentile	Tech Tools 4 Teachers 2011	Ashland Univ	\$556.00
Jodi Gonzales	Ohio Writing Project	Miami Univ	\$500.95
Laura Koehne	Amazon: Tropical Diversity	Miami Univ	\$714.29

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Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

APPROVAL OF MINUTES (021207) Mrs. Lewis moved, seconded by Mr. Grafe, to approve the minutes of the December 13, 2011, January 4, January 10 and January 31, 2012 meetings, as written. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

APPROVAL OF FINANCIAL REPORTS (021208) Mrs. Lewis moved, seconded by Mr. Grafe, to approve the financial reports for the month ended January 31, 2012 including Fund Reports and Expenditure/Warrant Listings, totaling \$2,355,167.23, as follows:

General Fund	\$2,145,152.15
Debt Service Fund	\$.00
Permanent Improvement Fund	\$2,104.77
Enterprise Funds	\$51,447.95
Special Revenue Funds	\$ 142,908.05
Agency Funds	<u>\$ 13,554.31</u>
TOTAL ALL FUNDS, January 31, 2012	\$2,355,167.23

Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

APPROVAL TO PAY INVOICES (021209) Mrs. Lewis moved, seconded by Mr. Grafe, to approve the following invoices prior to payment in accordance with Section 5705.41 (D)(1):

VENDOR	ITEM DESCRIPTION	AMOUNT
CCESC	MDMI Services-Pupil Services	\$7,644.24
Motz Engineering	Middle School Piping Issues-Maintenance	\$3,989.58

Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

APPROVAL TO WRITE SPECIFICATIONS AND ADVERTISE FOR BIDS (021210) Mrs. Lewis moved, seconded by Mr. Grafe, to write specifications and advertise for bids to purchase up to (2) school buses. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

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APPROVAL OF CONTRACT FOR SERVICES WITH HAMILTON COUNTY BOARD OF DD (021211) Mrs. Lewis moved, seconded by Mr. Grafe, to approve the contract for services with the Hamilton County Board of Developmental Disabilities for children ages 6 through 21 who are identified as needing intensive educational services during the 2012-13 school year at the following rates:

\$40,000 per student for students served and transported by DD Services at BB Fairfax or Rost School; or
\$30,000 per student for students served at BB Fairfax or Rost School and transported by the District; or
\$25,000 per student for students served in a satellite location and transported by the District.

Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

COMMITTEE REPORTS – Mrs. Lewis, Personnel Committee Chair, reported on the Board’s Work Session beginning at 4:30 p.m. preceding the regular meeting of the Board. The process of the Superintendent Search is developing and will include an online survey and focus groups to allow various stakeholder groups to help identify preferred characteristics to be considered in the selection of the next Superintendent.

Mr. Grafe, Operations Committee Chair, reported on the final deliverable from MSA Architects concerning the Auxiliary Facilities Master Plan which was received by Operations Committee and delivered to Board members. The binder provides a living document of the needs and improvements for the performing arts and athletic facilities of the school system, including a potential phasing process. Along with the compilation of the Energy Audit, both documents will provide vital input into the Capital Planning processes for many years to come.

PUBLIC COMMENTARY – none.

ADJOURNMENT (021212) Mr. Grafe moved, seconded by Mrs. Lewis, to adjourn the February 14, 2012 regular meeting of the Indian Hill Board of Education at 8:26 p.m. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

Board President

Treasurer