

**BEAVERCREEK CITY SCHOOLS**  
**Board of Education Meeting**  
**January 8, 2022**  
**9:00 a.m.**

**Regular Meeting**

**A G E N D A**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF AGENDA AS PRESENTED**
- IV. PRESENTATIONS**
  - A. Retirement Recognition - Mr. Deron Schwieterman
- V. EXECUTIVE SESSION**
  - A. The Appointment, Employment, Dismissal, Discipline, Promotion, Demotion, or Compensation of Public Employees, ORC: 121.22(g) (1)
- VI. QUESTIONS AND/OR COMMENTS FROM THE PUBLIC**
- VII. APPROVAL OF THE MEETINGS HELD**
  - A. Minutes for December 2021 Board of Education Meeting  
December 16, 2021 Regular Meeting
- VIII. ITEMS FOR BOARD DISCUSSION**
  - A. Enrollment - Mr. Greg Thompson
  - B. Supplemental Grant Funding Due to Pandemic - Dr. Bobbie Fiori and Mrs. Jayme Profit
- IX. FINANCIAL REPORTS REQUEST-ITEMS FOR BOARD ACTION**
  - A. December 2021 Financial Reports p. 1
  - B. December 2021 Donated Items p. 14
- X. NEW BUSINESS-ITEMS FOR BOARD ACTION**
  - A. Employment, Salary Changes, Leaves of Absence, and Terminations p. 15
  - B. Approval of Routing Specialist - Job Description and Salary Schedule p. 22
  - C. Approval of Program of Studies 2022-2023
  - D. Approval of Special Meeting for \_\_\_\_\_

**XI. SUPERINTENDENT'S REPORT**

- A. School Board Recognition - Mr. Paul Otten

**XII. ANNOUNCEMENTS**

- A. January 17, 2022 - No School - All Offices Closed - Martin Luther King Jr. Day
- B. February 10, 2022 (proposed) - Board of Education Meeting 6:30 p.m.
- C. February 18, 2022 - No School Professional Development Day
- D. February 21, 2022 - No School/All Offices Closed - Presidents Day

**XIII. BOARD MEMBER COMMENTS**

**XIV. ADJOURNMENT**

# Beavercreek City Schools

## Monthly Analysis of Revenues and Expenses

### December - Fiscal Year 2022

|                        | Monthly<br>Estimate | Monthly<br>Actual | Monthly<br>Difference | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|------------------------|---------------------|-------------------|-----------------------|--------------------------|------------------------|----------------------------|
| Beginning Cash Balance | 32,701,601          | 32,831,599        | 129,998               | 24,872,507               | 24,872,507             | 0                          |

#### Receipts:

##### From Local Sources

|                             |         |        |         |            |            |          | % of Total |
|-----------------------------|---------|--------|---------|------------|------------|----------|------------|
| Real Estate Tax             | 0       | 0      | 0       | 34,182,000 | 34,294,348 | 112,348  | 70.09%     |
| Personal Tangible           | 0       | 0      | 0       | 1,188,658  | 1,181,478  | -7,180   | 2.41%      |
| Proceeds from Sale of Notes | 0       | 0      | 0       | 0          | 0          | 0        | 0.00%      |
| Other Local                 | 150,000 | 97,465 | -52,535 | 2,912,402  | 2,675,733  | -236,669 | 5.47%      |

##### From State Sources

|                                  |         |         |          |           |           |          |        |
|----------------------------------|---------|---------|----------|-----------|-----------|----------|--------|
| Foundation Program               | 912,264 | 929,066 | 16,802   | 6,258,299 | 6,145,986 | -112,313 | 12.56% |
| Rollback and Homestead/TPP Reimb | 108,299 | 5,575   | -102,724 | 3,274,072 | 3,322,324 | 48,252   | 6.79%  |

##### From Federal Sources

|                |   |   |   |   |   |   |       |
|----------------|---|---|---|---|---|---|-------|
| Public Law 874 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other Federal  | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |

|                        |   |   |   |         |           |         |       |
|------------------------|---|---|---|---------|-----------|---------|-------|
| Non-Operating Receipts | 0 | 0 | 0 | 914,000 | 1,311,427 | 397,427 | 2.68% |
|------------------------|---|---|---|---------|-----------|---------|-------|

|                                   |                   |                   |                 |                   |                   |                |                |              |
|-----------------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|----------------|----------------|--------------|
| <b>Total Receipts</b>             | <b>1,170,563</b>  | <b>1,032,106</b>  | <b>-138,457</b> | <b>48,729,431</b> | <b>48,931,296</b> | <b>201,865</b> | <b>100.00%</b> | <b>0.41%</b> |
| <b>Receipts Plus Cash Balance</b> | <b>33,872,164</b> | <b>33,863,705</b> | <b>-8,460</b>   | <b>73,601,938</b> | <b>73,803,804</b> | <b>201,865</b> |                |              |

#### Expenses

|                                   |           |           |          |            |            |          |        |        |
|-----------------------------------|-----------|-----------|----------|------------|------------|----------|--------|--------|
| Salaries and Wages                | 4,660,000 | 4,530,300 | -129,700 | 29,560,000 | 29,504,607 | -55,393  | 59.99% |        |
| Fringe Benefits                   | 3,050,000 | 3,375,107 | 325,107  | 11,875,200 | 12,031,500 | 156,300  | 24.46% | 40.78% |
| Purchased Services                | 500,000   | 724,995   | 224,995  | 3,400,000  | 3,406,424  | 6,424    | 6.93%  |        |
| Materials, Supplies and Books     | 365,000   | 214,866   | -150,134 | 1,365,000  | 1,472,324  | 107,324  | 2.99%  |        |
| Capital Outlay                    | 0         | 31,699    | 31,699   | 154,574    | 546,469    | 391,895  | 1.11%  |        |
| Repayment of Debt                 | 0         | 0         | 0        | 0          | 0          | 0        | 0.00%  |        |
| Other Non-Operating Expenditures  | 0         | 0         | 0        | 0          | 0          | 0        | 0.00%  |        |
| Other (Governmental Expenditures) | 390,000   | 365,500   | -24,500  | 2,340,000  | 2,221,240  | -118,760 | 4.52%  |        |


|                           |                  |                  |                |                   |                   |                |              |  |
|---------------------------|------------------|------------------|----------------|-------------------|-------------------|----------------|--------------|--|
| <b>Total Expenditures</b> | <b>8,965,000</b> | <b>9,242,466</b> | <b>277,466</b> | <b>48,694,774</b> | <b>49,182,565</b> | <b>487,791</b> | <b>1.00%</b> |  |
|---------------------------|------------------|------------------|----------------|-------------------|-------------------|----------------|--------------|--|

|                            |                   |                   |                 |                   |                   |                 |                |               |
|----------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-----------------|----------------|---------------|
| <b>Ending Cash Balance</b> | <b>24,907,164</b> | <b>24,621,239</b> | <b>-285,926</b> | <b>24,907,164</b> | <b>24,621,239</b> | <b>-285,926</b> | <b>100.00%</b> | <b>-1.15%</b> |
|----------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-----------------|----------------|---------------|

|                              |               |
|------------------------------|---------------|
| Months elapsed in FY         | 6             |
| Total Projected Expenditures | \$98,881,157  |
| Spent to Date                | \$49,182,565  |
| % Spent                      | 49.74%        |
| <b>% of FY Elapsed</b>       | <b>50.00%</b> |

**Beavercreek City Schools**  
**Monthly Financial Reports – December 2021**

Financial Re-Cap for:  
 Board of Education Meeting  
 January 8, 2022




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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
Overview

✓ This report is based on the Five Year Forecast that was approved by the Board of Education in November 2021. As the Forecast is transitioned into budgets for the district, we will be monitoring our expenditure levels reflected in the financial reports.

✓ We project the amounts monthly for budget purposes and monitor monthly activity against those projections to determine if we are in alignment with the projected expenditures. As we proceed throughout the year, we will see if our projections hold and we will update our forecast accordingly.

✓ Currently, we are spending in alignment with our forecast as we start the fiscal year.




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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
Overview

✓ The following slides will present the Revenue and Expenditure line items that correspond to the Monthly Analysis of Revenues and Expenditures – the monthly report I have included in your board packet.

✓ Each month we will look at:

- ❖ Month-To-Date: Budget vs. Actual Revenues and Expenditures
- ❖ Fiscal-To-Date: Budget vs. Actual Revenues and Expenditures




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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
**Local Receipts**

✓ Real Estate Taxes collected fiscal year-to-date total \$34,294,348 which is in alignment with fiscal year projected receipts.

✓ Our current tax base is stable and growing.




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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
**Receipts**

|                 | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
|-----------------|--------------------------|------------------------|----------------------------|
| Real Estate Tax | \$0                      | \$0                    | \$0                        |
|                 | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|                 | \$34,182,000             | \$34,294,348           | \$112,348                  |




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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
**State Funding Receipts**

✓ State Foundation funding of \$929,066 was collected this month. To date, we are \$-112,313 under projections on our collections.

✓ We will continue to monitor these changes in funding closely.




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| <b>Executive Summary – Financial Reporting</b> |                          |                        |                            |
|--|--------------------------|------------------------|----------------------------|
| <b>For the Month of December 2021</b>          |                          |                        |                            |
| <b>Receipts</b>                                |                          |                        |                            |
|  | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
| State Foundation                               | \$912,264                | \$929,066              | \$16,802                   |
|  | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|  | \$6,258,299              | \$6,145,986            | \$-122,313                 |




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| <b>Executive Summary – Financial Reporting</b>  |  |
|---|--|
| <b>For the Month of December 2021</b>   |  |
| <b>Revenues:</b>  |  |
| <ul style="list-style-type: none"> <li>✓ Our non-operating receipts are comprised of FY22 "advances in" for \$1,311,221.85. Typically, grants are awaiting federal/state reimbursements at year-end and General Fund (GF) must advance out funds on June 30th that will be advanced back into the GF after June 30th.</li> <li>✓ This practice of advancing funds to/from the GF at year-end/year-beginning is in compliance with Ohio Revised Code and is audited annually to be sure proper accounting is used.</li> <li>✓ We are in compliance.</li> </ul> |  |




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| <b>Executive Summary – Financial Reporting</b>  |  |
|---|--|
| <b>For the Month of December 2021</b>   |  |
| <b>Expenditures:</b>  |  |
| <ul style="list-style-type: none"> <li>✓ Salaries and wages as of December are coming in under projections by approximately \$-55,393.</li> <li>✓ Fringe benefits as of the month of December came in over projections by approximately \$156,300.</li> <li>✓ These expenditures will ebb and flow from month-to-month as we monitor them to be sure they are in compliance with the five year forecast.</li> </ul> |  |




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| Executive Summary – Financial Reporting |                          |                        |                            |
|---|--------------------------|------------------------|----------------------------|
| For the Month of December 2021          |                          |                        |                            |
| Expenditures                            |                          |                        |                            |
|   | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
| Salaries & wages                        | \$4,660,000              | \$4,530,300            | \$-129,700                 |
|   | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|   | \$29,560,000             | \$29,504,607           | \$-55,393                  |




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| Executive Summary – Financial Reporting |                          |                        |                            |
|---|--------------------------|------------------------|----------------------------|
| For the Month of December 2021          |                          |                        |                            |
| Expenditures                            |                          |                        |                            |
|   | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
| Fringe Benefits                         | \$3,050,000              | \$3,375,107            | \$325,107                  |
|   | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|   | \$11,875,200             | \$12,031,500           | \$156,300                  |




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| Executive Summary – Financial Reporting   |  |  |  |
|---|--|--|--|
| For the Month of December 2021  |  |  |  |
| Expenditures:   |  |  |  |
| ✓ Purchased Services costs of \$724,995 this month-to-date came in over projections of \$6,424 fiscal-to-date.  |  |  |  |
| [The charter and voucher payments are no longer "pass-thru" payments in the 2022-23 and 2023-24 Biennium Budget. Instead, the schools are directly paid by the Ohio Department of Education.] |  |  |  |
| ✓ Materials, Supplies and Books to date came in over projections by about \$107,324.  |  |  |  |
| ✓ Capital Outlay to date came in over projections by about \$391,895.   |  |  |  |




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| Executive Summary – Financial Reporting<br>For the Month of December 2021<br>Expenditures |                          |                        |                            |
|---|--------------------------|------------------------|----------------------------|
|   | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
| Purchased Svcs.   | \$500,000                | \$724,995              | \$244,995                  |
|   | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|   | \$3,400,000              | \$3,406,424            | \$6,424                    |

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| Executive Summary – Financial Reporting<br>For the Month of December 2021<br>Expenditures |                          |                        |                            |
|---|--------------------------|------------------------|----------------------------|
|   | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
| Materials, Supplies   | \$365,000                | \$214,866              | \$-150,134                 |
|   | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|   | \$1,365,000              | \$1,472,324            | \$107,324                  |

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| Executive Summary – Financial Reporting<br>For the Month of December 2021<br>Expenditures |                          |                        |                            |
|---|--------------------------|------------------------|----------------------------|
|   | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
| Capital Outlay  | \$0                      | \$31,699               | \$31,699                   |
|   | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|   | \$154,574                | \$546,469              | \$391,895                  |

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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
**Expenditures:**

- ✓ Expenditures are over projections by about \$487,791 or 1.00%.
- ✓ We continue monitoring these expenditures to determine that our spending plan is still in proper alignment.




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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
**Expenditures**

|                                     | Monthly<br>Estimate      | Monthly<br>Actual      | Monthly<br>Difference      |
|-------------------------------------|--------------------------|------------------------|----------------------------|
| <u>Total</u><br><u>Expenditures</u> | \$8,965,000              | \$9,242,466            | \$277,466                  |
|                                     | Year to Date<br>Estimate | Year to Date<br>Actual | Year to Date<br>Difference |
|                                     | \$48,694,774             | \$49,182,565           | \$487,791                  |




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**Executive Summary – Financial Reporting**  
**For the Month of December 2021**  
**Expenditures:**

✓ As of December, we are in alignment with budgeted expenditures, 50.00% of the fiscal year has elapsed and we have spent 49.74% of the annual budget. Our cash-flow is positive and we expect to end the year within budget.

✓ We did have \$1,311,221.85 in advances to close the books as of June 30, 2021. We made these advances from General Fund to the various grant funds awaiting reimbursement from state and federal sources. Since the grants are reimbursing, we must advance funds at year-end so they are not in a deficit. Advances are not required to be budgeted per Ohio Law.




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| Executive Summary – Financial Reporting |                     |                         |                    |
|---|---------------------|-------------------------|--------------------|
| For the Month of December 2021          |                     |                         |                    |
| "Bottom-Line" Cash Balance:             |                     |                         |                    |
| Ending Cash Balance                     | Monthly Estimate    | Monthly Actual          | Monthly Difference |
|   | \$24,907,164        | \$24,621,239            | \$-285,926         |
| Year to Date Estimate                   | Year to Date Actual | Year to Date Difference |                    |
|   | \$24,907,164        | \$24,621,239            | \$-285,926         |




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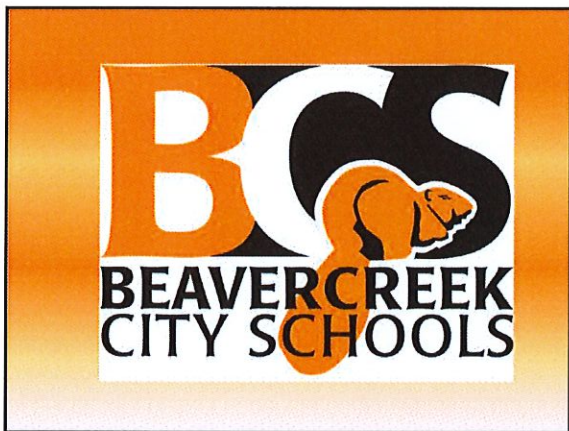
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| BCSD BANK RECONCILIATION        |  |  |  |  |                             |                      |
|---------------------------------|--|--|--|--|-----------------------------|----------------------|
| December 2021                   |  |  |  |  |                             |                      |
|                                 |  |  |  |  |                             |                      |
| <b>Bank Statement Balances:</b> |  |  |  |  |                             |                      |
|                                 | Chase - Operating (Concentration Acct.)    |  |  |  |                             | 3,016,494.65         |
|                                 | US Bank - Meeder Money Market              |  |  |  |                             | -                    |
|                                 | US Bank - Meeder Investments               |  |  |  |                             | 12,786,010.63        |
|                                 | Chase- High Yield Savings                  |  |  |  |                             | 15,147.68            |
|                                 | STAR Ohio                                  |  |  |  |                             | 17,979,453.76        |
|                                 | PNC Bank - Money Market Savings            |  |  |  |                             | 70,360.79            |
|                                 | Self-Insured Worker's Compensation         |  |  |  |                             | 86.79                |
|                                 | Athletic Change Fund                       |  |  |  | 5,000.00                    |                      |
|                                 | Food Service Change Fund                   |  |  |  | 2,215.00                    |                      |
|                                 | BHS Change Fund                            |  |  |  | 500.00                      |                      |
|                                 | CMS Change Fund                            |  |  |  | 500.00                      |                      |
|                                 | AMS Change Fund                            |  |  |  | 500.00                      |                      |
|                                 | Central Office Change Fund                 |  |  |  | 100.00                      |                      |
|                                 |  |  |  |  |                             |                      |
|                                 |  |  |  |  | <b>Total Bank Balances:</b> | <b>33,876,369.30</b> |
|                                 |  |  |  |  |                             |                      |
| <b>Adjustments:</b>             |  |  |  |  |                             |                      |
|                                 | Outstanding Checks (Operating)             |  |  |  |                             | (428,765.21)         |
|                                 | Outstanding Checks (Payroll Net)           |  |  |  |                             | (117,146.13)         |
|                                 | Outstanding Checks (Worker's Comp)         |  |  |  |                             | (86.79)              |
|                                 | Interest - Chase Operating                 |  |  |  |                             | -                    |
|                                 | Interest - Meeder Investments              |  |  |  |                             | (1,369.32)           |
|                                 | Interest - Chase High Yield Savings        |  |  |  |                             | (0.64)               |
|                                 | Interest - STAR Ohio                       |  |  |  |                             | (1,573.95)           |
|                                 | Interest - PNC Bank                        |  |  |  |                             | (0.60)               |
|                                 | CBS amount in Accumulator                  |  |  |  |                             | -                    |
|                                 | 5/28 Summer Ins Refunds                    |  |  |  |                             | 3,584.67             |
|                                 | 8/6 Sum Ins Refund - A Jones               |  |  |  |                             | 282.82               |
|                                 | 10/15 Sum Ins Refunds (Weidner, Beekman, ) |  |  |  |                             | 628.89               |
|                                 | Handcheck American Fidelity Variance       |  |  |  |                             | 166.64               |
|                                 | Returned Payroll ACH - Ikerd               |  |  |  |                             | (195.65)             |
|                                 | Adjustment                                 |  |  |  |                             | (229.88)             |
|                                 |  |  |  |  |                             |                      |
|                                 |  |  |  |  | <b>Total Adjustments:</b>   | <b>(544,705.15)</b>  |
|                                 |  |  |  |  |                             |                      |
|                                 | <b>Adjusted Bank Balances:</b>             |  |  |  |                             | <b>33,331,664.15</b> |
|                                 |  |  |  |  |                             |                      |
|                                 | <b>Fund Balances per Board Books:</b>      |  |  |  |                             | <b>33,331,664.15</b> |
|                                 |  |  |  |  |                             |                      |
|                                 | <b>Variance</b>                            |  |  |  |                             | <b>0.00</b>          |
|                                 |  |  |  |  |                             |                      |

| BEAVERCREEK CITY SCHOOL DISTRICT       |                     |             |               |               |                     |
|--|---------------------|-------------|---------------|---------------|---------------------|
| INVESTMENT INCOME                      |                     |             |               |               |                     |
| December                               |                     |             |               |               |                     |
| 2021                                   |                     |             |               |               |                     |
| <b>INVESTMENT INCOME:</b>              |                     |             |               |               |                     |
| <b>Bank</b>                            |                     |             |               | <b>Amount</b> | <b>Receipt Code</b> |
| US Bank - Meeder - MM                  |                     | Variable    | 0.00          |               | 001-1410-0000       |
| US Bank - Meeder - Investment          |                     | Variable    | 1,369.32      |               | 001-1410-0000       |
| US Bank - Meeder - Prem./Disc.         |                     | Variable    | 0.00          |               | 001-1410-0000       |
| US Bank - Meeder - Gain/(Loss)         |                     | Variable    | 0.00          |               | 001-1410-0000       |
| Chase - High Yield Savings             |                     | 0.05%       | 0.64          |               | 001-1410-0000       |
| Star Ohio                              |                     | 0.08%       | 1,573.95      |               | 001-1410-0000       |
| PNC Bank - Business Money Market       |                     | 0.01%       | 0.60          |               | 001-1410-0000       |
| TOTAL INVESTMENT INCOME                |                     |             | \$ 2,944.51   |               |                     |
| <b>INVESTMENT INCOME DISTRIBUTION:</b> |                     |             |               |               |                     |
| <b>Fund</b>                            | <b>Fund Balance</b> | <b>Rate</b> | <b>Amount</b> |               | <b>Receipt Code</b> |
| Food Service Fund                      | 0.00                | 0.05%       | 0.00          |               | 006-1410-0000       |
| Dayton Islamic                         | 31,248.45           | 0.05%       | 1.30          |               | 401-1410-9522       |
| St. Luke                               | 0.00                | 0.05%       | 0.00          |               | 401-1410-9622       |
| Carroll HS                             | 17,448.83           | 0.05%       | 0.73          |               | 401-1410-9722       |
| Bright Beginnings                      | 4,662.43            | 0.05%       | 0.19          |               | 401-1410-9922       |
|  |                     |             | \$ 2.22       |               |                     |
| General Fund Interest Distribution     |                     |             | \$ (2.22)     |               | 001-1410-0000       |



Beavercreek City Schools  
Revenue Summary Report

|  | FYTD Receivable   | FYTD Received    | MTD Received    | YTD Received      | Remaining Balance |
|--|-------------------|------------------|-----------------|-------------------|-------------------|
| Fund 001 GENERAL 0                                   |                   |                  |                 |                   |                   |
| Fund 002 BOND RETIREMENT 0                           | \$ 100,033,603.00 | \$ 48,931,296.25 | \$ 1,032,105.90 | \$ 102,816,656.45 | \$ 51,102,306.75  |
| Fund 003 PERMANENT IMPROVEMENT 0                     | \$ 4,830,000.00   | \$ 2,861,361.37  | \$ (5,338.10)   | \$ 6,244,702.33   | \$ 1,968,638.63   |
| Fund 004 BUILDING 0                                  | \$ 2,688,000.00   | \$ 3,436,140.45  | \$ 2,032,895.62 | \$ 5,026,113.90   | \$ (748,140.45)   |
| Fund 006 FOOD SERVICE 0                              | \$ 0.00           | \$ 0.00          | \$ 0.00         | \$ 0.00           | \$ 0.00           |
| Fund 007 SPECIAL TRUST 0                             | \$ 3,943,000.00   | \$ 2,033,996.37  | \$ 435,486.69   | \$ 3,643,622.84   | \$ 1,909,003.63   |
| Fund 009 UNIFORM SCHOOL SUPPLIES 0                   | \$ 51,200.00      | \$ 2,966.36      | \$ 1,750.00     | \$ 54,178.76      | \$ 48,233.64      |
| Fund 018 PUBLIC SCHOOL SUPPORT 13.2018333300         | \$ 0.00           | \$ 444,790.45    | \$ 13,536.20    | \$ 592,792.38     | \$ (444,790.45)   |
| Fund 019 OTHER GRANT 0                               | \$ 223,487.50     | \$ 164,428.92    | \$ 35,729.30    | \$ 215,830.86     | \$ 59,058.58      |
| Fund 020 SPECIAL ENTERPRISE FUND 149.37500           | \$ 500.00         | \$ 0.00          | \$ 0.00         | \$ 0.00           | \$ 500.00         |
| Fund 022 DISTRICT CUSTODIAL 0                        | \$ 12,000.00      | \$ 18,794.00     | \$ 0.00         | \$ 43,828.00      | \$ (6,794.00)     |
| Fund 024 EMPLOYEE BENEFITS SELF INS. 0               | \$ 8,300,000.00   | \$ 4,440,799.70  | \$ 689,183.81   | \$ 8,783,264.20   | \$ 3,859,200.30   |
| Fund 027 WORKMANS COMPENSATION-SELF INS 100.41695200 | \$ 13,300,000.00  | \$ 6,737,312.83  | \$ 1,300,510.64 | \$ 13,491,731.49  | \$ 6,562,687.17   |
| Fund 200 STUDENT MANAGED ACTIVITY 0                  | \$ 125,000.00     | \$ 125,521.19    | \$ 19,390.74    | \$ 250,796.49     | \$ (521.19)       |
| Fund 300 DISTRICT MANAGED ACTIVITY 0                 | \$ 150,130.38     | \$ 72,017.73     | \$ 12,250.65    | \$ 109,672.70     | \$ 78,112.65      |
| Fund 401 AUXILIARY SERVICES 0                        | \$ 403,161.00     | \$ 384,157.07    | \$ 26,472.46    | \$ 689,422.24     | \$ 19,003.93      |
| Fund 431 GIFTED EDUCATION FUND 0                     | \$ 0.00           | \$ 447,865.82    | \$ 6.03         | \$ 964,102.89     | \$ (447,865.82)   |
| Fund 432 MANAGEMENT INFORMATION SYSTEM 0             | \$ 0.00           | \$ 0.00          | \$ 0.00         | \$ 0.00           | \$ 0.00           |
| Fund 440 ENTRY YEAR PROGRAMS 0                       | \$ 0.00           | \$ 0.00          | \$ 0.00         | \$ 0.00           | \$ 0.00           |

## Beavercreek City Schools Revenue Summary Report

|  | FYTD Receivable | FYTD Received | MTD Received  | YTD Received    | Remaining Balance |
|--|-----------------|---------------|---------------|-----------------|-------------------|
| Fund 451 DATA COMMUNICATION FUND 0                               | \$ 0.00         | \$ 0.00       |               | \$ 0.00         | \$ 0.00           |
| Fund 452 SCHOOLNET PROFESS. DEVELOPMENT 0                        | \$ 0.00         | \$ 9,000.00   |               | \$ 0.00         | \$ (9,000.00)     |
| Fund 459 OHIO READS 0  | \$ 0.00         | \$ 0.00       |               | \$ 0.00         | \$ 0.00           |
| Fund 466 STRAIGHT A FUND 0                                       | \$ 0.00         | \$ 0.00       |               | \$ 0.00         | \$ 0.00           |
| Fund 467 STUDENT WELLNESS AND SUCCESS FUND 0                     | \$ 0.00         | \$ 0.00       |               | \$ 0.00         | \$ 0.00           |
| Fund 499 MISCELLANEOUS STATE GRANT FUND 0                        | \$ 0.00         | \$ 0.00       |               | \$ 196,627.17   | \$ 0.00           |
| Fund 504 0   | \$ 72,933.24    | \$ 51,991.57  | \$ 44,933.02  | \$ 137,507.04   | \$ 20,941.67      |
| Fund 506 RACE TO THE TOP 0                                       | \$ 0.00         | \$ 0.00       | \$ 0.00       | \$ 0.00         | \$ 0.00           |
| Fund 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND 0 | \$ 0.00         | \$ 0.00       |               | \$ 0.00         | \$ 0.00           |
| Fund 510 CORONAVIRUS RELIEF FUND 0                               | \$ 4,609,334.82 | \$ 726,260.92 | \$ 215,112.76 | \$ 1,602,263.18 | \$ 3,883,073.90   |
| Fund 516 IDEA PART B GRANTS 0                                    | \$ 0.00         | \$ 91,149.30  | \$ 0.00       | \$ 308,301.16   | \$ (91,149.30)    |
| Fund 532 0   | \$ 2,264,734.56 | \$ 861,194.57 | \$ 132,033.19 | \$ 1,939,227.51 | \$ 1,403,539.99   |
| Fund 533 TITLE II D - TECHNOLOGY 0                               | \$ 0.00         | \$ 0.00       | \$ 0.00       | \$ 0.00         | \$ 0.00           |
| Fund 551 LIMITED ENGLISH PROFICIENCY 0                           | \$ 0.00         | \$ 0.00       | \$ 0.00       | \$ 0.00         | \$ 0.00           |
| Fund 572 TITLE I DISADVANTAGED CHILDREN 0                        | \$ 35,073.42    | \$ 13,890.96  | \$ 3,536.40   | \$ 34,858.65    | \$ 21,182.46      |
| Fund 573 TITLE V INNOVATIVE EDUC PGM 0                           | \$ 424,267.04   | \$ 221,708.91 | \$ 41,261.96  | \$ 438,352.68   | \$ 202,558.13     |
| Fund 584 DRUG FREE SCHOOL GRANT FUND 0                           | \$ 0.00         | \$ 0.00       | \$ 0.00       | \$ 0.00         | \$ 0.00           |
| Fund 587 IDEA PRESCHOOL-HANDICAPPED 0                            | \$ 31,661.31    | \$ 9,372.00   | \$ 8,862.00   | \$ 9,372.00     | \$ 22,289.31      |
|  | \$ 83,742.57    | \$ 37,984.33  | \$ 2,270.83   | \$ 79,357.85    | \$ 45,758.24      |

Beavercreek City Schools  
Revenue Summary Report

|  | FYTD Receivable   | FYTD Received    | MID Received    | YTD Received      | Remaining Balance |
|--|-------------------|------------------|-----------------|-------------------|-------------------|
| Fund 590 IMPROVING TEACHER QUALITY 0     |                   |                  |                 |                   |                   |
|  | \$ 139,614.67     | \$ 42,118.63     | \$ 2,781.72     | \$ 94,662.61      | \$ 97,496.04      |
| Fund 599 MISCELLANEOUS FED. GRANT FUND 0 |                   |                  |                 |                   |                   |
|  | \$ 0.00           | \$ 363,497.54    | \$ 0.00         | \$ 893,413.85     | \$ (363,497.54)   |
| Grand Total                              | \$ 141,721,443.51 | \$ 72,529,617.24 | \$ 6,044,771.82 | \$ 148,678,659.23 | \$ 69,191,826.27  |

**BEAVERCREEK CITY SCHOOLS**  
3040 Kemp Road  
Beavercreek, OH 45431

TO: Beaver Creek Board of Education  
FROM: Mrs. Penny Rucker, Treasurer  
RE: Donations

The following items were donated:

| <u>DONOR</u>  | <u>ITEM/GIFT RECEIVED BY</u>        | <u>ITEM DONATED</u> |
|---|-------------------------------------|---------------------|
| Neem Analytics  | Fairbrook Elementary                | 2 Office Chairs     |
| Jami Russ   | BHS Staff Scholarship               | \$50.00             |
| Robyn Duley   | BHS Staff Scholarship               | \$50.00             |
| Ankeney PTO   | BHS Local Scholarship               | \$750.00            |
| Beavercreek HS 1981 Alumni Scholarship (Jennifer DeVilbiss) | BHS Local Scholarship               | \$500.00            |
| BCEA  | Prevention Committee-Adopt A Family | \$2,000.00          |



**Beavercreek City Schools**

3040 Kemp Road  
Beavercreek, OH 45431

January 8, 2022

TO: BEAVERCREEK BOARD OF EDUCATION

FROM: Mr. Paul Otten, Superintendent

RE: Certificated Personnel

The following certificated persons are recommended for employment, salary change, leave of absence, and termination of a contract.

**EMPLOYMENT 2021-2022**

**2021-2022 Supplemental Contracts**

The following personnel are recommended for employment in the Supplemental Salary Positions shown for the 2021-2022 school year subject to the terms and conditions of the State Board of Education Rules 3301-20-01, 3301-26-01 and 3301-27-02. Pursuant to ORC 3313.53, vacant positions were posted for licensed employees, licensed non-employees, and non-licensed non-employees. For the positions for which there were no qualified licensed individuals, licensed non-employees or non-licensed non-employees are recommended. Salaries shall be paid according to the Supplemental Salary Schedule adopted for the 2021-2022 school year.

|   |   |
|---|---|
| Anderson, John<br>Beavercreek High School         | LINK/WEB Advisor<br>Scale 11, Step 3 - 10 Years Longevity Credit (L-2)  |
| Baltzer, Ian<br>Licensed, Non-Employee            | Assistant Varsity Baseball Coach - Boys<br>Scale 5, Step 3 - 4 Years Longevity Credit (L-0)                         |
| Barker, Heather<br>Ferguson Hall                  | LINK/WEB Advisor<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)   |
| Binkley, Katherine<br>Fairbrook Elementary School | Elementary Unified Arts Student Activity Advisor - Visual Arts<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0) |
| Bisignani, Brian<br>Beavercreek High School       | High School National Junior Honor Society (1/2 Assignment)<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0)     |
| Brown, Carol<br>Ankeney Middle School             | Middle School Power of the Pen<br>Scale 11, Step 3 - 6 Years Longevity Credit (L-1)                                 |
| Barker, Heather<br>Ferguson Hall                  | LINK/WEB Advisor<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)   |
| Burcham, Mindy<br>Beavercreek High School         | High School National Junior Honor Society (1/2 Assignment)<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0)     |
| Campbell, Anita<br>Main Elementary School         | Elementary Unified Arts Student Activity Advisor - Music<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)       |
| Casanova, Elizabeth<br>Ankeney Middle School      | After School Homework Helpers (1/2 Assignment)<br>Scale 12, Step 3 - 2 Years Longevity Credit (L-0)                 |

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| Case, Adrienne<br>Fairbrook Elementary School    | Elementary Unified Arts Student Activity Advisor - Music<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)  |
| Climie, Wade<br>Non-Licensed, Non-Employee       | Assistant Varsity Track & Field Coach<br>Scale 5, Step 3 - 3 Years Longevity Credit (L-0)                      |
| Coe, Lisa<br>Ankeney Middle School               | Middle School Art Club Advisor (1/2 Assignment)<br>Scale 11, Step 1 - 0 Years Longevity Credit (L-0)           |
| Conrad, Laura<br>Coy Middle School               | Middle School Instrumental Director<br>Scale 11, Step 3 - 6 Years Longevity Credit (L-1)                       |
| Daniels, Kalynn<br>Non-Licensed, Non-Employee    | Assistant Varsity Track & Field Coach<br>Scale 5, Step 3 - 3 Years Longevity Credit (L-0)                      |
| Davis, Shawn<br>Non-Licensed, Non-Employee       | Assistant Varsity Softball Coach - Girls<br>Scale 5, Step 3 - 4 Years Longevity Credit (L-0)                   |
| Duke, Lori<br>Coy Middle School                  | CMS Current Interest (1/2 Assignment) Battle of the Books<br>Scale 12, Step 3 - 4 Years Longevity Credit (L-0) |
| Ferguson, Dustin<br>Trebein Elementary School    | Elementary Unified Arts Student Activity Advisor - PE<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)     |
| Frost, Tamara<br>Shaw Elementary School          | Elementary Unified Arts Student Activity Advisor - Music<br>Scale 11, Step 2 - 1 Year Longevity Credit (L-0)   |
| Frost, Matthew<br>Beavercreek High School        | District Music Department Coordinator (1/2 Assignment)<br>Scale 11, Step 3 - 6 Years Longevity Credit (L-1)    |
| Genatempo, Vanessa<br>Non-Licensed, Non-Employee | High School Musical Choreographer<br>Scale 11, Step 3 - Years Longevity Credit (L-)                            |
| Haacke, Amanda<br>Beavercreek High School        | HS Low Incidence Disability After School Supervisor<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)       |
| Hagan, George<br>Non-Licensed, Non-Employee      | Assistant Varsity Tennis Coach - Boys<br>Scale 7, Step 3 - 7 Years Longevity Credit (L-1)                      |
| Haynes, Justine<br>Ankeney Middle School         | Middle School Vocal Music Director<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0)                        |
| Hurley, Sean<br>Coy Middle School                | Middle School Vocal Music Director<br>Scale 11, Step 3 - 7 Years Longevity Credit (L-1)                        |
| Hurley, Sean<br>Coy Middle School                | CMS Current Interest A Cappella "Unaccompanied Minors"<br>Scale 12, Step 3 - 4 Years Longevity Credit (L-0)    |
| Johnson, Raidyn<br>Non-Licensed, Non-Employee    | Assistant Varsity Softball Coach - Girls<br>Scale 5, Step 2 - 1 Year Longevity Credit (L-0)                    |

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|--|---|
| Kochensparger, Jonathan<br>Beavercreek High School | Head High School Musical Director - Spring<br>Scale 7, Step 3 - 9 Years Longevity Credit (L-2)                |
| Kochensparger, Jonathan<br>Beavercreek High School | High School Musical Technical, Art & Scenery Director<br>Scale 11, Step 3 - 8 Years Longevity Credit (L-1)    |
| Long, Steven<br>Beavercreek High School            | Assistant Varsity Baseball Coach - Boys<br>Scale 5, Step 3 - 12 Years Longevity Credit (L-2)                  |
| Long, Brandon<br>Trebein Elementary School         | Head Varsity Baseball Coach - Boys<br>Scale 5, Step 3 - 12 Years Longevity Credit (L-2)                       |
| Mack, Laurel<br>Coy Middle School                  | LINK/WEB Advisor (1/2 Assignment)<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)                        |
| McClure, Jill<br>Coy Middle School                 | Middle School National Junior Honor Society<br>Scale 11, Step 3 - 3 Years Longevity Credit (L-0)              |
| McDaniel, Kristine<br>Coy Middle School            | High School Science Bowl Advisor<br>Scale 11, Step 3 - 13 Years Longevity Credit (L-3)                        |
| Milano, Gregory<br>Non-Licensed, Non-Employee      | Head Varsity Tennis Coach - Boys<br>Scale 4, Step 3 - 6 Years Longevity Credit (L-1)                          |
| Mills, Cameron<br>Non-Licensed, Non-Employee       | Assistant Varsity Lacrosse Coach - Boys<br>Scale 5, Step 3 - 2 Years Longevity Credit (L-0)                   |
| Minton, Kristina<br>Coy Middle School              | Middle School Power of the Pen<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0)                           |
| Minton, Kristina<br>Coy Middle School              | CMS Current Interest - Student Announcements<br>Scale 12, Step 2 - 1 Year Longevity Credit (L-0)              |
| Moulton, Stan<br>Non-Licensed, Non-Employee        | Assistant Varsity Lacrosse Coach - Boys<br>Scale 5, Step 3 - 6 Years Longevity Credit (L-1)                   |
| Nartker, Christopher<br>Beavercreek High School    | Envirothon<br>Scale 11, Step 2 - 1 Year Longevity Credit (L-0)  |
| Nitsch, Karen<br>Parkwood Elementary School        | Elementary Unified Arts Student Activity Advisor - Music<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0) |
| Nitsch, Karen<br>Parkwood Elementary School        | High School Musical Instrumental Director<br>Scale 9, Step 3 - 2 Years Longevity Credit (L-0)                 |
| O'Christie, Catherine<br>Valley Elementary School  | Elementary Unified Arts Student Activity Advisor - Music<br>Scale 11, Step 1 - 0 Years Longevity Credit (L-0) |
| Phillips, Rachael<br>Beavercreek High School       | District Music Department Coordinator (1/2 Assignment)<br>Scale 11, Step 3 - 6 Years Longevity Credit (L-1)   |

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| Phillips, Rachael<br>Beavercreek High School     | High School Musical Vocal Director<br>Scale 9, Step 3 - 4 Years Longevity Credit (L-)                      |
| Potter, Camryn<br>Ferguson Hall                  | FH Current Interest - Character Club<br>Scale 12, Step 1 - 0 Years Longevity Credit (L-0)                  |
| Pryor, William<br>Parkwood Elementary School     | Elementary Unified Arts Student Activity Advisor - PE<br>Scale 11, Step 3 - 2 Years Longevity Credit (L-0) |
| Quintero, Herman<br>Non-Licensed, Non-Employee   | Assistant Varsity Volleyball Coach - Boys<br>Scale 6, Step 3 - 3 Years Longevity Credit (L-0)              |
| Reidenbaugh, Jessica<br>Beavercreek High School  | BHS Current Interest - Junior Optimist International<br>Scale 12, Step 3 - 3 Years Longevity Credit (L-0)  |
| Rengering, Kenneth<br>Non-Licensed, Non-Employee | Assistant Varsity Track & Field Coach<br>Scale 5, Step 3 - 6 Years Longevity Credit (L-1)                  |
| Rogers, Erin<br>Ankeney Middle School            | LINK/WEB Advisor<br>Scale 11, Step 3 - 18 Years Longevity Credit (L-4)                                     |
| Rotella, Kelsey<br>Fairbrook Elementary School   | Elementary Unified Arts Student Activity Advisor - PE<br>Scale 11, Step 1 - 0 Years Longevity Credit (L-0) |
| Russ, Howard<br>Beavercreek High School          | Head Varsity Track & Field Coach - Boys & Girls<br>Scale 2, Step 3 - 7 Years Longevity Credit (L-1)        |
| Schaefer, Lonni<br>Coy Middle School             | LINK/WEB Advisor (1/2 Assignment)<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0)                     |
| Schmidt, Jennifer<br>Beavercreek High School     | HS Low Incidence Disability After School Supervisor<br>Scale 11, Step 3 - 5 Years Longevity Credit (L-1)   |
| Schumacker, Mark<br>Ankeney Middle School        | LINK/WEB Advisor<br>Scale 11, Step 3 - 20 Years Longevity Credit (L-4)                                     |
| Sears, Kimberly<br>Coy Middle School             | CMS Current Interest (1/2 Assignment) Battle of Books<br>Scale 12, Step 3 - 3 Years Longevity Credit (L-0) |
| Shannon, Michelle<br>Coy Middle School           | MS Low Incidence Disability After School Supervisor<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0)   |
| Sheets, Dakota<br>Coy Middle School              | Elementary Unified Arts Student Activity Advisor - PE<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0) |
| Shively, Heather<br>Valley Elementary School     | School Webmaster<br>Scale 11, Step 1 - 0 Years Longevity Credit (L-0)                                      |
| Stamper, Dawn<br>Beavercreek High School         | Muse Machine Advisor<br>Scale 11, Step 3 - 10 Years Longevity Credit (L-2)                                 |



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|--|---|
| Stanforth, William<br>Beavercreek High School    | Assistant Varsity Tennis Coach - Boys<br>Scale 7, Step 3 - 19 Years Longevity Credit (L-4)                          |
| Strait, Elizabeth<br>Valley Elementary School    | Elementary Unified Arts Student Activity Advisor - Visual Arts<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0) |
| Sullivan, Collette<br>Non-Licensed, Non-Employee | Elementary Unified Arts Student Activity Advisor - Visual Arts<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0) |
| Tinch, Emily<br>Ankeney Middle School            | MS Low Incidence Disability After School Activity Supervisor<br>Scale 11, Step 3 - 3 Years Longevity Credit (L-0)   |
| Tomlin, Megan<br>Ankeney Middle School           | Current Interest - Character<br>Scale 12, Step 2 - 1 Year Longevity Credit (L-0)                                    |
| Tomlin, Megan<br>Ankeney Middle School           | MS Low Incidence Disability After School Activity Supervisor<br>Scale 11, Step 3 - 4 Years Longevity Credit (L-0)   |
| Tomlin, Megan<br>Ankeney Middle School           | Head Varsity Softball Coach - Girls<br>Scale 3, Step 3 - 8 Years Longevity Credit (L-1)                             |
| Ungru, Jeffrey<br>Parkwood Elementary School     | Elementary Unified Arts Student Activity Advisor - Visual Arts<br>Scale 11, Step 2 - 1 Year Longevity Credit (L-0)  |
| Voris, Barbara<br>Ankeney Middle School          | After School Homework Helpers (1/2 Assignment)<br>Scale 12, Step 3 - 2 Years Longevity Credit (L-0)                 |
| Weaver, Andrew<br>Ankeney Middle School          | Middle School Instrumental Director<br>Scale 11, Step 3 - 6 Years Longevity Credit (L-1)                            |
| Weaver, Andrew<br>Ankeney Middle School          | Middle School Jazz Ensemble Director<br>Scale 11, Step 3 - 7 Years Longevity Credit (L-1)                           |
| West, Jennifer<br>Ankeney Middle School          | MS Low Incidence Disability After School Activity Supervisor<br>Scale 11, Step 3 - 10 Years Longevity Credit (L-2)  |
| Wical, Richard<br>Ankeney Middle School          | MS Low Incidence Disability After School Activity Supervisor<br>Scale 11, Step 3 - 18 Years Longevity Credit (L-4)  |
| Will, Patrick<br>Trebein Elementary School       | Head JV-B Baseball Coach - Boys<br>Scale 7, Step 2 - 1 Year Longevity Credit (L-0)                                  |
| Wolf, Allison<br>Coy Middle School               | Math Counts Team Advisor<br>Scale 11, Step 3 - 12 Years Longevity Credit (L-2)                                      |

## **2021-2022 Substitute Teachers**

### Teacher Licensed Substitutes

|                 |         |  |
|-----------------|---------|--|
| Carroll, Jason  | 4 Yr RE | Multi-Age PK-12 Visual Art                     |
| Ciacchi, Amanda | 4 Yr RE | Early Childhood Intervention Specialist/EC P-3 |

General Substitutes

Doggett, Amy

Fondren, Summer

Hornback, Darrell

Non-Bachelor Substitutes

Koetter, Tabitha

Ritter, Taylor

**SECOND SEMESTER SALARY ADVANCES**

|                        |                   |
|------------------------|-------------------|
| Booher, Suzanne        | From M+15 to M+30 |
| Darkow, Krista         | From B-150 to M   |
| Deschappelles, Nichole | From M+15 to M+30 |
| Docken, Michele        | From M to M+15    |
| Frasse, Cynthia        | From M+15 to M+30 |
| Hathaway, Rachel       | From B-150 to M   |
| Holmes, Omea           | From M+15 to M+30 |
| Martins, Christin      | From B to B-150   |
| McKee, Christine       | From M+15 to M+30 |
| Pence, Eli             | From B-150 to M   |
| Reidenbach, Brandi     | From M to M+15    |
| Salyers, Amber         | From B-150 to M   |
| Sines, Kristen         | From M+15 to M+30 |
| Strait, Elizabeth      | From B to B-150   |
| Webb, Sarah            | From M+30 to M+45 |

**ADJUSTMENTS**

Smigel, Julie  
Valley Elementary School

Special Education Department Head  
Scale **8**, Step 2 - 1 Year Experience Credit (L-0)

**TERMINATIONS**

Kuske, Elizabeth  
Valley Elementary School

Resignation for the Purpose of Retirement  
May 31, 2022  
Intervention Specialist

Beavercreek City Schools  
3040 Kemp Road  
Beavercreek, Ohio 45431

January 8, 2022

**TO: BEAVERCREEK BOARD OF EDUCATION**

**FROM:** Mr. Paul Otten, Superintendent

**RE:** Classified Personnel

The following individuals are recommended for employment, and termination:

**EMPLOYMENT**

Custodian

Jenkins, Scott  
Custodian

Effective December 20, 2022  
Balance of Year Contract 2022  
Step 4/L-0/BCSD 0 Years Exp.  
\$21.26

Manager/Coordinator

Williams, Christopher  
Chief Security Officer

Effective January 3, 2022  
Balance of Year Contract 2022  
Step 7/L-0/BCSD 0 Years Exp.  
\$61,282.00

**LEAVE OF ABSENCE**

Malone, Robbin  
Driver & Monitor

Effective April 7, 2021 - .66 Paid Adm. Leave  
April 8, 9 & 12, 2021 - Full Days Paid Adm. Leave  
April 13, 2021 - .66 Paid Adm. Leave  
April 14, 2021 - .66 Paid Adm. Leave

**TERMINATION**

Oakes, Ronald  
Driver  
Transportation

Effective January 1, 2022  
Beavercreek 4 Years  
Resignation

## BEAVERCREEK CITY SCHOOL DISTRICT JOB DESCRIPTION

|                                |   |                 |
|--------------------------------|---|-----------------|
| <b>Title:</b>                  | <b>ROUTING SPECIALIST</b>   | <b>File 574</b> |
| <b>Reports to:</b>             | Transportation Supervisor   |                 |
| <b>Job Objective:</b>          | Develop and implement regular and special needs school bus routes to provide safe and efficient transportation for students. Develops routes to optimize the efficiency of transportation resources. May also perform receptionist, administrative, and office management functions.  |                 |
| <b>Minimum Qualifications:</b> | <ul style="list-style-type: none"><li>•High School diploma or equivalent.</li><li>•Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>•Completion of the Ohio Pre-Service School Bus Driver Training Program (current CDL preferred).</li><li>•Preferred previous school bus driving experience (within district is preferred).</li><li>•Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation particularly as it applies to routing requirements and procedures.</li><li>•Effective oral and written communications; analytical ability, and knowledge and skill in the use of office technology and office software.</li><li>•Self-directed with strong organization skills.</li><li>•Demonstrates professionalism and a positive work attitude.</li><li>•Demonstrates ability to work cooperatively to support a successful team effort.</li><li>•Proficient in office protocol and the use of business equipment.</li><li>•Congenial telephone etiquette.</li><li>•Proficient in the use of business software and the maintenance of records.</li><li>•Record keeping skills and the ability to compute mathematical data accurately.</li><li>•Multitasking ability and strong interpersonal skills.</li><li>•Self-directed and able to learn required skills for the position.</li><li>•Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.</li><li>•Ability to work both independently and cooperatively. Effective problem-solving and time management skills with an ability to meet deadlines.</li><li>•Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.</li><li>•Maintains a record free of criminal violations that would prohibit public school employment.</li></ul>  |                 |
| <b>Essential Functions:</b>    | <ul style="list-style-type: none"><li>•Develops, controls, and maintains school bus routes as assigned. Operates routing technology software and equipment to assist route planning and scheduling.</li><li>•Plans, coordinates, and oversees the routing, scheduling, and daily transportation services including regular and special education services. Assures compliance with time schedules and applicable laws, codes, rules, and regulations.</li><li>•Recommends course of action to Transportation Supervisor regarding route compliance and suggestions from parents, principals, students, and teachers.</li><li>•Builds and maintains effective relationships with central office and building staff.</li><li>•Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff.</li><li>•Conducts periodic on-site reviews of bus routes including stops, turn around points, driving time, mileage, bus loads, and schedules.</li><li>•Participates in periodic assessment of program effectiveness and/or changing needs.</li><li>•Assigns buses to routes consistent with district policies to ensure bus load counts and desired length of ride times.</li><li>•Compiles load count data from drivers and prepares a summary of results to be used in route planning.</li><li>•Receives written, telephonic, and electronic requests from parents, school staff, and transportation staff related to establishment, or change, in bus routes and bus stops.</li><li>•Prepares hard-copy routes for school bus drivers; issues updated routes whenever changes are made in bus stop times or locations.</li><li>•Prepares reports related to non-public and vocational school transportation and other specialized out of district school transportation.</li><li>•Develop and implement a system for obtaining the names of students affected by bus, or bus stop, changes so that schools and parents can receive timely information on bus changes.</li><li>•Establishes appropriate levels of employee autonomy and accountability.</li><li>•Prioritizes and completes assigned tasks within required time-frames.</li><li>•Develops effective solutions for work-related problems.</li><li>•Facilitates compliance with all pertinent local, state and federal laws.</li><li>•Oversees the collection of accurate program data and the timely processing of required paperwork.</li><li>•Assumes responsibility for the results of delegated duties.</li><li>•Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.</li><li>•Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.</li><li>•Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>•Maintains an acceptable attendance record and is punctual.</li><li>•Performs all aspects of the job. Sustains effective working/learning environments.</li><li>•Respects privacy and maintains the confidentiality of privileged information.</li><li>•Keeps current with professional standards associated with work duties.</li></ul> |                 |



- Updates skills as needed to use task-appropriate technology effectively.
- Complies with district procedures and federal/state laws when dealing with discrimination, suspected child abuse/neglect or when inappropriate behavior is encountered.
- When assigned, serves as the point of contact for the Transportation Department before or after normal working hours and on weekends.
- Performs other related duties as assigned.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with workplace safety regulations, health laws and district procedures if duties involve any of the following situations:

Encounters with angry, rude and/or unpleasant individuals.

Exposure to airborne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.

Exposure to bloodborne pathogens and/or communicable diseases.

Exposure to weather conditions and/or temperature extremes.

Operating equipment and/or riding in a vehicle. Working in or near vehicular traffic.

Traveling to meetings and work assignments.

The Beavercreek City School District is an equal opportunity employer. This document identifies typical functions and is not intended to be an exhaustive list of possible job assignments. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

January 2022

Beaver Creek City School District  
 Manager/Coordinator Salary Schedule  
 BOE Approved: 7/15/2021  
 Effective 8/1/2021-7/31/2022

04-Jan-22  
 01:53 PM

Base Salary: \$88,519  
 Effective: August 1, 2021

| FLSA Exempt Status Employees:                  | 1      | 2      | 3      | 4      | 5      | 6      | 7      | 8      | 9      | 10     | 11     | 12     |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Public Relations Specialist                    | 75,206 | 77,259 | 79,313 | 81,367 | 83,420 | 85,474 | 87,528 | 89,581 | 91,635 | 93,689 | 95,094 | 96,283 |
| Chief Security Officer                         | 48,960 | 51,013 | 53,067 | 55,121 | 57,174 | 59,228 | 61,282 | 63,335 | 65,389 | 67,443 | 68,770 | 69,877 |
| Routing Specialist                             | 51,961 | 54,014 | 56,068 | 58,122 | 60,175 | 62,229 | 64,282 | 66,336 | 68,390 | 70,443 | 71,771 | 72,878 |
| School Social Worker                           | 54,048 | 56,102 | 58,155 | 60,209 | 62,263 | 64,316 | 66,370 | 68,424 | 70,477 | 72,531 | 73,620 | 74,540 |
| Network and Systems Administrator              | 70,824 | 72,878 | 74,931 | 76,985 | 79,039 | 81,092 | 83,146 | 85,200 | 87,253 | 89,307 | 90,647 | 91,780 |
| Management Information Systems Coordinator     | 75,206 | 77,259 | 79,313 | 81,367 | 83,420 | 85,474 | 87,528 | 89,581 | 91,635 | 93,689 | 95,094 | 96,283 |
| Fiscal Analyst and Coordinator                 | 75,206 | 77,259 | 79,313 | 81,367 | 83,420 | 85,474 | 87,528 | 89,581 | 91,635 | 93,689 | 95,094 | 96,283 |
| Gifted Services & Special Projects Coordinator | 75,206 | 77,259 | 79,313 | 81,367 | 83,420 | 85,474 | 87,528 | 89,581 | 91,635 | 93,689 | 95,094 | 96,283 |

NOTE: The steps on the salary schedule do not indicate automatic advancement, automatic movement, or right of advancement, but are merely a guide for salary schedule placement. Any FLSA Exempt Status employee new to the District may be given experience credit for not more than six (6) years (7th step) of previous related experience.

|            |           |         |                  |                          |         |
|------------|-----------|---------|------------------|--------------------------|---------|
| Longevity: | 14th Year | \$1,976 | Training Credit: | Associates Degree        | \$2,160 |
|            | 19th Year | \$1,976 |                  | Four Year College Degree | \$3,240 |
|            | 24th Year | \$1,976 |                  | Masters In Related Field | \$4,320 |

Training Credit amounts are not to be cumulative, but are to be added to the Base Salary.

Sick leave taken during a week will be accumulated and charged in 1/4 day increments.

Vacation leave shall be earned and posted on a monthly basis. Twelve month employees shall earn vacation in accordance with the following schedule.  
 10 Days (0.833 per mo.) = Less than seven (7) years of performing like work in private industry or other government/non-profit in a twelve month position.  
 15 Days (1.250 per mo.) = Seven (7) but less than fifteen (15) years of performing like work in private industry or other government/non-profit in a twelve month position.  
 20 Days (1.667 per mo.) = Fifteen (15) years or more of performing like work in private industry or other government/non-profit in a twelve month position.  
 The maximum amount of vacation leave an employee may carry is their annual accumulation plus 15 days.  
 Service credit conversion for vacation purposes shall be calculated based on the provisions of the current BCEA negotiated agreement.  
 All other vacation provisions shall follow the provisions of the current BCEA negotiated agreement.

Unless otherwise specified above, all other compensation / benefit provisions of the current BCEA negotiated agreement apply.