

**EATON BOARD OF EDUCATION MEETING**  
**Hollingsworth East Elementary School Cafeteria**  
**April 9, 2012**  
**6:00 p.m.**

**I. Opening of the Meeting**

1. **Call to Order** – President

2. **Roll Call** – President

D. Mowen \_\_\_\_ R. McKinney \_\_\_\_ T. Parks \_\_\_\_ B. Pool \_\_\_\_ J. Renner \_\_\_\_

B. Neavin \_\_\_\_ P. Dodson \_\_\_\_ C. Neanen \_\_\_\_ S. Couch \_\_\_\_  
K. Carpenter \_\_\_\_ K. Powell \_\_\_\_ P. Friesel \_\_\_\_

3. **Pledge of Allegiance**

4. **Adopt the Agenda**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
adopt the agenda.

Discussion.

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_

5. **Recognition of Visitors**

A. *Representatives from Sinclair Community College*  
B. Middle School Green Team and Student Council

6. **Executive Session (only if necessary)**

\_\_\_\_\_ invited to participate in  
executive session.

To discuss \_\_\_\_\_.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to convene

executive session.

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

President convenes executive session at \_\_\_\_\_ p.m.

President resumes open session at \_\_\_\_\_ p.m.

## **7. Other Opening Business**

## **II. Treasurer's Business – Priscilla Dodson**

1. The Treasurer recommends approval of the following:

- A. Approve minutes of the March 12, 2012 Regular Board Meeting.
- B. Approve minutes of the March 19, 2012 Regular Board Meeting.
- C. *Approve transfer of \$3,431.35 from fund 572-9211 to fund 572-9212.*
- D. Submission of warrants
- E. Submission of Financial Report
- F. Submission of Investment Report

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve agenda Item II. 1.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **III. Old Business**

1. **Miami Valley Career Technology Center Report** – Doug Mowen

2. **Parks and Recreation Board Report** – Joe Renner
3. **Project Manager's Report** – Tom Doseck
4. **Superintendent's Report** – Brad Neavin
5. **Director of Education's Report** – Cindy Neanen
6. **Principal's Report** – Kern Carpenter
7. **Other Old Business**

#### **IV. New Business**

##### **1. Resignations and Retirements**

The Administration recommends acceptance of the following resignations and retirement:

- A. Janene Barnhart, Teacher, resignation for the purpose of retirement, effective June 1, 2012.
- B. Sarah Bomholt, Teacher, resignation for the purpose of retirement effective June 1, 2012
- C. Sarah Brown, 7th Grade Volleyball Coach, resignation effective June 30, 2012.
- D. Bart Davis, Reserve Golf Coach, resignation effective June 30, 2012.
- E. Jennifer Iwanski, 3rd Grade Level Leader, resignation effective June 30, 2012.
- F. Cheryl Mellen, Annual Advisor, resignation effective June 30, 2012.
- G. Karen Moses, Teacher, resignation for the purpose of retirement, effective June 1, 2012.
- H. Lisa Noble, Teacher, FEA Advisor, Assistant Peer Leader Advisor, resignation for the purpose of retirement, effective June 1, 2012,
- I. Lori Pack, 1st Grade Level Leader, resignation effective June 30, 2012.
- J. Taffie Ruebush, Language Arts Department Head- Middle School, resignation effective June 30, 2012.

- K. Coral Shackelford, K Grade Level Leader ½, resignation effective June 30, 2012.
- L. Betty Sizelove, Cafeteria Worker, resignation for the purpose of retirement, effective June 1, 2012.
- M. Tracy Spurrier, K Grade Level Leader ½, resignation effective June 30, 2012.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 1.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **2. Employment – Certificated Staff**

The Administration recommends the employment of the following personnel as listed. Salaries, benefits, and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

- A. One-year limited contracts for the 2012-2013 school year (July 1, 2012 – June 30, 2013).

- 1. Mark Carnahan
- 2. Aaron Hemmert
- 3. Amy MacGillivray
- 4. Dorothy Stoltz

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 2A.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

B. Two-year limited contracts for the 2012-2013 and 2013-2014 school years (July 1, 2012 – June 30, 2014).

1. Nicholas Flynn
2. James Hall
3. Jaime Hampton
4. Laura Hopper
5. Matthew Hopkins
6. Kimberly Jennings-Hughes
7. Shannon Langston
8. Ray McCampbell
9. Cheryl Mellen
10. Amber Michael
11. Emily Pioske
12. Martha Puffenberger
13. John Raymond
14. Bev Richardson
15. Emily Schaeffer
16. Mark Silvers
17. Ashlee Taylor
18. Susan Wike
19. Sandy Yount

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 2B.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

- C. Continuing contracts contingent upon meeting all requirements of the Negotiated Agreement, Board Policy, Administrative Rules and Regulations and applicable provisions of the Ohio Revised Code; effective July 1, 2012.

1. Heather Bube
2. Sarah McKee
3. Suzanne Niehaus
4. Taffie Ruebush
5. Kristin Schamel

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 2C.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

**3. Employment – Certificated Staff Extended Service Supplemental Contracts**

The Administration recommends the following extended service supplemental contracts for the 2012-2013 school year (July 1, 2012 – June 30, 2013). Salaries and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

- A. Rodger Clark, Director of Technology – 28 days as needed
- B. Tricia McGinnis, Elementary School Guidance Counselor – 3 days
- C. Malissa Miller, Elementary School Guidance Counselor – 3 days
- D. Ron Neanen, High School Guidance Counselor – 20 days
- E. Leslie Roberts, Career Based Intervention Teacher – 3 days
- F. Dalene Sadowski, School Nurse – 4 days
- G. Keith Shultz, Middle School Guidance Counselor – 10 days
- H. Dorothy Stoltz, High School Guidance Counselor – 20 days
- I. Joyce Willis, Speech Pathologist – 4 days

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 3.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

#### **4. Employment – Certificated Staff Athletic Supplemental Contracts**

The Administration recommends the following supplemental contracts for the 2012-2013 school year (July 1, 2012-June 30, 2013). Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations and any applicable state requirements.

A. Athletic Director – Middle School	Chad Tinstman
B. Varsity Football	Ron Neanen
C. HS Assistant Football	Robert Ebright
D. HS Assistant Football	J.Scott Burnett
E. HS Assistant Football	A. Brad Davis
F. HS Assistant Football – ½	Matt Hopkins
G. Football Coordinator – Middle School	Tim Holland
H. Football – Middle School	Steve Johnson
I. 8 <sup>th</sup> Grade Boys Basketball	Nick Flynn
J. Reserve Girls Basketball	A. Bart Davis
K. 8 <sup>th</sup> Grade Girls Basketball	Dan Lucas
L. Varsity Wrestling	Mark Silvers
M. Varsity Golf	Randy Titkemeyer
N. Assistant Cross Country – H.S.	Jennifer Hopkins
O. Assistant Cross Country – H.S.	Nick Flynn

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to  
approve agenda Item IV.4 A-P.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

Q. Reserve Boys Basketball  
R. Varsity Cross Country

Randy McKinney  
Randy McKinney

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve agenda Item IV.6 Q-R.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

#### **5. Employment – Certificated Staff Extra-Curricular Supplemental Contracts**

The Administration recommends the following supplemental contracts for the 2012-2013 school year (July 1, 2012 – June 30, 2013). Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirements.

A. Head Band Director	Tracy Phillips
B. Assistant Band Director	Paul Bingle
C. Vocal Music Director – HS.	Tracy Phillips
D. Grade 11 Class Advisor	Amber Michael
E. Grade 11 Class Advisor	Dorothy Stoltz
F. Book Store Coordinator	Amber Michael
G. Washington DC Trip Coordinator	Chad Tinstman
H. Peer Counselor Advisor	Richard Hency
I. Hi-Y Advisor	Ray McCampbell
J. Tri-Hi-Y Advisor	Leslie Kelly
K. Honor Society Advisor	James Richards
L. Audio Visual Coordinator	Rick McCollum
M. Student Council Advisor – H.S.	Shannon Langston
N. Vocal Music Director – M.S.	Emily Pioske
O. Academic Team Advisor	Aaron Hemmert
P. Spanish Language Club Advisor	Pam Carpenter
Q. Science Club Advisor	Amy Kochensparger
R. Art Club Advisor	Amber Michael
S. Chess Club Advisor – Bruce	March Anspach



T. S.A.D.D. Advisor	Ray McCampbell
U. Language Arts Department Head – H.S.	Ann Gaydosh – Bruce
V. Math Department Head – H.S.	Kevin Kochensparger
W. Science Department Head – H.S. (1/2)	Amy Kochensparger
X. Science Department Head – H.S. (1/2)	James Richards
Y. Math Department Head – M.S.	Kristin Schamel
Z. Science Department Head – M.S.	Jennifer Beeghly
AA. Social Studies Department Head – M.S.	Rhonda Winings
BB. 2 <sup>nd</sup> Grade Level Leader	Sarah Brown
CC. 4 <sup>th</sup> Grade Level Leader	Bev Richardson
DD. 5 <sup>th</sup> Grade Level Leader	Karen Titkemeyer
EE. Student Council Advisor – M.S.	Jennifer Couch
FF. Academic Team Advisor – M.S.	Catherine Borucki
GG. Grade 9 Class Advisor	Robert Ebright
HH. Grade 9 Class Advisor	Jennifer Hopkins
II. Grade 10 Class Advisor	Leslie Kelly
JJ. Grade 10 Glass Advisor	Shannon Langston
KK. Grade 12 Class Advisor	Ron Neanen
LL. Yearbook Advisor – M.S.	Ty Tolliver
MM. Musical Instrumental Director	Paul Bingle
NN. Musical Vocal Director	Tracy Phillips

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to  
approve agenda Item IV. 5 A-NN.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

OO. Social Studies Department Head – H.S. Randy McKinney

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to  
approve agenda Item IV. 5 OO.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **6. Supplemental Contract Non-Renewals**

In accordance with Ohio Revised Code, the Administration recommends the annual non-renewal and posting of the following supplemental contracts effective June 30, 2012 and requests that the Board authorize the Treasurer to send notices of non-renewal to each.

A. Varsity Girls Basketball Coach	Randy Titkemeyer
B. HS Assistant Football – ½	Chad Lee
A. HS Assistant Football – ½	Ken Christello
B. HS Assistant Football – ½	Don Houser
C. Football – Middle School	Robbie Sams
D. Football – Middle School	Josh Welch
E. Varsity Boys Basketball	Denny Shepherd
F. 9 <sup>th</sup> Grade Boys Basketball	Troy Titus
G. 7 <sup>th</sup> Grade Boys Basketball	Clayton Genth
H. 7 <sup>th</sup> Grade Girls Basketball	Nathan Hans
I. 8 <sup>th</sup> Grade Volleyball	Tonna Ditmer
J. Varsity Swimming	Bill Aukerman
K. HS Assistant Wrestling	Jason Bleil
L. Wrestling – Middle School	Wade Guthrie
M. Wrestling – Middle School	Scott Wilken
N. Varsity Baseball	Joel Visser
O. Reserve Baseball	David Curry
P. Track – Middle School ½	Lori Lowman
Q. Track – Middle School ½	Corey Mowen
R. Varsity Volleyball	Jessica Sams
S. Reserve Volleyball	Susan Spitler
T. Varsity Softball	Rachel Auld
U. Reserve Softball	Karlene Smith
V. Varsity Boys Soccer	Bruce Porter
W. Reserve Boys Soccer	Eric Kiracofe
X. Reserve Girls Soccer	Jamie McNutt
Y. Program Assistant (Cross Country)	Blake Pieratt
Z. Program Assistant (Cross Country)	Lori Lowman
AA. Varsity Boys Tennis	Rob Pugh
BB. Varsity Girls Tennis	Rob Pugh

CC. Varsity Cheerleading Advisor (Football)	Sarah Morrison
DD. Varsity Cheerleading Advisor (Basketball)	Sarah Morrison
EE. Reserve Cheerleading Advisor (Football)	Jessica Shepherd
FF. Reserve Cheerleading Advisor (Basketball)	Ashley Bowers
GG. 9 <sup>th</sup> Grade Cheerleading Advisor (Basketball)	Kathy Stevens
HH. 8 <sup>th</sup> Grade Cheerleading Advisor (Football)	Ashley Bowers
II. 8 <sup>th</sup> Grade Cheerleading Advisor (Basketball)	Lori Spence
JJ. 7 <sup>th</sup> Grade Cheerleading Advisor (Football)	Ashley Bowers
KK. 7 <sup>th</sup> Grade Cheerleading Advisor (Basketball)	Lori Spence
LL. Dramatics Director – ½ position	Martha Hill
MM. Thursday/Saturday School Monitor	Carolyn Walker

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve agenda Item IV 6.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **7. Employment – Certificated Staff – Supplemental**

The Administration recommends approval of the following supplemental contracts for the 2011-2012 school year (July 1, 2011-June 30, 2012) or as noted. Salaries and duties per Board Policy Negotiated Agreement, Administrative Rules and Regulations and any applicable state requirements.

- A. Nick Flynn, Boys Head Track Coach – Middle School, retroactive to March 5, 2012.
- B. Lindsey Silvers, Jennifer Iwanski, Annie Martin, Amy Fugate, Kelly Wright, Cynthia Genth, Ann Tolliver, Tiana White, Jaime Hampton, Emily Schaeffer, Laura Hopper, Martha Puffenberger, Malissa Miller and Mary Neavin to teach in the OAA After-School Intervention Program at Bruce Elementary, retroactive to March 27, 2012 and running through April 20<sup>th</sup>, 2012; three days per week, not to exceed three hours per week for a max of nine hours; to be paid at a rate of \$20.00 per hour.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV 7.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

#### **8. Employment – Non-Certificated Staff**

The following position has been posted and no certificated staff members have applied. The Administration recommends the employment of this nominee on a one-year limited contract for the 2011-2012 school year (July 1, 2011-June 30, 2012) or as noted, contingent upon completion of all state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

- C. Lori Lowman, Assistant Track Coach – Middle School ½ , retroactive to March 5, 2012.
- D. Corey Mowen, Assistant Track Coach – Middle School ½, retroactive to March 5, 2012.

#### **9. Employment – Certificated Staff – Substitute Teacher/Tutor**

The Administration recommends employment of the following substitute teachers and tutors on a one-year limited contract for the 2011-2012

school year. Employment contingent upon certification, criminal background check, and all applicable state and local requirements. Salary and duties per Board Policy and Administrative Rules and Regulations with no fringe benefits.

- A. Elizabeth Knasel
- B. Lucas Krickenbarger
- C. Daryl Michael
- D. Chad Wensik

#### **10. Employment – Non-Certified Staff – Substitute Employees**

The Administration recommends employment of the following substitutes for the 2011-2012 school year. Employment contingent upon certification (if necessary), criminal background check, and all applicable state and local requirements. Salary and duties per Board Policy and Administrative Rules and Regulations with no fringe benefits.

- A. Mindy Black, Substitute Aide

#### **11. Approval of Volunteers**

The Administration recommends approval of the following volunteer for the 2011-2012 school year, contingent upon completion of all state and local requirements, including criminal background check if necessary.

- A. Betty Battista, Volunteer Softball Coach

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 8-11.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **12. Post Temporary Positions**

The Administration recommends the following temporary positions to be filled as needed.

- A. One (1) maintenance helper at the rate of \$8.00 per hour, not to exceed 40 hours per week, for a maximum of 11 weeks; as needed from June 4 through August 17, 2012.
- B. Four (4) custodian helpers, at the rate of \$8.00 per hour, not to exceed 40 hours per week, for a maximum of 11 weeks; as needed from June 4, 2012 through August 17, 2012.
- C. Two (2) transportation department helpers, at the rate of \$8.00 per hour; not to exceed 40 hours per week for a maximum of 120 hours each; as needed June 22, 2012 through July 13, 2012.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 12.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **13. Approval of Job Creation**

The Administration recommends the approval of the creation and filling of the position of Director of Operations, and approval of the Job Description for the same. (Attachment A).

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 13.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

#### **14. Rate Schedule for Substitute Non-Certificated Employees**

The Administration recommends approval of the revised rate schedule for substitute non-certificated employees, effective July 1, 2012 (Attachment B).

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 14.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

#### **15. Section 504 Policies and Procedures**

The Administration recommends approval of policies and procedures for implementation of Section 504 of the Rehabilitation Act of 1973 during the 2012-2013 School year.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 15.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

#### **16. Ratification of Agreement**

The Administration recommends approval of the RATIFICATION OF *THE AGREEMENT TO TERMINATE THE FULL REQUIREMENTS NATURAL GAS SALES*

*& SERVICE AGREEMENTS WITH A MUTUAL RELEASE OF CLAIMS AND  
NATURAL GAS SALES & SERVICE AGREEMENT WITNESSES*

WHEREAS, The Southwestern Ohio Educational Purchasing Council (“EPC”), an association of state funded, not for profit school districts, public libraries and independent elementary and secondary schools has conducted a negotiation to terminate the existing Full Requirements Natural Gas Sales & Service Agreement with EnergyUSA – TPC Corp. relating to natural gas supply for schools, school districts and public libraries located in the Columbia Gas of Ohio service area, the Vectren Energy Ohio service area and the Duke Energy Ohio service area; and

WHEREAS, EPC has arranged for a natural gas supply program with Constellation NewEnergy – Gas Division, LLC (“CNEG”) for schools, school districts and public libraries located in the Columbia Gas of Ohio service area, the Vectren Energy Ohio service area and the Duke Energy Ohio service area; and

WHEREAS, \_Eaton School is a member in good standing of the EPC; and

WHEREAS, School Participant has reviewed The Agreement to Terminate the Full Requirements Natural Gas Sales & Service Agreements with a Mutual Release of Claims (the “Termination Agreement”) and the Natural Gas Sales & Service Agreement (“Agreement”), both of which are attached hereto and incorporated as part of this ratification;

NOW THEREFORE, in consideration of the premises and the mutual covenants and other good and valuable consideration, School Participant agrees as follows:

1. School Participant hereby represents and warrants that it is a member in good standing of EPC.
2. School Participant hereby acknowledges receipt of a copy of the Agreement and Termination Agreement, and ratifies, accepts and agrees to comply with and be bound by the Agreement and the Termination Agreement as if its signature appeared on both said Agreement and Termination Agreement.
3. School Participant hereby appoints and authorizes EPC as its agent to act on School Participant’s behalf in all matters regarding



natural gas supply and related products and services. EPC has full and complete authority to (i) engage in communication with CNEG in regard to the obligations within the Agreement and any natural gas transactions, (ii) have access to all information, notices, billing data and any other information relating to natural gas supply from CNEG, and (iii) act on School Participant's behalf to discuss, negotiate, execute and deliver binding natural gas agreements and transaction confirmations involving the purchase of natural gas and related products. School Participant acknowledges that School Participant shall remain responsible for all obligations incurred on its behalf by EPC and School Participant will be bound by any gas supply related agreements entered into by EPC on School Participant's behalf as if executed by School Participant directly.

4. School Participant hereby authorizes and agrees to the formation of a School Implementation Committee as called for in the Termination Agreement and further authorizes the School Implementation Committee to act on behalf of the School Participant with respect to the implementation of the Termination Agreement and authorizes EPC to appoint, at its sole discretion, a representative to the School Implementation Committee.

5. School Participant acknowledges and agrees that its ratification of the Agreement and Termination Agreement shall not make or be construed to make the School Participant liable for the unpaid balance of any other past or present member of the EPC natural gas program.

6. This ratification shall obligate the School Participant to pay for any natural gas supply or service obligations incurred on its behalf pursuant to the terms and conditions of the Agreement and this ratification, and shall obligate the School Participant to pay for any amounts due and owing by the School Participant to EnergyUSA – TPC Corp. in accordance with the terms and conditions of the Termination Agreement.

7. The signatory parties to this ratification acknowledge and agree that the Agreement and the Termination Agreement as attached hereto cannot be changed or otherwise modified without the express written approval of EPC and ratification by the School Participant.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve agenda Item IV. 16.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

**17. Resolution to Grant Authority to the Eaton Community Schools  
Education Fund**

The Administration recommends approval of the resolution to *GRANT  
AUTHORITY TO THE EATON COMMUNITY SCHOOLS EDUCATION  
FUND TO ACCESS THE SITE INCLUDING PERTINENT RECORDS  
FOR THE PURPOSE OF SOLICITING REQUESTS FOR  
QUALIFICATIONS.*

WHEREAS, the Eaton Community Schools Board of Education (the  
“Board”) has determined the need to develop an Athletic, Wellness and  
Arts Facility on the site of the current high school and middle school (the  
“Facility”); and

WHEREAS, the Eaton Community Schools Education Fund (hereinafter  
called the “Fund”) has expressed an interest in the funding, development  
and construction of the Facility for the benefit of the community including  
the School District; and

WHEREAS, in order to determine the feasibility of developing the Facility,  
the “Fund” desires the opportunity to seek out the services of architectural  
firms to develop plans relevant to the construction of said Facility for future  
presentation to the Board; and

WHEREAS, the parties understand that future development of the Facility  
on the site will be subject to additional approvals by the Board through  
formal agreement between the Board and the “Fund”;

NOW, THEREFORE, BE IT RESOLVED that the Eaton Community Schools Board of Education grants authority to the Eaton Community Schools Education Fund to access the site including pertinent records for the purpose of soliciting Requests for Qualifications from architectural firms and agencies qualified and experienced in the design of school athletic, arts, wellness, and educational facilities, all in accordance with O.R.C. Sections 153.01 and 153.66.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 17.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

**18. Resolution to Issue Notice of Intent to Award Construction Contracts**

*The administration recommends approval of the resolution AUTHORIZING THE ISSUANCE OF A NOTICE OF INTENT TO AWARD MULTIPLE CONTRACTS FOR WORK RELATED TO CONSTRUCTION OF THE NEW BRUCE ELEMENTARY SCHOOL BUILDING, THE NOTIFICATION OF SURETIES RELATED THERETO, AND AUTHORIZING THE PRESIDENT AND THE TREASURER TO ENTER INTO SAID CONTRACT UPON COMPLIANCE WITH ALL CONDITIONS PRECEDENT RELATED THERETO AND THE AUTHORIZATION TO EXECUTE SAID CONTRACT IN CONNECTION THEREWITH*

*WHEREAS, the Eaton Community School District, County of Preble, Ohio (hereinafter called the "School District"), building program identifying classroom facilities needs and basic project costs (hereinafter called the "Master Plan") for the Bruce Elementary School Project (the "Project") has been approved by the Ohio School Facilities Commission, State of Ohio (hereinafter called the "Commission") and Ohio Controlling*

*Board, as authorized under Section 3318.36 of the Ohio Revised Code ("O.R.C.");*

*WHEREAS, the Eaton Community School District Board of Education (hereinafter called the "Board of Education") has issued its bond or notes as required under Section 3318.80(A) and 3318.091, O.R.C. and deposited the proceeds thereof in the Board of Education's Construction Account as required by Sections 3318.80(B) and 3318.091, O.R.C.;*

*WHEREAS, the Board of Education has entered into an Expedited Local Partnership Program Agreement with the Commission related to the Project pursuant to Section 3318.36, O.R.C. and a Classroom Facilities Assistance Program Agreement with the Commission related to the Project pursuant to Section 3318.08, O.R.C.;*

*WHEREAS, the Board of Education has entered into an Expedited Local Partnership Program Agreement with the Commission related to the Project pursuant to Section 3318.36, O.R.C. and a Classroom Facilities Assistance Program Agreement with the Commission related to the Project pursuant to Section 3318.08, O.R.C.;*

*WHEREAS, the Board of Education plans on utilizing qualified school construction bond funds ("QSCB funds") solely with respect to the Project and, pursuant to H.R. 2-248, Subtitle G: Section 1601 of the ARRA, "prevailing wage" requirements will apply to the Project;*

*WHEREAS, the Board of Education has contracted with a qualified professional design firm, Fanning/Howey Associates, Inc. (hereinafter called the "Architect"), under Sections 153.65 to 153.71, O.R.C., to prepare separate plans, specifications and estimates of cost, and such data as the Board of Education deems necessary for the Project and in compliance with the specifications set forth in the Commission's Design Manual, where applicable;*

*WHEREAS, the OSFC has retained a qualified construction management firm, Megen Construction Company, Inc. (hereinafter called the "Construction Manager"), under Sections 9.33, 9.331 and 9.332,*

*O.R.C., related to constructability, logistics, availability of materials and labor, and time requirements for construction, preliminary budgets and possible economies;*

*WHEREAS, the Board of Education has appointed Thomas Doseck as its authorized representative (hereinafter called the "Authorized Representative") to act on its behalf during the planning, bidding, award and construction phases of the Project;*

*WHEREAS, the Authorized Representative and Construction Manager, on behalf of the Board of Education and with the assistance of the Architect, received sealed bids at the time and place established for the receipt of bids for said Bid Packages in the Notice To Bidders and opened and read aloud said bids immediately thereafter;*

*WHEREAS, the Authorized Representative and Construction Manager, with the assistance of the Architect, have tabulated the bids received and advised the Board of Education on the acceptance or rejection of any or all bids, alternates and budget considerations;*

*WHEREAS, the Authorized Representative and Construction Manager, with the assistance of the Architect, have reviewed all bids received and the Construction Manager and Architect have conducted a responsible investigation of the apparent low Bidders in compliance with Sections 153.12 and 3313.46(A)(6), O.R.C., and any other authorizing provisions of law;*

*WHEREAS, the Board of Education now desires to award the construction contracts for the Bid Packages set forth in Section 1 below (collectively, the "Contracts") and to authorize the President and the Treasurer to enter into said Contracts upon compliance with all conditions precedent related to the Improvements.*

*NOW, THEREFORE, BE IT RESOLVED, by the Board of Education, that after careful consideration and evaluation of the information before it:*

**Section 1.** The Board of Education hereby accepts the recommendation of the Construction Manager, Architect and Authorized Representative to award the Base Bid and any Alternates for the Bid Packages for the Improvements to the bidders as provided below as the lowest responsible bidders in compliance with Section 3313.46(A)(6), O.R.C., and any other authorizing provisions of law, contingent upon compliance with all conditions precedent to contract execution:

<b><i>Bid Package</i></b>	<b><i>Lowest Responsible Bidder</i></b>	<b><i>Base Bid</i></b>	<b><i>Alternate</i></b>	<b><i>Total</i></b>
<i>General Trades</i>	<i>Peterson Construction</i>	<i>\$6,020,000</i>	<i>\$162,800</i>	<i>\$6,182,800</i>
<i>Casework</i>	<i>Farnham Equipment Company</i>	<i>\$ 206,175</i>	<i>\$0</i>	<i>\$206,175</i>
<i>Fire Protection</i>	<i>SA Comunale</i>	<i>\$ 117,796</i>	<i>\$0</i>	<i>\$117,796</i>
<i>Plumbing</i>	<i>Frebco Industrial Piping</i>	<i>\$496,500</i>	<i>\$0</i>	<i>\$496,500</i>
<i>HVAC</i>	<i>Feldkamp Enterprises</i>	<i>\$1,338,000</i>	<i>\$32,000</i>	<i>\$1,370,000</i>
<i>Electrical/Data</i>	<i>Chapel Electric</i>	<i>\$1,797,444</i>	<i>\$65,420</i>	<i>\$1,862,864</i>
<i>Kitchen Equip.</i>	<i>C&amp;T Design</i>	<i>\$319,500</i>	<i>\$0</i>	<i>\$319,500</i>
	<b><i>Total</i></b>	<b><i>\$10,295,415</i></b>	<b><i>\$260,220</i></b>	<b><i>\$10,555,635</i></b>

**Section 2.** The Board of Education hereby authorizes the Construction Manager, on its behalf, to forward a Notice of Intent to Award Contract for said Improvements, with the appropriate Contract Form, to the lowest responsible bidders referenced in **Section 1.** The Construction Manager shall simultaneously notify the surety and agent of the surety of said lowest responsible bidders of the intent to award pursuant to Section 9.32, O.R.C.

**Section 3.** Subject to the approval of the Board of Education construction counsel, and upon compliance with all conditions precedent to execution of the Contracts, the Board of Education hereby authorizes the President and Treasurer to sign said Contracts.

**Section 4.** The Board of Education hereby authorizes the Treasurer to sign the Certificate of Funds, upon execution of said Contracts, and attach to said Contracts a copy of the Certificate of Funds.

**Section 5.** The Board of Education hereby authorizes the Construction Manager (at a time determined appropriate by Construction Manager), after the Construction Manager's receipt of said Contracts

*signed by the Contractors to forward a Notice to Proceed for said Contracts.*

Section 6. *The Board of Education hereby authorizes the Treasurer, at the appropriate time and with the assistance of the Board of Education construction counsel, to prepare, and make available upon request, a Notice of Commencement pursuant to Section 1311.252, O.R.C., prior to the performance of any work related to said Contracts.*

Section 7. *The Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education, and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, O.R.C.*

Section 8. *This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education that may be inconsistent or duplicative with the provisions of this resolution.*

*Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item IV. 18.*

*Discussion*

*Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_*

*President declares motion \_\_\_\_\_.*

**19. Resolution to Certify Local Share Of Funds For Budget Adjustment Relating to the School Construction Project**

*The administration recommends approval of the resolution AUTHORIZING THE TREASURER TO CERTIFY AVAILBILTIY OF DISTRICT FINANCIAL RESOURCES TO MEET THE LOCAL SHARE OF THE NEEDED BUDGET ADJUSTMENT FOR THE SCHOOL CONSTRUCTION PROJECT.*

**20. Approve Contract with Montgomery County Educational Service Center**

The Administration recommends approval to enter into a contract with the Montgomery County Educational Service Center for PASS for FY2013.

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to approve agenda Item IV. 19.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

**21. Approve Contract with Preble County Educational Service Center**

The Administration recommends approval to enter into a contract with the Preble County Educational Service Center for services for FY2013.

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to approve agenda Item IV. 20.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

**22. SOITA Membership**

The Administration recommends approval of district member in SOITA (Southwestern Ohio Instructional Technology Association) for the 2012-2013 school year.



Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve agenda Item IV. 21.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

### **23. Amendment to the March 12, 2012 Resolution #1112-182**

The Administration recommends amending Resolution #1112-182 of the March 12, 2012 Board Agenda to reflect the Employment of the Treasurer will be effective July 1, 2012 through July 31, 2017.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve agenda Item IV. 22.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

### **24. Approval of Out-of-State Student Trips**

The Administration recommends approval of the following out-of-state student trips.

- A. Junior Class, along with Ron Neanen, Jessica DeHart, Aaron Hemmert and Scott Couch, to Indiana University East, Richmond, Indianan, on April 27, 2012.
- B. Band students, along with Tracey Phillips and Paul Bingle, to Orlando, Florida, March 31, 2013 thru April 5, 2013.

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to  
approve agenda Item IV. 23.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **25. Surplus Items List**

The Administration recommends the approval to declare certain items as surplus/obsolete and to dispose of them.

A. 87 various library books with outdate/obsolete information

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to  
approve agenda Item IV. 24.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **26. Other New Business**

Motion by\_\_\_\_\_, seconded by\_\_\_\_\_, to  
approve agenda Item IV. 25.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

## **27. Executive Session**

\_\_\_\_\_ invited to participate in executive session.

To discuss\_\_\_\_\_.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to convene executive session.

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

President convenes executive session at \_\_\_\_\_ p.m.

President resumes open session at \_\_\_\_\_ p.m.

***28. The administration recommends the termination of employment of the following classified staff member effective immediately.***

*A. Jim Dudas, Special Education Aide*

*Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve item 27.*

*Discussion*

*Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool\_\_\_\_ Renner \_\_\_\_*

*President declares motion \_\_\_\_\_*

## **V. Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting.

Discussion

Mowen \_\_\_\_ McKinney \_\_\_\_ Parks \_\_\_\_ Pool \_\_\_\_ Renner \_\_\_\_

President declares motion \_\_\_\_\_.

President adjourns meeting at \_\_\_\_\_ p.m.

Upcoming Meeting

Monday, May 14, 2012 – 6:00 p.m.

Hollingsworth East Elementary

**JOB DESCRIPTION**

*Eaton Community Schools  
An Equal Opportunity Employer*

Title: Director of Operations  
Reports To: Superintendent  
Employment Status: Full-time  
FLSA Status: Exempt

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**QUALIFICATIONS:**

1. Be eighteen years of age or older.
2. Associate's degree in business or closely related field **or** equivalent work experience.
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid Ohio Commercial Driver's License with school bus endorsement, or must obtain within first three months of employment
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Possess good organizational skills.
9. Possess ability to work with administration, secretaries and all other employees positively, effectively, and energetically.
10. Have successful experience in a supervisory position or equivalent.
11. Possess ability to organize and prioritize both personnel and job projects.
12. Have experience in custodial, maintenance, school building, facilities, grounds, or related areas.
13. Have knowledge of or experience with the operation and care of a variety of HVAC equipment.
14. Have thorough knowledge of the building trade skills such as plumbing, carpentry, and electrical.
15. Possess ability to organize and prioritize both personnel and job projects with specific skills in the area of food preparation and storage, including menu planning equipment needs, bookkeeping, recordkeeping, and knowledge of various state and local laws and regulations pertaining to food service.
16. Must satisfy all medical and physical ability standards for school bus drivers.
17. Have general knowledge of mechanics.

**GENERAL DESCRIPTION:**

Under the direction of the Superintendent or his/her designee, safely directs and coordinates the operational activities of the transportation department, food services, and buildings, facilities and grounds.

## **ESSENTIAL FUNCTIONS:**

### **General Duties**

1. Provides direct or secondary supervision of classified personnel as directed by the Superintendent.
2. Recruits, interviews, and coordinates the selection process for substitute classified employees.
3. Conducts or arranges training programs for all custodial/maintenance, transportation, and cafeteria personnel.
4. Conducts periodic evaluations of classified personnel.
5. Interviews and makes recommendations for employment of personnel.
6. Generates requisitions and purchase orders for supplies, materials and equipment as necessary.
7. Coordinates, with the Superintendent, the district's use of outside contractors pertaining to buildings and grounds, transportation, and food service.
8. Assists in determining work assignments of personnel.
9. Maintains attendance record of all custodial/maintenance, cafeteria and transportation personnel.
10. Has first line approval of leaves, vacations, etc. of custodial/maintenance, cafeteria and transportation personnel.
11. Secures and assigns substitute transportation and custodial personnel as needed.

### **Buildings, Facilities and Grounds**

12. In cooperation with the building principals, schedules overtime for buildings/maintenance and determines the need for additional checking of boilers and HVAC systems in extreme weather.
13. Assists in promotion of good safety practices and procedures.
14. Establishes procedures for maintenance/custodial personnel to maintain equipment, materials and tools in a proper manner.
15. Maintains/assists in developing cleaning and maintenance work schedules.
16. Keeps informed of new maintenance/custodial techniques and operations and relays information to employees
17. Works in hands-on operations, i.e. mowing, removing snow, pick-up delivery of materials, general maintenance/custodial work, etc. as requested by the Superintendent or as necessary.
18. Sets schedules and assignments for mowing, trimming, etc. of the district's grounds.
19. Determines the need for scheduling personnel and hours necessary for snow removal.
20. With the building principals, establishes cleaning procedures for custodial personnel to follow.
21. Has first line approval of structural building and plant layouts.
22. Determines need for equipment repair and replacement and makes recommendations to the Superintendent.
23. Periodically inspects all facilities to determine maintenance or custodial needs.
24. Assumes responsibility for the inspection, care, condition, appearance, repair or replacement of physical equipment, buildings, facilities and grounds and supervises/works with maintenance staff and custodians to accomplish such functions.
25. Recommends materials and supplies needed by custodial and maintenance staff.
26. Establishes and maintains an inventory system/procedure for supplies, materials and equipment.
27. Assists in the development and operation of maintenance records, work orders, and reports.

- 28. Serves as a source of information in areas involving buildings and grounds.
- 29. Makes arrangements for various inspections by state and federal agencies – boilers, elevators, EPA, fire, etc.
- 30. Coordinates the state and federal government programs dealing with the district's asbestos, radon gas, underground storage tanks, drinking water, etc.

### **Transportation**

- 31. Maintains operational work schedules, bus fleet maintenance, cost records and pertinent personnel records as needed.
- 32. Responds in a timely and considerate manner to complaints and suggestions pertaining to the pupil transportation program.
- 33. Rides with new bus drivers as necessary.
- 34. Develops annually, effective and efficient school bus routes and time schedules as well as the assignment of pupils to those routes according to Board of Education policies; oversees and facilitates the implementation of the district's computerized bus routing system.
- 35. Assists in promotion of good safety practices and procedures.
- 36. Assists building principals with the development and implementation of discipline procedures for students who ride the school bus.
- 37. Schedules routing and secures drivers for extracurricular trips and field trips and remains on-call while buses are in route or assigns a mechanic on-call.
- 38. Establishes procedures to maintain all vehicles and transportation equipment in safe mechanical condition.
- 39. Orders and stockpiles supplies and repair parts for vehicles.
- 40. Prepares, keeps and files in a timely manner, all necessary records and reports for school bus and other vehicle maintenance and forwards same to the Central Office as required.
- 41. Stays in close contact with drivers and supervises and assists with any improper function of their bus or other potential problems.
- 42. Supervises preparation of all buses for inspection by the State Highway Patrol prior to the opening of school each year and is present at the inspection.
- 43. Supervises training of new drivers preparing for their bus driver test.
- 44. Recommends purchase of products to be purchased for the transportation program and advises the Superintendent and his/her designee in regard to the purchases of buses and other mechanical equipment.
- 45. Is available by telephone or radio during the time buses are on their regular routes.
- 46. Is responsible for the timely preparation of accident reports.
- 47. During inclement weather, works closely with various governmental agencies and makes recommendations to the Superintendent or his/her designee concerning the advisability of having school.
- 48. Drives bus routes when situations dictate.

### **Food Service**

- 49. Works with the cafeteria managers in menu planning and preparation.
- 50. Coordinates equipment needs throughout the district's kitchens and serves as a consultant in the planning and equipping of lunch room facilities.
- 51. Orders and oversees the distribution of USDA commodities.
- 52. Establishes a good working relationship with the principal and staff in each building promoting the district's food service program and particularly stressing the objectives in improving the overall education process.

53. Supervises and directs cafeteria managers in each lunch room to strive for excellence in food preparation.
54. Supervises and controls the purchase of foodstuffs and supplies used in the district's lunch rooms.
55. Sets sanitation standards in the lunch rooms to comply with the Ohio Department of Health, Preble County Health Department and the principles of the National Sanitation Foundation.
56. Supervises the financial management of the lunch rooms and keeps records in cooperation with the district's Treasurer.
57. Establishes proper inventory procedures and instructs personnel in the correct method of gathering information and maintaining inventory records.
58. Administers the Free and Reduced Lunch Program in accordance with federal guidelines.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Keeps the Superintendent informed of all operational programs and problems at all times.
2. Coordinates the buildings and grounds program with the Superintendent and building principals.
3. Establishes and carries out a complete and timely preventive maintenance program.
4. Supervises the custodial care, safety, and security of all school buildings and grounds except for custodial operations delegated to the building principal.
5. Helps cafeteria managers secure substitute help for the lunch rooms if necessary. Responsible for planning a safe and efficient transportation program for all pupils and maintains an on-going school bus rider safety program according to state standards.
6. Performs any other duties as assigned by the Superintendent or his/her designee.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:	Board policies and procedures, State of Ohio Rules, building policies and procedures, record keeping, required reports, public relations, safety practices and procedures, personnel and program evaluation procedures, scheduling, train staff, administer preventative maintenance programs
	institutional food preparation techniques, use and care of kitchen equipment and applications
	rider safety programs, bus routes and time schedules, student discipline code
Ability to:	interpret policies, procedures, and regulations; prepare reports in a timely fashion; communicate effectively; maintain confidentiality of student records.
	develop safety programs, coordinate bus routes and time schedules,
Skill in:	computers, software and internet based programs, copier, and other items as required.
	operating/using institutional kitchen utensils, food preparation techniques and procedures



Understanding of operation of buses

**EQUIPMENT OPERATED:**

Hand tools, small and large power equipment, ladders, maintenance vehicle.  
Institutional kitchen equipment and utensils  
Two-way radio, buses and other vehicles

**ADDITIONAL WORKING CONDITIONS:**

Occasional exposure to severe weather, loud noise, unruly children/adults, blood, bodily fluids and tissue.

**TERM OF EMPLOYMENT:**

Two hundred forty-seven work days.

**PERFORMANCE EVALUATION:**

Conducted by the Superintendent or his/her designee.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

[Approval date:]

## Eaton Community School District

### HOURLY RATE SCHEDULE FOR SUBSTITUTE NON-CERTIFICATED EMPLOYEES

Substitute non-certificated employees in the Eaton Community School District will be paid according to this hourly rate schedule, effective July 1, 2012.

Bus Driver	\$11.50 per hour
Bus Driver – Activity Drivers	\$ 9.25 per hour
Maintenance Worker	\$ 9.00 per hour
Custodian	\$ 8.00 per hour
Educational Aide	\$ 7.70 per hour
Health Aide – LPN or Higher	\$13.59 per hour
Health Aide – EMT	\$10.00 per hour
Cafeteria Worker	\$ 7.70 per hour
Secretary	\$ 7.70 per hour

[Approval Date: October 21, 2002]

[Re-approval Date:                      ]