

EATON BOARD OF EDUCATION REGULAR MEETING
Hollingsworth East Elementary School Cafeteria
December 12, 2016
6:00 p.m.

I. Opening of the Meeting

A. Call to Order – President

B. Roll Call – President

R. Cooper ___ L. Noble ___ T. Parks ___ B. Pool ___ K. Shepherd ___

C. Pledge of Allegiance

D. Recognition of Students

The Eaton Board of Education and Administration wishes to recognize all fall athletic teams and individuals for an outstanding season and commend them on their outstanding sportsmanship and representation of Eaton Community Schools;

Furthermore, the Board and Administration wishes to recognize the following individuals for their athletic achievements;

Whereas the Board and Administration wishes to congratulate:

Seth Gard for qualifying for the OHSA Division II State Cross Country Meet; and

Sarah Willis as the OHSA Division II Girls Golf State Champion.

Congratulations!

E. Recognition of Visitors

1. Aaron Buczkowski, Eaton High School Credit Recovery Teacher.

F. Public Hearing on the 2017-2018 School Calendar

Pursuant to Ohio Revised Code 3313.48(B), the Board of Education shall hold a public hearing on the school calendar, addressing topics that include, but are not limited to, the total number of hours in a school year, length of school day, and beginning and end dates of instruction.

At this time the Board will entertain any comments from the public.

G. Executive Session (if necessary)

Motion by _____, second by _____ to convene executive session.

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

President convenes executive session at _____ p.m.

President resumes open session at _____ p.m.

H. Other Opening Business

1. The Board of Education will discuss a consent agenda.

II. Treasurer's Business – Rachel Tait

A. The Treasurer recommends approval of the following:

1. Approve minutes of the November 7, 2016 Regular Board Meeting.
2. Submission of Warrants November 2016.
3. Submission of Financial Report November 2016.
4. Submission of Investment Report November 2016.
5. Approve FY17 Supplemental Appropriations.
6. Approve membership and subscriptions with OSBA for 2017 (Attachment A).
7. Approve moving John Raymond to a Master's plus 15 on the pay scale, retroactive to October 24, 2016.

Motion by_____, seconded by_____, to approve agenda Item II. A.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

B. Resolution

The Administration recommends a resolution **declaring an urgent necessity and retroactively waiving certain statutory competitive bidding requirements with respect to corrective work completed at the Eaton High School**

WHEREAS, the Eaton Community School District, County of Preble, Ohio (hereinafter called the "School District") previously constructed the Eaton High

School (the “High School”) and contracted with Fanning Howey as the professional design firm and Turner Construction as the construction manager;

WHEREAS, shifting concrete at the north, south and west entrances of the High School damaged the doors and vestibules creating unsafe conditions at the High School;

WHEREAS, last year, the School District hired ProGrade Excavation & Demolition, LLC (“ProGrade”) (i) to investigate the causes related to shifting concrete, (ii) to determine what needed to be done to correct the defects as quickly as possible (the “Corrective Work”) and (iii) subsequently issued a purchase order for immediate commencement of the Corrective Work;

WHEREAS, the Board of Education is convinced that, notwithstanding the competitive bidding requirements of Section 3313.46, O.R.C., the failure to quickly complete the Corrective Work constituted an emergency measure due to potential obstructions for ingress and egress of the staff and students at the High School;

WHEREAS, because the actual cost of the Corrective Work has exceeded the bidding threshold of \$25,000 set forth in O.R.C. Section 3313.46, the Board of Education now desires to retroactively declare the Corrective Work to be an “urgent necessity”, waive the statutory competitive bidding requirements in light of the situation and authorize payment to ProGrade for the cost of the Corrective Work.

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 retroactively declares an urgent necessity with respect to the Corrective Work. Specifically, compliance with advertising and competitive bidding procedures set forth in Section 3313.46(A) O.R.C., and other applicable provisions of law, would have created delays in the Corrective Work that, in light of the circumstances, was considered urgent in nature and critical to the safety and security of the students, faculty and property.

Section 2. The Board of Education, as authorized under Sections 3313.46(A)(1), O.R.C., approves the total cost of the Corrective Work in the amount of \$153,926.67 and authorizes payment thereof to ProGrade.

Section 3. The Board of Education hereby authorizes the Treasurer to sign the Certificate of Funds and attach to a copy of the Certificate of Funds to the executed purchase order.

Section 4. 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 5. 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 II. B.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

III. Reports

A. Miami Valley Career Technology Center Report – Terry Parks

B. Parks and Recreation Board Report – Keith Shepherd

C. Other Reports

IV. Old Business

V. New Business

A. Resignation and Retirements

The Administration recommends approval of the following resignation and retirements.

1. Duane Grimme, Bus Driver, resignation for the purpose of retirement, effective February 28, 2017
2. Mary Neavin, Teacher, resignation for the purpose of retirement, effective May 31, 2017.
3. Susan Wike, 3rd Grade Level Leader (1/2 stipend), effective November 16, 2016.

Motion by_____, seconded by_____, to approve
agenda Item V. A.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

**B. Employment – Certificated Staff – Substitute Teachers/Tutors as
Certified by the Preble County Educational Service Center**

The Administration recommends approval of the following substitute teachers/home instruction tutors for the 2016-2017 school year, as certified by the Preble County Educational Service Center.

1. Joanna Jenkins
2. Cory McKinney
3. Kayla Ray
4. Skylar Reckers

Motion by_____, seconded by_____, to approve
agenda Item V. B.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

C. Employment – Non-certificated Staff – Substitutes

The Administration recommends employment of the following substitutes for the 2016-2017 school year. Employment contingent upon certification (if necessary), criminal background checks, and all applicable state and local requirements.

1. Janette Sams, Educational Aide
2. Ruth Biggs, Cafeteria Worker
3. Virginia Lovely, Cafeteria Worker
4. Angel Day, Educational Aide
5. Lucinda Filbrun, Educational Aide

Motion by_____, seconded by_____, to approve
agenda Item V. C.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

D. Indoor Track and Field Coaches

The Administration recommends approval of the Indoor Track and Field season beginning on December 15, 2016 and concluding on March 6, 2017, and approval of the following employees and volunteers as Indoor Track and Field Coaches per OAT & CCC Indoor Championship requirements.

1. Mark Silvers
2. Corey Zickefoose
3. Dorothy Stoltz
4. Scott Burnett
5. Randy McKinney
6. Sam Torrey
7. Nick Flynn
8. Emily Dumler
9. Emily Amburgey

Motion by_____, seconded by_____, to approve agenda Item V. D.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

E. Approval of Volunteer

The Administration recommends approval of the following volunteer for the 2016-2017 school year; contingent upon completion of all state and local requirements, including criminal background checks if necessary.

1. Clayton Monebrake, Volunteer Wrestling Coach

Motion by_____, seconded by_____, to approve agenda Item V. E.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

F. Amend Resolution 1617-073

The Administration recommends approval to amend resolution 1617-073 of the November 7, 2016 minutes to reflect the employment of Bo Maggard as the High School Assistant Wrestling Coach – ½ Stipend.

Motion by _____, seconded by _____, to approve agenda Item V. F.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

G. Amend Job Description

The Administration recommends approval to amend the job description for the Director of Technology (Attachment B)

Motion by _____, seconded by _____, to approve agenda Item V. G.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

H. Rental Agreement with Miami University

The Administration recommends approval of the Rental Agreement with Miami University for the use of Millett Hall for Eaton High School Graduation on Saturday, June 3rd, 2017 at 7:30 p.m. and for rehearsal on Wednesday, May 31, 2017 at 9:00 a.m. (Attachment C).

Motion by _____, seconded by _____, to approve agenda Item V. H.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

I. Agreement for Public Safety

The Administration recommends approval of the public service agreement with Miami University to provide up to four (4) police officers for security services at a rate of \$35.00 per hour per officer.

Motion by _____, seconded by _____, to approve agenda Item V. I.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

J. Agreement with Dayton Area School Application System Consortium

The Administration recommends approval of an agreement to participate in the 2017 Dayton Area School Application System Consortium coordinated through the Montgomery County Educational Service Center. As a member of this consortium this school district agrees to pay its share of the charges (\$1,000.00) established for the consortium application process for a minimum of one year.

Motion by _____, seconded by _____, to approve agenda Item V. J.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

K. Agreement with SchoolDude

The Administration recommends approval to renew the service agreement with SchoolDude FSDirect, effective February 2, 2017 through January 31, 2018, for facility scheduling.

Motion by _____, seconded by _____, to approve agenda Item V. K.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

L. Athletic Camp

The Administration recommends approval of the following athletic camp.

1. Youth Cheerleading Camp, grades K-6, January 13 & 14, 2017.

Motion by_____, seconded by_____, to approve
agenda Item V. L.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

M. Donation

The Administration recommends acceptance of the following donation.

1. From Remagen, Inc., monetary donation to Eaton Football.

Motion by_____, seconded by_____, to approve
agenda Item V. M.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

N. Annual Organizational Meeting

The annual Organizational Meeting of the Board of Education shall be held at Hollingsworth East Elementary prior to the regular business meeting on January 9, 2017 at 6:00 p.m. with the regular meeting to immediately follow.

Motion by_____, seconded by_____, to approve
agenda Item V.N.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

O. Appointment of President Pro Tempore

Motion by _____ to appoint _____ as
President Pro Tempore (January 1 – January 9, 2017)

Seconded by _____.

Discussion.

Cooper _____ Noble _____ Pool _____ Shepherd _____ Parks _____

President declares motion _____.

P. Appointment of Vice President Pro Tempore

Motion by _____ to appoint _____ as
Vice President Pro Tempore (January 1 – January 9, 2017)

Seconded by _____.

Discussion.

Cooper _____ Noble _____ Pool _____ Shepherd _____ Parks _____

President declares motion _____.

Q. Executive Session

To discuss the employment of a public employee or official.

_____ invited to
participate in executive session.

Motion by _____, seconded by
_____ to convene executive session.

Cooper ____ Parks ____ Pool ____ Shepherd ____ Noble ____

President declares motion _____.

President convenes executive session at _____ p.m.

President resumes open session at _____ p.m.

VI. Adjournment

Motion by _____, seconded by
_____ to adjourn the meeting.

Discussion

Cooper___ Parks ___ Pool ___ Shepherd ___ Noble___

President declares motion _____.

President adjourns meeting at _____ p.m.

Upcoming Board Meeting

Regular Meeting

Monday, January 9, 2017 – 6:00 p.m.

Hollingsworth East Elementary



Ohio School Boards Association
8050 N. High Street, Suite 100
Columbus, Ohio 43235-6481
(614) 540-4000

Invoice number 17-11250697

December 2, 2016

District Treasurer
Eaton Community
304 Eaton Lewisburg Rd
Eaton OH 45320-1105

AMOUNT DUE \$ _____

AMOUNT ENCLOSED \$ _____

DUE DATE December 31, 2016

OSBA'S tax identification number is 31-4414897

DATE	PO NUMBER	DESCRIPTION	AMOUNT
12/2/2016		ANNUAL MEMBERSHIP DUES (Acct. 001-2310-841) January — December 2017 Dues based on your district's ADM and cost per pupil data from the Ohio Department of Education for the 2014-15 school year. Any increase or decrease in dues from the previous year is caused by a change in your district's ADM and/or cost per pupil.	\$5,182
		CHECK DESIRED SUBSCRIPTION ITEMS (Please add any of the below subscription fees to your membership dues for the final invoice amount.)	
		_____ Annual OSBA Briefcase Subscription - Electronic Issues Only (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment. All subscribers must receive Briefcase electronically to qualify.)	FREE
		_____ Annual OSBA Briefcase Subscription - Paper/Electronic Issues (Acct. 001-2310-542) (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment)	\$ 135
		_____ Annual School Management News Subscription - Electronic Issues Only (Acct. 001-2412-542) (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment.)	\$ 150
		_____ Annual School Management News Subscription - Paper/Electronic Issues (Acct. 001-2412-542) (Up to 15 names on the subscription roster - to be included with the membership roster, which will be sent to the district after receiving membership payment.)	\$ 190

OSBA leads the way to educational excellence by serving Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions.

AMOUNT DUE \$ _____

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Director of Technology

Reports To: ~~Director of~~

~~Education~~ **Superintendent or designee**

Schools Employment Status: Full-time

FLSA Status: Exempt

QUALIFICATIONS:

- ~~1. Be eighteen years of age or older.~~
- ~~2.~~**1.** Bachelor's degree or higher.
- ~~3.~~**2.** Must pass criminal background check.
- ~~4.~~**3.** Possess high moral character.
- ~~5.~~**4.** Possess a regular and predictable attendance record without tardiness.
- ~~6.~~**5.** Valid driver's license.
- ~~7.~~**6.** ~~Have ability to~~ **Possess and** maintain a high level of ethical behavior and confidentiality of information.
- ~~8.~~**7.** Possess good organizational skills.
- ~~9.~~**8.** Possess ability to work with students, teachers, administration, and other employees positively, effectively, and energetically.
- ~~10.~~**9.** Familiarity with Ethernet topology.
- ~~11.~~**10.** At least five years of experience in either the business or school IT environment, preferred.
- ~~12.~~**11.** Experience with supporting Windows based personal computers, apple products and operating systems, mobile devices and software applications both remotely and at the desk.
- ~~13.~~**12.** Knowledge of and experience with networks, servers, computer hardware, software, networking applications, and related peripherals.
- ~~14.~~**13.** Ability to be employed under Ohio revised Code 3319.02.
- ~~15.~~**14.** Must possess ability to communicate, both orally and in writing.
- ~~16.~~**15.** Demonstrate a sincere desire to improve the educational environment at Eaton Community Schools and interact with staff and students with a positive attitude.

GENERAL DESCRIPTION:

Manages the planning, implementation, and integration of educational technology systems and infrastructure throughout the school district. Provides leadership in the ongoing development of the district's technology plan. Works collaboratively with staff to implement the district technology plan.

ESSENTIAL FUNCTIONS

1. Manages, maintains, and upgrades the districts network infrastructure to include both the wired and wireless environment. .
2. Manages, maintains, upgrades, and backups the districts network servers. ~~Outsourcing will be used to the minimum extent possible.~~

3. Manages all associated end user accounts with the assistance of the Technology Integration Specialist.
4. Manages, maintains, and upgrades end user computer systems and devices throughout the district with the assistance of the Technology Integration Specialist. Works with building staff to configure end user systems appropriate for the educational needs of various grade levels.
5. Manages, maintains, and upgrades various technology based systems in school auditoriums, classrooms, security cameras/recorders, and access control.
6. Facilitates the district's Technology Committee, providing leadership with the ongoing development and implementation of the technology plan.
7. Monitor all district software licenses and copyright protections.
8. Assist the Treasures Office in maintaining a district wide inventory of computer hardware and software, and related materials.
9. Oversees the development of the district's technology budget, including the purchasing of new equipment, materials, and related services.
10. Accomplish all E-rate applications and reporting, as well as overseeing all technology grants.
11. Serves as a liaison between the school district and technology related organizations ~~such as S.W.O.C.A. and S.O.I.T.A.~~ **providing services to the district.**
12. Ensures that Internet use by district personnel and students is appropriate and equitably accessible **(AUP).**
13. Maintain and manage district wide telecommunications, call manager, and voice mail systems.
14. Maintain intercom systems and bell systems in the district.
15. Acquire bids/quotes on technology hardware and services. Large purchases should be made only after comparative pricing has been accomplished.
16. Approve payment for district technology purchases.
17. Attend and participate in in-services, workshops, seminars, professional conferences, staff meetings, etc.
18. Perform any other duties as assigned by Supervisor or his/her designee.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Board policies and procedures
- Building policies and procedures
- Computer hardware, software, and networking applications
- Microsoft server operating systems
- Microsoft Windows desktop operating systems
- Deployment and management tools
- Email/cloud application and management
- Ticketing system to create detailed work logs and technical documentation

Ability to:

- Interpret policies, procedures, and regulations
- Prepare reports and correspondence
- Maintain records

Skill in:

- Setup and maintenance of servers, computers, office equipment, and networking hardware.

EQUIPMENT OPERATED:

Computer servers, networking equipment, and end user workstations.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERM OF EMPLOYMENT:

Two hundred ~~thirty-one~~^{sixty} (260~~31~~³⁴) days annual contract. Extended service may be approved through supplemental contract at the discretion of the Board of Education.

PERFORMANCE EVALUATION:

Conducted by the Superintendent or his/her designee.

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

MIAMI UNIVERSITY**Event Confirmation**

**Special Facilities
93 Millett Hall
Oxford, OH 45056
(513) 529-8012**

Date: 6/4/2016

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Rental of Millett Hall for Graduation	
May 31st, 2017 – 9a Rehearsal	\$1,400
June 3rd, 2017 - 7:30p Graduation	\$2,000
PAY THIS AMOUNT	\$3,400

This serves as confirmation of the above booking. Please sign and return to us at your earliest convenience. Bookings may be cancelled in writing at any time without penalty. You will receive an invoice and setup packet for your event no less than 30 prior to your first scheduled date at the requested facility.
