

EATON BOARD OF EDUCATION REGULAR MEETING
Hollingsworth East Elementary School Cafeteria
December 10, 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**

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 November 5, 2012 Regular Board Meeting
- B. Approve minutes of the November 15, 2012 Special Board Meeting
- C. Approve minutes of the November 28, 2012 Special Board Meeting
- D. Submission of warrants
- E. Submission of Financial Report
- F. Submission of Investment Report
- G. Approve FY13 Supplemental Appropriations by Fund

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** – Pam Friesel
7. **Supervisor’s Report** – Rodger Clark
8. **Other Old Business**

IV. New Business

1. Termination of Employment

The administration recommends the termination of employment of Rick Keener, Custodian, effective December 10, 2012.

Motion by _____, seconded by _____, to approve agenda Item IV. 1.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

2. Retirements and Resignations

The Administration recommends acceptance of the following retirements and resignations.

- A. Marilee Fourman, Teacher, effective June 1, 2013
- B. Vicki Harshman, Teacher, effective June 1, 2013
- C. Janet Pheanis, Teacher, effective June 1, 2013
- D. Robert Pugh, Girls and Boys Tennis coach, retroactive to November 19, 2012.
- E. Coral Shackelford, Teacher, effective June 1, 2013

Motion by _____, seconded by _____, to approve agenda Item IV. 2.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

3. Employment – Certificated Staff Supplemental Contract

The Administration recommends the following supplemental contracts for the 2012-2013 school year or as noted. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and any applicable state requirements.

- A. Nick Flynn, Boys Head Track Coach – Middle School
- B. Al Karn, Assistant Track Coach – Middle School

Motion by _____, seconded by _____, to approve agenda Item IV. 5.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

4. Employment – Non-Certificated Staff Extra-Curricular Contracts

The following positions have been posted and no certificated staff members have applied. The Administration recommends the employment of these nominees on a one-year limited contract for the 2012-2013 school year, 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.

- A. Wes Monebrake, Wrestling Coach – Middle School
- B. Sarah Morrison, Reserve Cheerleading Advisor – Basketball
- C. Nicki Heiser, 7th Grade Cheerleading Advisor – Basketball
- D. Nicki Heiser, 8th Grade Cheerleading Advisor – Basketball
- E. Blake Pieratt, Girls Head Track Coach – Middle School
- F. Lori Lowman, Assistant Track Coach – Middle School

Motion by _____, seconded by _____, to approve agenda Item IV. 4.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

5. Employment – Certificated Staff – Substitute Teachers/Tutors, as certified by the Preble County Educational Service Center

The administration recommends approval of the following additions to the substitute teacher/home instruction tutor list as certified by the Preble County Educational Service Center.

- A. Claire Bailey
- B. Jeffrey Chestnut
- C. Keith Cooley
- D. Melissa Hudson
- E. Cathryn House

Motion by _____, seconded by _____, to approve agenda Item IV. 5.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

6. Employment – Non-Certified Staff Substitute Employees

The Administration recommends employment of the following substitutes for the 2012-2013 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. Amy Taulbee, Substitute Bus Driver.

Motion by _____, seconded by _____, to approve agenda Item IV. 6.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

7. Approval of Indoor Track and Field Coaches

The Administration recommends approval of the following employees as Indoor Track and Field Coaches per OAT & CCC Indoor Championship requirements.

- A. Scott Burnett
- B. Nick Flynn
- C. Al Karn
- D. Lori Lowman
- E. Rick McCollum
- F. Blake Pieratt
- G. Mark Silvers
- H. Dorothy Stoltz

Motion by _____, seconded by _____, to approve agenda Item IV. 7 A-H.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

I. Randy McKinney

Motion by _____, seconded by _____, to approve agenda Item IV. 7 I.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

8. Amended and Restated Project Manager Contract

The Administration recommends approval of the Amended and Restated Project Manager Contract for Tom Doseck, beginning December 1, 2012 through October 31, 2013.

Motion by _____, seconded by _____, to approve agenda Item IV. 8.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

9. Contract with the Preble County General Health District

The Administration recommends approval of the contract with the Preble County Health District for services received through December 31, 2013 (Attachment A).

Motion by _____, seconded by _____, to approve agenda Item IV. 9.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

10. Resolution

The Administration recommends approval of *A RESOLUTION AUTHORIZING THE ISSUANCE OF A NOTICE OF INTENT TO AWARD THE CONTRACT FOR LOOSE FURNISHINGS RELATED TO CONSTRUCTION OF THE BRUCE ELEMENTARY SCHOOL AND EATON MIDDLE SCHOOL, 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 and the Eaton Middle School Project (collectively, the “Projects”) 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 Sections 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 Projects 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 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 Projects and in compliance with the specifications set forth in the Commission’s Design Manual, where applicable;

WHEREAS, the OFCC 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 Projects;

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 the loose furnishings package (“Bid Package”) 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 contract for the Bid Package set forth in Section 1 below (the “Contract”) and to authorize the President and the Treasurer to enter into said Contract upon compliance with all conditions precedent related to the Improvements.

NOW, THEREFORE BE IT RESOLVED, by the Board, 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 Package to the bidder provided below as the lowest responsible bidder 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:

Bid Package	Lowest Responsible Bidder	Base Bid	Alternates	Total
BP # 7.1	Continental Office Furniture	\$211,487.99	\$47,224.45	\$258,712.44
BP # 7.2	Tom Sexton & Associates	\$166,270.07	\$56,026.06	\$222,296.13
BP # 7.3	Martin Public Seating	\$157,267.49	\$0	\$157,267.49
Totals		\$535,025.55	\$103,250.51	\$638,276.06

Section 2. The Board of Education hereby authorizes the Construction Manager, on its behalf, to forward a Notice of Intent to Award Contract with the appropriate contract form, to the lowest responsible bidder referenced in Section 1. The Construction Manager shall simultaneously notify the surety and agent of the surety of said lowest responsible bidder 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 Contract, the Board of Education hereby authorizes the President and Treasurer to sign said Contract.

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

Section 5. This 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 6. 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, which may be inconsistent or duplicative with the provisions of this resolution

Motion by _____, seconded by _____, to approve agenda Item IV. 10.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

11. Approval of Board Policy Manual

The Administration recommends the first reading of the Board Policy Manual in its entirety.

Motion by_____, seconded by_____, to approve agenda Item IV. 11.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

12. 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 14, 2013 at 6:00 p.m. with the regular meeting to immediately follow.

Motion by_____, seconded by_____, to approve agenda Item IV. 12.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

13. Appointment for the 2013 Miami Valley Career Technology Center Board.

A. Miami Valley Career Technology Center Board: _____

Motion by _____, seconded by _____, to approve agenda Item IV. 13.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

14. Donations

The Administration recommends acceptance of the following donations.

- A. From VFW of Ohio to Eaton High School cafeteria.
- B. From Dr. Allen and Missy Ferguson to the Eaton High School Athletic Department.
- C. From Downtown Eaton, Inc. to East Elementary for items for music class.

Motion by _____, seconded by _____, to approve agenda Item IV. 14.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

15. Other New Business

Motion by _____, seconded by _____, to approve agenda Item IV. 15.

Discussion

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

16. Appointment of President Pro-Tempore

Motion by _____ to appoint _____ as President Pro Tempore (January 1 – January 14, 2013)

Seconded by_____.

Discussion.

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

17. Appointment of Vice-president Pro-Tempore

Motion by _____ to appoint _____ as Vice-president Pro Tempore (January 1 – January 14, 2013)

Seconded by_____.

Discussion.

Mowen ___ McKinney ___ Parks___ Pool___ Renner ___

President declares motion _____.

18. Executive Session (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.

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 Meetings:

Organizational Meeting
January 14, 2013 – 6:00 p.m.
Hollingsworth East Elementary

Regular Meeting
January 14, 2013 – Following the Organizational Meeting
Hollingsworth East Elementary

LETTER OF AGREEMENT

This Agreement is entered into this 15th day of November 2012, by and between the Preble County General Health District, located at 615 Hillcrest Dr., Eaton, OH 45320, referred to in this Agreement as "AGENCY", and Eaton Community Schools, 307 North Cherry St., Eaton, OH 45320, referred to in this Agreement as "SCHOOL".

SCHOOL request health services for its employees. Services include administering the PPD skin test and/or three dose series of Hepatitis B injections. AGENCY agrees to provide such services to SCHOOL as outlined below.

Services. At the request of SCHOOL, AGENCY agrees to administer PPD skin tests and/or a series of three Hepatitis B immunizations to employees of SCHOOL. All services will be pre-authorized by SCHOOL for each employee. Authorization shall be in written form and will specify the employee's name and services to be performed. Each employee arriving at AGENCY must present verification of the individual's identity.

Employee Consent. SCHOOL shall be required to obtain all necessary consents from its employees for the services to be provided. SCHOOL will be responsible for ascertaining those employees needing the vaccine, notifying said employees, and obtaining a waiver from those who refuse the vaccine. If said employee changes his/her mind and wants the vaccine at a later date, SCHOOL will be responsible for written notification to AGENCY.

Rates. Services performed by AGENCY shall be reimbursed by SCHOOL at the following rates:
Hepatitis B Immunization.... @ \$45 per dose
PPD Skin Test..... @ \$15 per test

If vaccine price should increase during the contract year, SCHOOL will be charged accordingly.

Billing. AGENCY agrees to bill SCHOOL for all services rendered on completion of the first, second, and third vaccine series.

Payment. All amounts due to AGENCY shall be paid within 30 days of receipt of a completed invoice from AGENCY.

Indemnification. AGENCY specifically does not indemnify and hold SCHOOL harmless from any loss, claim, or damage arising out of acts or omissions of the employees or staff associated with AGENCY. In the event an action is filed against the SCHOOL based on any loss, claim, or damage arising out of acts or omissions of the employees or staff associated with the AGENCY, the SCHOOL and the AGENCY shall be solely responsible for their respective costs and damages.

Termination. Either party may terminate this Agreement, or any renewal thereof, upon thirty (30) days written notice.

SCHOOL and AGENCY have acknowledged their understanding of and agreement to the mutual promises written above by executing this Agreement.

PREBLE CO. GEN. HEALTH DISTRICT

EATON COMMUNITY SCHOOLS

By: George E. Henry
Title: President, Board of Health

By: _____
Title: _____

Date: November 15, 2012

Date: _____

In order to be binding, all contracts must be signed by a designed signatory of SCHOOL.

Contract effective until December 31, 2013