

EATON BOARD OF EDUCATION REGULAR MEETING
Hollingsworth East Elementary School Cafeteria
June 10, 2013
6:00 p.m.

I. Opening of the Meeting

1. **Call to Order** – President

2. **Roll Call** – President

R. McKinney ___ D. Mowen ___ 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.

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____

5. **Recognition of Visitors**

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

_____ invited to participate in
executive session.

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

McKinney ___ Mowen ___ 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 May 5, 2013 Special Board Meeting
- B. Approve minutes of the May 13, 2013 Regular Board Meeting
- C. Approve minutes of the May 24, 2013 Special Board Meeting
- D. Submission of Warrants
- E. Submission of Financial Report
- F. Submission of Investment Report
- G. Approve FY13 Supplemental Appropriations
- H. Approve FY14 Temporary Appropriations

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

Discussion

McKinney ___ Mowen ___ 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** –
7. **Other Old Business**

IV. New Business

1. Resignations and Retirements

The Administration recommends acceptance of the following resignations and retirements:

- A. James Hall, Teacher, effective August 22, 2013.
- B. Carla Kirsch, Secretary, effective June 30, 2013, contingent upon reemployment as Central Office Secretary assigned to the Treasurer.
- C. Bob Prestel, Mechanic, resignation for the purpose of retirement, with last day and effective day July 31, 2013.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

2. Employment – Non-Certificated Staff

The Administration recommends the employment of the following personnel for the 2013-2014 school year. Employment contingent upon certification (where applicable), criminal record check, and all other state and local requirements.

- A. Carla Kirsch, Central Office Secretary assigned to the Treasurer's Office. Salary per Exempt Salary Schedule.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

3. Approval of Salary Schedule

The Administration recommends the approval of the Salary Schedule for exempt employees, effective July 1, 2013 (Attachment A)

Motion by _____, seconded by _____, to approve agenda Item IV. 3.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

4. Employment – Certified Staff Supplemental Contract

The Administration recommends the following supplemental contracts. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirements.

- A. Randy Titkemeyer, Hi-Y Advisor
- B. Kelli Wright to provide extended school year services for a special needs student at a rate of \$20.00 per hour, not to exceed 10 hours for the 2012-2013 School Year.
- C. Jenny Schmidt, Amy Fugate, Jennifer Iwanski, Lindsay Silvers, Kristina Armstrong, Ashlee Collins, Sarah Leach and Debbie McKinney to teach in the district K-3 Summer Intervention Program for the 2013-2014 school year, August 12-15, 2013 and August 19-23, 2013; to be paid at a rate of \$20.00 per hour, for no more than 36.5 hours.
- D. Kathy Chesnut to serve as coordinator for the district K-3 Summer Intervention Program for the 2013-2014 school year; August 12-15, 2013 and August 19-23, 2013; to be paid at a rate of \$20.00 per hour, for no more than 24.5 hours.

5. Foundation for Student Success Program

The administration recommends approval to pay the following staff a stipend of \$100.00 for attending 4 sessions of the Foundation for Student Success after school student learning objectives training, during the 2012-2013 school year, plus \$25.00 for each additional training session attended. This stipend is to be paid from Race to the Top Fund 506.

- | | |
|----------------------|----------------------|
| A. Jennifer Anderson | Q. Jim Richards |
| B. Jennifer Beeghly | R. Kristin Schamel |
| C. Paul Bingle | S. Lindsay Silvers |
| D. Catherine Borucki | T. Judy Sullivan |
| E. Brad Davis | U. Amanda Tinstman |
| F. John Groom | V. Rebecca Wells |
| G. Jennifer Hei | W. Rhonda Winings |
| H. Richard Hency | X. Linda Yocom |
| I. Jennifer Iwanski | Y. Sandy Yount |
| J. Amanda Jerdon | Z. Bill Aukerman |
| K. Dan Lucas | AA. Jennifer Hopkins |
| L. Amy MacGillivray | BB. Cheryl Mellen |
| M. Amber Michael | CC. Taffie Ruebush |
| N. Robin Mirovsky | DD. Leslie Kelly |
| O. Suzanne Niehaus | EE. Tiana White |
| P. Donele Rice | |

Motion by _____, seconded by _____, to approve agenda Item IV. 4-5

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

6. Employment of Substitutes for the 2013-2014 School Year

The Administration recommends employment of the following personnel for the 2013-2014 School year. Employment contingent upon certification (if necessary), criminal record check, and all other state and local requirements. Salary and duties per Board Policy and Administrative Rules and Regulations with no fringe benefits.

- A. Etta Flack, Substitute Cafeteria Worker
- B. Clinton Pearson, Substitute Bus Driver
- C. Melissa Withrow, Substitute Custodian

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

7. Approval of Volunteers

The Administration recommends approval of the following volunteers for the 2013-2014 school year; contingent upon completion of all state and local requirements, including criminal background check if necessary.

- A. Silvia Haas, RN – Volunteer Band Chaperone

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

8. Substitute Classified Job Description

The Administration recommends the approval of the following substitute classified staff job descriptions (Attachment B).

- A. Substitute Cafeteria Worker
- B. Substitute Bus Driver
- C. Substitute Health Aide
- D. Substitute Secretary
- E. Substitute Special Education aide

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

9. School Breakfast and Lunch Programs

The Administration recommends approval to participate in the government school breakfast and school lunch programs for the 2013-2014 school year.

10. Bread and Milk Suppliers

The Administration recommends approval of Nickles and Klosterman as the districts bread supplier and Reiter as the district's milk supplier for the 2013-2014 school year.

Motion by _____, seconded by _____, to approve agenda Item IV. 9-10.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

11. Approval of Student Fees for the 2013-2014 School Year

The Administration recommends approval of the following student fees for the 2013-2014 school year:

KG	\$25.00
Grade 1	\$26.00
Grade 2	\$23.00
Grade 3	\$15.00
Grade 4	\$15.00
Grade 5	\$20.00
Grade 6	\$33.00
Grade 7	\$22.00
Grade 8	\$21.00

Motion by _____, seconded by _____, to approve agenda Item IV. 11.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

12. Amended Joint Use Agreement with Sinclair College

The Administration recommends approving the Amended Joint Use Agreement with Sinclair Community College.

Motion by _____, seconded by _____, to approve agenda Item IV. 12.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

13. Resolution Adopting a Calamity Day Alternative Make-Up Plan

The Administration recommends approval of a *RESOLUTION ADOPTING A CALAMITY DAY ALTERNATIVE MAKE-UP PLAN*

WHEREAS, the Eaton Community Schools board of education desires that students have learning opportunities even when schools are closed for any of the reasons specified in section 3317.01 of the Ohio Revised Code and in excess of the number of days authorized in section 3313.48; and,

WHEREAS, section 3313.88 authorizes a board of education to file an annual plan with the Ohio Department of Education by July 31 of each year to provide online learning opportunities for students in lieu of attendance on such excess days;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the Eaton Community Schools board of education hereby approves the following plan and authorizes its filing with the Ohio Department of Education.

PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

Pursuant to Ohio Revised Code section 3313.88, the board of education of Eaton Community Schools hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to complete up to three days of instruction in excess of the number of days permitted under section 3313.48 because of the closing of schools for any of the reasons specified in section 3317.01.

1. This plan is submitted, pursuant to approval of the board of education, prior to August 1.
2. This plan includes the written consent of the teachers' employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the board of education and is hereby incorporated into this plan as if specifically rewritten.
3. Not later than November 1 of the 2012-2013 school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the amount of instructional time the student would receive for three school days in such teacher's class.
4. The teacher shall designate the order in which the lessons are to be posted on the district's web portal or web site.
5. Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
6. As soon as practicable after an announced school closure in excess of the number of days permitted under section 3313.48, staff members designated by the appropriate administrator shall make the designated lessons available on the district's portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.
7. Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.

8. Students without access to a computer shall be permitted to complete the posted lessons at school after the reopening of school. Students utilizing this option will be granted two weeks from the date of reopening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The district will provide access to district computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

14. Resolution for Interim End of Course Examinations

The Administration recommends the approval of a *Resolution for Interim End of Course Examinations for American History and American Government*.

WHEREAS the Eaton Community Schools District Board of Education supports the implementation of end-of-course examinations in American History and American Government

And

WHEREAS the Eaton Community Schools District Board of Education recognizes the compliance requirements of Am. Sub. S.B. 165 to adopt

interim end of course examinations in both American History and Government;

THEREFORE, be it resolved that the Eaton Community Schools will adopt interim end-of-course examinations to be used until state determined end-of-course examinations have been selected.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

15. Resolution to Support Request for Waiver Days

The Administration recommends approval of the resolution to Support Request for Waiver of three (3) Instructional Days to Provide Professional Development.

WHEREAS, the Eaton Community Schools' Board of Education recognizes that ORC 3306.40 allows the Board of education to apply to the Superintendent of Public Instruction for a waiver of any standard requirement of ORC 3306; and

WHEREAS, the Eaton Community Schools' Board of Education recognizes ORC 3306.01 which sets the minimum school year standards for public instruction; and

WHEREAS, the District Leadership Team has prepared goals and benchmarks as a part of the Ohio Improvement Process for each building and the District CCIP and Race to the Top also contain appropriate goals, strategies, and action steps for improving teacher quality, instruction and student achievement and has prepared a letter of justification for the Waiver application; and

WHEREAS, the Eaton Community Schools' Board of Education has approved the instructional waiver days pending approval by the Ohio Department of Education for October 15, 2013, January 21, 2014 and April 17, 2014 as part of our 2013-2014 school calendar;

THEREFOR BE IT RESOLVED that the Eaton Community Schools Board of Education recommends and supports the Superintendent and District Leadership Team's application and plans for the 3 instructional waiver days for the 2013-2014 school year to provide professional development to meet the goals of increased student achievement and improved instruction.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

16. Resolution Approving STRS Salary Reduction

The Administration recommends approval of the following resolutions

A. Resolution to Authorize Employer Pickup of Employee Contributions Administrator

Be it resolved, effective July 1, 2013, the Eaton Community Board of Education agrees to pick up the total amount of employee contributions required by Section 3307.26, Revised Code, to be contributed by the Administrator to STRS Ohio. Eaton Community School Board of Education is permitted to pick up employee contributions pursuant to Section 3307.27, Revised Code, and Section 414(h)(2) of the Internal revenue Code. These picked-up contributions, although designed as employee contributions, are being paid by the Eaton Community

School Board of Education in lieu of employee contributions and shall be paid by the board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

Employees in the Administrator may not opt out of the “picked-up” contributions or elect to receive the contributed amounts directly instead of having them picked up by the Eaton Community School Board of Education and paid to STRS Ohio.

B. Resolution to Authorize Employer Pickup of Employee Contributions Salary Reduction for Superintendent

Be it resolved, effective July 1, 2013, the Eaton Community Board of Education agrees to pick up the total amount of employee contributions required by Section 3307.26, Revised Code, to be contributed by the Superintendent to STRS Ohio. Eaton community School Board of Education is permitted to pick up employee contributions pursuant to Section 3307.27, Revised Code, and Section 414(h)(2) of the Internal Revenue Code. These picked-up contributions, although designed as employee contributions, are being paid by the Eaton Community School Board of Education in lieu of employee contributions and shall be treated as mandatory salary reduction from the contract salary otherwise payable to the employee.

The Superintendent may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Eaton Community School Board of Education and paid to STRS Ohio.

C. Resolution to Authorize Employer Pickup of Employee Contributions Salary Reduction for Teachers

Be it resolved, effective July 1, 2013, the Eaton Community Board of Education agrees to pick up the total amount of employee contributions required by Section 3307.26, Revised Code, to be contributed by the Teachers to STRS Ohio. Eaton community School Board of Education is permitted to pick up employee contributions pursuant to Section

3307.27, Revised Code, and Section 414(h)(2) of the Internal Revenue Code. These picked-up contributions, although designed as employee contributions, are being paid by the Eaton Community School Board of Education in lieu of employee contributions and shall be treated as mandatory salary reduction from the contract salary otherwise payable to the employee.

The Teachers may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Eaton Community School Board of Education and paid to STRS Ohio.

Motion by _____, seconded by _____, to approve agenda Item IV. 16.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

17. Resolution Requesting Certification of Alternative Tax Rate

The Administration recommends approval of a Resolution Requesting Certification of Alternative Tax Rate.

Motion by _____, seconded by _____, to approve agenda Item IV. 17.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

18. Second Reading and Adoption of Board of Education Policy Updates

The Administration recommends the second reading and adoption of the following revisions to the Board of Education Policies and Regulations.

- A. Evaluation of Certified Staff (Teachers) – AFC-1 (Attachment C)
- B. Evaluation of Certified Staff (Administrators both Professional and Support) – AFC-2 (Attachment D)
- C. Voting Method – BDDF-E (Attachment E)
- D. Data and Records Retention – EHA & EHA-R (Attachment F)
- E. Criminal Records Check – GBQ (Attachment G)
- F. Family Medical Leave – GBR (Attachment H)
- G. Certified Staff Contracts and Compensation Plans - GCB-2 (Attachment I)
- H. School Admission – JEC (Attachment J)
- I. Admission of Nonresident Students – JECB (Attachment K)
- J. Public’s Right to Know – KBA (Attachment L)

Motion by _____, seconded by _____, to approve agenda Item IV. 18.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

19. Approval of Graduation List

The Administration recommends approval of the list of graduates for the class of 2013 (Attachment M). Congratulations to all graduates and their families on this significant achievement.

Motion by _____, seconded by _____, to approve agenda Item IV. 19.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

20. Other New Business

Motion by _____, seconded by _____, to approve agenda Item IV. 20.

Discussion

JF ___ DM ___ RM ___ BP ___ JR ___

President declares motion _____.

21. Executive Session (if necessary)

_____ invited to participate in executive session,

To discuss _____.

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

McKinney ___ Mowen ___ 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

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

President adjourns meeting at _____ p.m.

Upcoming Meetings:

Regular Meeting

Monday, July 8, 2013 – 6:00 p.m.

Hollingsworth East Elementary

Special Meeting

Thursday, June 27, 2013 – _____.

Effective 7/1/2013	FY14 Salary Schedule					
	1-2-3-4	5	6	12	17	23
CO SECY AND EMIS COOR 252 PAID DAYS (13 HOL)	\$ 15.48	\$ 16.30	\$ 17.15	\$ 17.98	\$ 18.84	\$ 19.28
ADM ASST FOR OPERATIONS 252 PAID DAYS (13 HOL)	\$ 17.98	\$ 18.73	\$ 19.48	\$ 20.23	\$ 20.98	\$ 21.73
SECY TO TRANSPORATION 193 PAID DAYS (11 HOL)	\$ 14.35	\$ 15.02	\$ 15.72	\$ 16.40	\$ 17.10	\$ 17.52
DIRECTOR OF OPERATIONS 247 DAYS 0 HOLIDAYS	To Be Determined 6/10/2013					
CAFÉ MANAGERS 185 DAYS 0 HOL 8 HRS DAY	24,657.00	25,604.00	26,596.00	27,573.00	28,564.00	
FACILITIES SUPERVISOR 247 DAYS 0 HOLIDAYS	Not to	be filled				
SUPV OF ATHLETICS 210 DAYS 0 HOLIDAYS	55,636.00					
ASST TO TREA I 254 PAID DAYS (13 HOL)	45,243.00					
ASST TO TREA II 254 PAID DAYS (13 HOL)	Not to	be filled				
TECHNOLOGY COOR 203 PAID DAYS 0 HOLIDAYS	73,323.00					
28 DAYS @ PRIOR YR RATE	9,842.84					
PRINCIPALS BASE DAYS & SALARY CALCULATION SEE RULES & REGS	60,437.00					
TREASURER 260 PAID DAYS (13 HOL) ANNU \$12,000. 1-1-14	82,700.00					
DIR OF EDUCATION 230 PAID DAYS (0 HOL)	90,781.50					
SUPERINTENDENT 260 PAID DAYS (13 HOL)	129,759.00					

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Bus Driver
Reports to: Transportation Supervisor
Employment Status: Substitute

QUALIFICATIONS:

1. Be twenty-one years of age or older.
2. High school diploma or equivalent (additional training desirable)
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license with minimum of two years driving experience.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Possess ability to work with administration, supervisors, and fellow employees positively, effectively, and energetically.
9. Must satisfactorily complete pre-employment drivers' training program, basic and advanced bus driver's education program, obtain bus drivers' certificate, and a valid CDL with bus driver endorsement.
10. Must possess valid CPR/First Aid Certificate
11. Must pass annual physical examination.
12. Must maintain a vehicular safe driving record at all times.
13. Must meet all state and local requirements regarding employment as a bus driver.

GENERAL DESCRIPTION:

Safely and efficiently transports students to and from school and school sponsored events following Ohio and national traffic safety laws; performs pre-trip inspections, maintains student discipline while on bus, and reports any mechanical problems to appropriate authority.

ESSENTIAL FUNCTIONS:

1. Transports students to and from school and other school sponsored events safely, on time, and efficiently.
2. Follows Ohio and national traffic safety laws; operates school vehicles safely with respect to road and traffic conditions.
3. Follows all pupil transportation standards as established by the Ohio Department of Education and Eaton Community Schools including completion of a pre-trip inspection form before driving any bus.
4. Maintains cleanliness within the bus.
5. Checks bus for damage caused by students after each group is unloaded.
6. Maintains on the bus an up-to-date list of students assigned.
7. Follows the route map and route stops as defined for his/her bus.
8. Enforces all school bus regulations for the safest possible transportation of students; maintains appropriate student discipline and assigns seats.
9. Reports, on the appropriate form, excessive student discipline problems.
10. Supervises students as they board and depart from the bus at all times.
11. Immediately reports to the mechanic or supervisor any mechanical problems that may be observed in the motor, chassis, or body.

12. Reports to the Transportation Supervisor any road conditions or construction that necessitate route changes.
13. Immediately reports to the Transportation Supervisor any traffic violations by another vehicle that endanger the bus riders, including failure to stop for loading and unloading students.
14. Schedules and supervises emergency evacuation drills.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings as required by supervisor.
2. Maintains a neat personal appearance and refrains from abusive language and profanity while on duty.
3. Performs other duties as assigned by Supervisor, Superintendent or designee.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, Ohio Department of Education Pupil Transportation regulations; safety practices and procedures; public relations; student discipline code; local geographical area; daily pre-trip inspection; required reports; emergency unloading procedures; Ohio traffic laws.

Ability to: interpret policies, procedures and regulations; communicate effectively; recognize unsafe and hazardous conditions, maintain records; remain calm; read map and follow directions.

Skill in: bus driving, CPR, first aid; use of fire extinguisher.

EQUIPMENT OPERATED:

School bus, fire extinguisher.

ADDITIONAL WORKING CONDITIONS:

Occasional exposure to blood, bodily fluids and tissue, unruly children/adults. Frequent exposure to inclement weather driving conditions.

TERM OF EMPLOYMENT:

As needed on a one year basis. The number of days and hours work will vary depending on district needs.

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:]

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Substitute Cafeteria Worker

Reports to: Cafeteria Manager

Employment Status: Substitute

QUALIFICATIONS:

1. Be eighteen years of age or older.
2. High school diploma or equivalent (additional training desirable).
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Possess ability to work with administration, supervisors, and fellow employees positively, effectively, and energetically.
9. Ability to operate institutional food preparation equipment and carry out general instructions.
10. Possess a general knowledge of the preparation of food and be familiar with the operation of a kitchen/cafeteria.
11. Must be able to lift up to fifty pounds on a regular basis.

GENERAL DESCRIPTION:

Perform a variety of routine tasks in connection with the preparation and serving of food and maintain sanitary cafeteria conditions.

ESSENTIAL FUNCTIONS:

1. Assists with delivery and storage of food and supplies.
2. Demonstrates recommended methods of measuring and weighting ingredients; serves correct food portions.
3. Adheres to standardized recipes.
4. Serve and supply food on serving line.
5. Operates kitchen equipment (e.g. mixers, slicers, dishwashers, steamers, stoves, ovens, etc.) to assist with preparation of meals.
6. Assists in maintaining cafeteria and kitchen equipment in a clean and sanitary manner following health department regulations; defrosts and cleans walk-in freezers, washes tables, cleans meat slicers, stoves, ovens, sweeps, mops floors, removes trash, etc. according to approved standards.
7. Works at dishwasher as requested.
8. Assists in rotating and dating stock and supplies and properly storing food.
9. Operates cash register; counts money, records free and reduced lunches.
10. Removes food from freezer and other storage as requested.

11. Assists in supervising student helpers.
12. Reports accidents and potential hazards to cafeteria manager.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends job related training classes and workshops as needed.
2. Performs other related duties as assigned by Supervisor, Superintendent or designee.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of: Board policies and procedures, institutional food preparation, techniques, safety practices and procedures, use and care of kitchen equipment and appliances; recommended methods of weighing and measuring ingredients.
- Ability to: perform light manual labor; maintain sanitary conditions in the preparation, service and storage of food.
- Skill in: operating/using institutional kitchen utensils, food preparation techniques and procedures.

EQUIPMENT OPERATED:

Ovens, stoves, slicers, fryers, knives, mixers, dishwashers, freezers, etc.

ADDITIONAL WORKING CONDITIONS:

Occasional exposure to heavy equipment, extreme heat or fire, blood, bodily fluids and tissue, irritating chemicals (e.g. cleaning solutions), electrical hazards.

TERM OF EMPLOYMENT:

As needed on a one year basis. The number of days and hours work will vary depending on district needs.

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:]

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Substitute Health Aide

Reports to: Building Principal

Employment Status: Substitute

QUALIFICATIONS:

1. Hold a valid driver's license
2. Be eighteen years of age or older.
3. Be a high school graduate or equivalent.
4. Be able to obtain proper Ohio certification.
5. Submit fingerprint impressions for investigation by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation and meet employment requirements as a result of the investigation.
6. Possess good vision, hearing, speech, and mobility skills; high moral character for effective supervision of students K-12; possess a regular and predictable attendance record, without tardiness.
7. Be willing to participate in a training program at the beginning of employment, if requested.
8. Possess ability to work with pupils and teachers, positively, effectively, and energetically.
9. Have ability to perform job responsibilities with limited supervision.
10. Demonstrate a sincere desire to aid all students and interact with a positive attitude.
11. Have ability to maintain a high level of ethical behavior and confidentiality of information about students.
12. Must be CPR/First Aid certified.
13. Must obtain EMT certification or LPN license.

GENERAL DESCRIPTION:

Under general supervision is responsible for the students' health care needs within the confines of the educational setting.

ESSENTIAL FUNCTIONS:

1. Administers first aide, when necessary; notifies parents as required.
2. Treats ill students; notifies parents when necessary.
3. Dispenses medications to students who have proper orders on file and maintains an accurate recording system.
4. Maintains a detailed clinic log of all students who report to the clinic.
5. Initiates and files accident reports.
6. Attends to the needs of students identified as health impaired.
7. Assists students in the catheterization process.
8. Assists in restroom needs and assures proper sanitation.
9. Assists students in transferring to and from wheelchairs.

- 10. Works/performs duties necessary to care for children with such handicap as diabetes, spina bifida, hemophilia, cystic fibrosis, cerebral palsy, etc.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Demonstrates positive relationship with students and staff.
- 2. Establishes, as fully as possible, a supportive relationship with students.
- 3. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures;

Ability to: Understand policies, rules and regulations; maintain records, communicate effectively; complete required reports.

Skill in: Use of computer.

EQUIPMENT OPERATED:

Computer, copier, necessary medical equipment.

ADDITIONAL WORKING CONDITIONS:

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

TERM OF EMPLOYMENT:

As needed on a one year basis. The number of days and hours work will vary depending on district needs.

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:]

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Substitute Secretary

Reports to: Building Principal

Employment Status: Substitute

QUALIFICATIONS:

1. Be eighteen years of age or older.
2. High School diploma, or equivalent
3. Must pass criminal background check.
4. Must possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Be willing to participate in a training program at the beginning of employment if requested.
9. Possess exceptional ability to deal courteously and effectively with the public, students, and school personnel.
10. Exhibit good judgment in making decisions.
11. Possess a high degree of proficiency in office procedures, typing, computers, office machines and general secretarial skills including spelling, grammar, and mathematics.
12. Have excellent telephone skills.

GENERAL DESCRIPTION:

Assists office staff with daily tasks as needed.

ESSENTIAL FUNCTIONS:

1. Receives and makes telephone calls, receives visitors, exchanges information and directs messages to appropriate personnel.
2. Receives and routes incoming mail to appropriate personnel
3. Maintains office filing system and records including student information records, with direction for building secretary and/or building principal.
4. Operates equipment (e.g. computer, typewriter, copier, postage meter, etc.)
5. Orders, sorts, and delivers teacher supplies.
6. Schedules and reminds building administrator of appointments.
7. Responds to routine inquiries/complaints or timely refers to appropriate party.
8. Maintains confidentiality of matters involving individual students and staff.
9. Assists with sick/injured children in absence of nurse (e.g. takes temperature, applies bandages or ice, disburses prescriptions, assists with soiled clothing, call parents, etc.).

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Demonstrates positive relationship with students, staff and parents.
- 2. Performs other duties assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures; secretarial techniques and procedures; public relations; scheduling.

Ability to: follow instructions; communicate effectively, maintain files and reports, collect data; schedule.

Skill in: use of computer, typewriter, public address, telephone, fax machine, other office machines.

EQUIPMENT OPERATED:

Computer, public address system, typewriter, copier, fax machine, all office machines.

ADDITIONAL WORKING CONDITIONS:

Occasional: exposure to blood, bodily fluids and tissue, irritating chemicals, unruly children/adults, electrical hazards, inclement weather driving conditions.

TERM OF EMPLOYMENT:

As needed on a one year basis. The number of days and hours work will vary depending on district needs.

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:]

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Substitute Special Education Aide

Reports to: Building Principal

Employment Status: Substitute

QUALIFICATIONS:

1. Hold a valid driver's license.
2. Be eighteen years of age or older.
3. Be a high school graduate or equivalent.
4. Hold an associate degree, complete two (2) years of college, or pass the assessment to meet the definition of highly qualified if assigned to a Title I building.
5. Be able to obtain proper Ohio certification.
6. Submit fingerprint impressions for investigation by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation and meet employment requirements as a result of the investigation.
7. Possess good vision, hearing, speech and mobility skills, high moral character for effective supervision of students K-12; possess a regular and predictable attendance record, without tardiness.
8. Be willing to participate in a training program at the beginning of employment, if requested.
9. Possess ability to work with pupils and teachers, positively, effectively, and energetically.
10. Have ability to perform job responsibilities with limited supervision.
11. Demonstrate a sincere desire to aid all students and interact with a positive attitude.
12. Have ability to maintain a high level of ethical behavior and confidentiality of information about students.
13. Possess a knowledge of or experience with handicapped children and/or sincere desire and ability to learn about working with handicapped children.

GENERAL DESCRIPTION:

Under general supervision, is responsible for working with student(s) with identified special needs to provide them with the academic and emotional support needed to benefit from the district's special education program. Duties and working hours are subject to change according to the specific needs of the student(s) outlined on the Individualized Educational Program (IEP) as assigned by the principal and/or coordinators of the program.

ESSENTIAL FUNCTIONS:

1. Accompanies student(s) on class field trips or community experiences.
2. Serves as a resource person, when requested, to the evaluation team conferring about the assigned students.
3. Assists students with medical care and/or other physical care.
4. Assists in restroom needs and assures proper sanitation.
5. Assists student in transferring to and from wheelchair; requiring lifting of 50 – 150 pounds.
6. Facilitates communication between handicapped children and other students.
7. Assists school personnel and classmates with acceptance of handicapped child.
8. Interacts, in a professional manner, with parents.
9. Assists with safety procedures.

Additional Essential Functions of Academic Aides:

1. Assists students in completing academic assignments and self-help tasks in all curricular areas.
2. Works with small groups of students to reinforce material initially introduced by the teacher.

3. Assists student in classes where outlined in IEP.
4. Assists student in moving from one class to another where IEP designates, requiring pushing wheelchair and student and lifting wheelchair as needed.
5. Assists classroom teacher in making supplemental materials.
6. Supervises small group activities.

OTHER DUTIES AND RESPONSIBILITIES:

1. Demonstrates positive relationship with students, staff, and parents.
2. Establishes, as fully as possible, a supportive relationship with students.
3. Will participate in all required trainings.
4. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; student discipline code.

Ability to: Interpret policies, rules and regulations, maintain records, communicate effectively, follow instructions.

EQUIPMENT OPERATED:

Computer, copier and bus lift

ADDITIONAL WORKING CONDITIONS:

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

TERM OF EMPLOYMENT:

As needed on a one year basis. The number of days and hours work will vary depending on district needs.

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:]

EVALUATION OF PROFESSIONAL STAFF (Teachers)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education. Any updates to this framework adopted by the State Board of Education shall automatically be incorporated in this policy.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 24, 2012.

Notwithstanding Ohio Revised Code section 3319.09, this policy applies to any person employed under a teacher license issued under Ohio Revised Code chapter 3319, or under a professional or permanent teacher's certificate issued under former section 3319.222, and who spends at least 50% of the time employed providing student instruction. This teacher evaluation policy does not apply to substitute teachers.

Credentialed evaluators

The Board will adopt a list of approved credentialed evaluators. Each teacher evaluation completed under this policy shall be conducted by a person who is eligible in accordance with ORC 3391.111(D).

Effectiveness Rating

Teachers are assigned an effectiveness rating in accordance with the State Board of Education Framework of Accomplished, Proficient, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

Annually, the Board submits to the Ohio Department of Education, the number of teachers assigned an effectiveness rating. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The 50% teacher performance measure is based on the Ohio Standards for the Teaching Profession and determined by using a rating rubric (Teacher Performance Evaluation Rubric) consisting of indicators

based on the Ohio Standards for the Teaching Profession. The evaluation process requires the evaluator to use evidence gathered in a variety of avenues (professional growth or improvement plans, observations, walk-throughs, and conferences) to determine a teacher performance rating.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance in consultation with teachers. The Board directs the Superintendent/designee in consultation with teachers to develop procedures for these evaluation tools.

Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. The student growth component includes one or more of the following: (1) Value-added data; (2) ODE approved assessments; and/or locally determined measures (student learning objectives (SLOs)); in accordance with state law and State Board of Education requirements.

Fifty percent (50%) of a teacher's evaluation must be comprised of student growth measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth. In the calculation for student academic growth, students shall be excluded per state law and regulation.

Professional Growth and Improvement Plans

All teachers who meet expected or above expected levels of student growth must develop professional growth plans. Teachers meeting below-expected levels of student growth must develop an improvement plan with their credentialed evaluator. The Board will provide professional development and growth opportunities in accordance with state law and regulation.

Evaluation Timeline

Credentialed district evaluators evaluate teachers annually. Annual evaluations include two formal observations of at least 30 minutes each and classroom walkthroughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, shall, in the final contract year, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teachers' most recent evaluations carried out under this policy every two years. Biennial evaluations conducted under this policy are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year.

Testing for Teachers in the Core Subjects

File: AFC-1

Beginning with the 2015-16 school year, teachers of core subject areas, as defined by State law, who have received a rating of Ineffective on the evaluations conducted under law and this policy for two of the three most recent school years must register for and take all written examinations of content knowledge selected by the Ohio Department of Education.

Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. Procedures for use by district administrators in making retention and promotion decisions will be adopted by the Board.

Seniority shall not be the basis for making retention (reduction in force) decisions, except when making a decision between teachers with comparable evaluations.

Removal of Poorly-Performing Teachers

District administrators will present recommendations for removal of poorly performing teachers based on evaluation results. The Board uses the administrators' recommendations and evaluation results for removing poorly performing teachers. Evaluation shall be considered when the Board proceeds according to statute to remove poorly performing teachers.

[Adoption Date:]

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.16; 3319.58
Chapter 4117
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment
GBL, Personnel Records
GCB, Professional Staff Contracts and Compensation Plans

CONTRACT REF.: Teachers' Negotiated Agreement

EVALUATION OF CERTIFIED STAFF (Administrators Both Professional and Support)

The Superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code, including the following: assistant superintendents, principals, assistant principals and all other personnel required to maintain certificates in order to be employed as pupil-personnel workers and educational administrative specialists (provided that such person spends less than 50% of his/her time teaching or working with students) and any other employee whose duties enable him/her to be considered either a “supervisor” or “management-level employee” excluded from all of the employee bargaining units.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with the requirements of State law. All administrators are evaluated annually. In the year an administrator’s contract does not expire, the evaluation is completed by July 31, and a copy is given to the administrator. In the year an administrator’s contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to ~~March 31~~[June 1](#) and prior to any Board action on the employee’s contract. A written copy of the preliminary evaluation is given to the administrator at this time. Evaluations are considered by the Board in determining whether to re-employ administrators. In addition, evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The final evaluation includes the Superintendent’s intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board’s action to renew or nonrenew the employee’s contract. [The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.](#)

The evaluation measures the administrator’s effectiveness in performing the duties included in his/her written job description. The evaluations are conducted annually by the Superintendent/designee.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the Treasurer’s office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

[Ohio Principal Evaluation System \(OPES\)](#)

Procedures for evaluating principals and assistant principals are based on principles comparable to the Ohio Teacher Evaluation System, but are tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Principals and assistant principals are evaluated under the above system, with the inclusion of the following components.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Proficient, Developing or Ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) Value-added data; (2) ODE approved assessments and/or (3) Board determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth. Resulting data from Board-determined multiple measures will be converted to a score of: (1) Above, (2) Expected or (3) Below student growth levels.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walkthroughs.

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education's evaluation framework.

[Adoption date: June 1, 2003]

[Re-adoption date: January 14, 2013]

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; [3319.111](#); 3319.16; 3319.17; 3319.171; 3319.22

OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment
GBL, Personnel Records

VOTING METHOD
(5-Member Board)

ITEM	# NEEDED	REFERENCE ORC
Declare it necessary to issue bonds	3 (a)	133.18 133.01(U)
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	3 (e)	3313.11
Fill a vacant Board seat (majority of remaining members)	3 (f)	3313.11
Purchase or sell real estate	3 (a)	3313.18
Appoint Employ any employee	3 (a)	3313.18
Elect or appoint an officer	3 (a)	3313.18
Pay any debt or claim	3 (a)	3313.18
Adopt textbook	3 (a)	3313.18
Dispense with resolution authorizing purchase or sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	3 (a)	3313.18
Remove the Termination of Treasurer at any time for cause	4 (b) 3 (a)	3313.22 3319.16
Appoint Treasurer Pro Tempore	3 (a)	3313.23

Determine that Treasurer's incapacity is removed	3 (a)	3313.23
Remove Treasurer Pro Tempore at any time for cause	4 (b)	3313.23
Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	3 (a)	3313.66 (E)
Employ or re-employ a superintendent	3 (a)	3319.01
Appoint Superintendent Pro Tempore	3 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	4 (b)	3319.011
Suspend or remove Termination of Business Manager for cause	4 (b) 3 (a)	3319.06 3319.16
Re-employ any teacher who the Superintendent refuses to recommend for re-employment	4 (c)	3319.07
Re-employ a teacher not nominated by the Superintendent	4 (c)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for continuing contract be granted a continuing contract	4 (c)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	3 (a)	3329.08
Transfer funds in certain cases	4 (b)	5705.14

File: BDDF-E

Declare the necessity for certain transfers of funds	3 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	4 (b)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (g)	4117.14(C)(6)
Waiver of textbook and material fund transfer restriction*	5 (h)	3315.17(D)(2)

KEY

- (a) Majority of full membership
- (b) 2/3 of full membership
- (c) 3/4 of full membership
- (d) 4/5 of full membership
- (e) 2/3 of remaining members of the Board
- (f) Majority of remaining members of the Board
- (g) 3/5 of full membership
- (h) Unanimous vote of full membership

~~SOURCE: *Business Administration for Public Schools*
Published by the Ohio School Boards Association~~

*The number used is based upon the number of members on the Board.

DATA AND RECORDS RETENTION

All records¹ are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The District Records Commission is composed of the Board President, the Treasurer and the Superintendent. The commission meets at least once every 12 months.

The functions of the commission are to review applications for one-time ~~records~~ disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that ~~schedule~~ schedule, in accordance with State law.

The Superintendent designates a “Records Officer” in each department/building who is responsible for all aspects of records retention including electronic mail within that department/building.

~~When the District Records Commission has approved records have been approved for disposal, the Records Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the commission, in whole or in part, he/she so informs the commission within a period of 60 days, and these records are not destroyed. An application for on-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio Historical Society (OHS) for review. The OHS will review the application or schedule within a period of 60 days. During this time the OHS may select for its custody any records it considers to be of continuing historical value. The OHS will denote upon any schedule of records retention, and disposal, the records for which they will require an certificate of records disposal prior to their disposal. After the OHS has completed their review, OHS will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.~~

Before public records are disposed of pursuant to an approved schedule, ~~the Ohio Historical Society is informed and~~ District must inform OHS of the disposal of only the records that OHS has requested to see. OHS is given the opportunity for a period of ~~60~~ 15 days to select for its custody such public records as it considers to be of continuing historical value.²

Electronic Mail and Social Media Content

~~Electronic mail sent or received by the Board and/or District employees~~ and social media content may be considered a public record subject to public disclosure or inspection under Ohio's Open Meetings Act (Sunshine Law). ~~Upon sending or receiving electronic mail, all users shall segregate or store public electronic mail records.~~ If the electronic mail or social media content is the District's official record and meets the definition of a record as defined by State law, then the information must be retained in accordance with District records retention schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all ~~public~~-electronic mail and social media public records are retained, archived and destroyed in compliance with State law.

District employees are subject to disciplinary action for violation of this policy and regulation.

[Adoption date: June 1, 2003]

[Re-adoption date: January 14, 2013]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 9.01

149.011; 149.35; 149.381; 149.41; 149.43

3313.29

3319.321

3701.028

Ohio Historical Society Form RC-1

Ohio Historical Society Form RC-2

Ohio Historical Society Form RC-3

Auditor of State Form RC-2

CROSS REFS.: DI, Fiscal Accounting and Reporting

GBL, Personnel Records

JO, Student Records

KBA, Public's Right to Know

¹Records include any documents devices or items, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code (RC) 1306.01), created or received by or coming under the jurisdiction of the District which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District. ORC Section 149.011

²The Historical Society may not review or select for its custody the records set forth in ORC Section ~~149.41(A) and (B)~~ 149.381(E).

DATA AND RECORDS RETENTION
(Electronic Mail [and Social Media Content](#))

The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (e-mail) [and social media content](#).

Retention or disposition of e-mail messages [and social media content](#) must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of e-mail messages [and social media content](#) may vary considerably, the content must be evaluated to determine the length of time messages [and content](#) must be retained.

Electronic Mail

There are two categories of e-mail retention: non-record messages and official record messages.

Non-Record Messages

E-mail messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers. Types of messages may include:

1. Personal Correspondence: Any e-mail not received or created in the course of state business may be deleted immediately, since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.
2. Non-State Publications: Publications, promotional material from vendors and similar materials that are "publicly available" to anyone are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

File: EHA-R

Official Record Messages

E-mail messages that meet the definition of a record in the ORC are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

1. Transient Messages: This type of e-mail has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation in an office hallway.

Transient Documents: Include telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.

Retention: Until no longer of administrative value, then destroy

2. Intermediate Messages: E-mail messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):
 - A. General Correspondence: Includes internal correspondence (e.g., letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence District policy).

Retention: 1 year, then destroy

- B. Routine Correspondence: Referral letters, requests for routine information or publications provided to the public by the District which are answered by standard form letters.

Retention: 6 months, then destroy

- C. Monthly and Weekly Reports: Document status of ongoing projects and issues; advise supervisors of various events and issues.

Retention: 1 year, then destroy

File: EHA-R

- D. Minutes of Agency Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Retention: 2 years, then transfer to State Archives for their possible retention or destruction

3. Permanent Messages: E-mail messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:

- A. Executive Correspondence: Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.

Retention: 2 years, then transfer to State Archives

- B. Departmental Policies and Procedures: Includes published reports, unpublished substantive reports and policy studies.

Retention: Retain until superseded, obsolete or replaced, then transfer to [State Archives for their possible retention and destruction](#)

Social Media Content

Social media content that meets the definition of a record as defined by State law is an official record of the District and must be scheduled, retained and disposed of as such. The District will work with stakeholders to determine the appropriate method for preserving content created through the use of social media. When determining whether social media content must be retained, the District will:

1. Look beyond the electronic social medium and analyze the content to determine if the information meets the definition of a record as defined by State law that must be managed and kept in accordance with retention schedules.
2. Determine whether the information or social media content is duplicated elsewhere:
 - A. If the content or information is duplicated elsewhere, then the social media version will be considered a secondary copy and will not need to be maintained in accordance with the records retention schedule.
 - B. When the official record becomes eligible for disposal, duplicate content maintained on social media will also be purged.

[3 of 4](#)

[File: EHA-R](#)

3. Whenever possible, the District will make an effort to map the information value of the social media content to existing records retention schedules. If content is determined to have record value and cannot be mapped to an existing schedule, a new retention schedule will be created and approved.

[Re-adoption date: January 14, 2013]

3 of 3

CRIMINAL RECORDS CHECK

The Board shall request from the Superintendent of the Bureau of Criminal ~~Identification and~~ Investigation (BCI~~I~~) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCI~~I~~ criminal records checks include information from the Federal Bureau of Investigation (FBI). Unless the individual can demonstrate that he/she has been a resident of the state for the preceding five year and has previously been subjected to a BCI check, in which case only a FBI check is required.

The Board may employ persons on the condition that the candidate submit to and pass a BCI~~I~~ criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI~~I~~ criminal records check is released from employment. Applicants are given a separate written statement informing them that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document, which only contains this notice. The applicant's written authorization to obtain the criminal records check will be obtained prior to obtaining the criminal records check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal records check, the applicant or employee is given a written pre-adverse action disclosure statement which includes a copy of the criminal records check and the Federal Trade Commission's notice titled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee is given a written adverse action notice which includes the name, address and telephone number of the BCI~~I~~, a statement that the BCI~~I~~ did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by the BCI~~I~~ and the individual's right to an additional free criminal records check from the BCI~~I~~ upon request within 60 days.

An applicant for employment may provide a copy of a BCI~~I~~ criminal records check to the District. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCI~~I~~.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

Volunteers

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

Contractors

Criminal records checks are required for contractors who meet the following four criteria: (1) the contractor is an employee of a private company under contract with the District to provide “essential school services”; (2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child; (3) the contractor is not licensed by ODE and (4) the contractor is not a bus driver.

[Adoption date: June 1, 2003]
[Re-adoption date: February 13, 2006]
[Re-adoption date: January 14, 2013]

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.
ORC 109.57; 109.572; 109.575: 109.576
2953.32
3301.074
3314.19; 3314.41
3319.088; 3319.089; 3319.22; 3319.222; 3319.29; 3319.291; 3319.302;
3319.303; 3319.304; 3319.311; 3319.313; 3319.315; 3319.39;
3319.391; 3319.392
3327.10
~~OAC 3301-27-01~~
3301-83-06

CROSS REFS.: EEAC, School Bus Safety Program
GBL, Personnel Records
GCBB, Certified Staff Supplemental Contracts
GCD, Certified Staff Hiring
GCPD, Suspension and Termination of Certified Staff Members
GDD, Classified Staff Hiring
GDPD, Suspension, Demotion and Termination of Classified Staff Members
IIC, Community Instructional Resources
IICC, School Volunteers
KBA, Public’s Right to Know
LEA, Student Teaching and Internships

File: GBR

FAMILY AND MEDICAL LEAVE

The Board provides leave to eligible employees consistent with the Family Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to up to 12 work weeks (or 26 work weeks to care for a covered service member) of unpaid family and medical leave in any 12-month period. The Board continues to pay the District’s share of the employee’s health benefits during the leave. In addition, the District restores the employee to the same or an equivalent a similar position after the employee’s return from~~termination of the~~ leave. ~~in accordance with Board policy.~~

In complying with the FMLA, the District adheres to the requirements of applicable State and Federal law.

Additional information is contained in the regulations that follow this policy.

- [Adoption date: June 1, 2003]
- [Re-adoption date: April 13, 2009]
- [Re-adoption date: July 9, 2012]
- [Re-adoption date: January 14, 2013]

LEGAL REFS.: Family and Medical Leave Act of 1993; 29 USC 2601 et seq.; 29 CFR Part 825
 Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.
 ORC 124.38
 3313.20
~~3319.08;~~ 3319.13; ~~3319.131;~~ ~~3319.14;~~ 3319.141

CROSS REFS.: GCBD, Certified Staff Leaves and Absences
 GDBD, Classified Staff Leaves and Absences

CONTRACT REFS.: Teachers’ Negotiated Agreement
 Classified Staff Negotiated Agreement

FAMILY AND MEDICAL LEAVE

Eligibility

An employee who has worked for the District for at least 12 months ~~is eligible for 12 work weeks of FMLA leave during a rolling 12-month period, provided the employee and who has~~ worked at least 1,250 hours in the 12 months preceding the beginning of the leave is eligible for leave under the Family Medical Leave Act (FMLA). The 12 months an employee must have been employed by the District do not need be consecutive months. The 1,250 hours of service do not include vacation leave, sick leave, holidays or other paid leaves of absences. However, an employee returning from fulfilling his/her Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service. ~~An employee may be eligible for 26 work weeks of FMLA leave during a 12-month period to care for a covered service member with a serious injury or illness.~~

Leave Entitlement

An eligible employee is allowed to take up to 12 workweeks of leave during a 12-month period. To determine the 12-month period in which the 12 workweeks of leave entitlement occurs, the District uses a “rolling” 12-month period measured backward from the date any employee uses any FMLA leave.

An employee may be eligible for 26 workweeks of FMLA leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The District will determine the “single 12-month period” using the 12-month period measured forward from the date an employee’s first FMLA leave to care for the covered servicemember begins.

Types of Leave

An eligible employee may take FMLA leave for the following purposes:

1. birth and care of a newborn child;
2. placement with an employee of a son or daughter for adoption or foster care;
3. care for a spouse, child, parent with a serious health condition. An employee may not take FMLA leave to care for a parent-in-law;
4. recovery from a serious health condition that keeps the employee from performing the essential functions of his/her job;

5. to respond to a “qualifying exigency” that arises because a spouse, child or parent is a military member on covered active duty or ~~has been called to covered active duty as a member of the Armed Forces or~~
6. ~~to care for a~~ covered servicemember with a serious injury or illness if the employee is the spouse, child, son, daughter, parent or next of kin of the covered servicemember. ~~who is or was a member of the Armed Forces and who is currently undergoing medical treatment, recuperation or therapy for either a serious illness or injury that was incurred in the line of duty or for a serious illness or injury that existed before the beginning of active duty and was aggravated by service in the line of duty. In order to be eligible, veterans must have been members of the Armed Forces within five years of receiving such treatment.~~

~~An employee may elect, or the Board may require an employee, to use accrued paid vacation, personal or sick leave for purposes of a family leave. An employer cannot compel an employee to use accrued medical/sick leave in any situation for which the leave could not normally be used.~~ The District requires eligible employees to use any accrued and unused paid vacation, personal or sick leave concurrently with unpaid FMLA leave.

Spouses Employed by the District

If a husband and wife eligible for leave are both employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks.

If a husband and wife eligible for leave are both employed by the District, their combined amount of leave to care for a covered service member is limited to 26 weeks.

Intermittent and Reduced Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is leave taken in separate blocks of time due to a single ~~illness or injury~~ qualifying reason.

Reduced leave is a leave schedule that reduces the employee’s usual number of hours per work week or hours per workday.

Intermittent or reduced leave is available for the employee’s own serious health condition; to care for a seriously ill spouse, ~~child~~ son or daughter, or parent with a serious health condition; to care for a covered servicemember’s serious injury or illness or for leave taken due to a qualifying exigency. Such leave may be used for the birth or adoption/placement of a child only if the Board agrees.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer's operations.

The Board may provide such leave for medical purposes, but the If the employee needs intermittent leave or leave on a reduced schedule that is foreseeable, the Superintendent may require the employee to temporarily transfer, ~~the employee to a position~~ during the period that the intermittent or reduced leave schedule is required, to an available position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. ~~which is equivalent, but more suitable for intermittent periods of leave. The employee must furnish the Board with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.~~

If an eligible instructional employee (i.e., those whose principal function is to teach and instruct students in a class, a small group or an individual setting) needs intermittent leave or leave on a reduced leave schedule due to foreseeable medical treatments, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the District may require the employee either to:

1. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or

2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Prior to the beginning of the FMLA leave, the employee should make arrangements with the Treasurer to pay the employee's share of health insurance ~~(e.g., family coverage).~~

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the unpaid leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

Notice

When the FMLA leave is foreseeable, the employee must notify the Superintendent ~~of his/her request for leave~~ at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. ~~When the employee requests pre-scheduled medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.~~ An employee shall provide at least verbal notice sufficient to make the District aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave.

The Board may deny the leave if the employee does not meet the notice requirements.

Certification

The Board may require the employee to provide a complete and sufficient certification from a health care provider containing specific information ~~required under the law~~ if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District.

Upon the employee's return to work, the Board may ~~requires~~ that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

RestorationReinstatement

When the employee returns from the leave, the Board restores-reinstates the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment ~~in accordance with Board policy~~. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA period.

~~Under certain circumstances, the Board may deny restoration to a key employee. The Board complies with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10 percent of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.~~

Instructional Employees

Special leave rules apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such

as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

~~Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:~~

- ~~1. to care for a family member, to care for a covered servicemember or for the employee's own serious health condition;~~
- ~~2. foreseeable based on planned medical treatment and~~
- ~~3. the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend.~~

~~The Board then may require the employee to choose either to:~~

- ~~1. take the leave for a period or periods of a particular duration, not greater than the planned treatment or~~
- ~~2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.~~

The following limitations also apply to instructional employees who take leave near the end of a semester for purposes other than the employee's own serious health condition.

1. When an instructional employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the semester.
2. When an instructional employee begins leave less than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the semester.
3. When an instructional employee begins leave less than three weeks before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.

In all cases, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the Board is not counted as FMLA leave. However, the Board is required to maintain the employee's group health insurance and restore the employee to the same or equivalent job upon the conclusion of the leave.

Failure to Return

~~The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.~~

[Approval Date: June 1, 2003]

[Re-approval date: April 13, 2009]

[Re-approval date: July 12, 2012]

[Re-adoption date: January 14, 2013]

CERTIFIED STAFF CONTRACTS AND COMPENSATION PLANS
(Administrators Both Professional and Support)

Fair compensation plans are necessary in order to attract and hold highly qualified administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of administrative contracts will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not more than five years and unless the Superintendent recommends otherwise, not less than two years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed ~~by June 30~~ and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

~~In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to March 31 and prior to~~ any Board action on the employee's contract, and. ~~A~~ a written copy of the preliminary evaluation is given to the administrator at that time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract ~~of the employee~~. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract.

File: GCB-2

Before ~~March 31~~ June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to ~~March 31~~ June 1 of the year in which the employment contract ~~of employment~~ expires, any administrator whom the Board intends to nonrenew shall receive written notification of the Board's intent not to re-employ.

The Board may issue an alternative license valid for employing a superintendent or any other administrator, consistent with State law.

[Adoption date: June 1, 2003]

[Re-adoption date: October 8, 2012]

[Re-adoption date: January 14, 2013]

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.111; 3319.12; 3319.225; 3319.27
4117.01
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Certified Staff Salary Schedules
GCBB, Certified Staff Supplemental Contracts
GCBC, Certified Staff Fringe Benefits
GCBD, Certified Staff Leaves and Absences

SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents [and grandparents with either power of attorney or caretaker authorization affidavit](#) may be required to present legal proofs of residence.

The Board allows a child to be admitted to the District provided he/she intends to provide evidence that the parent will become a resident of the District within a period of 60 days and upon repayment of the existing tuition rate. If the parent has not established residency within 60 days, the tuition is forfeited.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her which are maintained by the school most recently attended.

In addition, students released from the Department of Youth Services (DYS) just prior to requesting admission to the District, may not be admitted until the Superintendent/designee has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;
3. the student's current individualized education program (IEP), if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent/designee.

[Adoption date: June 1, 2003]

[Re-adoption date: April 11, 2005]

[Re-adoption date: January 14, 2013]

File: JEC

| LEGAL REFS.: ORC 2151.33;

2152.18(D)(4)

| 3109.52; ~~3109.61~~~~53~~; 3109.65; through 3109.676

3313.48; 3313.64; 3313.67; 3313.671; 3313.672

3317.08

3321.01

OAC 3301-35-04(F)

CROSS REFS.: AFI, Evaluation of Educational Resources
IGBA, Programs for Students with Disabilities
JECB, Admission of Nonresident Students
JEE, Student Attendance Accounting (Missing and Absent Children)
JHCA, Physical Examination of Students
JHCB, Immunizations
JO, Student Records

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District [or reside with grandparent with either power of attorney or caretaker authorization affidavit](#). If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the District; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)

7. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
8. the student is not a resident of the District, does not require special education and resides with his/her grandparent(s), provided that the Board and the board of education of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the District; (The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s).)
9. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
10. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
11. the student is under the age of 22 and resides in a new school district because of the death of a parent; (The student is entitled to finish the current school year in the District upon approval of the Board.)
12. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or (The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. for adult residents or support staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The District may temporarily deny admittance to any student who otherwise may be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or nonadmittance of the student.

Tuition Students

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the State, based on a per-student cost determined in compliance with State law. Nonresident students must provide all records required of resident students in compliance with State law.

[Adoption date: June 1, 2003]

[Re-adoption date: July 12, 2004]

[Re-adoption date: January 14, 2013]

LEGAL REFS.: ORC 2152.18(D)(4)

~~3109.52; 3109.53; 3109.65; 3109.66~~

3109.52 through 3109.61; 3109.65 through 3109.76; 3109.78;

3109.79; 3109.80

3311.211

3313.64; 3313.644; 3313.645; 3313.65; 3313.672; 3313.90

3317.08

3319.01

3323.04

3327.04; 3327.06

OAC 3301-35-04

3301-42-01

CROSS REFS.: JEC, School Admission

JECAA, Admission of Homeless Students

JECBA, Admission of Exchange Students

JECBB, Admission of Interdistrict Transfer Students

JO, Student Records

CONTRACT REF.: Teachers' Negotiated Agreement

File: KBA

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released [for profit-making purposes or](#) when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

[Adoption date: June 1, 2003]

[Re-adoption date: January 14, 2013]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

~~ORC 121.22~~

149.011; 149.35; 149.381; 149.41; 149.43

3319.321

OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions

BDDG, Minutes

[EHA, Data and Records Retention](#)

GBL, Personnel Records

IGBA, Programs for Students with Disabilities

JO, Student Records

KA, School-Community Relations Goals

KKA, Recruiters in the Schools

**EATON HIGH SCHOOL
FINAL GRADUATION LIST
May 2013**

Katlynn Mariah Adams	Taylor Michael Gallimore	Zane Owen Miller	Shelby Rae Smyer
Richard Jonah Adams	Randall Scott Gardner	James Christopher Mitchell	Zanna Marie Spears
Molly Mae Alexander	Brandon Michael Gibson	Sarah Elizabeth Mitchell	Samuel Anthony Spice
Michael Austin Baker	Jaskaran Singh Gill	Zachary Silas Moore	Kelsey Sloane Stewart
Audrey Leann Barlage	Echo Leanne Gregg	Alexander Fredrick Mumma	Brianne Danielle Struewing
Aaron Michael Bartlett	Taylor Michelle Guay	Austin Ray Nickell	James Allen Stuart
Jerald Cory Bartrum	Amber Lynn Guntle	Ryan David Norby	Steven Michael Sullender
Natalie Louise Bennett	Evan Burke Halderman	Mekayla Christine Norris	David Eric Taxter
Michael Roe Berrey	Amanda Nicole Hall	Garrett Ryan Norton	Aljanette Tranesia Thompson
Aaron Michael Bledsoe	Jordan Alexander Halstead	Stacey Lynn Nutt	Jessica Lou-Ann Thorpe
Kayla Marie Boggs	James Hardy, Jr.	Darian James O'Neal	Jacob Allen Tinsley
Sarah Jean Bresher	Rachel Renee' Hartwig	Payton Michael Ott	Todd Jamison Titus
Matthew James Bridgeford	Benjamin Louis Hendrich	Zachary Colin Overholts	Becca Adelene Toney
Eli Christopher Bristow	Caitlin Brynn Highley	Dalton Wayne Perry	Alicia Nichole Towe
Blaine Alexis Brubaker	Andrew Scott Holderman	Riley Scott Petty	Kramer Reed Tudor
Jacob Mark Bryant	Alyson Mackenzie Hood	Tiffany Marie Presley	Mollie Ann Turpin
Sara Nicole Bulach	Savannah Ashley Hopkins	Brandon Lee Pugh	Desirae Nichole Vance
Ryan Thomas Caplinger	Taylor Che'rahn Howard	Jordan Dale Pugh	Michaela Brooke Vance
Bauner Paul Chafin	Kyle Michael Hunsucker	Tavaris Lee Purdie	Moriah Allison Vance
Jordan James Clapp	Nathaniel Lee Jay, Jr.	Timothy David Rae	Leann Marie Walters
Hannah Kathleen Clark	Aaron Thomas Johnson	Winston Xavier Rea	Siobhan Erin Ward
Tyler William Claybaker	Sasha Sierre Johnson	Courtney Nicole Reasor	Ciara Gail Weaver
Laura Jean Conard	Megan Danielle Jones	Blake Adam Reynolds	Brittany Anne Whitesell
Joseph Charles Davis	Jonathan Scott Jordan	Brandon Wayne Reynolds	Logan Paige Willeford
Chelsie Lyn Davison	John Luke Kiracofe	Brooke Nicole Rhodus	Cody Marshall Winn
Brittany Nicole Deaton	Megan Sue Koch	Tanowa Sky Rhodus	Kyler Jeffrey Wise
Christian Alexander Delk	Derrick Alan William Koeller	Kelsey Anna Roberts	Levi Kenneth Witt
Hannah Mae DeVilbiss	Catherine Elizabeth	Danielle Renee' Rodeffer	Corryn Abigail Wooton
Jacob Alexander Dunn	Langenkamp	Madelynn Grace Roell	
Meredith Marie Durham	Brooklyn Desire Summer Song	Victoria Nicole Romeo	
Taylor Breanne DuVall	Libecap	Karigan Marie Ross	
Andreas Robert Eddy	William John Liddy	Travis Allen Routzahn	
Jeffrey Cole Edrington	Travis Aaron Lipscomb	Emily Faye Rudicil	
Brittania Bianca Elam	Brooke Nicole Lohnes	Benjamin Thomas Sadai	
Danielle Lynn Eshleman	Victoria Brooke Lowman	Alan Ray Sarver	
Sydney Rayne Evans	David Joshua Madewell	Dalton Tyler Schaaf	
Nicholas Taylor Faris	Austin William Marion	Richard Hoyt Schultz	
Zachary Alan Feldner	Gaige Michael Mattox	Sydney Schumacher	
Sarah Marie Ferguson	Taylor Ashley Mattox	Kerissa Erin Mae Sears	
Desiree Marie Flynn	Zechariah Daniel McIntosh	Kyle Christopher Shepherd	
Tabitha Marie Fox	Brandon Robert Melling	Taylor Renee' Shera	
Coleman Ray Friend	Nathaniel James Metz	Dana Denice Shultz	
Dallas James Fudge	Derek Allen Miller	Sidny Nicole Sinks	
Joneile Kathleen Gable	Matthew Tyler Miller	Ashley Kendra Smith	