

**EATON BOARD OF EDUCATION REGULAR MEETING**  
**Hollingsworth East Elementary School Cafeteria**  
**April 10, 2017**  
**6:00 p.m.**

**I. Opening of the Meeting**

**A. Call to Order** – President Noble called the meeting to order.

**B. Roll Call** – President Noble called the roll.

R. Cooper Present L. Noble Present T. Parks Present

B. Pool Present K. Shepherd Present

**C. Pledge of Allegiance** – President Noble led the Pledge of Allegiance.

**D. Recognition of Students**

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

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

Whereas the Board and Administration wishes to congratulate:

Trey Gregory – OHSAA Boys Division II State Swimming and Diving Meet Qualifier (100 yard Butterfly – 13<sup>th</sup> place)

Whereas the Board and Administration wishes to congratulate:

Coleman Manning – OHSAA Boys Division II State Wrestling Meet Qualifier (132 Weight Class)

Wade Monebrake – OHSAA Boys Division II State Wrestling Meet Alternate (120 Weight Class)

Whereas the Board and Administration wishes to congratulate the Eaton High School Wrestling Team as the 2017 SWBL Champions:

Seth Bowman  
Wyatt Burgess  
Logan Chapin  
Colton Gray  
Benjamin Heggs  
Seth Hodapp  
Isaac Ilo  
Spencer Leaker  
Coleman Manning

Christian Michael  
Wade Monebrake  
Dalton Noland  
Spencer Reynolds  
Cameron Schmidt  
Tyler Schmidt  
Noah Towe  
Christopher Weadick

Whereas the Board and Administration wishes to congratulate the Competition Cheerleading Team for placing 17<sup>th</sup> in the 2017 OASSA State Cheerleading and Dance Competition:

Aleah Bates  
Gabby Best  
Wyatt Cox  
Kira Duncan  
Mariyah McKelvin

Hayley Newman  
Krysten Mikesell  
Tayla Wilson  
Bridget VanZant  
Hannah Keller

Congratulations!

**E. Recognition of Staff**

The Eaton Board of Education and Administration wishes to recognize Mark Silvers, Eaton High School Wrestling Coach, as a 2017 Inductee into the Ohio High School Wrestling Coaches Hall of Fame.

Thank you for your dedication to our student athletes.

**F. Recognition of Visitors – None.**

**G. Executive Session**

To discuss the employment of a public employee or official.

To discuss details relative to the security arrangements and emergency response protocols for the board of education.

To discuss confidential student information required to be kept confidential under federal and state law in accordance with R.C. 149.43(G)(5).

To hear an appeal of an expulsion in accordance with R.C. 3313.66 and to discuss confidential student information required to be kept confidential under federal and state law in accordance with R.C. 149.43(G)(5).

Dr. Curry, Rachel Tait, Toby Salyers, Matt Robbins, Alex Ewing, Derek Flatter, Jack Hemenway, and Dena Quinones were invited to participate in executive session.

Motion by Mr. Parks, second by Mr. Pool to convene executive session.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-132**

President convenes executive session at 6:09 p.m.

President resumes open session at 8:12 p.m.

H. **Other Opening Business** – None.

## II. **Treasurer's Business – Rachel Tait**

### ***ADOPTION OF CONSENT AGENDA ITEM - FINANCIAL***

Action by the Board of Education in "Adoption of Consent Agenda Item" at this point of the agenda means that item A is adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the "Consent Agenda Items" and voted on separately.

#### **A. The Treasurer recommends approval of the following:**

1. Approve minutes of the March 2, 2017 Special Board Meeting.
2. Approve minutes of the March 13, 2017 Regular Board Meeting.
3. Submission of Warrants.
4. Submission of Financial Report.
5. Submission of Investment Report.
6. Approve FY17 Supplemental Appropriations by Fund.

Motion by Mr. Shepherd, seconded by Mr. Pool

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-133**

## III. **Reports**

- A. **Miami Valley Career Technology Center Report** – Mr. Parks reported on Student Ambassadors. There are five Eaton students who will be Student Ambassadors next year.

**B. Parks and Recreation Board Report** – Mr. Shepherd said the City of Eaton Council rejected Phase I and II.

**C. Superintendent's Report** – Dr. Curry inquired what the Board's thoughts were regarding expanding the bus routing. Mrs. Noble said due to uncertainty of state funding for transportation and potential health insurance increase, the Board will wait and revisit this in early 2018.

**D. Other Reports** – None.

**IV. Old Business** – None.

**V. New Business**

**A. Student Disciplinary Expulsion**

Motion by Mr. Shepherd, seconded by Mr. Cooper, to affirm the student disciplinary expulsion as discussed during this board meeting. Item V.A.

Discussion – Mr. Pool said he wants to make sure the student receives the needed tutoring.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-134**

#### ***ADOPTION OF CONSENT AGENDA ITEMS - PERSONNEL***

Action by the Board of Education in "Adoption of Consent Agenda Items" at this point of the agenda means that items B through K are adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the "Consent Agenda Items" and voted on separately.

**B. Resignations**

The Administration recommends approval of the following resignations.

1. Emily Dumler, 3<sup>rd</sup> Grade Level Leader (1/2 stipend), resignation effective July 1, 2017.
2. Amy Fugate, 4<sup>th</sup> Grade Level Leader (1/2 stipend), resignation effective July 1, 2017.

3. Sydney Hartzell, 9<sup>th</sup> Grade Level Leader, resignation effective July 1, 2017.
4. Tim Holland, Football Assistant (middle school), resignation retroactive to April 10, 2017.
5. Jennifer Jones, Middle School Language Arts Department Head, resignation effective July 1, 2017.
6. Robert Madden, Varsity Boys Basketball, resignation retroactive to April 3, 2017.
7. Gina Melling, Grade 10 Class Advisor, resignation effective July 1, 2017.
8. Amber Michael, Annual Advisor, resignation effective July 1, 2017.
9. Robin Mirovsky, High School Student Council Advisor (1/2 stipend), resignation effective July 1, 2017.
10. Rhonda Pennington, Cafeteria Worker, resignation for the purpose of retirement effective June 1, 2017.
11. Emily Schaeffer, 8<sup>th</sup> Grade Volleyball Coach, resignation effective July 1, 2017.
12. Kristin Schamel, Middle School Math Department Head, resignation effective May 25, 2017.
13. Karen Titkemeyer, Assistant Swim Coach, resignation effective July 1, 2017.
14. Karen Titkemeyer, 5<sup>th</sup> Grade Level Leader, resignation effective July 1, 2017.
15. Laura White, Thursday School Monitor, resignation effective June 1, 2017.
16. Joni Wilken, Secretary, resignation effective July 25, 2017.

**C. Amend Job Description**

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

**D. Employment of Director of Technology**

The Administration recommends the employment of Toby Salyers as the Director of Technology on a two year and two month limited contract, effective May 3, 2017 through June 30, 2019. Salary, benefits and duties per Board Policy, Administrative Handbook and all applicable state and local requirements.

**E. Employment – Certificated Staff**

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

1. One year limited contracts for the 2017-2018 school year (July 1, 2017 – June 30, 2018).
  - a. Aaron Buczkowski
  - b. Carolyn Bulach
  - t. Nathan Islamovsky
  - u. Kaitlyn Lawson

- |                      |                       |
|----------------------|-----------------------|
| c. Christy Cassel    | v. Garrett Luther     |
| d. Jackilyn Chasteen | w. Sara Morris        |
| e. Kellie Curry      | x. Ron Neanen         |
| f. Emily Dumler      | y. Rachel Othersen    |
| g. Lauren DuVall     | z. MeLeah Perry       |
| h. Joe Ferriell      | aa. Elizabeth Roberts |
| i. Anna Fomin        | bb. Emily Smith       |
| k. Samantha French   | cc. Samantha Torrey   |
| l. Callie George     | dd. Sam Watson        |
| m. Heather Green     | ee. Hilary Waugh      |
| n. Hannah Harrison   | ff. Webb, Stacy       |
| o. Sydney Hartzell   | gg. Cheryl Worth      |
| p. Stephanie Herzog  |                       |
| q. Abigail Hinson    |                       |
| r. Allyson Hoke      |                       |
| s. Tim Holland       |                       |

2. Two year limited contracts for the 2017-2018 and 2018-2019 school year (July 1, 2017 – June 30, 2019).

- a. William Aukerman
- b. Mark Carnahan
- c. Timothy Chasteen, Jr.
- d. Kristina Fiemeyer
- e. Erica Hamilton
- f. Kayla Klapper
- g. Linda Laufer
- h. Chelsea Lucas
- i. Leslie Roberts
- j. Anthony Sollenberger
- k. Amy Stevens-Arend
- l. Cindy Wassom
- m. Laura White
- n. Corey Zickefoose

3. Continuing contract contingent upon meeting all requirements of the negotiated Agreement, Board Policy, Administrative Rules and Regulations and applicable provisions of the Ohio Revised Code: effective July 1, 2017.

- a. Ann Tolliver

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

The Administration recommends the following extended service supplemental contracts for the 2017-2018 school year. Salaries and duties per Board Policy, Negotiated Agreement and Administrative Rules and Regulations.

1. Jennifer Cross, Family and Consumer Science – 5 days
2. Callie George, Speech Pathologist – 4 days
3. Tricia McGinnis, Elementary School Guidance Counselor – 3 days
4. Malissa Miller, Elementary School Guidance Counselor – 5 days
5. Ron Neanen, High School Guidance Counselor – 20 days
6. MeLeah Perry, High School Guidance Counselor 20 days
7. Leslie Roberts, Career Based Intervention Teacher – 3 days
8. Dalene Sadowski, School Nurse – 9 days
9. Hilary Waugh, Middle School Guidance Counselor – 10 days

**G. Employment – Certificated Staff Extra-Curricular Supplemental Contracts**

The Administration recommends the following supplemental contracts for the 2017-2018 school year. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations and any applicable state requirements.

- |                         |  |
|-------------------------|--|
| 1. Amy Stevens-Arend    | KG Grade Level Leader – ½ Stipend                |
| 2. Erica Hamilton       | KG Grade Level Leader – ½ Stipend                |
| 3. Kathy Chesnut        | 1 <sup>st</sup> Grade Level Leader – ½ Stipend   |
| 4. Robyn Eck            | 2 <sup>nd</sup> Grade Level Leader – ½ Stipend   |
| 5. Sarah Leach          | 2 <sup>nd</sup> Grade Level Leader – ½ Stipend   |
| 6. Anthony Sollenberger | Elementary Musical Performance Director          |
|                         |  |
| 7. Annie Martin         | 3 <sup>rd</sup> Grade Level Leader – ½ Stipend   |
| 8. Kelli Wright         | 4 <sup>th</sup> Grade Level Leader – ½ Stipend   |
| 9. Mark Carnahan        | Accelerated Math/LA After School Program Advisor |
| 10. Suzanne Niehaus     | Chess Club Advisor – Bruce                       |
| 11. Kelli Wright        | Bruce Elementary Yearbook Coordinator            |
| 12. Sandy Yount         | Elementary Musical Performance Director          |

13. Catherine Borucki	Science Department Head – MS
14. Rhonda Winings	Social Studies Department Head – MS
15. Catherine Borucki	Academic Team Advisor – MS
16. Jennifer Couch	Student Council Advisor – MS
17. Emily Pioske	Vocal Music Director – MS
18. Chad Tinstman	Washington DC Trip Coordinator
19. Ty Tolliver	Yearbook Advisor – MS
20. Jennifer Beeghly	Honor Society Advisor – MS ½ Stipend
21. Amanda Jerdon	Honor Society Advisor – MS ½ Stipend
22. Amy Kochensparger	Grade 9 Class Advisor
23. Leslie Kelly	Grade 10 Class Advisor
24. Amber Michael	Grade 11 Class Advisor
25. Jennifer Cross	Grade 11 Class Advisor
26. Ron Neanen	Grade 12 Class Advisor
27. Anne Bruce	Language Arts Department Head – HS
28. Kevin Kochensparger	Math Department Head – HS
29. Amy Kochensparger	Science Department Head – HS ½ Stipend
30. James Richards	Science Department Head – HS ½ Stipend
31. Randy McKinney	Social Studies Department Head
32. Paul Bingle	Head Band Director
33. Abigail Hinson	Assistant Band Director
34. Abigail Hinson	Musical Instrumental Director
35. Emily Pioske	Vocal Music Director – High School
36. Emily Pioske	Musical Vocal Director
37. Gina Melling	Honor Society Advisor
38. Anne Bruce	Student Council Advisor – HS ½ Stipend
39. Teresa Gels	Peer Counselor Advisor
40. Leslie Kelly	Assistant Peer Counselor Advisor



- |                          |                             |
|--------------------------|-----------------------------|
| 41. Aaron Hemmert        | Academic Team Advisor       |
| 42. Anthony Sollenberger | Dramatics Director - Spring |
| 43. Leslie Kelly         | Tri-Hi-Y Advisor            |
| 44. Nathan Islamovsky    | Hi-Y Advisor                |
| 45. Scott Burnett        | S.A.D.D. Advisor            |
| 46. Amber Michael        | Art Club Advisor            |
| 47. Amy Kochensparger    | Science Club Advisor        |
| 48. Hannah Harrison      | Spanish Club Advisor        |

#### **H. Employment Certificated Staff Supplemental Contracts**

The Administration recommends the following supplemental contracts for the 2017-2018 school year. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations and any applicable state requirements.

1. John Groom, LPDC Committee Chairperson, to be paid at a rate of \$20.00 per hour plus a \$500.00 stipend.
2. Jennifer Cross, Molly Hurd, and Carolyn Annie Martin, LPDC members, to be paid at a rate of \$20.00 per hour plus a \$100.00 stipend.

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

The Administration recommends the following supplemental contracts for the 2017-2018 school year. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations and any applicable state requirements.

- |                      |                                     |
|----------------------|-------------------------------------|
| 1. Chad Tinstman     | Athletic Director – Middle School   |
| 2. Randy McKinney    | Head Cross Country Coordinator      |
| 3. Nick Flynn        | Program Assistant Cross County VI   |
| 4. Samantha Torrey   | Program Assistant Cross County VI   |
| 5. Emily Dumler      | Program Assistant Cross County VI   |
| 6. A. Brad Davis     | Varsity Football                    |
| 7. Sam Watson        | High School Assistant Football      |
| 8. Scott Burnett     | High School Assistant Football      |
| 9. Nathan Islamovsky | High School Assistant Football      |
| 10. Joe Ferriell     | Football Coordinator –Middle School |
| 11. Ty Tolliver      | Football – Middle School            |

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

In accordance with Ohio Revised Code, the Administration recommends the annual non-renewal and posting of the following supplemental contracts effective June 30, 2017 and requests that the Board authorize the Treasurer to send notices of non-renewal to each.

- |     |                    |  |
|-----|--------------------|--|
| 1.  | Mark Silvers       | Cross Country Head Program Assistant Coordinator       |
| 2.  | Nan Silvers        | Cross Country Program Assistant Class VII              |
| 3.  | Austin Fudge       | High School Assistant Football ½ stipend               |
| 4.  | Todd Perry         | High School Assistant Football ½ stipend               |
| 5.  | Clint Buffenbarger | High School Assistant Football ½ stipend               |
| 6.  | Chad Lee           | High School Assistant Football ½ stipend               |
| 7.  | Robbie Sams        | Assistant Football                                     |
| 8.  | Paige Mendenhall   | Varsity Cheerleader Advisor (Football)                 |
| 9.  | Christina Koeller  | Reserve Cheerleader Advisor (Football)                 |
| 10. | Christina Koeller  | Reserve Cheerleader Advisor (Basketball)               |
| 11. | Christina Koeller  | Varsity Cheerleader Advisor (Basketball)               |
| 12. | Nichole Heiser     | 7 <sup>th</sup> Grade Cheerleader Advisor (Football)   |
| 13. | Nichole Heiser     | 8 <sup>th</sup> Grade Cheerleader Advisor (Football)   |
| 14. | Nichole Heiser     | 7 <sup>th</sup> Grade Cheerleader Advisor (Basketball) |
| 15. | Nichole Heiser     | 8 <sup>th</sup> Grade Cheerleader Advisor (Basketball) |
| 16. | Randy Titkemeyer   | Varsity Golf   |
| 17. | Tim Appledorn      | Reserve Golf   |
| 18. | Matt Money         | Varsity Boys Soccer                                    |
| 19. | Christopher Briley | Reserve Boys Soccer ½ stipend                          |
| 20. | Andrew Bergeron    | Reserve Boys Soccer ½ stipend                          |
| 21. | Michael Bacher     | Varsity Girls Soccer                                   |
| 22. | Toni Bernardi      | Reserve Girls Soccer                                   |
| 23. | John Hitchcock     | Varsity Girls Tennis                                   |
| 24. | John Hitchcock     | Varsity Boys Tennis                                    |

25.	Parker Fields	Varsity Volleyball
26.	Gerald Cornett	Reserve Volleyball
27.	Kelsey Flanagan	7th Grade Volleyball
28.	Gerald Cornett	9 <sup>th</sup> Grade Boys Basketball
29.	David Honhart	Varsity Girls Basketball
30.	Maggie Neanen	Reserve Girls Basketball
31.	Tim Appledorn	8th Grade Girls Basketball
32.	Randy Titkemeyer	7th Grade Girls Basketball
33.	Kajsa Ruebush	Varsity Swim
34.	Mark Silvers	Varsity Wrestling
35.	Bo Maggard	HS Assistant Wrestling ½ stipend
36.	Zach Beare	MS Assistant Wrestling
37.	Brett Beare	MS Assistant Wrestling
38.	Patrick Flanagan	Varsity Baseball
39.	Matt Brankle	Reserve Baseball
40.	Maggie Neanen	Varsity Softball
41.	Dorothy Stoltz	Program Assistant Track
42.	Mark Silvers	Program Assistant Track
43.	Al Karn	Assistant Track – Middle School
44.	Harold Niehaus	Dramatic Director - Fall
45.	Renee Piekutowski	Assistant Drama Director – ½ stipend spring
46.	Lisa White	Flag Corps Advisor

#### **K. Post Temporary Positions**

The Administration recommends approval to fill as needed the following position.

1. Four (4) technology helpers, at a rate of \$13.75 per hour, not to exceed forty (40) hours per week for a maximum of 156 hours; as needed from May 30, 2017 through August 11, 2017.
2. One (1) secretary helper assigned to the Transportation Department, at a rate of \$13.75 per hour, not to exceed forty (40) hours per week, as needed from June 5, 2017 through July 28, 2017.

Motion by Mr. Parks, seconded by Mr. Pool

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-135**

### ***ADOPTION OF CONSENT AGENDA ITEMS - ADMINISTRATIVE***

Action by the Board of Education in “Adoption of Consent Agenda Items” at this point of the agenda means that items L through V, with L 15, 19, and 21 voted on in a separate resolution, are adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.

#### **L. Board Policy Updates**

The Administration recommends the first reading of the following new and updated policies (Attachment B).

1. 0100 – Definitions
2. 0167.1 – Use of Electronic Mail/Text Messages (Definitions)
3. 0169.2 – Open Meetings/Sunshine Law (Definitions)
4. 1530 – Evaluation of Principals and Other Administrators (Administration)
5. 1619 – Group Health Plans (Administration)
6. 3419 – Group Health Plans (Professional Staff)
7. 4419 – Group Health Plans (Classified Staff)
8. 1619.02 – Privacy Protection of Fully Insured Group Health Plans (Administration)
9. 3419.02 – Privacy Protection of Fully Insured Group Health Plans (Professional Staff)
10. 4419.02 – Privacy Protection of Fully Insured Group Health Plans (Classified Staff)
11. 1619.03 – Patient Protection and Affordable Care Act (Administration)
12. 3419.03 – Patient Protection and Affordable Care Act (Professional Staff)
13. 4419.03 – Patient Protection and Affordable Care Act (Classified Staff)
14. 2460 – Special Education (Program)
16. 6605 – Crowdfunding (Finances)
17. 7540 – Technology (Property)
18. 7540.01 – Information & Technology Collection (Property)
20. 8330 – Public Records (Operations)

**M. Board Policy Removal**

The Administration recommends the first reading of the following policies to be removed (Attachment C).

1. 1619.01 – Privacy Protection of Self-Funded Group Health Plans (Administration)
2. 3419.01 – Privacy Protection of Self-Funded Group Health Plans (Professional Staff)
3. 4419.01 – Privacy Protection of Self-Funded Group Health Plans (Classified Staff)

**N. Agreement for Public Safety**

The Administration recommends approval of the public service agreement with the City of Oxford Fire Department to provide Emergency Medic Services, 2 EMT/Medic, at a rate of \$35.00 per hour.

**O. Amended Agreement with Preble County Educational Service Center**

The Administration recommends amending the 2016-2017 contract with the Preble County Educational Service Center with the addition of 300 hours for the Project More Coordinator. The additional cost will be paid from grant funds.

**P. Amended Memorandum of Understanding with the Eaton Church of the Brethren**

The Administration recommends approval of the amended Memorandum of Understanding between the Eaton Community School district and the Eaton Church of the Brethren for use of facilities and grounds in the event of an emergency; pursuant to state requirements for the Emergency Operations Plan (Attachment D).

**Q. Third Grade Guarantee Summer School**

The Administration recommends approval for the Third Grade Summer School to provide tutoring and testing for third grade students who have not passed the AIR Reading test. The program will be held Tuesday through Thursday, June 13, 2017 through July 12, 2017 from 9:00 a.m. until 11:30 a.m. Three teachers will be needed for this program and will each receive \$100.00 a day for planning, supervision, instruction and testing of students. This program will be paid with Title I Funds.

**R. Student-Parent Handbooks**

The Administration recommends approval of the 2017-2018 Student-Parent Handbooks for Eaton High School, Eaton Middle School, William Bruce Elementary, and Hollingsworth East Elementary. Student-Parent Handbooks are on file in each building and at the Central Administrative Office.

### **S. Overnight Trips**

The Administration recommends approval of the following overnight student trips.

1. FCCLA and staff to Ohio State Fairgrounds, Columbus, Ohio, April 27-28, 2017.
2. FFA students and staff to Columbus, Ohio, May 4-5, 2017.
3. High school volleyball team and coaches to Miami University, Oxford, Ohio, July 13-15, 2017.

### **T. Out-of-State Trips**

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

1. Junior class and staff to Indiana University East, Richmond, Indiana, April 18, 2017.
2. FFA students and staff to Washington D.C., June 6-10, 2017.
3. FFA students and staff to Indianapolis, Indiana, October 24-28, 2017.
4. Eighth grade students and staff to Washington D.C., May 13, 2018 – May 17, 2018.

### **U. Obsolete Items List**

The Administration recommends approval to declare certain items as obsolete and to dispose of them accordingly.

1. 43 damaged books, with no monetary value, Bruce Elementary Library.

### **V. Donations**

The Administration recommends acceptance of the following donations.

1. From the Football Alumni Association, monetary donation to the Football Team fundraiser account.

Motion by Mr. Shepherd, seconded by Mr. Pool

Discussion – As always, the Board appreciates the generosity of our donors.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-136**

## **W. Board Policy Updates**

The Administration recommends the first reading of the following updated policies as written (Attachment B).

- 15. 5830 – Student Fund-Raising (Students)
- 19. 7540.02 – Web Content, Services and Apps (Property)
- 21. 9700 – Relations with Special Interest Groups (Relations)

Motion by Mr. Pool, seconded by Mr. Cooper

Discussion – Mr. Parks was concerned that the policies state Superintendent. Mr. Pool said that the Superintendent should have the authority to make the decision.

Cooper Y Parks N Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-137**

## **X. Executive Session**

To consider the employment of a public employee or official.

Dr. Curry and Rachel Tait were invited to participate in executive session.

Motion by Mr. Shepherd, seconded by Mr. Pool to convene executive session.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-138**

President convenes executive session at 8:36 p.m.

President resumes open session at 9:35 p.m.

## VI. Adjournment

Motion by Mr. Parks, seconded by Mr. Shepherd to adjourn the meeting.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-139**

President adjourns meeting at 9:36 p.m.

DATE \_\_\_\_\_

PRESIDENT \_\_\_\_\_

TREASURER \_\_\_\_\_

### Upcoming Board Meetings

#### Regular Meeting

Monday, May 8, 2017 – 6:00 p.m.

Hollingsworth East Elementary



## **JOB DESCRIPTION**

*Eaton Community Schools  
An Equal Opportunity Employer*

Director of Technology

Reports To: Superintendent or Designee  
Schools Employment Status: Full-time  
FLSA Status: Exempt

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### **QUALIFICATIONS:**

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

### **GENERAL DESCRIPTION:**

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

### **ESSENTIAL FUNCTIONS**

1. Manages, maintains, and upgrades the districts network infrastructure to include both the wired and wireless environment. .
2. Manages, maintains, upgrades, and backups the districts network servers.
3. Manages all associated end user accounts with the assistance of the Technology Integration Specialist.
4. Manages, maintains, and upgrades end user computer systems and devices throughout the district with the assistance of the Technology Integration Specialist. Works with building staff to configure end user systems appropriate for the educational needs of various grade levels.
5. Manages, maintains, and upgrades various technology based systems in school auditoriums, classrooms, security cameras/recorders, and access control.
6. Facilitates the district's Technology Committee, providing leadership with the ongoing development and implementation of the technology plan.
7. Management/oversight of the implementation of technology related staff development.

8. Monitor all district software licenses and copyright protections.
9. Assist the Treasures Office in maintaining a district wide inventory of computer hardware and software, and related materials.
10. Oversees the development of the district's technology budget, including the purchasing of new equipment, materials, and related services.
11. Accomplish all E-rate applications and reporting, as well as overseeing all technology grants.
12. Serves as a liaison between the school district and technology related organizations providing services to the district.
13. Ensures that Internet use by district personnel and students is appropriate and equitably accessible (AUP).
14. Maintain and manage district wide telecommunications, call manager, and voice mail systems.
15. Maintain intercom systems and bell systems in the district.
16. Acquire bids/quotes on technology hardware and services. Large purchases should be made only after comparative pricing has been accomplished.
17. Approve payment for district technology purchases.
18. Attend and participate in in-services, workshops, seminars, professional conferences, staff meetings, etc.
19. Perform any other duties as assigned by Supervisor or his/her designee.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

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

Ability to:

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

Skill in:

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

**EQUIPMENT OPERATED:**

Computer servers, networking equipment, and end user workstations.

**CONDUCT:**

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

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

**TERM OF EMPLOYMENT:**

Two hundred sixty (260) days annual contract. Extended service may be approved through supplemental contract at the discretion of the Board of Education.

**PERFORMANCE EVALUATION:**

Conducted by the Superintendent or his/her designee.

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

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.

**See Addendum B**

**BOARD OF EDUCATION  
EATON COMMUNITY SCHOOLS**ADMINISTRATION/PROFESSIONAL/CLASSIFIED  
1619.01/3419.01/4419.01**PRIVACY PROTECTIONS OF SELF FUNDED GROUP HEALTH PLANS**

~~The Board acknowledges that the group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.~~

~~The Board hereby appoints the Treasurer to serve as the Privacy Official of the group health plans. The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.~~

~~The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Treasurer to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.~~

~~The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.~~

~~Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official.~~

~~29 C.F.R. Part 1635~~

~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~

~~42 U.S.C. 1320d-5(a)(1)~~

~~45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)~~

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**Memorandum of Understanding (MOU)  
For the Emergency Management Services  
Between  
The Eaton Community School District  
And The Eaton Church of the Brethren  
(Effective April 10, 2017)**

This memorandum of understanding is made and entered into between the **Eaton Community School District (ECSD)** and the **Eaton Church of the Brethren (ECOB)**.

**WHEREAS**, the ECSD is required to enter into Memorandums of Understanding with local governmental, non-governmental, and/or private agencies pursuant to specified state requirements for the Crisis Management Plan and;

**WHEREAS**, during a crisis, students and staff of the ECSD may need to be relocated for safety reasons and/or reunification purposes.

**WHEREAS**, the ECOB will permit the ECSD to use the church(s) to provide temporary shelter to students, staff and parents/guardians in the event of a crisis and/or natural disaster during school days.

The parties hereto mutually desire to reach an understanding that will result in making the services and equipment available to the ECSD for the aforementioned use. Now, therefore, it is mutually agreed between the parties as follows:

**NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

The Eaton Church of the Brethren agrees to allow use of the following building(s) and/or services and equipment to assist the Eaton Community School District in emergency response efforts during an emergency event/disaster at any of the facilities owned and operated by ECSD:

1. If available, the ECOB will allow use of the church property located at 813 Camden Road, Eaton, Ohio, as a reunification point for students and parents/guardians and as an emergency evacuation site for students and staff during a crisis.
2. Crisis situation that may require the use of facilities include, but are not limited to, active shooter, bomb threat, building damage, chemical or hazardous materials spill, explosion, fire, flood, intruder/hostage, severe weather, terrorism,
3. Pre-planned events scheduled by the ECOB will supersede the use of the facilities by the ECSD.
4. The ECSD may require/request the assistance of government agencies including but not limited to, the Eaton Police Department, the Preble County Sheriff's Department and the

Eaton Fire and EMS. The ECOB recognizes that government agencies may be using the facilities when assisting the ECSD.

5. Reasonable costs associated with utilities, personnel and supplies, which would not have been incurred but for the ECSD's use of the facilities, will be reimbursed to the ECOB. The ECOB must submit any request for reimbursement to the ECSD within sixty (60) days after the use of the facility and must include supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
6. All loss, costs, or damages which may occur or be claimed with respect to any person or persons, corporation, property or chattels resulting from activities of either party pursuant to this agreement shall be the responsibility of the respective parties as such liabilities may be determined by a court of law or pursuant to any other appropriate procedure. Notwithstanding, neither party waives immunities under the Law.
7. This MOU shall commence on April 10, 2017 and continue in effect for 12 months. This MOU shall automatically renew unless canceled or modified by either party.
8. Either party may cancel or modify this MOU by giving thirty (30) days prior written notice to the other party.

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Dan Denlinger                      Date  
Sr. Pastor  
The Eaton Church of the Brethren

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Barbara Curry                      Date  
Superintendent  
Eaton Community Schools