

EATON BOARD OF EDUCATION REGULAR MEETING
Hollingsworth East Elementary School Cafeteria
June 13, 2016
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 Employee Achievement

The Eaton Board of Education and Administration wishes to recognize Mrs. Amy Kochensparger for her professionalism, dedication, and outstanding representation of the Eaton Community School District.

Furthermore, the Board and Administration wishes to thank Mrs. Kochensparger for participating in the energy efficiency education program Be E3 Smart, sponsored by Dayton Power and Light and Vectren Energy Delivery of Ohio.

E. Recognition of Students

The Eaton Community Board of Education and Administrators wish to recognize all students who participated in the Believe in Ohio competition, sponsored by The Ohio Academy of Science.

Whereas the Board and Administration recognizes the following students who competed in the Believe in Ohio Award state competition:

Braden Moles – award for STEM research paper and presentation in the Commercialization Plan category

Daniel Howard – award for STEM research paper and presentation in the Commercialization Plan category

Congratulations to our students on their academic success.

F. Recognition of Visitors – None.

G. Executive Session (if necessary)

To consider the employment of a public employee or official.

To consider the discipline of a public employee or official

Dr. Curry, Rachel Tait, Judi Schott, Derek Flatter, Stacy Webb, Pam Friesel, Cynthia Simpkins, Kellie Curry, Elizabeth Roberts, Scott Couch, and Aaron Buczkowski were invited to participate in executive session.

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

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-340

President convenes executive session at 6:04 p.m.

President resumes open session at 7:59 p.m.

H. Other Opening Business – None.

Treasurer's Note: Mr. Pool exited the meeting at 7:59 p.m.

II. Treasurer's Business – Rachel Tait

A. The Treasurer recommends approval of the following:

1. Approve minutes of the May 9, 2016 Regular Board Meeting.
2. Approve minutes of the May 26, 2016 Special Board Meeting.
3. Submission of Warrants.
4. Submission of Financial Report.
5. Submission of Investments.
6. Return advance in the amount of \$60,000.00 from Food Service 006-0000 to General Fund 001-0000.
7. Return advance in the amount of \$60,000.00 from Athletics 300-9500 to General Fund 001-0000.
8. Approve then and now purchase order to Warren County Educational Service Center for \$4,550.00 with funds available March 1, 2016 and now.

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item II. A.

Discussion – None.

Cooper Y Parks Y Pool Absent Shepherd Y Noble Y

President declares motion Passed.

#1516-341

III. Reports

- A. Miami Valley Career Technology Center Report – Mr. Parks had no report.
- B. Parks and Recreation Board Report – Mr. Shepherd said the new pool was opened Memorial Day weekend.
- C. Superintendent's Report – Dr. Curry gave her report.

Treasurer's Note: Mr. Pool re-entered the meeting at 8:01 p.m.

IV. Old Business – None.

V. New Business

A. Resignation – Separation Agreement

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board of Education (1) accepts the resignation of Tim Miller, as set forth in the Separation Agreement; (2) approves the Separation Agreement between the Board and Tim Miller; and (3) places Tim Miller on an approved unpaid leave of absence effective July 1, 2016 and ending on December 30, 2016.

Motion by Mr. Cooper, seconded by Mr. Parks, to approve agenda Item V. A.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-342

B. Employment – Certificated Staff

The Administration recommends the employment of the following personnel on a one year limited contract for the 2016-2017 school year (July 1, 2016 – June 30, 2017). Salaries, benefits and duties per Board Policy, Negotiated Agreement and Administrative Rules and Regulations.

1. Stacy Webb, Teacher
2. Kellie Curry, Teacher
3. Elizabeth Roberts, Teacher
4. Cheryl Worth, Teacher
5. Aaron Buczkowski, Teacher

Motion by Mr. Shepherd, seconded by Mr. Parks, to approve agenda Item V. B.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-343

C. Employment – Classified

The Administration recommends the employment of the following personnel for the 2016-2017 school year, effective the day after board approval unless otherwise noted. Employment contingent upon certification (where applicable), criminal background check, and all other state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Cynthia Simpkins, Hearing Interpreter.

Motion by Mr. Pool, seconded by Mr. Shepherd, to approve agenda Item V. C.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-344

D. Employment – Additional Days

The Administration recommends approval of additional service days for the following employees.

1. Pam Lohnes, Cafeteria Manager, up to fourteen (14) additional service days, retroactive to June 2, 2016 through August 12, 2016.
2. Angela Daughtery, Cafeteria Manager, up to ten (10) additional service days, July 1, 2016 through August 12, 2016.

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. D.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-345

E. Employment – Salary Compensation

The Administration recommends approval to increase the hourly rate of pay for Yolanda Haston, Secretary assigned to the Director of Operations, to \$25.00 per hour retroactive to June 1, 2016 and will expire July 31, 2016. At the expiration of this increase, the rate of pay for Ms. Haston will return to her regular rate of pay based on the exempt employee pay scale.

Motion by Mr. Pool, seconded by Mr. Shepherd, to approve agenda Item V. E.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-346

F. Administrative and Exempt Employee Salary

The Administration recommends a 3.5% wage increase effective July 1, 2016, for the following non-represented employees who were hired after the July 14, 2014 board approved general wage increase.

1. Becky Thompson, Secretary to Treasurer
2. Ross Dearth, High School Assistant Principal
3. Missy Imhoff, Supervisor of Curriculum & Instruction
4. Rachel Tait, Treasurer

Motion by Mr. Pool, seconded by Mr. Cooper, to approve agenda Item V. F.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed .

#1516-347

G. Extend Contract for Tom Doseck

The Administration recommends amending the contract of Tom Doseck, Project Manager, to extend through August 31, 2016, at his current compensation and benefits.

Motion by Mr. Parks , seconded by Mr. Shepherd , to approve agenda Item V. G.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed .

#1516-348

H. Employment – Certificated Staff – Substitute During Conference Periods

The Administration recommends approval of all district teachers under regular contract to substitute as needed during their conference periods during the 2016-2017 school year. Salary to be paid per Board Policy and Negotiated Agreement.

Motion by Mr. Shepherd , seconded by Mr. Parks , to approve agenda Item V. H.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed .

#1516-349

I. Employment – Certificated Staff – Home Instruction Tutors

The Administration recommends approval of all district teachers under regular contract to be home instruction tutors for the 2016-2017 school year, on an as needed basis.

Motion by Mr. Cooper , seconded by Mr. Shepherd , to approve agenda Item V. I

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-350

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

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

1. Martha Albright
2. Kelly Altom
3. Kurt Bachman
4. Pamela Carpenter
5. Ken Christello
6. Mark Cline
7. Keith Cooley
8. Deborah Decker
9. Pam Dittner
10. Darrell Durham
11. Tonya Brooks
12. Shirleann Fahrenholz
13. Anna Fomin
14. Cynthia Foster
15. Janette Hamilton-Sosa
16. Sara Haynes
17. Randy Howett
18. Allen Karn
19. Mandi Lee
20. Kimberly Locke
21. Ruth McCampbell
22. Kathleen McCreary
23. Daryl Michael
24. Michael Minium
25. Belinda Moormeier
26. Elizabeth Murphy
27. Harold Niehaus
28. Nicole Pierce
29. Brandi Powell
30. Curtis Price
31. Laura Prigelmeier
32. Joella Redick
33. Judy Schamel
34. Sandra Seim
35. Mark Silvers
36. Salvador Sosa Fuentes

37. Marcia Sullender
38. Randy Titkemeyer
39. Sunny Weller
40. Susan Wible
41. Lois Winkler

Motion by Mr. Parks, seconded by Mr. Cooper, to approve agenda Item V. J.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-351

K. Employment – Certificated Staff – Supplemental Contracts Athletics

The Administration recommends the following supplemental contracts for the 2016-2017 school year. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations and any applicable state requirements.

1. J. Scott Burnett, Program Assistant Track Coach
2. Emily Dumler, Middle School Girls Head Track Coach
3. Nick Flynn, Middle School Boys Head Track Coach
4. Nathan Islamovsky, High School Assistant Wrestling Coach (1/2 stipend)
5. Randy McKinney, Head Track Coordinator
6. Samantha Torrey, Middle School Assistant Track Coach
7. Corey Zickefoose, Program Assistant Track Coach

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. K.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-352

L. Employment – Non-Certificated Staff – Athletics

The following positions have been posted and neither an employee of the district holding an educator license, who meets all of the Board's qualifications, nor a nonemployee of the district holding an educator license, who meets all of the Board's qualifications, has applied for, been offered, or accepted the position. The Administration recommends the employment of the following nominees on a one-

year limited contract for the 2016-2017 school year, or as noted, contingent upon completion of all state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Emily Amburgey, Middle School Assistant Track Coach
2. Tim Appledorn, 8th Grade Girls Basketball Coach
3. Matt Brankle, Reserve Baseball Coach
4. Clinton Buffenbarger, High School Assistant Football Coach (1/2 Stipend)
5. Patrick Flanagan, Varsity Baseball Coach
6. John Hitchcock, Boys Tennis Coach
7. Maggie Neanen, Varsity Softball Coach
8. Mark Silvers, Program Assistant Track Coach
9. Randy Titkemeyer, 7th Grade Girls Basketball Coach

Motion by Mr. Cooper, seconded by Mr. Shepherd, to approve agenda Item V. L.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-353

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

The following positions have been posted and no certificated staff members have applied. The Administration recommends the employment of these nominees on a one-year limited contract for the 2016-2017 school year, or as noted, contingent upon completion of all state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Sarah Clabaugh, Event Supervisor
2. James Keen, Technical Staff (Basic & High)
3. Jeff Michael, Technical Staff (Basic & High)
4. Darlene Stuart, Event Supervisor
5. Krista Wheeler, Event Supervisor

Motion by Mr. Cooper, seconded by Mr. Pool, to approve agenda Item V. M.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-354

N. Volunteers

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

1. Emily Amburgey, Volunteer High School Track & Field Coach
2. Will Amburgey, Volunteer Boys Basketball Coach
3. Will Amburgey, Volunteer Baseball Coach
4. Emily Dumler, Volunteer High School Track & Field Coach
5. Nick Flynn, Volunteer Boys Basketball Coach
6. Nick Flynn, Volunteer High School Track & Field Coach
7. Ron Neanen, Volunteer Softball Coach
8. Nan Silvers, Volunteer Wrestling Coach
9. Samantha Torrey, Volunteer High School Track & Field Coach
10. Tabatha Hickey, Band Volunteer
11. Jim McKinney, Band Volunteer
12. Blaine Brubaker, Band Volunteer
13. Lisa White, Band Volunteer
14. Aaron Hemmert, Band Volunteer

Motion by Mr. Parks, seconded by Mr. Shepherd, to approve agenda Item V. N.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-355

O. Authorization to Operate School Van

The Administration recommends authorization for the following employees to operate a school van to transport students during the 2016-2017 school year, pending completion of all state and local requirements.

1. Timothy Appledorn
2. Jennifer Cross
3. John Hitchcock
4. Becca Holbrook
5. Leslie Roberts
6. Randy Titkemeyer
7. Mark Silvers

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. O.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-356

P. Create and Post Position

The Administration recommends creating and posting the following positions for the 2016-2017 school year. Salary and benefits to be paid in accordance with board policy.

1. Computer Technician
2. Educational Aide

Motion by Mr. Parks, seconded by Mr. Pool, to approve agenda Item V. P.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-357

Q. Post Temporary Position

The Administration recommends to fill as needed the position of four (4) technology helpers, at a rate of \$13.75 per hour, not to exceed 40 hours per week for a maximum of 156 hours; as needed from June 28, 2016 through August 11, 2016.

Motion by Mr. Shepherd, seconded by Mr. Parks, to approve agenda Item V. Q.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-358

R. Approve Job Description

The Administration recommends approval of the job description for Computer Technician (Attachment A).

Motion by Mr. Parks, seconded by Mr. Cooper, to approve agenda Item V. R.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-359

S. Amend Job Descriptions

The Administration recommends approval to amend the following job descriptions.

1. Cafeteria Manager (Attachment B)
2. Director of Operations (Attachment C).

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. S.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-360

T. Exempt Employee Handbooks

1. The Administration recommends approval to amend the Salary and Fringe Benefits Handbook for Principals, Assistant Principal, Coordinator, Directors, Supervisor, and Specialist, to include Psychologist. Handbooks are available at the Superintendent's Office.
2. The Administration recommends approval to amend the Salary and Fringe Benefits Handbook for Administrative Assistant to the Superintendent, Account Clerk Budget, Assistant to the Treasurer, Cafeteria Manager, EMIS Coordinator, Central Office Secretary Assigned to the Superintendent, Secretary to the Treasurer's Office, and Secretary to the Director of Operations, to include Technician and to make any applicable updates and revisions as needed. Handbooks are available at the Superintendent's Office.

Motion by Mr. Cooper, seconded by Mr. Pool, to approve agenda Item V. T.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-361

U. Board Policy Updates

The Administration recommends the second reading and adoption of the following updated policies (Attachment D).

1. 1130 – Conflict of Interest (Administration)
2. 2460.03 – Independent Educational Evaluations (Program)
3. 3113 – Conflict of Interest (Professional)
4. 3220 – Standards-Based Teacher Evaluation (Professional)
5. 4113 – Conflict of Interest (Classified)
6. 4162 – Drug and Alcohol Testing of CDL License Holders (Classified)
7. 5112 – Entrance Requirements (Students)
8. 5200 – Attendance (Students)
9. 5223 – Released Time for Religious Instruction (Program)
10. 5320 – Immunization (Students)
11. 6110 – Grant Funds (Finances)
12. 6111 – Internal Controls (Finances)
13. 6112 – Cash Management of Grants (Finances)
14. 6114 – Cost Principles – Spending Federal Funds (Finances)
15. 6116 – Time and Effort Reporting (Finances)
16. 6325 – Procurement – Federal Grants/Funds (Finances)
17. 6550 – Travel Payment & Reimbursement (Finances)
18. 7300 – Disposition of Real Property/Personal Property (Property)
19. 7310 – Disposition of Surplus Property (Property)
20. 7450 – Property Inventory (Property)
21. 8500 – Food Services (Operations)
22. 9270 – Equivalent Education Outside the Schools (Home Schooling)
(Relations)

Motion by Mr. Shepherd, seconded by Mr. Pool, to approve agenda Item V. U.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-362

V. Final Graduation List for 2016

The Administration recommends approval of the final list of graduates for the Class of 2016 (Attachment E).

Motion by Mr. Parks, seconded by Mr. Cooper, to approve agenda Item V. V.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-363

W. Approval of 2017 Graduation Date and Time

The Administration recommends that the 2017 Eaton High School Graduation Ceremony be held on Saturday, June 3, 2017 at 7:30 p.m. at Millett Hall, Miami University, Oxford, Ohio.

Motion by Mr. Parks, seconded by Mr. Shepherd, to approve agenda Item V. W.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-364

X. Approval of Student Fees for the 2016-2017 School Year

The Administration recommends approval of the following student fees for the 2016-2017 school year.

Discussion – Mr. Parks recommended rounding the fees to the nearest \$5.00. Mr. Pool was concerned about the increase.

Kindergarten	\$30.00
1 st Grade	\$30.00
2 nd Grade	\$30.00
3 rd Grade	\$30.00
4 th Grade	\$30.00
5 th Grade	\$40.00
6 th Grade	\$45.00
7 th Grade	\$20.00
8 th Grade	\$40.00

Motion by Mr. Parks.

Motion died due to no second.

The Administration recommends approval of the following student fees for the 2016-2017 school year as originally submitted.

Kindergarten	\$29.00
1 st Grade	\$28.00
2 nd Grade	\$30.00
3 rd Grade	\$30.00
4 th Grade	\$30.00
5 th Grade	\$40.00
6 th Grade	\$44.00
7 th Grade	\$19.00
8 th Grade	\$39.00

Motion by Mr. Cooper, seconded by Mr. Shepherd, to approve agenda Item V. X.

Discussion – None.

Cooper Y Parks N Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-365

Y. Authorize School Bus Bids

The Administration recommends authorization for the Southwestern Ohio Educational Purchasing Council (EPC) to advertise and receive bids on behalf of the Board of Education for school buses with selected options, according to specifications submitted for the cooperative purchase of any bus during the 2016-2017 school year.

Motion by Mr. Cooper, seconded by Mr. Pool, to approve agenda Item V. Y.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-366

Z. Agreement with Miami University

The Administration recommends approval of the Affiliateship Agreement with Miami University to support their student teachers (Attachment F).

Motion by Mr. Pool, seconded by Mr. Shepherd, to approve agenda Item V. Z.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-367

AA. Agreement with the City of Eaton

The Administration recommends approval of the following Facilities Agreements with the City of Eaton for use of facilities for athletics for the 2016-2017 school year.

1. Facilities Agreement – Tennis Complex (Attachment G).
2. Facilities Agreement – Fort St. Clair Park for Cross Country (Attachment H).

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. AA.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-368

BB. Agreement with the Montgomery County Educational Service Center

The Administration recommends approval of the agreement with the Montgomery County Educational Service Center for gifted services during the 2016-2017 school year (Attachment I).

Motion by Mr. Cooper, seconded by Mr. Pool, to approve agenda Item V. BB.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-369

CC. Agreement with Interpreters of the Deaf

The Administration recommends approval of the agreement with Interpreters for the Deaf, LLC for substitute interpreter services (Attachment J).

Motion by Mr. Parks, seconded by Mr. Cooper, to approve agenda Item V. CC.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed. **#1516-370**

DD. Agreement with Odysseyware

The Administration recommends approval of a 3 year contract for FY17, FY18, and FY19 with Odysseyware to provide educational software for the high school credit recovery program, at a total cost of \$21,200.00.

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. DD.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed. **#1516-371**

EE. Agreement with Child Nutrition Services, Inc.

The Administration recommends approval of the agreement with Child Nutrition Services, Inc. for the purpose of consulting services in the school food service program (Attachment K).

Motion by Mr. Parks, seconded by Mr. Pool, to approve agenda Item V. EE.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed. **#1516-372**

FF. Approval for Interscholastic Participation

The Administration recommends approval for interscholastic participation in the following Ohio High School Athletic Association sponsored post-season tournament events for the 2016-17 school year. Additionally the Administration recommends the approval of any in-state overnight trips that are deemed necessary and approved by the administration as they relate to the participation in one of the OHSAA sponsored tournaments listed below. In such circumstance, the Administration recommends approval of such overnight trip to begin no earlier than 1 day prior to the listed tournament start date and return no later than 1 day following the conclusion of the listed tournament end date (Attachment L).

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. FF.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-373

GG. Approval of Out-of-State Employee Travel

The Administration recommends approval of the following out-of-state employee travel.

1. Barbara Curry, Superintendent, and Rachel Tait, Treasurer, for Bond Rating Meeting with Moody's Corporation, July 5-6, 2016, Chicago, Illinois.

Motion by Mr. Cooper, seconded by Mr. Pool, to approve agenda Item V. GG.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-374

HH. Approval of Overnight Student Travel

The Administration recommends approval of the following overnight student travel.

1. Golf team and coaches to Cincinnati, Ohio, June 29, 2016 through June 30, 2016.
2. FFA Students and advisor to FFA Camp, West Carrollton, Ohio, June 20-24, 2016.

3. FFA Officers, advisor, and Greg Whitesell, chaperone, to overnight camping trip, Dayton, Ohio, June 28-29, 2016.
4. Boys and Girls Cross Country teams and coaches to Tiffin Columbian High School Invitational, Tiffin, Ohio, September 9, 2016 through September 10, 2016.

Motion by Mr. Pool, seconded by Mr. Shepherd, to approve agenda Item V. HH.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-375

II. Approval of Out-of-State Student Travel

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

1. Band students, advisors and volunteers to Richmond 40 Bowl, Richmond, Indiana, July 12, 2016.
2. Band students, advisors and volunteers to Richmond Civic Theater, Richmond, Indiana, July 13, 2016.
3. Boys and Girls Cross Country teams and coaches to Tates Creek High School Invitational, Lexington, Kentucky, September 30, 2016 through October 1, 2016.
4. FFA Students and advisors to National FFA Convention, Indianapolis, Indiana, October 19-21, 2016.

Motion by Mr. Cooper, seconded by Mr. Pool, to approve agenda Item V. II.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-376

JJ. Textbook Disposal

The Administration recommends approval to declare the following textbooks as surplus/obsolete and to dispose of the accordingly.

1. (107) The First Americans Book 1 Prehistory-1600, Oxford University Press, 1999

2. (172) Making Thirteen Colonies Book 2 1600-1740, Oxford University Press, 1999
3. (169) From Colonies to Country Book 3 1710-1791, Oxford University Press, 1999
4. (212) Book 4, Oxford University Press, 1999
5. (212) Liberty for All Book 5, Oxford University Press, 1999
6. (92) History of the United States, McDougal Littell, 1997
7. (44) Journey Across Time, McGraw Hill Glencoe, 2006

Motion by Mr. Shepherd, seconded by Mr. Cooper, to approve agenda Item V. JJ.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-377

KK. Obsolete Items List

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

1. HP Hewlett Packard laser jet printer, tag #001325, Eaton High School
2. Victor adding machine, tag #03716, Eaton High School
3. Audiotronics tape player, tag #05859, Eaton High School
4. Audiotronics tape player, tag #02980, Eaton High School
5. Cabinet with Skeleton, Eaton Middle School
6. 2 boxes of VHS Tapes, Eaton Middle School
7. 65 *Show What You Know on the OAT Grade 8 Science* student workbook, Eaton Middle School
8. 28 *Mastering the Ohio Grade 8 Science Achievement Test*, Eaton Middle School
9. 6 *Webster's School Thesaurus*, Eaton Middle School
10. HP Laserjet 1100 printer, Eaton Middle School
11. 2 wireless Mimio, Eaton Middle School
12. 2 Speakers, Eaton Middle School
13. Sony CD/DVD Player, Eaton Middle School
14. 18 dictionaries, Bruce Elementary
15. 36 miscellaneous books, Bruce Elementary

Motion by Mr. Cooper, seconded by Mr. Pool, to approve agenda Item V. KK.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-378

LL.Executive Session (if needed)

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

To consider the sale of property at competitive bidding.

To consider the employment of a public employee or official.

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

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-379

President convenes executive session at 8:26 p.m.

President resumes open session at 9:40 p.m.

VI. Adjournment

Motion by Mr. Parks, seconded by

Mr. Pool to adjourn the meeting.

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

#1516-380

President adjourns meeting at 9:40 p.m.

DATE _____

PRESIDENT _____

TREASURER _____

Upcoming Board Meetings

Regular Meeting

Monday, July 11, 2016 – 6:00 p.m.
Hollingsworth East Elementary

JOB DESCRIPTION
Eaton Community Schools
An Equal Opportunity Employer

Computer Technician

Reports To: Director of Technology

Schools Employment Status: Full-time

FLSA Status: Non-Exempt

QUALIFICATIONS:

1. Be eighteen years of age or older.
2. Technology certification preferred.
3. Must pass criminal background check and pre-employment drug testing.
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 information.
8. Possess good organizational skills.
9. Possess ability to work with students, teachers, administration, and other employees positively, effectively, and energetically.
10. At least three 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:

Supports the Director of Technology by being responsible for general maintenance of computers and computer equipment and for resolving identified technical problems. The technician is expected to undertake general tasks which will promote seamless use of IT infrastructure in a school environment. Must maintain confidentiality regarding sensitive information.

ESSENTIAL FUNCTIONS

1. Assists the Director of Technology in managing, maintaining, and upgrading the district's network infrastructure to include both the wired and wireless environment.
2. Assists the Director of Technology in managing, maintaining, upgrading, and backing up the district's network servers.
3. Assists the Director of Technology in managing all associated end user accounts.
4. Assists the Director of Technology in managing, maintaining, and upgrading end user computer systems and devices throughout the district. Works with building staff to configure end user systems appropriate for the educational needs of various grade levels.
5. Assists the Director of Technology in troubleshooting all technology issues and monitor and maintain

technology to ensure maximum access for staff and students.

6. Assists the Director of Technology in managing, maintaining, and upgrading various technology based systems in school auditoriums, classrooms, security cameras/recorders, and access control.
7. Connect and set up hardware and install software as needed.
8. Assists the Director of Technology in maintaining and managing district wide telecommunications, call manager, and voice mail systems.
9. Assists the Director of Technology in maintaining intercom systems and bell systems in the district.
10. Must maintain confidentiality concerning sensitive information. Routinely accesses confidential and sensitive information technology within the district.
11. Attend and participate in in-services, workshops, seminars, professional conferences, etc.
12. 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
- Solve issues that might not have a clear solution
- Work on his/her own initiative
- Interact with high quality inter-personal skills
- Lift up to fifty (50) pounds on a regular basis

Skill in:

- Setup and maintenance of servers, computers, office equipment, and networking hardware
- Asking questions and listen to customers in order to fine out the issue, explain the problem in a clear and understandable way
- Troubleshooting – diagnosing, repairing and testing computer problems as they arise
- Dexterity – using hands to manipulate objects within the computer
- Demonstrating problem-solving strategies and practical knowledge

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 forty four (244) days annual contract including thirteen (13) paid holidays.

PERFORMANCE EVALUATION:

Conducted by the Director of Technology or his/her designee.

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

Superintendent or designee

Date

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

Employee

Date _____

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Cafeteria Manager

Reports To: ~~Food Service Supervisor~~ Superintendent

Employment Status: Full-time

FLSA Status: Exempt

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 about students.
8. Possess good organizational skills.
9. Possess ability to work with administration and other employees positively, effectively, and energetically.
10. Possess supervisor ability to deal effectively with people under his/her area of responsibility.
11. Is clean and neat in appearance.
12. Possess the ability to plan and organize school lunch facilities.
13. Has a thorough knowledge of large-scale preparation and serving of food.

GENERAL DESCRIPTION:

Supervise the building cafeteria in the ordering of material and supplies; staff work assignments; and the preparation of lunch.

ESSENTIAL FUNCTIONS:

1. Acquires substitute workers, from approved list, when needed.
2. Assigns tasks to cafeteria workers and assures that lunches are prepared and served efficiently.
3. Plans the monthly menu.
4. Supervises the cafeteria workers.
5. Makes periodic inventories of cafeteria stock and equipment as required.
6. Maintains records and prepares reports on cafeteria operation as required.
7. Orders cafeteria supplies and maintains related records.
8. Supervises and assists in cleaning activities of the kitchen area.
9. All other duties as assigned by the Food Service Supervisor.

OTHER DUTIES AND RESPONSIBILITIES:

Keeps the Food Service Supervisor informed of all operational programs and problems at all times.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, State of Ohio Rules, building policies and procedures, record keeping, required reports, public relations, institutional food preparation techniques, safety practices and procedures, use and care of kitchen equipment and appliances.

Cafeteria Manager
Page 2

Ability to: interpret policies, procedures and regulations; prepare reports in a timely fashion, communicate effectively; maintain confidentiality of student records.

Skill in: operating/using institutional kitchen utensils, food preparation techniques and procedures, use of computer, copier, and other items as required.

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.

EQUIPMENT OPERATED:

Institutional kitchen equipment and utensils.

ADDITIONAL WORKING CONDITIONS:

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

TERM OF EMPLOYMENT:

One hundred eighty five work days.

PERFORMANCE EVALUATION:

Conducted by ~~Food Service Supervisor~~ the Superintendent.

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

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

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

QUALIFICATIONS:

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

GENERAL DESCRIPTION:

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

ESSENTIAL FUNCTIONS:**General Duties**

1. Provides direct or secondary supervision of classified personnel as directed by the Superintendent.
- ~~2.~~ Recruits, interviews, and coordinates the selection process for substitute classified employees.
- ~~2-3.~~ Establish a positive working relationship with personnel in the transportation and maintenance staff.

- ~~3.4.~~ Conducts or arranges training programs for all custodial, ~~/~~ maintenance, and transportation ~~personnel, and cafeteria personnel.~~
- ~~4.5.~~ Conducts periodic evaluations of classified personnel.
- ~~5.6.~~ Interviews and makes recommendations for employment of personnel.
- ~~6.7.~~ Generates requisitions and purchase orders for supplies, materials and equipment as necessary.
- ~~7.8.~~ Coordinates, with the Superintendent, the district's use of outside contractors pertaining to buildings and grounds, and transportation, ~~and food service.~~
- ~~8.9.~~ Assists in determining work assignments of personnel.
- ~~9.10.~~ Maintains attendance record of all custodial, ~~/~~ maintenance, ~~cafeteria~~ and transportation personnel.
- ~~10.11.~~ Has first line approval of leaves, vacations, etc. of custodial, ~~/~~ maintenance, ~~cafeteria~~ and transportation personnel.
- ~~11.12.~~ Secures and assigns substitute transportation and custodial personnel as needed.

Buildings, Facilities and Grounds

- ~~12.13.~~ In cooperation with the building principals, schedules overtime for buildings/maintenance and determines the need for additional checking of boilers and HVAC systems in extreme weather.
- ~~13.14.~~ Assists in promotion of good safety practices and procedures.
- ~~14.15.~~ Establishes procedures for maintenance and ~~/~~ custodial personnel to maintain equipment, materials and tools in a proper manner.
- ~~16.~~ Maintains/assists in developing cleaning and maintenance work schedules.
- ~~17.~~ Responsible for keeping thorough documentation of work assigned and completed by maintenance staff.
- ~~18.~~ Responsible for devising and implementing a documentation system for preventative maintenance performed on all equipment in the district.
- ~~15.19.~~ Responsible for maintaining thorough records of supplies and materials inventory.
- ~~20.~~ Keeps informed of new maintenance/custodial techniques and operations and relays information to employees.
- ~~16.21.~~ Provides safety training to maintenance and custodial staff.
- ~~17.22.~~ Works in hands-on operations, i.e. mowing, removing snow, pick-up delivery of materials, general maintenance/custodial work, etc. as requested by the Superintendent or as necessary.
- ~~18.23.~~ Sets schedules and assignments for mowing, trimming, etc. of the district's grounds.
- ~~19.24.~~ Determines the need for scheduling personnel and hours necessary for snow removal.
- ~~20.25.~~ With the building principals, establishes cleaning procedures for custodial personnel to follow.
- ~~21.26.~~ Has first line approval of structural building and plant layouts.
- ~~22.27.~~ Determines need for equipment repair and replacement and makes recommendations to the Superintendent.
- ~~23.28.~~ Periodically inspects all facilities to determine maintenance or custodial needs.
- ~~24.29.~~ Assumes responsibility for the inspection, care, condition, appearance, repair or replacement of physical equipment, buildings, facilities and grounds and supervises/works with maintenance staff and custodians to accomplish such functions.
- ~~25.30.~~ Recommends materials and supplies needed by custodial and maintenance staff.
- ~~26.31.~~ Establishes and maintains an inventory system/procedure for supplies, materials and equipment.
- ~~27.32.~~ Assists in the development and operation of maintenance records, work orders, and reports.
- ~~28.33.~~ Serves as a source of information in areas involving buildings and grounds.
- ~~29.~~
- ~~30.34.~~ Makes arrangements for various inspections by state and federal agencies – boilers, elevators, EPA, fire, etc.
- ~~31.35.~~ Coordinates the state and federal government programs dealing with the district's asbestos, radon gas, underground storage tanks, drinking water, etc.

Transportation

- ~~32.36.~~ Maintains operational work schedules, bus fleet maintenance, cost records and pertinent personnel records as needed.

- ~~33-37.~~ Responds in a timely and considerate manner to complaints and suggestions pertaining to the pupil transportation program.
- ~~34-38.~~ Rides with new bus drivers as necessary.
- ~~35-39.~~ Develops annually, effective and efficient school bus routes and time schedules as well as the assignment of pupils to those routes according to Board of Education policies; oversees and facilitates the implementation of the district's computerized bus routing system.
- ~~40.~~ Assists in promotion of good safety practices and procedures.
- ~~36-41.~~ Provides safety training to all transportation personnel.
- ~~37-42.~~ Assists building principals with the development and implementation of discipline procedures for students who ride the school bus.
- ~~38-43.~~ Schedules routing and secures drivers for extracurricular trips and field trips and remains on-call while buses are in route or assigns a mechanic on-call.
- ~~39-44.~~ Establishes procedures to maintain all vehicles and transportation equipment in safe mechanical condition.
- ~~40-45.~~ Orders and stockpiles supplies and repair parts for vehicles.
- ~~41-46.~~ Prepares, keeps and files in a timely manner, all necessary records and reports for school bus and other vehicle maintenance and forwards same to the Central Office as required.
- ~~42-47.~~ Stays in close contact with drivers and supervises and assists with any improper function of their bus or other potential problems.
- ~~43-48.~~ Supervises preparation of all buses for inspection by the State Highway Patrol prior to the opening of school each year and is present at the inspection.
- ~~44-49.~~ Supervises training of new drivers preparing for their bus driver test.
- ~~45-50.~~ Recommends purchase of products to be purchased for the transportation program and advises the Superintendent and his/her designee in regard to the purchases of buses and other mechanical equipment.
- ~~46-51.~~ Is available by telephone or radio during the time buses are on their regular routes.
- ~~47-52.~~ Is responsible for the timely preparation of accident reports.
- ~~48-53.~~ During inclement weather, works closely with various governmental agencies and makes recommendations to the Superintendent or his/her designee concerning the advisability of having school.
- ~~49-54.~~ Drives bus routes when situations dictate.

Food Service

- ~~Works with the cafeteria managers in menu planning and preparation.~~
- ~~50. Coordinates equipment needs throughout the district's kitchens and serves as a consultant in the planning and equipping of lunch room facilities.~~
- ~~50. Orders and oversees the distribution of USDA commodities.~~
- ~~50. Establishes a good working relationship with the principal and staff in each building promoting the district's food service program and particularly stressing the objectives in improving the overall education process.~~
- ~~50. Supervises and directs cafeteria managers in each lunch room to strive for excellence in food preparation.~~
- ~~50. Supervises and controls the purchase of foodstuffs and supplies used in the district's lunch rooms.~~
- ~~50. Sets sanitation standards in the lunch rooms to comply with the Ohio Department of Health, Preble County Health Department and the principles of the National Sanitation Foundation.~~
- ~~50. Supervises the financial management of the lunch rooms and keeps records in cooperation with the district's Treasurer.~~
- ~~50. Establishes proper inventory procedures and instructs personnel in the correct method of gathering information and maintaining inventory records.~~
- ~~50. Administers the Free and Reduced Lunch Program in accordance with federal guidelines.~~

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Keeps the Superintendent informed of all operational programs and problems at all times.
- 2. Coordinates the buildings and grounds program with the Superintendent and building principals.
- 3. Establishes and carries out a complete and timely preventive maintenance program.
- ~~3-4.~~ Be proactive in budgeting and forecasting for transportation and maintenance.

- 4.5. Supervises the custodial care, safety, and security of all school buildings and grounds except for custodial operations delegated to the building principal.
- 6. ~~Helps cafeteria managers secure substitute help for the lunch rooms if necessary.~~
- 7. ~~Have knowledge of and enforce compliance of Regulatory requirements (i.e. OSHA, EPA, etc.) including board policy and procedures.~~
- 8. ~~Assists in administering and maintaining compliance programs such as Hazard Communication, lockout-tagout, etc.~~
- 5.9. ~~Ability to evaluate Personal Protective Equipment (PPE) and ensure proper use and maintenance of PPE.~~
- 6.10. Responsible for planning a safe and efficient transportation program for all pupils and maintains an on-going school bus rider safety program according to state standards.
- 7.11. Performs any other duties as assigned by the Superintendent or his/her designee.

KNOWLEDGE, SKILLS AND ABILITIES:

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

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.

EQUIPMENT OPERATED:

Hand tools, small and large power equipment, ladders, maintenance vehicle.

~~_____ Institutional kitchen equipment and utensils~~

Two-way radio, buses and other vehicles

ADDITIONAL WORKING CONDITIONS:

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

TERM OF EMPLOYMENT:

Two hundred forty-seven work days.

PERFORMANCE EVALUATION:

Conducted by the Superintendent or his/her designee.

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: April 9, 2012]
[Updates approved: August 10, 2015]

Board Policy Updates

See Addendum

2016 Graduation List

Aaron Lee Abner	Alivia Marie Falldorf	Blake Edward Melling
Wyatt Alexander Adams	Tess Morgan Flynn	Samantha Paige Meredith
Natasha Grace Albinus	Joshua James Fox	Brianna May Lynn Meyer
McPherson Karl Altom	Joshua Dane Fox	Chloe Danae Miller
Romelo Sadro Avila	Breonna Monique Gayhart	Jenessa Amber Mobley
Nathan Alexander Bales	Brittany Nicole George	Drew Rickey Michael Moore
Benjamin Alan Bassler	Taylor Elizabeth George	Benjamin Kyle Moore
Alexis Nicole Bell	Claire Ann Gething	Leah Michelle Moore
Savannah Leigh Benge	Justin Lee Givens	Tyler Wayne Moses
Tiphani Cheyanne Bergen	Emily Alexandra Green	Lauren Elizabeth Muncy
Kayla Ann Blaich	Wyatt Christopher Hanson	Mackenzie Leigh Newman
Zachary Patrick Blaylock	Austin John Hartzler	Rebecca Sngeun Noh
Carrie Ann Borsani	Nathanial Austin Hatmaker	Mekenna Caitlyn Norris
Madison Marie Bowman	Erica Nichole Ann Heiser	Dylan Anthony Reed Nugent
Kayla Marie Bradham	Aaron Lane Hendrich	Alyssa Dawn Orr
Logan Glenn Brasher	Kylee Paige Holsapple	Samuel Odell Pence III
Andrea Josephine Bridgeford	Kyra Virginia Houle	Aaron Michael Presley
Vanessa Marie Brubaker	David Lee Hunt II	Jordan Taylor Larraine Puckett
Joshua Ryan Bulach	Arthur Shawn-Austin Jones	Meghan Leigh Puckett
David Andrew Campbell	Daniel Frank Jones	Brandon Thomas Pugh
Peyton Daniel Caplinger	Dominic Lacy Jones	Drew Rachelle Quante
Christian David Caulley	Kyle Allen Kemp	Shelly Renee Ratliff
Joshua Caleb Chandler	Maria Suzanne Kern	Kristen Renee Rettig
Jacob Ryan Christman	Andrew Nicholas Tipton	Garrett Gregory Rexrode
Ashley Kamille Churchman	Kiracofe	Grace Marie Reynolds
Blake Levi Clabaugh	Jacob Benjamin Kreger	Gage Alexander Roberts
Allison Marie Collins	Taylor Anne Lackey	Austen James Roell
Brian Jacob Conard	Kyle Gregory Lane	Jonah Isaac Rohr
Trevor James Cornett	Cierra Elizabeth Lawson	Jacob Charles Rose
Madison Taylor Couch	Jayna Mae Lee	Jenna Marcella Rose
Jacob Nicholas Couvutsakis	Miranda Brooke Lee	Sydni Linn Rose
Abigail Renae Cravens	Chloe Anne Lewis	Honoka Sato
Tierrah Lynn Crutcher	Ronald Kenneth Lindsey	Nicholas Ryan Schilling
Jazzmyne Rayah David	Elizabeth Vel Madewell	Aaron Michael Selby
Tyrell Antoinne David	Kai Aiden Christopher Michael	Brianna Robyn Nykhol
Daniel Lee Davis	Manley	Shumaker
Jenna Joe Devilbiss	Brittany Nicole Mann	Brandi Michelle Sittloh
Jared Robert Dunn	Jayce William Maple	Trey Andrew Smith
Houston John Durham	Jacqueline Marie McCafferty	Darius Ke'shan Spears
Madeline Ann Durham	Mason Daniel McCargish	Tyler Craig Springmier
Drew Elizabeth Edwards	Franklin Lee Roosevelt	Aubrey Danielle Stevenson
Maximilian Cathal Fadden	McMiller II	Samuel Eldon Stewart

Abby Elaine Suggs
Brianna Leigh Swartwout
Jacob Russell Tackett
Hannah Ray Thompson
Morgan Denise Tipton
Julia Elizabeth Titus
Matthew Douglas Todd
Brianna Nicole Upton
Kaleb Andrew Vanzant

Brandon Velez
Brayden Scott Waggoner
Kirsten Elizabeth Walker
Shelby Ray Ward
Mackenzie Melayna Weadick
Brandon Christopher Weaver
Allison Marie Webb
Justin Aaron Welcome Jr.
Dalton Douglas Werts

Paige Marie Whitesell
Parker Scot Wilken
Damon Drake Willard
Bryan Caleb Williams
Cameron Richard Willis
Jordan Ann Willsey
Rebecca Grace Wolf
Hannah Kaye Wray
Seth Oliver Wright

AFFILIATESHIP AGREEMENT

BETWEEN

Eaton Community Schools

306 Eaton Lewisburg Rd, Eaton, OH 45320

AND

MIAMI UNIVERSITY

THIS AGREEMENT is made this 3rd day of May, 2016, by and between Miami University (hereinafter “the University”) through its College of Education, Health and Society and Eaton Community Schools (hereinafter called “Affiliate”).

TERM AND TERMINATION

- A. The initial term of this Agreement shall begin on August 1, 2016 (date) and shall end July 31, 2021 (date or time frame). This Agreement will automatically renew for like terms unless otherwise terminated as provided herein. This Agreement is intended to be a multiple-use agreement and govern the educational experience of Students on Affiliate’s premises throughout the term of the Agreement. This Agreement is intended to only set forth the parties obligations while the Students are at the Affiliate for his/her respective educational experience.
- B. This Agreement may be terminated at the will of any party by giving thirty (30) days written notice to the other, provided that Students who are currently in an educational experience at the Affiliate pursuant to this Agreement be allowed to complete their assignment without interruption, unless such continuation is deemed not to be in the best interest of the patient/client/student.

WHEREAS, The University and Affiliate wish to form a relationship to provide educational experiences for one or more students (undergraduate and graduate) enrolled in the aforementioned University (hereinafter “Students”), with the objective of producing competent graduates upon degree completion; and

WHEREAS, The University desires quality clinical/field experiences that support the educational preparation of students; and

WHEREAS, the University desires to serve its affiliates in various educational and clinical/field facilities in their efforts to provide quality services and programs to their constituents; and

WHEREAS, the Affiliate desires to aid the University in its educational efforts;

WHEREAS, this Agreement shall cover and include Student placements from the University’s programs/departments as correspond accordingly; and

WHEREAS, the Affiliate is willing to allow Students access to its premises under the terms and conditions referred to herein; and

WHEREAS, the Affiliate desires to improve its instructional and/or clinical capabilities, and

NOW THEREFORE, in consideration of the mutually beneficial affiliation hereinafter set forth, it is mutually understood and agreed upon by the parties hereto, as follows:

I. OBLIGATIONS AND RIGHTS OF UNIVERSITY – ALL PROGRAMS

- A. The University shall provide requests (written preferred) to the Affiliate to permit Students access to Affiliate’s premises. The University or the Student, as applicable, shall provide the Affiliate with the names of Students, relevant demographic information, and dates of educational experience at Affiliate prior to the Student’s arrival. Only Students who are in good standing at the University and who have completed all prerequisites required by the University are eligible to participate.
- B. In the event any regulatory or accrediting body mandates criminal background checks on Students (or the Affiliate holds this policy), the University shall notify the Affiliate of the date and results thereof prior to commencement of the educational experience. Students may be prohibited from access to the Affiliate’s premises pursuant to this Agreement if convicted of any felony or when the Affiliate has a more stringent threshold; or if she/he has been or is named a defendant to any litigation alleging fraudulent misconduct or moral turpitude.
- C. The University shall apprise Faculty/Staff and Students of the requirement to comply with all of the Affiliate’s policies, rules and regulations while they are present on the Affiliate’s premises.
- D. The University reserves the right to revoke any placement prior to the Student’s entry into the Affiliate’s premises; or to withdraw the Student from the assigned educational experience, when in the University’s judgment, the educational experience no longer meets the needs of the Student.
- E. The University agrees to cooperate with the Affiliate so as to enable the Affiliate to comply with all applicable federal and state laws and all regulatory and accrediting organizations rules, regulations, and requirements.
- F. For each Student involved in an educational experience on the Affiliate’s premises, the University will provide and maintain, or cause each Student to continuously maintain, insurance covering the educational experience for each Student with total limits of \$1 million per occurrence and \$3 million aggregate coverage per year. The University shall maintain a copy of the Professional Liability Insurance certificate and shall provide such certificate to the Affiliate annually. The University shall be responsible for or shall cause the Student to be responsible for payment of the premiums to maintain such Professional Liability Insurance in force. If such insurance is “claims made”, an extended reporting endorsement (“Tail”) for such Professional Liability Insurance shall be purchased in the event of the termination/completion of the applicable Student’s educational experience hereunder, and the University shall be responsible for and pay or cause the Student to be responsible for and shall pay any such tail insurance premium. If Faculty/Staff will be on the Affiliate’s premises with the Students during any educational experience, the University shall provide, upon request, evidence of the Worker’s Compensation insurance in the amounts as required by law, as well as professional liability insurance in the amounts as described above, covering the Faculty/Staff.

II. OBLIGATIONS AND RIGHTS OF UNIVERSITY – STUDENT TEACHING PROGRAMS

- A. The University Supervisor works with Students engaged in student teaching experiences. Examples of the responsibilities of the University Supervisor include:
 - 1. nurture a working relationship with the student teacher and cooperating teacher;
 - 2. examine and evaluate the lesson plans of the student teacher;

3. provide specific, formative support as it relates to the summative assessment of student teaching;
 4. help cooperating teachers understand and improve their performance in their role as mentors;
 5. observe and confer with the student teacher and the cooperating teacher on a regular basis in order to plan experiences that will lead to the improvement of the student teacher's performance in the classroom;
 6. discuss with the student teacher problems or issues that arise during the student teaching experience;
 7. conduct at least two seminars designed to supplement and complement the student teacher's experiences;
 8. write a Letter of Recommendation for the student teacher that can be included in a professional portfolio; and
 9. the university supervisor must be available for conferences with the student teacher and/or cooperating teacher in emergency situations.
- B. The University Director of Clinical/Field Experiences shall serve as the administrator of the field service office for the University. Examples of the responsibilities of the Director include:
1. placing students in appropriate field settings;
 2. completing university records;
 3. coordinating the activities of all field-based centers;
 4. coordinating the schedules of the instructional teams to facilitate placements;
 5. serving as a spokesperson for the University in matters relating to field experiences; and
 6. providing professional development for University Supervisors.

III. Obligations of the academic department of the field experience

- A. The Academic Department shall provide instruction and oversight for the professional development of the student, complete site visits, monitor disposition and competency attainment of the student.
- B. The Academic Department shall provide mutually beneficial inservice opportunities for the University students and Affiliate personnel when so requested by the Affiliate and agreed to by the University.

IV. OBLIGATIONS AND RIGHTS OF STUDENTS IN ALL SETTINGS

- A. The Student shall handle all confidential information in a professional and ethical manner and in accordance with all applicable federal and state, including HIPAA and FERPA, laws and regulations. Under no circumstances will the Student discuss or disclose patient/client/student information with anyone other than the appropriate Affiliate or Faculty/Staff personnel.
- B. The Student shall be familiar with and adhere to rules, policies, and procedures of the Affiliate.
- C. The Student shall engage in timely and clear communication with University and Affiliate designee (following the chain of command), any changes that would impact their ability to carry out responsibilities assigned by the Faculty/Staff.

- D. The Student shall wear appropriate professional attire per Affiliate's dress code and conduct themselves professionally at all times.
- E. The Student shall comply with his/her respective University and Affiliate designee's instructions at all times.

V. OBLIGATIONS AND RIGHTS OF STUDENTS IN TEACHER EDUCATION

- A. The Student shall adapt her/his assignments to fit the P-12 school classroom situation, rather than fitting the classroom situation to the assignments. Examples of responsibilities include:
 - 1. knowing the objectives of his/her assignments;
 - 2. being prepared for teaching and other assignments;
 - 3. being familiar with students' needs (including IEPs, behavior and transition plans, as appropriate;
 - 4. working collaboratively with the mentor teacher and with other teachers and colleagues in the school;
 - 5. assuming a professional manner;
 - 6. arriving when expected and completing the required time block; and
 - 7. checking in at the principal's office.

VI. OBLIGATIONS AND RIGHTS OF THE AFFILIATE FOR ALL PROGRAMS

- A. So long as the University and Students fulfill the obligations contained herein, the Affiliate shall allow Students and Faculty/Staff access to its premises.
- B. To the extent possible, the Affiliate shall exert its best efforts to maximize the quality of the educational experience of all Students.
- C. Affiliate personnel will instruct or supervise the Students while on the Affiliate's premises. The University shall designate Faculty/Staff of the University who may instruct or supervise Students on site at the Affiliate, or if not on site, shall be immediately available for consultation with the Affiliate personnel and Students via electronic communication during the Student's educational experience.
- D. The Affiliate shall schedule adequate staff to provide necessary services for its patients/clients/students and shall not rely upon Students' participation in determining staffing levels.
- E. The Affiliate shall provide the physical facilities and learning opportunities necessary for the educational experience and shall provide the University with facility information as required by the University to maintain its current program accreditation.
- F. The Affiliate shall inform the University immediately when a Student is not performing satisfactorily or is demonstrating behavior that is disruptive or detrimental. If the Affiliate, at its sole discretion, determines that the continued presence of any Student poses a threat to the welfare of anyone, or is detrimental or disruptive to the performance of the Affiliate's activities, said Student's privileges of participating in this program at the Affiliate shall be immediately terminated.
- G. The Affiliate shall designate a representative to work with the University so as to achieve the objectives of the educational experience.
- H. The Affiliate will inform University of any policy, program or personnel changes that could impact Student learning.

- I. The Affiliate shall be responsible for payment of personal medical expenses as a result of an injury due to negligence of the Affiliate on the Affiliate's premises.

VII. OBLIGATIONS AND RIGHTS OF THE AFFILIATE FOR TEACHER EDUCATION PROGRAMS

- A. Participating classroom Teachers work with Students in clinical field experiences. Examples of the responsibilities of classroom Teachers include:
 1. providing information to the teacher education Students about pupils, classroom environment, etc.;
 2. providing for implementation of the activities designed to meet program objectives;
 3. modeling effective teaching behavior and serving as a source of feedback;
 4. assisting with the evaluation of field experiences;
 5. guiding the daily experiences of the student when working with the participants or with student teachers; and
 6. participating in an in-service session to learn about teacher education program expectations and evaluation procedures.
- B. The Administrator shall facilitate the placement of students into the district. Examples of responsibilities include:
 1. working with the University Director of Clinical Field Experiences to finalize placements;
 2. orienting Students to the building and procedures;
 3. informing the University Director of Clinical Field Experiences or the Supervisor of the student teacher of any situation requiring attention;
 4. establishing a climate for professional acceptance of the student teachers in his/her building; and
 5. sharing information from the permanent record as needed and appropriate.
- C. The Director of Clinical Field experiences shall serve as a liaison between the University and the cooperating schools and agencies. The involvement of the Director includes pre-teaching and student teaching experiences. Examples of responsibilities include:
 1. assisting in the placement of Students in school and non-school field settings; and
 2. coordinating, planning, and conducting in-service programs for those involved in teacher education.

VIII. MUTUAL OBLIGATIONS/MISCELLANEOUS FOR ALL PROGRAMS

- A. The parties agree to cooperatively establish the learning objectives for the educational experiences, devise methods for their implementation, and evaluate the effectiveness of the educational experiences.
- B. No party shall use discriminatory practices in assignment, acceptance and evaluation of Students. Students shall have equal opportunity with respect to race, color, creed, religion, national origin, gender, sexual orientation, gender identify, age, disability, and marital status.
- C. The parties shall maintain the confidentiality of Student records and performance and all patient/client/student information.

- D. This Agreement and any written modifications hereto contain the entire agreement between parties and supersedes all prior agreements whether written or oral as it relates to the subject of this Agreement.
- E. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Ohio. The parties agree that the sole venue for jurisdiction for any dispute arising under this Agreement shall be Federal, State or Municipal Courts located within Butler County, Ohio.
- F. The failure of any party to insist in any one or more instances upon strict performance of any provisions of this Agreement or take advantage of any rights hereunder shall not be construed as waiver of any such provisions or the relinquishment of any rights, but the same shall continue and remain in full force and effect.

IX. MUTUAL OBLIGATIONS/MISCELLANEOUS FOR PLACEMENTS BETWEEN UNIVERSITIES

- A. Any specific activity developed under this MOU shall be detailed in a separate written agreement, signed by each institution's authorized signatory, which will describe the scope of the proposed activity, intended outcomes, budget, and responsibilities of departments or individuals.

IN WITNESS WHEREOF, the parties hereto hereby set their hand below.

MIAMI UNIVERSITY

Signature _____

Print Name _____

Title _____

Department _____

Date _____

(Additional signatory of, if applicable, below)

Signature _____

Print Name _____

Title _____

Department _____

Date _____

AFFILIATE

Signature _____

Print Name _____

Title _____

Department _____

Date _____

Signature _____

Print Name _____

Title _____

Department _____

Date _____

FACILITIES AGREEMENT

This Agreement is entered into this ____ day of _____, _____, by and between the **City of Eaton**, State of Ohio, whose mailing address is 328 N. Maple St., P.O. Box 27, Eaton, Ohio 45320, hereinafter “City,” by the authority of the Eaton City Manager, Brad Collins, as provided in the Codified Ordinances of the City of Eaton, Ohio, and the **Eaton Community School Board**, on behalf of the Eaton Community Schools Girls Tennis Team, whose mailing address is 306 Eaton Lewisburg Rd., hereinafter “User,” by the authority of the Eaton Community Schools, through its Board of Education President.

WITNESSTH, that for the mutual promises contained herein, the parties do hereby agree as follows:

1. City’s Obligations:

- A. The City hereby agrees to permit the User to use the City’s Brooke-Gould Memorial Tennis Complex (hereinafter “Complex”) for the following functions on the following dates and times:
 - (i) Girls Varsity Tennis Home Games: on the dates listed and highlighted as “Home” in the schedule attached and incorporated herein by reference as “Exhibit 1”, from 3:30 p.m. to 8:30 p.m.;
 - (i) Practice: Monday through Friday from 3:30 p.m. to 6:00 p.m.
- B. The City shall not be responsible for providing any necessary personnel to the User for any of its functions.

2. User’s Obligations:

- A. The User hereby agrees to leave the entire Complex premises, including the parking lots, in a clean and orderly fashion, free of all debris and litter. If the User fails to comply with this and the City is forced to utilize its own employees to return the Complex to a clean and orderly state, the User will be responsible for the expense of the same. The User here agrees to so reimburse the City for the use of the City’s employees within thirty (30) days of receipt of an invoice from the City. Any invoice more than fifteen (15) days past due shall be charged five percent (5%) interest for each fifteen (15) day period such invoice is past due.
- B. The User hereby agrees to abide by the following restrictions and instructions as to the use of the Complex.
 - (i) The User is responsible for its own functions and must obtain necessary and needed personnel at its own expense.

- C. The User hereby agrees that it will indemnify and hold harmless the City, its officers, agents and employees from any and all liability of every kind, nature or description, arising out of any and all claims, demands, lawsuits or judgments, which may be brought by any persons, firms or corporations against the City, its officers, agents and employees, by reason of any and all accidents or incidents of every kind and description, occurring anywhere on said Complex premises, which may occur or arise out of or in connection with the User's use of the Complex.
3. Term: This Agreement shall be in effect from the date first written above until October 29, 2016.
4. Termination: Upon the breach of any condition or term of this Agreement by the User, the City may terminate this Agreement immediately upon written notice to the User.
5. Miscellaneous:
- A. Neither the City nor the User shall assign, sublet, or transfer their interest in this Agreement without the express written consent of the other party.
- B. This Agreement represents the entire and integrated agreement of the parties, and supersedes all prior negotiations, representations, and/or agreements, both written or oral.
- C. This Agreement may be amended or modified upon the written agreement of the parties, as evinced by an Addendum to this Agreement.
- D. This Agreement and all rights and obligations of the parties hereunder, shall be construed and governed by the laws of the State of Ohio. To the extent that any provision of this Agreement is held to be invalid, that provision shall be deemed deleted and the remaining provisions shall remain in full force and effect.
- E. This Agreement shall be executed in identical counterparts, each of which when so executed and delivered shall be deemed an original.

Witness our signatures on the date first above written.

Eaton Community School Board

City of Eaton, State of Ohio

By: _____
_____, Board of Education
President

By: _____
Brad Collins, City Manager

Witness

Witness

FACILITIES AGREEMENT

This Agreement is entered into this ____ day of _____, _____, by and between the **City of Eaton**, State of Ohio, whose mailing address is 328 N. Maple St., P.O. Box 27, Eaton, Ohio 45320, hereinafter "City," by the authority of the Eaton City Manager, Brad Collins, as provided in the Codified Ordinances of the City of Eaton, Ohio, and the **Eaton Community School Board**, on behalf of the Eaton Community Schools Cross-Country Team, whose mailing address is 306 Eaton Lewisburg Rd., hereinafter "User," by the authority of the Eaton Community Schools, through its Board of Education President.

WITNESSTH, that for the mutual promises contained herein, the parties do hereby agree as follows:

1. City's Obligations:

- A. The City hereby agrees to permit the User to use the Fort St. Clair Park (hereinafter "Park") for the following functions on the following dates and times:
 - (i) High School Cross Country home meets: on the dates specified as "home" in the schedule attached and incorporated herein by reference as "Exhibit 1."
 - (ii) Middle School/Junior High Cross Country home meets: on the dates specified as "home" in Exhibit 1.
 - (iii) Practice: As scheduled, Monday through Saturday.
- B. The City shall not be responsible for providing any necessary personnel to the User for any of its functions.

2. User's Obligations:

- A. The User hereby agrees to leave the entire Park premises, including the parking lots, in a clean and orderly fashion, free of all debris and litter. If the User fails to comply with this and the City is forced to utilize its own employees to return the Park to a clean and orderly state, the User will be responsible for the expense of the same. The User hereby agrees to so reimburse the City for the use of the City's employees within thirty (30) days of receipt of an invoice from the City. Any invoice more than fifteen (15) days past due shall be charged five percent (5%) interest for each fifteen (15) day period such invoice is past due.
- B. The User hereby agrees to abide by the following restrictions and instructions as to the use of the Park.
 - (i) The User is responsible for its own functions and must obtain necessary and needed personnel at its own expense.
- C. The User hereby agrees that it will indemnify and hold harmless the City, its officers, agents and employees from any and all liability of every kind, nature or description,

arising out of any and all claims, demands, lawsuits or judgments, which may be brought by any persons, firms or corporations against the City, its officers, agents and employees, by reason of any and all accidents or incidents of every kind and description, occurring anywhere on said Park premises, which may occur or arise out of the User's or its invitees use of the Park.

3. Term: This Agreement shall be in effect from the date first written above until Nov. 5, 2016.
4. Termination: Upon the breach of any condition or term of this Agreement by the User, the City may terminate this Agreement immediately upon written notice to the User.
5. Miscellaneous:
 - A. Neither the City nor the User shall assign, sublet, or transfer their interest in this Agreement without the express written consent of the other party.
 - B. This Agreement represents the entire and integrated agreement of the parties, and supersedes all prior negotiations, representations, and/or agreements, both written and oral.
 - C. This Agreement may be amended or modified upon the written agreement of the parties, as evinced by an Addendum to this Agreement.
 - D. This Agreement and all rights and obligations of the parties hereunder, shall be construed and governed by the laws of the State of Ohio. To the extent that any provision of this Agreement is held to be invalid, that provision shall be deemed deleted and the remaining provisions shall remain in full force and effect.
 - E. This Agreement shall be executed in identical counterparts, each of which when so executed and delivered shall be deemed an original.
 - F. Each party warrants that the individual signing this Agreement on behalf of such party has the authority to enter into this Agreement and to bind the principal in whose behalf he signs. Further, each party agrees and affirms that the undersigned possesses all requisite right and authority and his principal to order or provide, and to delegate his principal to pay for or be bound by the aforementioned terms of this agreement above.

Witness our signatures on the date first above written.

Eaton Community School Board

City of Eaton, State of Ohio



CONTRACT FOR SERVICES
Fiscal Year 2017

This Agreement is entered into by and between the **Montgomery County Educational Service Center** (hereinafter "MCESC") and the **Board of Education of Eaton Community Schools** (hereinafter "School District").

During the 2017 fiscal year, MCESC will provide the following services to the School District at the following anticipated cost:

<u>Service(s)</u>	<u>Anticipated Cost</u>
Up to 20 Days of Gifted Services	\$600.00/Day

The individuals providing said services will be employees of the MCESC for all purposes. MCESC will comply with Ohio law in the hiring and employment of such employees, including the requirement of criminal background checks. MCESC will be responsible for compensating and providing benefits for said employees, and for maintaining worker's compensation coverage.

MCESC and the School District will maintain their usual and customary insurance for the activities of this Contract, and shall exchange certificates of insurance upon request. The parties shall notify their respective carriers of this Contract.

MCESC will invoice the School District for the amount of the services provided under this Contract on a quarterly basis with the final bill at the end of the fiscal year (June, 2017). The School District will pay said invoice within thirty (30) days of receipt. The School District is responsible for any and all run-out costs including but not limited to unemployment.

EATON COMMUNITY SCHOOLS

MONTGOMERY COUNTY E.S.C.

Superintendent

Board President



Interpreters of the Deaf, LLC

Dayton's Only Deaf-Owned Company

Educational Interpreting and C-Print Captioning Terms and Conditions

Thank you for choosing Interpreters of the Deaf, LLC (ID) for your interpreting and C-Print captioning needs.

*This form must be completed, signed and faxed to 937-558-5392 prior to the first scheduled appointment. **

- All assignments are billed for a minimum of two (2) hours at the applicable hourly rate
 - A fee schedule will be provided
 - Assignments that exceed the contracted time are billed in half hour increments as outlined on the fee schedule.
 - Depending on the distance from the appointment to the office of Interpreters of the Deaf, LLC (ID), a travel charge may be applied. (See fee schedule).
 - Assignments scheduled less than 24 hours in advance will be an additional fee.**
 - Requests for the length of the school day will be billed for the first three (3) hours at the less than 24 hours notice rate. The remainder of the day will be billed at the regular hourly rate.
 - Advanced notice enhances our ability to meet your interpreting/captioning needs. We will make every effort to fulfill your request; however, there may be times when all of our interpreters/captionists are engaged and we will be unable to provide service during the requested time. All scheduled assignments will be confirmed.
 - Assignments scheduled for Sundays and holidays will be billed at a higher rate. (See fee schedule).
- Cancellations must be received by phone, with more than 24 hours notice prior to the requested assignment time or the assignment will be billed in full. We do not accept cancellations via e-mail.
- Assignments are billed for the entire requested time. Should a consumer not show up or an assignment end early, the assignment will be billed for the entire time requested. If the student does not show up for the school day, ID will bill the scheduled hours at a discounted rate. (See fee schedule)
- Assignments lasting two (2) hours or longer or complex in nature generally require two interpreters or captionists.
 - We will work with you to determine the appropriate number of interpreters/captionists based on the length, nature of the subject matter, number of Deaf consumers and their particular communication needs, and any other factor that may affect the interpretive outcome.
- The requestor is responsible for providing complete and accurate information regarding assignment details.
- We reserve the right to request payment prior to providing services.
 - Should it become necessary to refer your unpaid balance to a collection agency, additional fees (collection fee, reasonable attorney and court fees) may be added to your balance.
- Payment terms are Net 30 unless prior arrangements have been made.
- Terms and Conditions are subject to change upon written notice.
- No Third Party Billing

SIGNATURE REQUIRED: I have read and agree to the above terms and conditions. My signature indicates authorization to secure interpreter and/or captioning services and the responsibility for payment on behalf of my company named below.

Signature: _____ Printed Name: _____

Company Name: _____ Date: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

*Requests made at the same time as fee schedule and Terms and Conditions are requested will be considered confirmed and billed as such

** Requests made less than 24 hours in advance are considered confirmed and are billable at the time of the request.

06/15



Interpreters of the Deaf, LLC

Dayton's Only Deaf Owned Sign Language Interpreting Agency

937-242-6047 or 800-556-3674

Educational Interpreting Rates (Pre K – 12)

(Rates effective through June 30, 2017)

Type of Service Provided	Base Rate Per Interpreter
More than 24 Hours Notice Monday through Friday	\$42.50/hour (2 hour minimum) \$21.25/each additional half hour
Less than 24 Hours Notice Monday through Friday	\$58.50/hour for first 3 hours (2 hour minimum) \$42.50/hour for remaining hours
Weekdays after 6 p.m. and Saturdays	\$58.50/hour \$29.25/each additional half hour
Sundays and Holidays	\$70.50/hour \$35.25/each additional half hour
Less than 24-Hour Cancellation <i>(canceled appointment scheduled with more than 24 hours notice)</i>	\$36.50/hour for all scheduled hours
Less than 24-Hour Cancellation <i>(canceled appointment scheduled with less than 24 hours notice)</i>	\$58.50/ hour for first 3 hours \$42.50/hour for remaining hours

Travel Fees

*There is no travel charge if assignment location is no more than
30 miles roundtrip from the offices of Interpreters of the Deaf, LLC*

31 to 80 miles roundtrip	IRS Mileage Rate
Over 80 miles roundtrip	Hourly rate will be charged for travel

**EATON COMMUNITY SCHOOL DISTRICT
and
CHILD NUTRITION SERVICES, INC.**

This agreement made this 13th day of June, in the year 2016, by and between the **Eaton Community School District** ("Board") and **Child Nutrition Services, Inc.**, an Ohio corporation, ("Contractor") for the purpose of consulting services in the school food service program.

NOW, THEREFORE, in consideration of the mutual agreements, promises and covenants contained herein, the parties hereto do hereby agree as follows:

1. MANAGEMENT

The Contractor will consult for the school district's National School Lunch, Breakfast and After School Snack Programs and will provide services to oversee the district food service program. The Contractor will review food service documents including vendor invoices, expenses, inventory, deposits, income, and management reports concerning the school food service program and make recommendations regarding this information. The Contractor will review and help plan menus in compliance with the guidelines of the National School Lunch & Breakfast Programs under the plan selected by the administration on the annual program application. The contractor will not be providing an on-site supervisor to the program but a part-time consultant with visitation and electronic messaging to school personnel.

2. REPRESENTATION

Contractor will act as a representative and administrative designee of the Board at local, state and national school food service events, training and for administrative functions of the food service operation. The Board will be provided with up-to-date information regarding changes in the National School Lunch and Breakfast Program through the district contact administrator.

3. MANAGEMENT PRACTICES

The Board shall retain control of the quality, extent and general nature of its food service program and employees. The Board and the Contractor shall ensure that the food service operation is in conformance with the school food authority's agreement under the Program pursuant to 7CFR 210.6.

All funds collected under the National School Lunch and Breakfast Program will be deposited in the school district food service account on a daily basis.

The Board and the Contractor agree and acknowledge that the relationship created by this Agreement is that of an independent contractor and not that of employer and employee.

The Contractor agrees to comply with all Worker's Compensation laws, Ohio employment laws and Federal employment laws. The Contractor will carry and maintain general liability and personal injury insurance with the Board listed on the certificate of insurance.

The school food authority will comply with federal regulations and protect food service from imposed penalty by non-compliance of the program. The consultant will assist the school district with the compliance process.

The Board shall obtain applicable state and local health certificates. The consultant will verify that the program follows state and local health regulations at the school food service sites.

4. PURCHASING

Board purchasing agreements and group bids such as the Educational Purchasing Cooperative will be used as well as competitive quotes for procurement of all food and supplies for the meal program. All invoices for food and supplies will be reviewed to insure the proper bid quotes are being charged and that all items listed on the invoice were received into the school lunch program. The inventory program will contain a summary of food purchased into the Board. The Treasurer's Office will process and pay all vendor invoices for food service.

5. NUTRITIONAL ANALYSIS

Compliance for Ohio SB210 and the Healthy, Hunger Free Children Act of 2010 require oversight on nutrient standards of items sold and served in schools. Guidelines established by regulation must be determined for nutrient content. Menu analysis on daily menus and foods served will be categorically documented for the district food service program and maintained and updated in each cafeteria as designated by regulation. Contractor will utilize USDA approved analysis software and school nutrition specialist in evaluating program regulations.

6. RECORDS AND REPORTS

Child Nutrition Services will manage and organize the collection, computation and consolidation of data used to prepare any and all reports and records required by the State Department of Education, the National School Lunch Program, or the Board, with respect to the school food service program. Such information will be retained for a period of three years.

The Board will retain and backup daily sales and meal counts per building, monthly financial information required by the State of Ohio regarding the Federal School Meals Program.

Child Nutrition Services will prepare for submission; any claims and reporting as designated by the Board for the Federal School Meals Program. The Board will retain signature authority on the Federal School Meals Program through the State Agency Agreement, free and reduced price policy statement and claims for reimbursement.

The Board shall maintain food service records for a period of three years from the close of the fiscal year to which they pertain plus the current year of operation.

7. FINANCIAL ARRANGEMENTS

The Board agrees to pay Child Nutrition Services, Inc. each month for consulting cost of \$1200 per month for twelve months. The Board shall be invoiced monthly for expenses by invoice to the Treasurer's Office. There is no additional payroll assigned to this program.

8. TERM

This agreement shall become effective as of July 1, 2016, and shall remain in effect until June 30, 2017, with renewal options as mutually agreed by both parties.

If either party shall fail to meet or fulfill the terms and provisions of the Agreement, the party claiming such failure may give 30 day written notice to the other party. The claiming party may then terminate for any reason.

Any notice to be given there under shall, if to Child Nutrition Services, Inc. be sent to 321 Kings Mill Rd., Mason, Ohio 45040; and if to (SCHOOL DISTRICT AND ADDRESS)

9. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement of the parties hereto and all previous communications

between parties, whether written or oral, with reference to the subject matter of this Agreement, are canceled and superseded.

IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.

CHILD NUTRITION SERVICES, INC. DATE

SCHOOL DISTRICT DATE

WITNESS

NOTE: Federal guidelines require school districts to initiate the agreement document between district and vendor. The document should be written on school letterhead. Additionally, schools should investigate several opportunities before making a final decision. It is necessary to follow the formal bidding process and notify the ODE for bid spec approval if the agreement costs exceed a level of \$150,000. Information regarding this process is available at the Ohio Department of Education, Office of Child Nutrition Services.

2016 – 2017 OHSAA Tournament Dates**Baseball**

Sectional	5/6-5/13
District	5/15-5/20
Regional	5/24-5-27
State	6/1-6/3

Girls Basketball

Sectional	2/13-2/25#
District	2/27-3/4
Regional	3/6-3/11
State	3/16-3/18

Unless an earlier date is established by the District Athletic Board (no earlier than two days prior to the established date).

Boys Basketball

Sectional	2/20-3/4#
District	3/6-3/11
Regional	3/13-3/18
State	3/23-3/25

Unless an earlier date is established by the District Athletic Board (no earlier than two days prior to the established date).

Cross Country

District	10/22
Regional	10/29
State	11/5
Season Ends	11/5

Football

Reg. Quarter.	11/4-11/5
Reg. Semi.	11/11-11/12
Reg. Finals	11/18-11/19
State Semi.	11/25-11/26
State Final	TBA

Golf

Sectional Boys DII & Girls DII	9/26-10/1#
District Boys DII & Girls DII	10/3-10/8
State Boys DII & Girls DII	10/14-10/15

Unless an earlier date is established by the District Athletic Board (no earlier than two days prior to the established date).

Soccer

Sectional	10/17-10/22#
District	10/24-10/29
Regional	11/1-11/5
State	11/8-11/12

Unless an earlier date is established by the District Athletic Board (no earlier than two days prior to the established date).

Softball

Sectional	5/6-5/13
District	5/15-5/20
Regional	5/24-5-27
State	6/1-6/3

2016 – 2017 OHSAA Tournament Dates

Swimming & Diving

Sectional	2/6-2/11
District	2/13-2/18
State	2/22-2/25

Girls Tennis

Sectional	10/3-10/8#
District	10/10-10/15
State	10/21-10/22

Unless an earlier date is established by the District Athletic Board (no earlier than two days prior to the established date).

Boys Tennis

Sectional	5/8-5/13#
District	5/15-5/20
State	5/26-5/27

Unless an earlier date is established by the District Athletic Board (no earlier than two days prior to the established date).

Track & Field

District	5/15-5/20
Regional	5/24-5/27
State	6/2-6/3

Volleyball

Sectional	10/17-10/22#
District	10/24-10/29
Regional	10/31-11/5
State	11/10-11/12

Unless an earlier date is established by the District Athletic Board (no earlier than two days prior to the established date).

Wrestling

Team Regional Quarterfinal	1/25
Team Regional Semifinal	2/1
Team Regional Final	2/1
Team State	2/11
Individual Sectional	2/20-2/25
Individual District	2/28-3/4
State	3/9-3/11