

EATON BOARD OF EDUCATION REGULAR MEETING
Hollingsworth East Elementary School Cafeteria
October 13, 2014
6:00 p.m.

I. Opening of the Meeting

A. Call to Order – President Terry Parks called the meeting to order.

B. Roll Call – President Parks called the roll:

R. Cooper P L. Noble P J. Renner P K. Shepherd P T. Parks P.

C. Pledge of Allegiance – The Pledge of Allegiance was recited.

D. Recognition of Visitors -- There were no visitors who wished to be recognized.

E. Executive Session (if needed) -- No Executive Session needed.

F. Other Opening Business -- None

II. Treasurer's Business – Priscilla Dodson

A. The Treasurer recommends approval of the following:

1. Approve minutes of the September 8, 2014 Regular Board Meeting.
2. Submission of warrants.
3. Submission of Financial Report.
4. Submission of Investment Report.
5. Approve Five Year Forecast FY15.
6. Approve transfer of \$12,500 from 001-9414 to 003-9903 Track Improvements.
7. Approve transfer of \$31,000 from 001-9414 to 003-0004 Field Improvements.
8. Appoint Priscilla Dodson, Treasurer, to represent Terry Parks, Lisa Noble, Rusty Cooper, Keith Shepherd and Joseph Renner at the Public Records Training, October 2014 at the Miami County ESC.

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

Discussion – Keith Shepherd attended the Public Records Training with Priscilla.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-092

B. Approve Now and Then PO

The Administration recommends approval of the Now and Then PO for Eaton Computer in the amount of \$2,937.00.

Motion by Mr. Renner, seconded by Mr. Shepherd, to approve agenda Item II B.

Discussion – Priscilla explained that this is an exception to the rule. Work was done by Eaton Computer over and above contracted work without a purchase order in place. Mr. Renner and Mr. Parks asked that Eaton Computer understands they must have a purchase order in place prior to beginning work not covered by the contract. Priscilla stated that she will talk with Mr. Unruh of Eaton Computer.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declared motion PASSED.

#1415-093

C. Agreement with Rumpke

The Administration recommends approval of a three year agreement with Rumpke of Ohio, Inc. for the disposal of all solid waste material for Eaton High School, Eaton Middle School, Bruce Elementary School, East Elementary School, Transportation/Maintenance Building, Administrative Offices and as needed at the athletic complexes (Attachment A).

Motion by Mrs. Noble, seconded by Mr. Cooper to approve agenda Item II.C.

Discussion – None

President declares motion PASSED.

#1415-094

III. Reports

A. Miami Valley Career Technology Center Report – Terry Parks reported that NEOLA updated MVCTC board policies. The new board of education meets all requirements as set forth by the state. MVCTC received 3 “A’s” and 1 “C” on the state report card.

B. Parks and Recreation Board Report – Joe Renner had no report.

C. Superintendent’s Report – Dr. Barbara Curry noted that David Curry being hired as a coach on this agenda is no relation to her. Dr. Curry then reviewed the district’s report card. Mr. Parks asked Mrs. Neanen for her input. She responded to his questions. Mr. Renner is glad we are looking at gifted students. Mr. Parks also spoke to this issue.

D. Other Reports – Mrs. Noble asked Mr. Miller, Director of Operations, about the ice cream being used in the district. Mr. Miller stated that it is doing well. It is low fat, comes in many varieties and follows the State of Ohio requirements.

IV. Old Business -- None

V. New Business

A. Termination of Employment

Pursuant to R.C. 3319.39, the Board may not employ an individual convicted of a violation of R.C. 2925.04. Custodian Phillip Wilt was convicted of violating R.C. 2925.04. Accordingly, Mr. Wilt was provided with written notification of his separation from employment with the District on

September 9, 2014. The Administration recommends the Board retroactively approve his release.

Motion by Mr. Shepherd, seconded by Mr. Renner, to approve agenda Item V. A.

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-093

B. Resignation

The Administration recommends the acceptance of the following resignation:

1. Laura Hopper, Teacher, resignation effective October 24, 2014.

Motion by Mrs. Noble, seconded by Mr. Renner, to approve agenda Item V. B.

Discussion – Mrs. Hopper is currently on leave.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-094

C. Employment – Certificated Staff – Supplemental 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 2014-2015 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. Ally Hoke, Varsity Cheerleading Coach - Basketball.

Motion by Mrs. Noble, seconded by Mr. Parks, to approve agenda Item V. C.

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-095

D. Employment – Non-Certificated Staff – Extra-Curricular Contract

The following position has been posted and no certificated staff members have applied. The Administration recommends the employment of the following nominee on a one-year limited contract for the 2014-2015 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. Randy Titkemeyer, 7th Grade Girls Basketball Coach.

Motion by Mr. Parks, seconded by Mrs. Noble to approve agenda Item V.D.

Discussion – None

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-096

E. Employment – Certificated Staff – Substitutes 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 2014-2015 school year, as certified by the Preble County Educational Service Center.

- | | |
|--------------------------|--------------------------|
| 1. Tarin Azzalina | 11. Susanne Houle Buriff |
| 2. Clare Bailey | 12. Steven Moore |
| 3. Melanie Bingham | 13. Lee Mowen |
| 4. Megan Clark | 14. Tracy Pearson |
| 5. Teresa Comley-Darhnaj | 15. Candy Robinsd |
| 6. Richard Faber, III | 16. Christina Schaber |
| 7. Angela Fudge | 17. Randy Titkemeyer |
| 8. Annaleah Garey | 18. John Ward |
| 9. Kelly Gillum | 19. Andrew Whitman |
| 10. Kyle Holster | |

Motion by Mrs. Noble, seconded by Mr. Cooper, to approve agenda Item V. E.

Discussion -- None

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-097

F. Employment – Non-Certificated Staff – Substitute

The Administration recommends employment of the following substitutes for the 2014-2015 school year. Employment contingent upon certification (if necessary), criminal background check, and all applicable state and local requirements. Salary and duties per Board Policy and Administrative Rules and Regulations with no fringe benefits.

1. Vanessa Brooks, Substitute Educational Aide.
2. Chelsi Fry, Substitute Health Aide.
3. Pauline Harvey, Substitute Cafeteria Worker.
4. Stacey Jennings, Substitute Custodian.
5. Elizabeth Murphy, Substitute Educational Aide.
6. Suzanne Stephen, Substitute Custodian.
7. Krista Wheeler, Substitute Educational Aide.
8. Krista Wheeler, Substitute Secretary.

Motion by Mr. Renner, seconded by Mr. Shepherd, to approve agenda Item V. F.

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-098

G. Approval of Volunteers

The Administration recommends approval of the following volunteers for the 2014-2015 school year; contingent upon completion of all state and local requirements, including criminal background checks if necessary.

1. David Curry, Volunteer Baseball Coach.
2. Joe Ferriell, Volunteer Girls Basketball Coach.
3. Wade Guthrie, Volunteer Wrestling Coach.
4. Nathan Islamovsky, Volunteer Wrestling Coach.
5. Nan Silvers, Volunteer Wrestling Coach.
6. Scott Trunck, Volunteer Wrestling Coach.
7. Shelby Turner, Volunteer Cheerleading Coach – Basketball.

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

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-099

H. Approval of Job Descriptions

The Administration recommends approval of the following job descriptions.

1. Event Supervisor (Attachment B)
2. Technical Staff (Attachment C)

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

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-100

I. Amend Job Descriptions

The Administration recommends approval to amend the following job descriptions.

1. Mechanic (Attachment D)
2. Custodian (Attachment E)

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

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-101

J. Memorandum of Understanding

The Administration recommends approval of the Memorandum of Understanding between the Eaton Board of Education and the Eaton Classroom Teachers Association for the new evaluation procedures (Attachment F).

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

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-102

K. Memorandum of Understanding

The Administration recommends approval of the Memorandum of Understanding between the Eaton Board of Education and the Eaton Classroom Teachers Association for calamity day procedures (Attachment G).

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

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-103

L. Memorandum of Understanding

The Administration recommends approval of the Memorandum of Understanding between the Eaton Board of Education and the Eaton School Support Personnel Association for calamity day procedures (Attachment H).

Motion by Mrs. Noble, seconded by Mr. Renner, to approve agenda Item V. L.

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-104

M. Agreement with Preble County YMCA

The Administration recommends approval of the rental agreement with the Preble County YMCA for use of the YMCA's pool for the Eaton High School Swim Team effective November 1, 2014 to March 1, 2015 (Attachment I).

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

Discussion – Mrs. Noble said the cost is similar to last year's cost.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-105

N. Agreement with the Montgomery County Educational Service Center

The Administration recommends approval of the instruction service agreement with the Montgomery County Educational Service Center for Gifted services, not to exceed \$3,000.00.

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

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-106

O. Agreement with the School Improvement Network

The Administration recommends approval of a five (5) year service agreement with the School Improvement Network for EDIVATION. The service will be paid for using Race to the Top funds.

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

Discussion – Mrs. Neanen explained this program.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-107

P. Approval of Out-of-State Employee Travel

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

1. Ron Neanen, Scott Burnett, Bob Ebright, Brad Davis and Brandon Robinson to attend the American Football Coaches Association Annual Convention, Louisville, Kentucky, January 12, 2015.

Motion by Mr. Shepherd, seconded by Mrs. Noble, to approve agenda Item V. P.

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-108

Q. Approval of Out-of-State Trips

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

1. Senior students and chaperones to New York City, New York, April 6, 2014 through April 10, 2015.
2. Boys and Girls Swim Team and coaches to Hagerstown High School, Hagerstown, Indiana, January 22, 2015.

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

Discussion – Mr. Renner questioned if it was a good idea for a first-year teacher to chaperone the New York trip. High School administration feels fully comfortable with the teacher.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-109

R. Surplus Items

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

1. 91 various outdated and/or damaged library books at Eaton High School.

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

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-110

S. Donations

The Administration recommends acceptance of the following donations:

1. From the Preble County Retired Teachers, school supplies to Bruce Elementary and East Elementary.
2. From Verizon, The Cellular Connection, school supplies to Bruce Elementary and East Elementary.
3. An anonymous donation to Mrs. Fugate's 4th Grade classroom.

Motion by Mrs. Noble, seconded by Mr. Renner, to approve agenda Item V. S.

Discussion – The board expressed appreciation for all donations made to our schools.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-111

T. Other New Business

Priscilla mentioned the upcoming move to the new administrative offices. Also, the HIT Foundation has notified her that the buildings in the southwest portion of our block will be torn down in the next few weeks including the school's maintenance building.

U. Executive Session

The superintendent and treasurer were invited to participate in executive session.

To consider the employment of a public employee or official.

Motion by Mrs. Noble, seconded by Mr. Cooper to convene executive session.

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-112

President convenes executive session at 6:54 p.m.

President resumes open session at 8:05 p.m.

VI. Adjournment

Motion by Mrs. Noble, seconded by Mr. Renner to adjourn the meeting.

Discussion

Cooper Y Noble Y Renner Y Shepherd Y Parks Y.

President declares motion PASSED.

#1415-113

President adjourns meeting at 8:06 p.m.

DATE _____

PRESIDENT _____ TREASURER _____

Upcoming Regular Board Meetings

Monday, November 3, 2014 – 6:00 p.m.
Hollingsworth East Elementary
(Note: First Monday of the Month)

Monday, December 8, 2014 – 6:00 p.m.
Hollingsworth East Elementary

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Incumbent:

Title: Event Supervisor
Reports to: Middle School Principal
Employment Status: Supplemental
FLSA Status: Exempt

QUALIFICATIONS:

1. Valid Ohio driver's license.
2. Must pass criminal background check.
3. High School Graduate or equivalent.
4. Ability to deal with the public.
5. Planning and conflict resolution.
6. Diplomacy among community representatives.
7. Oral communication skills required.

GENERAL DESCRIPTION:

This person will be employed on a supplemental or part time contract to serve as the supervisor during outside events held at the Performing Arts Center.

ESSENTIAL FUNCTIONS:

1. Be present, on time and ready to work.
2. Acts as the liaison between the outside organization and the school district during performances/events.
3. Provides support to outside organization during performances/events.
4. Works with the custodian on duty to make sure that the facilities are clean and organized during performances/events.
5. Maintains order and control of the facilities during performances/events.
6. Assists visitors with seating needs.
7. Assists visitors with additional needs during performances/events.
8. Monitors visitors and organizations to assure no food or drinks enter the Performing Arts Center.
9. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Board policy

- Building layout

Skills and Abilities:

- Interpret policies
- Rules and regulations
- Establish and maintain effective relationships with students, parents, staff, and community members
- Problem solving
- Plan and implement objectives
- Ability to lift 50-150 pounds

EQUIPMENT OPERATED:

ADDITIONAL WORKING CONDITIONS:

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

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.

TERMS OF EMPLOYMENT:

One-year supplemental contract.

PERFORMANCE EVALUATION:

According to the ECTA/Eaton City Board of Education negotiated agreement.

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

Employee

Date

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Incumbent:

Title: Technical Staff
Reports to: Middle School Principal
Employment Status: Supplemental
FLSA Status: Exempt

QUALIFICATIONS:

8. Valid Ohio driver's license.
9. Must pass criminal background check.
10. High School Graduate or equivalent.
11. Ability to deal with the public.
12. Oral communication skills required.
13. Experience with various forms of technical theatre production equipment – sound and lighting experience preferred.
14. General knowledge of technical operations.
15. General troubleshooting skills
16. Good communication skills and the ability to receive, interpret and implement instruction are essential.

GENERAL DESCRIPTION:

This person will be employed on a supplemental or part time contract to provide lighting and sound support during events held at the Performing Arts Center and/or Athletic Complex as needed.

ESSENTIAL FUNCTIONS:

10. Be present, on time and ready to work.
11. Provide proper technical operations of the venue.
12. Acts as the liaison between the outside organization and the school district during performances/events.
13. Provides support for lighting and sound needs during performances/events.
14. Works with the Custodian and Event Supervisor on duty to maintain organization during performances/events.
15. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Board policy

- Building layout
- Technical equipment

Skills and Abilities:

- Interpret policies
- Rules and regulations
- Establish and maintain effective relationships with students, parents, staff, and community members
- Problem solving
- Plan and implement objectives

EQUIPMENT OPERATED:

- Lighting system
- Sound system

ADDITIONAL WORKING CONDITIONS:

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

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.

TERMS OF EMPLOYMENT:

One-year supplemental contract.

PERFORMANCE EVALUATION:

According to the ECTA/Eaton City Board of Education negotiated agreement.

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

Employee

Date

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Mechanic

Reports to: ~~Transportation Supervisor~~ **Director of Operations**

Employment Status: Full time

FLSA Status: Non-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.
8. Possess ability to work with administration, supervisors, and fellow employees positively, effectively, and energetically.
9. Complete satisfactory pre-employment drivers' training program, basic and advanced bus driver's education program, and be able to obtain bus driver's certificate and valid CDL with bus driver endorsement.
10. Must possess sufficient skills, training, and experience in vehicle mechanics, including diesel engines, to understand the vehicles, be adequately equipped to follow a definite plan which is thorough, systematic and adequate.
11. Should be able to assist in organization of the transportation program.

GENERAL DESCRIPTION:

Performs repairs to provide a safe and reliable bus fleet, which in addition to emergency repairs will include regular and periodic inspection and maintenance procedures.

ESSENTIAL FUNCTIONS:

1. Establishes and maintains a program of preventative maintenance.

2. Services and inspects uses and other board-owned motor vehicles on a regularly scheduled program making repairs as needed.
3. Has access to and knows how to use the Owners and Driver's Manual and the Service Manual provided by the vehicle manufacturer.
4. Is responsible for the summer bus maintenance program and shall have all buses ready for the annual inspection by the Ohio Highway Patrol.
5. Maintains an inventory of supplies and parts.
6. Keeps accurate cost records.
7. Shall see that the bus garage is clean, orderly, and free of hazardous conditions.
8. Promotes good public relations with those whom he works through personal appearance, attitude and conversation.
9. Recommends to Transportation Supervisor the use or denial for use, of school buses and recommends repairs and replacement of parts as necessary.
10. Attends in service training courses where possible and practicable.
11. Assists with the recordkeeping for all buses and maintenance vehicles.
12. Assists in the ordering of all replacement parts for buses using purchase order procedures established by the Treasurer.
13. Assists in estimating damage to buses caused by accidents.
14. Places first aid equipment, fuel sheets, etc. in each bus.
15. Responds to bus breakdowns.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as custodian of all board-owned Transportation Department equipment.
2. Assists in securing substitute bus drivers when needed.
3. Assists in keeping buses, trucks, tractors, mowers and all vehicles belonging to Eaton Community Schools Board of Education in readiness for continual and regular operation by performing all repairs within his ability or by arranging for repairs elsewhere if directed by Supervisor of Transportation.
4. Drives bus routes as needed.
5. All other duties as assigned by Supervisor, Superintendent or designee.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- **Board policies and procedures**

- Ohio School Bus Inspection Manual
- Techniques, methods, tools and equipment used in bus and truck repair
- Safety practices and procedures
- Inventory control

Ability to:

- Perform major bus and truck repairs and maintenance
- **Perform moderate physical labor for possibly extended periods of time**
- Lift 50 – 150 pounds
- Maintain records

Skill in:

- Bus and truck repair techniques
- operation of hand and small and large power tools

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 tools. Buses, trucks and other large equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional exposure to heavy equipment, electrical hazards, loud noise, irritating chemicals (e.g. equipment lubricants and solvents), blood, bodily fluids, and tissue.

TERM OF EMPLOYMENT:

Two hundred forty-seven days plus thirteen paid holidays.

PERFORMANCE EVALUATION:

Conducted by ~~Transportation Supervisor~~ **Director of Operations.**

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: June 12, 2006]

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Custodian
Reports to: Principal and/or Director of Operations
Employment Status: Full time
FLSA Status: Non-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.
8. Possess ability to work with administration, supervisors, and fellow employees positively, effectively, and energetically.
9. Possess general knowledge of building cleaning procedures and have ability to carry out job responsibilities without extensive supervision.
10. Possess general aptitude in the trade skills and be able to do minor repairs.

GENERAL DESCRIPTION:

Under direction, performs a variety of unskilled and semi-skilled tasks to ensure the cleanliness and safety of the facility and grounds.

ESSENTIAL FUNCTIONS:

1. Performs a variety of tasks to ensure cleanliness of the building (e.g. scrubs, dusts, wet mops, vacuums, strips, sweeps, waxes floors, empties trash, washes walls and windows, cleans chalkboards, etc.)
2. Cleans restrooms and locker rooms daily (e.g. scrubs, disinfects, empties trash, etc.) and replenishes toilet paper, paper towels and soap dispensers.
3. Supervises summer custodial helpers (e.g. assigns tasks, provides direction and training, etc.)

4. Raises the flag of the United States of America at the beginning of each school day and lowers it at the close of the school day.
5. Assists in setting up and taking down all special equipment for assemblies and special programs.
6. Operates necessary equipment (e.g. vacuum, cleaner, buffer, scrubber, etc.)
7. Assists in cafeteria during lunch (e.g. sets up and takes down tables, cleans floors, tables, chairs, etc.)
8. Maintains the necessary supplies and equipment to perform custodial tasks. Maintains an inventory list of such supplies as well. Prepares quarterly supply requisitions for maintenance to deliver supplies.
9. Opens and secures the building each day, as directed, and turns on lights.
10. Secures building, locks doors and windows, turns off lights.
11. Performs a variety of tasks to the grounds surrounding the building (e.g. mows grass, remove snow and ice, keeps trash picked up and emptied etc.)
12. Reports areas that need special maintenance to the building Principal or Director of Operations.
13. All other duties as assigned by Principal, Director of Operations, Superintendent or designee.

OTHER DUTIES AND RESPONSIBILITIES:

1. May be requested to work calamity days and special events in building assigned, other buildings, or grounds.
2. Attends training sessions as scheduled for implementing maintenance and cleaning procedures.
3. Ensures safety of building keys.
4. Maintains a neat appearance.
5. Performs related duties as assigned by supervisor(s).

ADDITIONAL FUNCTIONS OF CUSTODIAN ASSIGNED TO ATHLETIC, ARTS & WELLNESS COMPLEX

1. Primary responsibilities will be concentrated at the Athletic, Arts & Wellness Complex in the fall and spring.
2. Open and prep the Athletic, Arts and Wellness Complex prior to events; including unlocking all requested areas, ensuring the cleanliness of all areas (before, during and after events), maintains/grooms fields and secures building and grounds at end of shift/event.
3. Paint fields for band, soccer, football, baseball and cross country when needed.
4. Sets up and tear down for all sporting events.
5. Check in vendor deliveries, putting food, frozen and dairy items away in concession stand if needed.

6. Perform a variety of tasks to the grounds surrounding the Athletic, Arts and Wellness Complex (e.g. mows grass, removes snow and ice, keeps trash picked up and emptied, etc.).
7. Report areas that need special maintenance to the Director of Operations, Athletic Director, Superintendent, or designee.
8. Must be able to work a non-traditional work week and/or work schedule.
9. Must be able to adjust work schedule as needed for sporting and other events.
10. Assists with events in the Performing Arts Center, including cleaning, set up and tear down of props, and other duties as needed.
11. Assists in other buildings and/or areas as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Board policies and procedures
- Building policies and procedures
- Cleaning techniques and procedures
- Cleaning agents
- Inventory methods
- Basic building systems
- Proper and safe use of cleaning materials

Ability to:

- Interpret cleaning labels
- Follow directions
- Use hand and electrical tools
- Perform moderate physical labor
- Use cleaning materials properly
- [Lift 50-150 pounds](#)

Skill in:

- Vacuum cleaner
- Buffer
- Scrubber.

EQUIPMENT OPERATED:

Sweepers, brooms, mops, buffers, scrubbers, pails, hand tools, ladders, small and larger power tools.

ADDITIONAL WORKING CONDITIONS:

Occasional: exposure to severe weather, loud noise, extreme heat or fire, blood, bodily fluids and tissue, irritating chemicals, electrical hazards, inclement weather and driving conditions.

Frequent: exposure to unruly children/adults, dust.

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 seven days, plus thirteen paid holidays.

PERFORMANCE EVALUATION:

Conducted by Building Principal

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: June 12, 2006]

[Updated: October 14, 2013]

TENTATIVE AGREEMENT

Subject to Approval by Board/ECTA Membership

9-3-2014 @ 10:45am

NEW EVALUATION ARTICLE

1. Evaluation Procedure Defined

- A. The evaluation procedure established in this article conforms to the framework for the evaluation of teachers developed pursuant to section 3319.112 of the Ohio Revised Code.
- B. Teachers will be evaluated via a minimum of two formal observations and periodic classroom walkthroughs.
- C. Each completed evaluation will result in the assignment of a teacher effectiveness rating. Teachers will be assigned an effectiveness rating according to the State framework. Under the state framework, the evaluation will result in one of the following effectiveness ratings: (1) Accomplished; (2) Skilled; (3) Developing; or (4) Ineffective.
- D. The teacher effectiveness rating shall be derived from a summative evaluation where fifty (50) percent of the overall evaluation is based on student growth measures as provided for in this agreement and fifty (50) percent of the overall evaluation is based on a teacher's performance rating as provided for in this agreement. The fifty (50) percent teacher performance rating is aligned with the Ohio Standards for the Teaching Profession and the framework for evaluation of teachers developed by the State Board of Education.

2. Application

- A. The teacher evaluation procedure contained in this agreement applies to the following employees of the Board:
 - 1. Teachers working under a license issued under sections 3319.22, 3319.26, 3319.222 or 3319.226 of the Revised Code who spend at least fifty (50) percent of their time providing content-related student instruction.
 - 2. Teachers working under a permanent certificate issued under section 3319.222 of the Revised Code as it existed prior to September 2003 who spend at least fifty (50) percent of their time providing content-related student instruction.
 - 3. Teachers working under a permanent certificate issued under section 3319.222 of the Revised Code as it existed prior to September 2006 who spend at least fifty (50) percent of their time providing content-related student instruction.
 - 4. Teachers working under a permit issued under 3319.301 of the Revised Code who spend at least fifty (50) percent of their time providing content-related student instruction.

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3. Evaluators

- A. The evaluator will be one of the employee's supervisors unless otherwise notified by September 15. In the event a non-ECSD employee is to be selected as the evaluator, this evaluator shall be mutually agreed upon by the teacher and administration. In the event the teacher and the administration cannot mutually agree upon a non-ECSD employee evaluator, an ECSD administrator will be assigned as evaluator. If an evaluator is incapacitated for any reason or on any type of approved leave during the school year, another evaluator will be assigned to perform the duties described in this Article. All evaluators will be properly licensed and credentialed by the State of Ohio. No evaluator will be a bargaining unit member.

4. Evaluation Instrument

- A. The Evaluation Instrument shall be the process and forms used by the teacher's evaluator. The ECSD OTES Committee forms will be used.

5. Orientation

- A. Each teacher shall meet with his or her evaluator to discuss the evaluation process and the teacher's professional growth plan or improvement plan.

6. Schedule for Evaluation

- A. Every teacher shall be evaluated every year, subject to the following exceptions, which only apply to teachers not in the first three years of employment with the district:
 - 1. A teacher has attained a teacher effectiveness rating of Skilled on the final summative rating will not be evaluated the following year, so long as the teacher's student academic growth measure, for the most recent school year for which data is available, is average or higher.
 - a. The years off for evaluation of Skilled teachers shall be staggered.
 - i. For the 2014-2015 school year, teachers shall be ranked by seniority. Fifty percent (50%) of Skilled teachers—beginning with the least senior teacher—shall be evaluated in the 2014-2015 school year. The other fifty percent (50%) of Skilled teachers shall be evaluated in the 2015-2016 school year.
 - ii. Following the 2014-2015 school year, evaluation schedules shall proceed in accordance with the provisions of this Article.

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iii. Teachers in the new teacher program will be required to be evaluated annually and will not be counted towards the 50% number.

2. A teacher who has attained a teacher effectiveness rating of **Accomplished** on the final summative rating will not be evaluated the following two years, so long as the teacher's student academic growth measure, for the most recent school year for which data is available, is average or higher.
 3. A teacher who is on leave for 50% or more of the school year.
 4. A teacher who has submitted notice of retirement on or before December 1 of the school year.
 5. Teachers who are not evaluated must establish Growth Plans, develop student learning objectives or growth measures, and will have one observation with a conference.
- B. The evaluation shall be conducted and completed no later than the first day of May and the teacher being evaluated shall receive a written report of the results of this evaluation not later than the tenth day of May.
- C. If the Board has entered into a limited contract or extended limited contract with the teacher pursuant to Section 3319.11 of the Revised Code, the Board shall perform a minimum of three (3) formal observations during the evaluation cycle in any school year in which the Board may wish to declare its intention not to reemploy the teacher.
7. Observations
- A. Schedule of Observation
1. A minimum of two (2) formal observations shall be conducted to support each performance assessment. A formal observation shall last a minimum of thirty (30) minutes. **The first observation will be held and the post-observation conference completed on or before the last day of the First Semester. The second observation and a third observation (if required) will be held and the conference completed on or before May 1.**
 2. Observation of Teachers Not Evaluated: Teachers who are not evaluated during the current school year must be observed once during the school year. This observation shall be a minimum of thirty (30) minutes and be followed by a post-observation conference.

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3. If any portion of the evaluation is interrupted by unforeseen circumstances, the teacher and evaluator will meet and mutually agree upon future dates and times to complete the evaluation process. Observation deadlines shall be adjusted accordingly.

B. Observation Conference

1. All formal observations shall be announced and shall be preceded by a conference between the evaluator and the teacher in order for the teacher to explain plans and objectives for the work situation to be observed. The pre-observation conference shall be held up to five (5) work days prior to the observation.
2. A post-observation conference shall be held within ten (10) work days of the observation. This conference shall be used to inform the teacher if observed instructional practices are aligned with the expectations that are identified in the teacher's professional growth or improvement plans.
3. A teacher or the evaluator may request a formal observation at any time in addition to those required by this procedure. A teacher may file a written response to any observation report.
4. Formal observations shall not be held on the day before or the day after Thanksgiving Break, Christmas Break, & Spring Break.

8. Walkthroughs

- A. A walkthrough is a formative written assessment piece that has the following components:
 1. The walk-through will typically be approximately ten (10) consecutive minutes.
 2. The evaluator will send feedback, written or electronic, to the teacher within three work days.
 3. A walkthrough may be announced or unannounced.
 4. The teacher may file written comments to the walkthrough.

9. Informal Visits

- A. The evaluation process begins the first day of the work year and includes all aspects of the teacher's performance. Informal observations may take place at any time and are intended to allow for an "all inclusive" picture of the teacher's professional work life. Informal classroom visits may occur at any time to spot-check ongoing instructional activities, assess compliance with

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established building organizational routines and provide a vehicle for direct communication between professional employee and administrator. As opposed to a formal observation or a walkthrough, informal classroom visits will not generally result in a formal written report and/or a scheduled post-conference **unless there is a concern observed that could negatively impact a teacher's overall evaluation. This information shall be communicated to the teacher within three work days.**

10. Finalization of Evaluation

A. Summative Evaluation Report

1. Before the evaluation cycle is final, and no later than May 10, a copy of the formal written evaluation report shall be given to the teacher and a conference shall be held between the teacher and the evaluator.

B. Completion of Evaluation Process

1. The summative evaluation of a teacher shall be based upon student growth measures and performance that is assessed during the walk-throughs and observations. The evaluation shall acknowledge the performance strengths of the teacher evaluated as well as performance deficiencies, if any. The evaluation report shall be signed by the evaluator. The evaluation report should then be signed by the teacher to verify notification to the teacher that the evaluation will be placed on file, but the teacher's signature should not be construed as evidence that the teacher agrees with the contents of the evaluation report. The evaluation report shall be completed by May 10, signed by both parties, and sent to the Superintendent.

C. Response to Evaluation

1. The teacher shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the teacher's personnel file. A copy, signed by both parties, shall be retained by the teacher.

11. Professional Development

A. Professional growth and improvement plans shall be developed as follows:

1. Teachers with above expected levels of student growth will develop a professional growth plan subject to the approval of the evaluator.
2. Teachers with expected levels of student growth will develop a professional growth plan subject to the approval of the evaluator.

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3. Teachers with below expected levels of student growth or a **performance rating of "Ineffective"** will develop an improvement plan with their credentialed evaluator.
 - a. In the event that the teacher and the evaluator cannot agree on the evaluator's expectations for the improvement plan, the teacher may request an Association representative to facilitate further discussion between the teacher and the evaluator. If agreement is not reached by October 15, the evaluator shall implement an improvement plan that shall govern for purposes of the evaluation. **The teacher shall have the right to appeal such implementation to the Superintendent. The Superintendent shall have the final decision without further appeal.**
 - b. Professional growth and improvement plans for a school year shall be developed no later than October 15 each school year. Improvement plans shall follow the format on the **ECSD OTES Committee** forms for Improvement Plans.
12. General Provisions
 - A. In the event of legislative action by the Ohio General Assembly that impacts the **Master Agreement** in any way, the parties to the Master Agreement agree to reconvene to bargain any changes to the contractual evaluation procedure to impasse. **Changes to OTES shall be brought to the ECSD OTES Committee for review and evaluation.**
13. Student Growth Measures
 - A. In accordance with State law and State Board of Education requirements, the student growth measure component of the evaluation includes, where available, one or more of the following: (1) Teacher-level Value-Added Data (or alternative student academic progress measures if adopted by ODE); (2) ODE-Approved Assessments; and/or (3) Locally-determined Measures. Data from Board-determined multiple measures will be converted to a score of: (1) Above, (2) Expected or (3) Below student growth levels. Fifty (50) percent of a teacher's evaluation must be comprised of student growth measures. The extent to which Value-Added, alternative student academic progress measures, ODE-Approved Assessments, and Locally-determined Measures (student learning objectives ("SLOs")) are used to calculate the student-growth component of a teacher's evaluation will be in accordance with State law and regulation. **The District shall offer training regarding development, use, and scoring of SGMs.**
 - B. All student growth measure assessments shall be approved submitted by May 15th for the following school year. Approval of the assessments shall occur no later than September 1. Any teacher new to a teaching assignment

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may shall use the approved SGMs from September 1 Student growth measure assessments for new courses shall be submitted and approved within three (3) weeks of submission.

- C. The student growth measures contained in the evaluation procedure shall not be used in any decision concerning the retention or removal of any teacher until the 2015-2016 school year. Until the 2015-2016 school year, decisions concerning the retention or removal of any teacher shall be based solely upon the performance rating portion of the evaluation.

14. Testing

- A. Where applicable, teachers shall be required to be retested by the Ohio Department of Education in accordance with Section 3319.58 of the Ohio Revised Code.

15. Relationship to State Law

- A. The provisions of this Section of the Agreement and the summative evaluation procedure established herein shall supersede the provisions of O.R.C. § 3319.111 to the extent permitted by law.

16. Provisions Applying to all Evaluations

- A. Any minor, technical or other immaterial failure to comply with the evaluation procedures by the Board, which do not prejudice the substantial rights of a teacher, or that are not at the fault of the administration, shall not serve to inhibit the right of the Board to non-renew or otherwise terminate the contract of a teacher.
- B. While the substance of an evaluation shall not be subject to the grievance procedure, the determination as to whether the procedures of this Article have been materially complied with shall be subject to the grievance procedure.

17. Reporting Requirements

- A. The Superintendent shall annually cause to be filed a report to the Ohio Department of Education that includes the number of teachers for whom an evaluation was conducted and the number of teachers assigned each effectiveness rating as set forth above, aggregated by teacher preparation programs from which and the years in which the teachers graduated.

18. Evaluation of Other Certificated/Licensed Staff

- A. Members to whom the Ohio Teacher Evaluation System is not applicable will be evaluated by the District.

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- B. The same timelines of evaluation will apply to these members.
- C. The entire evaluation will be based upon performance, as student growth measures do not apply to these members.

For the Eaton Community Schools Board of Education:

TA ALLS FBT → Attorney for the Board

Date: 9-3-2014

For the Eaton Classroom Teachers Association:

[Signature]

Date: 9-3-14



CUSTOMER SERVICE AGREEMENT

Rumpke of Ohio, Inc.

SERVICE NAME: Eaton Community Schools
 SERVICE ADDRESS: Various Locations
 CITY, STATE ZIP: Eaton, OH 45320
 COUNTY: Preble
 BILLING NAME: Eaton Community Schools
 BILLING ADDRESS: 312 N Barron St
 CITY, STATE ZIP: Eaton, OH 45320

CUSTOMER ACCOUNT NUMBER: 10-13068
 CUSTOMER SERVICE CONTACT NAME: Yolanda Haston
 PHONE NUMBER: 937-456-4330 -
 Service Type (circle) RO \ FL \ RL \ RCY \ Toter \ PT \ other

Equipment Delivery Date: On Site
 Service Effective Date: 9/1/14

Pricing\additional Terms: See Attachment for billing breakdown on various accounts.

* All services are subject to fuel surcharges(see www.rumpke.com for additional information)

TERMS AND CONDITIONS OF AGREEMENT

- (1) **SERVICES RENDERED:** Customer grants to Rumpke the exclusive right to collect and dispose of all solid waste material and recyclables and agrees to make the payments as provided for herein and Rumpke agrees to furnish such services and equipment specified herein, all in accordance with the terms of the Agreement.
- (2) **WASTE MATERIAL:** The Waste Material to be collected and disposed of or recycled by Rumpke includes all solid waste material and recyclables, generated by the Customer ("Waste Material"), except that *Waste Material specifically excludes all materials that are regulated as hazardous, infectious, biomedical, explosive, toxic, radioactive, volatile, and/or highly flammable as defined by applicable federal, state or local laws.*
- (3) **TERM:** The initial term of this Agreement is three years from the later of: 1) the date of the Service Effective Date; or 2) the first day following the expiration date of any pre-existing agreement for the collection and disposal of Waste between Customer and another waste service company provider. This Agreement shall automatically renew thereafter for successive three year terms unless either party shall give written notice of their intent not to renew the Agreement by certified mail not less than (60) days nor more than one hundred and twenty (120) days prior to the expiration of the initial term or renewal term.
- (4) **RATE ADJUSTMENTS:** Rumpke may adjust the rates hereunder to reflect and pass through to the Customer any new or additional generation or disposal fees, taxes and/or surcharges levied on Rumpke by federal, state or local governmental entity. Rumpke reserves the right to adjust rates charged hereunder to reflect changes in CPI, processing, fuel, or increased transportation. Rumpke may increase rates for reasons other than set forth above with the consent of the Customer, which may be evidenced verbally, in writing, or by the actions and practices of the parties.
- (5) **CHANGES:** Changes in the, type, size and amount of equipment and frequency of service and be agreed to orally or in writing by the parties. Consent to oral changes shall be evidenced by the actions and practices of the parties.
- (6) **EQUIPMENT RESPONSIBILITY:** Customer acknowledges that it has under its custody and management, equipment owned by Rumpke (the "Equipment") and accepts responsibility for the Equipment and Waste Material disposed therein. Customer shall defend, indemnify and hold Rumpke harmless from and against any and all claims, loss, liability, and expenses (including reasonable attorney's fees) for: (a) Rumpke's collections, transportation, treatment, storage and/or disposal of waste not conforming to Waste Material, as defined herein; (b) loss or damage to the property of Customer or third party or injury to or death of a person or persons resulting from or arising in any manner out of Customer's use, operation or possession of the Equipment furnished under this Agreement. Customer agrees not to overload (by weight or volume), move or alter the Equipment, and shall use the Equipment only for its proper and intended purpose. Customer agrees to provide unobstructed access to the Equipment on the scheduled collection day and Customer agrees to pay the associated fees for the additional service required due to Customer's failure to provide such access. Customer acknowledges that Rumpke shall not be liable for any damages to pavement, curbing, or other driving surfaces resulting from weight of Rumpke's vehicles.
- (7) **HOLD HARMLESS:** Neither party shall be liable, for any, consequential, incidental or special damages or loss of business profits however arising, as a result of their performance, or failure to perform under this Agreement, except as provided herein.
- (8) **LIQUIDATED DAMAGES:** In the event Customer terminates or defaults under this Agreement, Customer agrees to pay Rumpke, as liquidated damages, a sum equal to the Customer's monthly service rate multiplied by 6, plus a container removal fee of \$100 per container.
- (9) **PAYMENT:** Customer agrees to pay all amounts due NET 10 days, with any amounts not paid within 30 days of invoicing subject to 1.5% service charge per month until paid.
- (10) **MISCELLANEOUS:** Upon execution, this Agreement represents the entire understanding and agreement between parties hereto and supersedes any and all prior agreements, written and oral, that may exist between parties regarding the same. This Agreement shall apply to changes of and new service address locations of Customer within the area Rumpke provides such service shall be binding upon the parties, their successors and assigns. Neither party shall be liable for its failure to perform hereunder due to contingencies beyond its reasonable control including, but not limited to civil commotion, strikes, riots, acts of God, or decrees of local, state or federal governmental bodies, agencies or courts. In the event of breach of this Agreement, the breaching party shall pay all reasonable attorney's fees, collection fees and costs of the party incident to any action brought to enforce this Agreement.
- (11) **RIGHT TO COMPETE:** Customer grants to Rumpke the right to compete with any offer which Customer receives (or intends to make) relating to the provisions of solid waste collection and disposal services upon the termination of this Agreement for any reason, and agrees to give Rumpke written notice of such offer and a reasonable opportunity to respond to it.

Customer (Corporate Name): Eaton Community Schools
 Name/title: _____
 Signature: _____
 Date: 8/6/14

Rumpke of Ohio, Inc.

Authorized Representative: _____

Printed: Tony Schwendeman

Date: 8/6/14



August 22, 2014

Account #	Location	Service/Billing
09-0104551	600 Hillcrest Drive	6-95 gallon carts - \$26.00/month/1 st ; \$12.00/month/others
09-0107512	151 Park Ave	6-95 gallon carts - \$25.00/month/1 st ; \$12.00/month/others
10-0001903	506 Aukerman St	8 yard container serviced 3 x week - \$364.82/month
10-0001961	872 E Lexington Ave	6 yard container serviced 1 x week - \$99.26/month
10-0005510	600 Hillcrest Drive	2 – 8 yard containers serviced 2 x week - \$199.99/each/month
10-0101300	506B Aukerman St	8 yard container serviced 3 x week - \$364.82/month
10-0101301	814 Camden Rd	2 – 6 yard containers serviced 2 x week - \$182.41/each/month

All accounts have an added fuel surcharge applied per month.



**Eaton High School Swim Team Pool Rental
Proposal
2014-2015**

Monday/Tuesday/Wednesday/Thursday – 3:00-5:00 PM
Total Pool Time: 8 hours/week

Meets: Four Home Meets, Dates TBD
(6:00-9:00pm)

Cost: \$4,632 (4 Lanes – 4 meets) or \$5,640 (5 Lanes – 4 Meets)
☐ Cost is based upon a rate of \$9 per lane, per hour, and 14 weeks of practices.
☐ Cost includes \$150 for each home swim meet.
☐ The YMCA cannot reimburse for canceled practices, unless the YMCA is responsible for the cancellation.
☐ Cost does not include any lane fees for swimmers going to post season tournaments.

Guidelines:

*Four lanes will be dedicated to the Swim Team during the stated times. Swim team will be responsible for putting in additional swim lane that will remain open for YMCA members only.
Swim Team Coach will be responsible for assisting with the installation of lane markers at each practice. YMCA shall provide starting blocks, lane markers, false start rope, and backstroke flags for meet. All staffing, timing set-up and tear-down shall be the responsible of the Eaton High School Swim Team.
Eaton High School Swim Team Coach must be present at all practices and meets.
YMCA shall not be responsible for any lost or stolen items. Please secure all valuables.
Eaton High School shall be responsible for paying all fees within 15 days of the completion of the season. In the event that swimmers make it to the post season and need additional weeks of practice, the length of this agreement, lanes required, and practice times can be adjusted to meet the needs of the swim team.*

Authorized Signature: _____ **Date:** _____
Executive Director: _____ **Date:** _____
Program Director: _____ **Date:** _____

Contract will be effective for time period Nov. 1, 2014 to March 1st, 2015