

**EATON BOARD OF EDUCATION REGULAR MEETING**

**Hollingsworth East Elementary School Cafeteria**

**August 8, 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 Students**

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

Whereas the Board of Education and Administration wishes to recognize Seth Gard for placing 8<sup>th</sup> in the 3200 meter run at the OHSA State Track and Field Meet.

Furthermore, the Board of Education and Administration wishes to recognize the Varsity Boys Baseball team as SWBL Southwestern Division co-champions:

Alex Almeyda-Roe

Lew Bowser

Blake Curry

Bradley Curry

Austin Day

Henry Durham

Max Fadden

Colton Gray

Donnie Nicodemus

Trevor Pittman

Ghye Wilson

Congratulations!

**E. Recognition of Visitors** – None.

## **F. Executive Session**

To consider the employment of a public employee.

Dr. Curry, Rachel Tait, Pam Friesel, Scott Couch, Becky Montgomery, Stephanie Cooper, and Anna Fomin were invited to participate in executive session.

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

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-001**

President convenes executive session at 6:07 p.m.

President resumes open session at 6:32 p.m.

Treasurer's Note: Mr. Cooper entered Executive Session at 6:10pm.

## **G. Other Opening Business**

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

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

1. Approve minutes of the July 7, 2016 Special Board Meeting.
2. Approve minutes of the July 11, 2016 Regular Board Meeting.
3. Submission of Warrants.
4. Submission of Financial Report.
5. Submission of Investments.
6. Approve new fund 200-9220 Class of 2020.
7. Approve American Fidelity Affordable Care Act compliance services agreement.
8. Approve Then and Now purchase order to Sherwin-Williams in the amount of \$5,175.00.
9. Approve Then and Now purchase order to Waibel Energy Systems for \$8,489.56.
10. Approve Then and Now purchase order to Sinclair Community College for \$4,479.32.
11. Approve Professional Development Consortium 2016-2017 contract with the Preble County ESC in the amount of \$4,700.25.

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed .

**#1617-002**

### III. Reports

- A. Miami Valley Career Technology Center Report – Mr. Parks said there will be approximately 1,000 Juniors this Fall.
- B. Parks and Recreation Board Report – The Parks Board has not met since our last meeting.
- C. Superintendent's Report – Dr. Curry thanked Yolanda Haston, the custodians, Doug Moore and the IT department for all of their hard work this Summer.
- D. Other Reports – None.

### IV. Old Business – None.

### V. New Business

#### A. Resignation

The Administration recommends approval of the following resignation.

1. Kristina Wade, RN, resignation effective July 21, 2016.

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed .

**#1617-003**

#### B. Health and Hardship Leave

1. The Administration recommends approval of health and hardship leave of absence for Nancy Fulcher, Educational Aide, beginning November 9, 2016 through June 30, 2017.

2. The Administration recommends approval of health and hardship leave of absence for Etta Flack, Cafeteria Worker, from August 16, 2016 through October 8, 2016.

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-004**

### **C. Employment – Certificated**

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. Anna Fomin, Teacher

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-005**

### **D. 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. Rebecca Montgomery, Cafeteria Worker
2. Stephanie Cooper, Educational Aide

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



Discussion – None.

Cooper Abstained Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-006**

**E. 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. Clare Bailey
2. Lindsay Beiser
3. Tora Bristow
4. Daryl Foster
5. Jennifer Goins
6. Victoria Howard
7. Kathy Howse
8. Susan Kiracofe
9. Matthew Klontz
10. Nicole Parris
11. Candy Robbins
12. Dylan Steffey
13. Abigail Yeazel

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-007**

**F. Employment – Non-certificated Staff**

The following position has 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 nominee on 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. Lisa White, Flag Corps Advisor

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-008**

#### **G. Employment – Non-certificated Staff – Athletics**

The following position has 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 these nominees on one-year limited contracts 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. Kajsa Ruebush, Varsity Swim Coach

Motion by Mr. Cooper, 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.

**#1617-009**

#### **H. Volunteer**

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. Natalie Wilson, Volunteer Volleyball Coach

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-010**

#### **I. Create and Post Position**

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

##### **1. Secretary**

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-011**

#### **J. Approval of Bus Routes and Walk Zones**

The Administration recommends approval of bus routes and walk zones for the 2016-2017 school year as submitted by the Director of Operations. Bus Routes and Walk Zones are subject to change based on student and/or district needs. Bus Routes are on file in the Transportation Department Office.

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

Discussion – Mr. Pool inquired if the walk zone was the same as prior years. Dr. Curry said this is the same as other years. Mr. Parks said his concern is snow removal in front of homes along the high school walk zones.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-012**

#### **K. Purchase of Service Agreement**

The Administration recommends approval of the following purchase of service contracts.

1. With Dr. Jill Vosler as team physician for the 2016-2017 school year, at a rate of \$100.00 per year.
2. With Dr. Scott Vosler as school physician for the 2016-2017 school year, at a rate of \$100.00 per year.

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-013**

**L. Agreement with the Preble County Educational Service Center for Para-Teacher Services**

The Administration recommends approval of the agreement for the Preble County Educational Service Center to provide two (2) Para-Teachers to assist teachers in providing students with academic instruction and intervention. This will be funded through Title I (Attachment A).

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.

**#1617-014**

**M. Agreement with the Preble County Educational Service Center for a Project MORE Coordinator**

The Administration recommends approval of the agreement for the Preble County Educational Service Center to provide a Project MORE Coordinator. This will be funded through Title I (Attachment B).

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y



President declares motion Passed.

**#1617-015**

**N. Agreement with the Preble County Educational Service Center for Speech/Language Pathologist Services**

The Administration recommends approval of the agreement for the Preble County Educational Service Center to provide speech and language services. This will be funded through Title I (Attachment C).

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-016**

**O. Agreement with the Preble County District Library**

The Administration recommends approval of the SEO Consortium Subcontract with the Preble County District Library (Attachment D).

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-017**

**P. Board Policy Updates**

The Administration recommends the first reading of the following board policies (Attachment E).

1. 3233 – Standards-Based School Counselor Evaluation (Attachment E)
2. New Policy – Drug Testing of Students (Attachment F)

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.

**#1617-018**

**Q. Free Use of Facilities**

The Administration recommends approval of the following organization to be approved for free use of facilities.

1. Preble County Red Hawks Baseball

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-019**

**R. Amend Resolution #1516-306**

The Administration recommends amending resolution #1516-306 of the May 9, 2016, from 3 teachers to 4 teachers to plan, supervise, teach, and providing testing during the 3<sup>rd</sup> Grade Growing Literacy Summer School.

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-020**

**S. Obsolete Items List**

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

1. Office desk chairs, tag numbers 011951 and 13883, Eaton High School
2. 1973 Red Chevy Step Van, tag number 04228, Maintenance Department

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.

**#1617-021**

## **T. Donations**

The Administration recommends acceptance of the following donations: items donated by the Preble County Board of Developmental Disabilities.

1. From the Preble County Board of Developmental Disabilities, miscellaneous furniture and cleaning equipment, to the Maintenance Department.

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

Discussion – None.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed.

**#1617-022**

## **VI. Adjournment**

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

Discussion – None.

– President Noble led the Pledge of Allegiance.  
President adjourns meeting at 6:56 p.m.

DATE \_\_\_\_\_

PRESIDENT \_\_\_\_\_

TREASURER \_\_\_\_\_

**Upcoming Board Meetings**

**Regular Meeting**

Monday, September 12, 2016 – 6:00 p.m.  
Hollingsworth East Elementary



## CONTRACT FOR PROFESSIONAL SERVICES

**THIS AGREEMENT**, made by and between the Eaton Community Schools (ECS), 306 Eaton Lewisburg Road, Eaton, Ohio 45320 and the Preble County Educational Service Center (PCESC), 597 Hillcrest Drive, Eaton, Ohio 45320-9510.

The Preble County Educational Service Center, for and in consideration,

**Agrees** to employ up two (2) certified teachers on a substitute, when called as needed basis, during the 2016-2017 School Year, to serve as Substitute Classroom Para-Teachers to assist teachers in providing students with academic instruction and intervention as assigned by Eaton Community Schools.

The Eaton Community Schools, agrees to pay the

**Sum** of approximately, Forty Three Thousand Three Hundred Twenty Six and 00/100 Dollars (\$43,326.00) according to the estimated budget that is attached. Any follow-up costs to this employment in succeeding years (i.e., unemployment expense) that is incurred will also be included.

The Preble County Educational Service Center will invoice the Eaton Community Schools monthly. Payment for providing the Substitute Classroom Para-Teachers will be processed upon receipt of an invoice provided by PCESC and payment made within 30 days of receipt of the invoice.

by Eaton Community Schools

by Preble County Educational Service Center

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTACHMENT

|                     | <b>SUBSTITUTE<br/>PARA-<br/>TEACHER</b> |
|---------------------|---|
| Salary per Day      | 98.40                                   |
| Total Cost Per Day  | 120.35                                  |
| Number of Work Days | <u>180.00</u>                           |
| Total Per Teacher   | 21,663                                  |
| No. of Teachers     | <u>2.00</u>                             |
| GRAND TOTAL         | <u><u>43,326</u></u>                    |

## CONTRACT FOR PROFESSIONAL SERVICES

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The Preble County Educational Service Center, for and in consideration,

**Agrees** to employ one (1) classified individual on a substitute, when called as needed basis, during the 2016-2017 School Year, to serve as the Project MORE Coordinator.

The Eaton Community Schools, agrees to pay the

**Sum** of approximately, Fourteen Thousand Six Hundred Seventy Six and 00/100 Dollars (\$14,676.00) according to the estimated budget that is attached. Any follow-up costs to this employment in succeeding years (i.e., unemployment expense) that is incurred will also be included.

The Preble County Educational Service Center will invoice the Eaton Community Schools monthly. Payment for providing the Project MORE Coordinator will be processed upon receipt of an invoice provided by PCESC and payment made within 30 days of receipt of the invoice.

by Eaton Community Schools

by Preble County Educational Service Center

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTACHMENT

|                     | <u>PROJECT</u><br><u>MORE</u><br><u>COORDINATOR</u> |
|---------------------|---|
| Salary per Hour     | 20.00   |
| Total Cost Per Hour | 24.46   |
| Number of Hours     | <u>600.00</u>                                       |
| Total               | <u>14,676.00</u>                                    |



## CONTRACT FOR PROFESSIONAL SERVICES

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The Preble County Educational Service Center, for and in consideration,

**Agrees** to provide a speech/language pathologist to assist Eaton Community School's staff with providing speech services to their students as directed by Eaton Community Schools.

The Eaton Community Schools, agrees to pay the

**Sum** of Thirty Thousand and 00/100 Dollars (\$30,000.00) for two (2) days of service per week throughout the 2016-2017 school year.

The Preble County Educational Service Center will invoice Easton Community Schools \$3,333.33 per month from September 2016 through May 2017. Payment for providing the speech/language pathologist will be processed upon receipt of an invoice provided by the Preble County Educational Service Center and payment made within 30 days of receipt of the invoice.

by Eaton Community Schools

by Preble County Educational Service Center

\_\_\_\_\_  
Board President

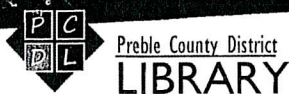
\_\_\_\_\_  
Board President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



450 South Barron Street  
Eaton, Ohio 45320  
Phone: 937-456-4250  
Fax: 937-456-6092  
pcdl@preblelibrary.org

## SEO Consortium Subcontract between the Preble County District Library and Eaton Community Schools

The Preble County District Library (PCDL) is the primary entity with which the SEO (Serving Every Ohioan) Consortium has a contract. PCDL is offering to subcontract with the independent libraries of Preble County in order to provide access to more materials to the library patrons of Preble County and defray the overall costs of belonging to a larger consortium.

This subcontract with the independent libraries of Preble County in no way negates the original and binding contract with the SEO Consortium. By signing this contract, the independent entity agrees to abide by SEO Consortium contract as well as the addendums below.

The PCDL Board of Trustees and the school board of education for Eaton Community Schools through such powers that are delegated to their administrators shall govern this agreement.

In order to ensure clear communication, one school librarian will serve as a representative. The duties of this representative will be to communicate overall concerns to PCDL. Training questions will be addressed directly with the SEO helpdesk. Cataloging questions, if not involving actual creation of bibliographic record by PCDL, will be addressed directly with the SEO Consortium. Maintenance and upgrade changes will be announced through the SEO Consortium listservs.

The Eaton Community Schools agree to provide an annual payment of \$3,000.00, as billed via the Preble County District Library within 60 days of receipt. This charge is based on the SEO consortium service fee. The service fee is subject to change from year to year. In the event SEO Consortium's price structure change, this contract will be null and void and a new contract with the new service fees will be provided.

Furthermore, the Eaton Community Schools agrees to independently contract and assume all costs for participating in the state-wide delivery system for deliveries. PCDL will continue to provide free delivery of materials requested within Preble County.

Should the librarian have materials that cannot be copy cataloged by the librarian, the librarian can independently request with SEO to create a bibliographic MARC record via OCLC's CatExpress. The OCLC fees will be paid for by the entity that requested this service and not PCDL. OCLC into the world's largest library cooperative and subcontracts with the SEO Consortium for discounted charges.

Should the school librarian want to continue having PCDL copy catalog materials instead of doing it themselves, the charges for PCDL copy cataloging will be at a rate of \$11.00/hour. PCDL will bill for the charges. Payments are due within 60 days.

Should the school librarian violate the contract agreement with the SEO Consortium, any punitive actions SEO Consortium deems necessary will occur only with the Independent library that has broken the contract and not with the other Independent libraries subcontracted with PCDL or with PCDL itself. The SEO Consortium will contact the librarian's supervisor and inform that person the reason for punitive action.



It is understood that if any party want to ruminare participation a three month notification of will be given. Should an Independent library wish to terminate this contract, arrangements for transference of bibliographic records in the catalog, and the cost for transferring the bibliographic records will be made by the independent library.

Eaton Community Schools

BY: \_\_\_\_\_ (Date\_\_\_\_\_)

ITS: \_\_\_\_\_

Preble County District Library

BY: \_\_\_\_\_ (Date\_\_\_\_\_)

ITS: \_\_\_\_\_

BOARD OF EDUCATION  
EATON COMMUNITY SCHOOL DISTRICT

PROFESSIONAL STAFF  
3223

### STANDARDS - BASED SCHOOL COUNSELOR EVALUATION

The Board of Education is responsible for a standards-based school counselor evaluation policy which conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the "Standards for School Counselors" as set forth in State law.

The Board of Education adopts the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education.

The Board believes school counselors play a critical role in supporting student learning and success and maintaining a positive school environment. The standards based system of school counselor evaluations is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

This policy shall be implemented as set forth herein and shall be included in the collective bargaining agreement with the Eaton Classroom Teachers Association, and in all extensions and renewals thereof.

The Board authorizes the Superintendent to establish and maintain an ongoing OTES and Evaluation Team, with continuing participation by District counselors represented by one elementary and one secondary counselor for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.

#### **Definitions**

**"OSCES"** - Stands for the Ohio School Counselor Evaluation System as adopted by the Ohio State Board of Education, or as otherwise modified by the State Board of Education.

**"School Counselor"**– For purposes of this policy, "school counselor" means an employee who holds a license issued pursuant to O.A.C. 3301-24-05 by the Ohio Department of Education in the area of school counseling and who is assigned to a position in that capacity.

Teachers and other employees who do not meet this definition are not subject to evaluation under this policy. Full time bargaining unit members who do not meet the definition will be evaluated in accordance with Board policy.

**"Credentialed Evaluator"**- For purposes of this policy, each counselor subject to evaluation will be evaluated by a person who has completed the OSCES training as required by the Ohio Department of Education.



The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

**"Evaluation Cycle"** – is the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when selected student metrics are combined with the counselor performance ratings resulting from performance assessments on the standards that are conducted for the current school year to assign a summative evaluation rating.

**"Evaluation Factors"**– refers to the multiple measures that are required by law to be used in the school counselor evaluation procedures, including performance on all six (6) areas identified by the standards and the ability to produce positive outcomes using student metrics selected by the Board. School counselors will receive a score in each of the six standards and the student metrics, which shall be weighted equally (1/7 of the final summative score).

**"Evaluation Framework"** – means the standards-based framework adopted by the State Board of Education for the evaluation of school counselors in accordance with R.C. 3319.113.

**"Evaluation Instruments"** – refers to the forms used by the school counselor's evaluator as developed locally.

**"Evaluation Procedure"** – the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.113 and to conform to the framework for the evaluation of school counselors developed under R.C. 3319.113.

**"Evaluation Rating"** – means the final summative evaluation level that is assigned to a school counselor pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle when the school counselor performance rating is combined with the results of student metrics. Each completed evaluation will result in the assignment of one (1) of the following evaluation ratings to Accomplished, Skilled, Developing, or Ineffective.

**"High Performing School Counselor"** - is a school counselor who earns a summative rating of "Accomplished" or "Skilled" on his/her most recent evaluations.

**"School Counselor Performance"** – is the assessment of a school counselor's performance on each of the six State-adopted standards, resulting in a performance rating. As an evaluation factor, the school counselor performance dimension is based on direct observations of a counselor's practice by a credentialed evaluator. Performance results are reported as a performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.

**"Student Metrics"** - the locally determined measure(s) that assess a school counselor's ability to produce positive student outcomes.

## **Standards-Based School Counselor Evaluation**

School Counselor evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each school counselor and assigning an effectiveness rating based upon school counselor performance and the counselor's assessment on selected student metrics.

- A. Accomplished;
- B. Skilled;
- C. Developing; or
- D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually cause to be filed a report to the Ohio Department of Education (ODE) in accordance with requirements mandated by ODE. The Board will utilize the ODE's guidelines for reporting this information.

## **Assessment of School Counselor Performance**

School Counselor performance will be evaluated during formal observations and periodic informal observations. Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for School Counselors*:

- A. Comprehensive School Counseling Program Plan;
- B. Direct Services for Academic, Career and Social/Emotional Development;
- C. Indirect Services: Partnerships and Referrals;
- D. Evaluation and Data;
- E. Leadership and Advocacy; and
- F. Professional Responsibility, Knowledge and Growth.

## **Formal and Informal Observations**

- A. School Counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and informal observations each school year.

- B. A high performing school counselor will be evaluated less frequently as follows.
1. A school counselor who receives a rating of "Accomplished" on his/her most recent evaluation may be evaluated every three (3) years, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every three (3) years, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.
  2. A school counselor who receives a rating of "Skilled" on his/her most recent evaluation may be evaluated every other year, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every other year, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

Evaluations will be completed by May 1st and each school counselor will be provided a written report of the results of his/her evaluation by May 10th. Written notice of nonrenewal will be provided by June 1st.

### **Formal Observation Procedure**

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed.

### **Informal Observation/Walkthrough Procedure**

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

An informal observation is a formative assessment process that focuses on one (1) or more of the components included in the State-adopted standards.

An informal observation should be of sufficient duration to allow the evaluator to assess the focus of the observation.



Data gathered from the observation must be placed on the appropriate designated form. Written feedback from observations shall be provided after the observation. The school counselor and/or evaluator may request a face to face meeting to discuss observations relative to the identified focus of the informal observation.

- A. Informal observations shall not unreasonably disrupt and/or interrupt the work day.
- B. A final debriefing and completed form must be shared with the employee within a reasonable amount of time.

### **Assessment of Student Metrics**

The Board will select student metrics that will be utilized for school counselor evaluations in the areas of academics, career, and social emotional development. Any modifications to the metrics that will be used in school counselor evaluations will be adopted before the start of the school year.

Data from these approved measures of student growth will be scored on four (4) levels, with a score of "1" being the lowest and "4" being the highest.

### **Final Evaluation Procedures**

Each school counselor's performance rating for each of the six (6) standards will be combined with the assessment of student metrics to produce the final summative.

The evaluator shall provide that each evaluation is submitted to the school counselor for his/her acknowledgement by written receipt. If signed by the employee, the receipt is to be sent to the Superintendent as soon as received.

### **Professional Growth Plans and Professional Improvement Plans**

Based upon the results of the annual evaluations conducted in accordance with this policy, each school counselor must develop either a professional growth plan or professional improvement plan as follows:

- A. School counselors with a final summative rating of "Accomplished" will develop a professional growth plan.
- B. School counselors with a final summative rating of "Skilled" will develop a professional growth plan collaboratively with their evaluator.
- C. School counselors with a final summative rating of "Developing" will develop a professional growth plan collaboratively with their evaluator. A building administrator must approve the professional growth plan.

- D. School counselors with a final summative rating of "Ineffective" will develop an improvement plan with their evaluator. A building administrator must approve the improvement plan.

Professional growth and improvement plans must be completed by October 15<sup>th</sup> each school year. The Board retains the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

### **Board Professional Development Plan**

In accordance with the State Board of Education's Statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of school counselors covered by this policy. The plan will be reviewed annually.

### **Retention and Promotion Decisions/Removal of Poorly Performing School counselors**

The evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of school counselors, renewal of employment contracts, and the removal/nonrenewal of poorly performing school counselors.

#### **Definitions:**

**"Retention"**- for purposes of this policy refers to employment decisions on the question of whether or not to suspend a contract pursuant to a reduction in force, nonrenew a limited or extended limited contract, or terminate employment for good and just cause. In the case of a reduction in force, seniority will not be considered when making decision on contract suspensions, except in the instance of comparable evaluations. The decision to nonrenew or terminate the contract of a poorly performing school counselor may be informed by the evaluation(s) conducted under this policy. However, decisions to nonrenew or terminate an employment contract are not limited by the existence of this policy.

**"Promotion"**- as used in this context is of limited utility given the fact that school counselors covered by this policy are not currently employed in any discernible hierarchy. Nevertheless, when making decisions relative to such matters as determining employee assignments, the Board will consider school counselor performance as indicated by evaluations.

**"Poorly Performing School Counselors"**- refers to school counselors identified through the evaluation process set forth in this policy who demonstrate an inability and/or unwillingness to meet the reasonable expectations of this standards-based evaluation system.

**"Comparable Evaluations"**- since seniority may not be the basis for school counselor retention or other employment decisions, except when deciding between counselors who

have comparable evaluations, this refers to counselors within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished."

Removal of poorly performing school counselors will be in accordance with the nonrenewal and termination statutes of the Ohio Revised Code and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the Eaton Classroom Teachers Association.

Nothing in this policy will be deemed to prevent the Board from exercising its rights to nonrenew, terminate, or suspend a school counselor contract as provided by law and the terms of the collective bargaining agreement in effect between it and the Eaton Classroom Teachers Association. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for employees on a limited contract that are evaluated under this policy. The Board reserves the right to nonrenew a school counselor evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the school counselor's final summative rating.

R.C. 3319.02, 3319.11, 3319.113, R.C. 3319.16

A.C. 3301-24-05

H.B. 64

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BOARD OF EDUCATION  
EATON COMMUNITY SCHOOL DISTRICT

STUDENTS

DRUG TESTING OF STUDENTS

The Board requires that all High School and Middle School students involved in extra-curricular/co-curricular programs, in addition to those High School students who have a school-issued parking pass, participate in a drug-testing program. The Board believes that by implementing a drug testing program it will encourage these students to remain drug-free. Further, it will strive to provide a healthy and safe environment for all students.

Students participating in extra-curricular/co-curricular programs or those who have a school-issued parking pass must sign a form consenting to the drug testing. A consent form signed by the parents of students under the age of eighteen is also required. Students may be tested prior to the start of their participation in the extra-curricular/co-curricular program or before a district parking permit is issued. In addition, random testing will be conducted throughout the year. A student may be tested more than once per year.

LEGAL REF: ORC 3313.20

