

EATON BOARD OF EDUCATION MEETING
Hollingsworth East Elementary School Cafeteria
April 8, 2013
6:00 p.m.

I. Opening of the Meeting

1. **Call to Order** – President

2. **Roll Call** – President

D. Mowen ___ R. McKinney ___ T. Parks ___ B. Pool ___ J. Renner ___

B. Neavin ___ P. Dodson ___ C. Neanen ___ S. Couch ___
K. Carpenter ___ K. Powell ___ P. Friesel ___

3. **Pledge of Allegiance**

4. **Adopt the Agenda**

Motion by _____, seconded by _____ to
adopt the agenda.

Discussion.

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____

5. **Recognition of Visitors**

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

_____ invited to participate in
executive session.

To discuss _____.

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

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

President convenes executive session at _____ p.m.

President resumes open session at _____ p.m.

7. Other Opening Business

II. Treasurer's Business – Priscilla Dodson

1. The Treasurer recommends approval of the following:

- A. Approve minutes of the March 11, 2013 Regular Board Meeting.
- B. Submission of warrants
- C. Submission of Financial Report
- D. Submission of Investment Report
- E. Transfer \$11,039.87 from Race to the Top Fund 506-9211 to Race to the Top Fund 506-9213. This transfer is to align the FY12 carryover to the FY13.
- F. Approve FY13 Supplemental Appropriations

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

III. Old Business

- 1. Miami Valley Career Technology Center Report – Doug Mowen
- 2. Parks and Recreation Board Report – Joe Renner

3. **Project Manager's Report** – Tom Doseck
4. **Superintendent's Report** – Brad Neavin
5. **Director of Education's Report** – Cindy Neanen
6. **Principal's Report** – Pam Friesel
7. **Supervisor's Report** – Tim Miller
8. **Other Old Business**

IV. New Business

1. Resignations and Retirements

The Administration recommends acceptance of the following resignations and retirement:

- A. Paul Bingle, Musical Instrumental Director, resignation effective at the end of the 2012-2013 school year.
- B. Monica Bulach, Cafeteria Worker, resignation retroactive to March 11, 2013.
- C. Ray McCampbell, Hi-Y Advisor, effective at the end of the 2012-2013 school year.
- D. Jim Richards, National Honor Society Advisor, effective at the end of the 2012-2013 school year.
- E. Beverly Richardson, 4th Grade Level Leader, effective at the end of the 2012-2013 school year.
- F. Mark Silvers, Teacher, resignation for the purpose of retirement, effective June 1, 2013.
- G. Carolyn Thalls, Teacher, resignation retroactive to March 27, 2013.

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

2. Employment – Certificated Staff

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

A. One-year limited contracts for the 2013-2014 school year (July 1, 2013 – June 30, 2014).

1. Jennifer Cross
2. Allison Jaynes
3. Amy McGillivray
4. Brandon Robinson
5. Lindsay Silvers
6. Jessica Sams
7. Jessica Staton
8. Dorothy Stoltz
9. Kelli Wright

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

B. Two-year limited contracts for the 2013-2014 and 2014-2015 school years (July 1, 2013 – June 30, 2015).

1. Mark Carnahan
2. Cynthia Genth
3. Erica Hamilton

4. Aaron Hemmert
5. Linda Laufer
6. Carolyn Annie Martin
7. Elise McWilliams
8. Leslie Roberts
9. Ann Tolliver

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

C. Continuing contracts contingent upon meeting all requirements of the Negotiated Agreement, Board Policy, Administrative Rules and Regulations and applicable provisions of the Ohio Revised Code; effective July 1, 2013.

- A. Jennifer Hopkins
- B. Shannon Langston
- C. Amber Michael
- D. John Raymond
- E. Bev Richardson

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

3. Employment – Certificated Staff Extended Service Supplemental Contracts

The Administration recommends the following extended service supplemental contracts for the 2013-2014 school year (July 1, 2013 – June 30, 2014). Salaries and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

- A. Rodger Clark, Director of Technology – 28 days as needed
- B. Jennifer Cross, Family and Consumer Science – 5 days
- C. Tricia McGinnis, Elementary School Guidance Counselor – 3 days
- D. Malissa Miller, Elementary School Guidance Counselor – 3 days
- E. Ron Neanen, High School Guidance Counselor – 20 days
- F. Leslie Roberts, Career Based Intervention Teacher – 3 days
- G. Dalene Sadowski, School Nurse – 4 days
- H. Keith Shultz, Middle School Guidance Counselor – 10 days
- I. Jessica Staton, Psychologist – 30 days
- J. Dorothy Stoltz, High School Guidance Counselor – 20 days
- K. Joyce Willis, Speech Pathologist – 4 days

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

4. Employment – Non-Certificated Staff

The following position has been posted and no certificated staff members have applied. The Administration recommends the employment of this nominee on a one-year limited contract for the 2012-2013 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.

A. Kelly Newsock, Reserve Softball Coach

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

5. Employment – Certificated Staff Athletic Supplemental Contracts

The Administration recommends the following supplemental contracts for the 2013-2014 school year (July 1, 2013-June 30, 2014). Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations and any applicable state requirements.

A. Athletic Director – Middle School	Chad Tinstman
B. Varsity Football Coach	Ron Neanen
C. HS Assistant Football Coach	Robert Ebright
D. HS Assistant Football Coach	J.Scott Burnett
E. HS Assistant Football Coach	A. Brad Davis
F. HS Assistant Football Coach – ½	Brandon Robinson
G. Football Coordinator – Middle School	Tim Holland
H. Football Coach – Middle School	Steve Johnson
I. Reserve Girls Basketball Coach	Allison Jaynes
J. Varsity Golf Coach	Randy Titkemeyer
K. Girls Varsity Soccer Coach	Allison Jaynes

L. Varsity Girls Volleyball Coach	Jessica Sams
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Motion by _____, seconded by _____, to approve agenda Item IV.5 A-L.

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

- M. Reserve Boys Basketball Coach Randy McKinney
- N. Varsity Cross Country Coach Randy McKinney

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

6. Employment – Certificated Staff Extra-Curricular Supplemental Contracts

The Administration recommends the following supplemental contracts for the 2013-2014 school year (July 1, 2013 – June 30, 2014). Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirements.

A. Assistant Band Director	Paul Bingle
B. Annual Advisor	Amber Michael
C. Grade 11 Class Advisor	Amber Michael
D. Grade 11 Class Advisor	Dorothy Stoltz

E. Washington DC Trip Coordinator	Chad Tinstman
F. Peer Counselor Advisor	Richard Hency
G. Tri-Hi-Y Advisor	Leslie Kelly
H. Future Educators of America Advisor	Teresa Gels
I. Audio Visual Coordinator	Rick McCollum
J. Student Council Advisor – H.S.	Shannon Langston
K. Vocal Music Director – M.S.	Emily Pioske
L. Academic Team Advisor	Aaron Hemmert
M. Spanish Language Club Advisor	Pam Carpenter
N. Science Club Advisor	Amy Kochensparger
O. Art Club Advisor	Amber Michael
P. Chess Club Advisor – Bruce	Mark Anspach
Q. S.A.D.D. Advisor	Ray McCampbell
R. Assistant Peer Counselor Advisor	Teresa Gels
S. Language Arts Department Head – H.S.	Ann Gaydosh – Bruce
T. Math Department Head – H.S.	Kevin Kochensparger
U. Science Department Head – H.S. (1/2)	Amy Kochensparger
V. Science Department Head – H.S. (1/2)	James Richards
W. Language Arts Department Head – MS	Jennifer Hopkins
X. Math Department Head – M.S.	Kristin Schamel
Y. Science Department Head – M.S.	Jennifer Anderson
Z. Social Studies Department Head – M.S.	Rhonda Winings
AA. 2 nd Grade Level Leader	Sarah Leach
BB. 3 rd Grade Level Leader (1/2)	Carolyn Annie Martin
CC. 3 rd Grade Level Leader (1/2)	Susan Wike

DD. 5 th Grade Level Leader	Karen Titkemeyer
EE. Student Council Advisor – M.S.	Jennifer Couch
FF. Academic Team Advisor – M.S.	Catherine Borucki
GG. Grade 9 Class Advisor	Robert Ebright
HH. Grade 9 Class Advisor	Gina Melling
II. Grade 10 Class Advisor	Leslie Kelly
JJ. Grade 10 Glass Advisor	Shannon Langston
KK. Grade 12 Class Advisor	Ron Neanen
LL. Yearbook Advisor – M.S.	Ty Tolliver

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

MM. Social Studies Department Head – H.S. Randy McKinney

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

7. Supplemental Contract Non-Renewals

In accordance with Ohio Revised Code, the Administration recommends the annual non-renewal and posting of the following supplemental contracts effective June 30, 2013 and requests that the Board authorize the Treasurer to send notices of non-renewal to each.

A. HS Assistant Football – ½	Chad Lee
B. HS Assistant Football – ½	Todd Perry
C. HS Assistant Football – ½	Don Houser
D. Football – Middle School	Robbie Sams
E. Football – Middle School	Josh Welch

F. Varsity Boys Basketball	Denny Shepherd
G. 9 th Grade Boys Basketball	Troy Titus
H. 7 th Grade Boys Basketball	Clayton Genth
I. Varsity Girls Basketball	Gary Peffly
J. 8 th Grade Girls Basketball	Nathan Hans

K. 7 th Grade Volleyball	Tonna Ditmer
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L. Varsity Swimming	Bill Aukerman
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M. HS Assistant Wrestling	Jason Bleil
N. Wrestling – Middle School	Wes Monebrake
O. Wrestling – Middle School	Josh Welch

P. Varsity Baseball	Joel Visser
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Q. Reserve Baseball	David Curry
R. Track – Middle School	Lori Lowman
S. Girls Head Track – Middle School	Blake Pieratt
T. Reserve Volleyball	Krista Smith
U. Reserve Golf	Tim Appledorn
V. Varsity Softball	Alisha Degenhart
W. Reserve Softball	Kelly Newssock
X. Varsity Boys Soccer	Bruce Porter
Y. Reserve Boys Soccer	Eric Kiracofe
Z. Program Assistant (Cross Country)	Blake Pieratt
AA. Program Assistant (Cross Country)	Lori Lowman
BB. Varsity Boys Tennis	John Hitchcock
CC. Varsity Cheerleading Advisor (Football)	Sarah Morrison
DD. Varsity Cheerleading Advisor (Basketball)	Carrie Simmons
EE. Reserve Cheerleading Advisor (Football)	Carrie Simmons
FF. Reserve Cheerleading Advisor (Basketball)	Sarah Morrison

GG.9 th Grade Cheerleading Advisor (Basketball)	Chelsea Barney
HH. 8 th Grade Cheerleading Advisor (Football)	Ashley Bowers
II. 8 th Grade Cheerleading Advisor (Basketball)	Nicki Heiser
JJ. 7 th Grade Cheerleading Advisor (Football)	Ashley Bowers
KK. 7 th Grade Cheerleading Advisor (Basketball)	Nicki Heiser

LL. Dramatics Director – ½ position	Martha Hill
MM. Thursday/Saturday School Monitor	Carolyn Walker

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

8. Employment – Certificated Staff – Substitute Teacher/Tutors as Certified by the Preble County Educational Service Center

The Administration recommends approval of the following additions to the substitute teacher/home instruction tutor list, for the 2012-2013 school year, as certified by the Preble County Educational Service Center.

- A. David Bruce
- B. Brody Rike
- C. Reginald Osborn

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

9. Approval of Volunteers

The Administration recommends approval of the following volunteer for the 2012-2013 school year; contingent upon completion of all state and local requirements, including criminal background check if necessary.

A. Kevin Melling, Volunteer Softball Coach

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

10. Post Temporary Positions

The Administration recommends the following temporary positions to be filled as needed.

A. One (1) maintenance helper at the rate of \$8.00 per hour, not to exceed 40 hours per week, for a maximum of 13 weeks; as needed from June 3 through August 30, 2013.

B. Eight (8) custodian helpers, at the rate of \$8.00 per hour, not to exceed 40 hours per week, for a maximum of 13 weeks; as needed from June 3, 2013 through August 30, 2013.

- C. Two (2) transportation department helpers, at the rate of \$8.00 per hour; not to exceed 40 hours per week for a maximum of 120 hours each; as needed June 24 through July 12, 2013.

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

11. Approve Contract with Montgomery County Educational Service Center

The Administration recommends approval to enter into a contract with the Montgomery County Educational Service Center for PASS for FY2014.

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

12. Accept Contract for IT Services

The Administration recommends approval of the Contract between Eaton Community Schools and Eaton Computer for IT Services (Attachment A).

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

13. Athletic Policy for Concussion Management

The Administration recommends approval of the Eaton Community Schools Concussion Management Policy (Attachment B).

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

14. Section 504 Policies and Procedures

The Administration recommends approval of policies and procedures for implementation of Section 504 of the Rehabilitation Act of 1973 during the 2013-2014 School year.

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

15. Resolution

The Administration recommends approval of A RESOLUTION AUTHORIZING THE ISSUANCE OF A NOTICE OF INTENT TO AWARD MULTIPLE CONTRACTS RELATED TO THE SITE FURNITURE, LANDSCAPING AND PLAYGROUND EQUIPMENT PACKAGES, THE NOTIFICATION OF SURETIES RELATED THERETO, AND AUTHORIZING THE PRESIDENT AND THE TREASURER TO ENTER INTO SAID CONTRACT UPON COMPLIANCE WITH ALL CONDITIONS PRECEDENT RELATED THERETO AND THE AUTHORIZATION TO EXECUTE SAID CONTRACT IN CONNECTION THEREWITH

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

16. Approval of Out-of-State Trips

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

- A. 8th grade Washington D.C. Trip, to Washington, D.C., May 18-22, 2014.
- B. 4th grade students and staff to Wayne County Historical Museum, Richmond, Indiana, May 17, 2013 and May 22, 2013.

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool___ Renner ___

President declares motion _____.

17. Donations

The Administration recommends acceptance of the following donations

- A. From Pat Taylor to East Elementary for the purchase of student programs and materials.
- B. From Kern and Pamela K. Carpenter, in the amount of \$500.00, for the Kern and Pamela K Carpenter Scholarship Fund.

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool___ Renner ___

President declares motion _____.

18. Other New Business

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

Discussion

Mowen ___ McKinney ___ Parks ___ Pool___ Renner ___

President declares motion _____.

19. Executive Session

_____ invited to participate in executive session.

To discuss_____.

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

Mowen ___ McKinney ___ Parks ___ Pool___ Renner ___

President declares motion _____.

President convenes executive session at _____ p.m.

President resumes open session at _____ p.m.

V. Adjournment

Motion by_____, seconded by_____, to adjourn the meeting.

Discussion

Mowen ___ McKinney ___ Parks ___ Pool___ Renner ___

President declares motion _____.

President adjourns meeting at _____ p.m.

Upcoming Meeting

Monday, May 13, 2013 – 6:00 p.m.
Hollingsworth East Elementary

Monday June 10, 2013 -6:00 p.m.
Hollingsworth East Elementary

Eaton Computer Service Agreement

This Eaton Computer Agreement ("Agreement") is made this 1st day of April , 2013 by and between the Eaton City School Board (Eaton Community Schools) (CLIENT) located at 312 North Main Street, Eaton, Ohio 45320 and Eaton Computer Helpdesk Services, located at 500 Hallmark Drive, Eaton, Ohio 45320.

WHEREAS, Eaton Computer is a provider of Network Support Services, Helpdesk Services, Security and Networking solutions;

WHEREAS, CLIENT desires to contract with Eaton Computer for the provision of the Eaton Computer (RMM) Monitoring Services and Solutions;

NOW THEREFORE, for and in consideration of the premises contained herein and good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

PERIOD OF SERVICE

This Agreement shall be effective as of the date of this Agreement, execution by CLIENT unless sooner terminated in accordance with the terms hereof, and shall be for an initial term of **Thirty nine months (39) months**. This agreement may be renewed for successive one (1) year terms upon both parties' agreement. CLIENT and Eaton Computer reserve the right to review this agreement quarterly.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first below written.

ACCEPTANCE:

Eaton Computer Eaton City Schools

Signature: Signature:

Robert S. Unruh, Sr. Priscilla Dodson, Treasurer

Title: General Manager Title:

Date: April 1st 2013 Date: April 1st 2013

PURCHASE PRICE

CLIENT is purchasing Eaton Computer Helpdesk Program Services under this Agreement for the purchase price outlined in Appendix D. **Said purchase price shall be paid in monthly installments with the first installment due upon execution of this agreement. Each payment thereafter shall be due the first day of each calendar month.** Services provided hereunder shall be assessed against this Account as provided herein.

CHARGES FOR SERVICE

a) Services shall be charged against the Account in accordance with the terms and conditions as outlined in Appendix D, and the Rate Card in Appendix C.

b) Any supplemental services provided by Eaton Computer which are outside the terms of this Agreement, including but not limited to, any maintenance provided beyond normal business hours and services in excess of the Account purchased herein, shall be charged to CLIENT as an additional charge in accordance with the terms and conditions as outlined in Appendix D. **Any additional billing charges will be invoiced at the end of each month, with payment expected within thirty (30) days, unless otherwise specified by Eaton Computer**

c) CLIENT shall, in addition to the other amounts payable under this Agreement, pay all sales and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the services provided pursuant to this Agreement. Without limiting the foregoing, CLIENT shall promptly pay to Eaton Computer an amount equal to any such taxes actually paid or required to be collected or paid by Eaton Computer. Client agrees to provide Eaton Computer with a tax exempt form, and to authorize Eaton Computer to present form to vendors when purchasing materials in service of the present agreement.

d) Eaton Computer reserves the right to refuse or suspend service under this Agreement in the event CLIENT has failed to pay any invoice within thirty (30) days of said invoice date, whether it be an invoice for services provided under this Agreement or any other agreement between the parties.

CONDITIONS OF SERVICE

The CLIENT Network is eligible for monitoring and support under this Agreement provided it is in good condition and Eaton Computer serviceability requirements and site environmental conditions are met. Eaton Computer reserves the right to inspect the Network upon the commencement of the term of this agreement for the purpose of creating a diagram of the Network and/or conducting a diagnostic test of the Network. Unless stated otherwise, said inspection shall be charged against the Account using our standard hourly billing rates. The Network diagram, including any changes or additions made to the Network by Eaton Computer, will be given to Client upon termination of the agreement.

Eaton Computer shall not be responsible to CLIENT for loss of use of the Network or for any other liabilities arising from alterations, additions, adjustments or repairs which have been made to the Network other than by authorized representatives of Eaton Computer

Eaton Computer reserves the right to suspend or terminate this Agreement if in its sole discretion conditions at the service site pose a health or safety threat to any Eaton Computer representative.

SERVICE RESPONSIBILITY OF EATON COMPUTER

a) Eaton Computer will provide remote and/or on-site services under the following conditions using the following bill rates, unless otherwise specified in Appendix C.

Time of Service	Rates
Business Hours Monday – Friday, 8:00am – 6:00pm	Onsite: \$89 / hour
	Remote: \$59 / hour
After Hours Monday – Friday, 6:00pm – 11:00pm Saturday, 9:00am – 5:00pm	Onsite: \$133 / hour
	Remote: \$88 / hour
Overnight Monday – Friday, 11:00pm – 8:00am Saturday 5:00pm – Monday 8:00am	Onsite: \$178 / hour
	Remote: \$174 / hour
Holidays	Onsite: \$267 / hour
	Remote: \$177 / hour

Holidays Observed and Service Support Hours

Holiday Date	Service	Support Hours
New Year’s Day	January 1	N/A
Memorial Day	last Monday in May	N/A
Independence Day	July 4 th	N/A
Labor Day	1st Monday in September	N/A
Thanksgiving Day	fourth Thursday in November	N/A
Christmas Day	December 25 th	N/A

It is the responsibility of the CLIENT to promptly notify Eaton Computer of any events/incidents that could impact the services defined within this agreement and/or any supplemental service

needs, and for Eaton Computer to respond in a timely manner via phone, email, remote access, and/or on-site services as defined in Appendix C of this Agreement.

b) If services are requested by the CLIENT outside of normal business hours, Eaton Computer shall provide such service subject to the availability of its representatives, according to the terms and conditions set forth in this Agreement.

c) Eaton Computer shall monitor, advise, and provide supplemental services as defined in this agreement during business hours, unless otherwise specified in Appendix C, and in accordance with Eaton Computer's Network policies then in effect. Eaton Computer shall provide scheduled remote and onsite support services in accordance with this agreement. Eaton Computer's representatives shall have, and the CLIENT shall provide, full access to the Network in order to affect the necessary monitoring and/or supplemental services. All services defined in this Agreement shall be provided during regular business hours, unless otherwise specified in Appendix C.

d) Eaton Computer shall be obligated to provide service only at the Service Site(s) defined in this agreement as outlined in Appendix A. If the CLIENT desires to relocate, add or remove locations, the CLIENT shall give appropriate notice to Eaton Computer of its intention to relocate sixty (60) days in advance. Eaton Computer reserves the right to renegotiate service terms with respect to any relocation and/or addition of locations by the CLIENT. Such right includes the right to refuse service to Network at the relocation and/or new site.

e) Eaton Computer is obligated to provide CLIENT with Service Agreements higher-priority response for emergency as well as non-emergency service requests.

HOW TO CONTACT THE SERVICE DESK

Telephone: (800) 559-7842 Indiana: (765)939-4332

Ohio: (937) 456-4332 Dayton: (937) 439-4399

Web: www.eatoncomputer.com

Email: helpdesk@eatoncomputer.com

WHAT YOU SHOULD DO BEFORE CONTACTING THE EATON COMPUTER SERVICE DESK

When you call or send a message, please ensure that you have the following detailed and complete information:

- Your name and location and where and how to contact you in case of a problem
- A description of the problem and its severity
- Any error messages and what was processing at the time the problem occurred
- The applications and versions you're working with
- Any changes made recently
- In case of a request or question, a description of request or question and relevant details

CLIENT RESPONSIBILITIES

a) CLIENT shall provide adequate workspace, heat, light, ventilation, electric current and outlets, internet, remote access, and long-distance telephone access for use by Eaton Computer's representatives.

b) CLIENT agrees that it will inform Eaton Computer of any modification, installation, or service performed on the Network by individuals not employed by Eaton Computer in order to assist Eaton Computer in providing an efficient and effective Network support response.

c) CLIENT will designate a managerial level representative to authorize all Network Support Services. Whenever possible, said representative shall be present whenever a Eaton Computer service representative is on-site. This contact information shall be outlined in Appendix A, and it is the CLIENT's responsibility to inform Eaton Computer of any changes made to this representation thirty (30) days in advance.

SCOPE OF NETWORK SUPPORT AGREEMENT:

This Agreement is designed to provide the Account with centralized, proactive monitoring supplemental services for certain Networking System. This Agreement includes:

LOCATION(S): Specific location(s) to be covered by this agreement can be found in Appendix A.

SERVICE LIMITATIONS

In addition to other limitations and conditions set forth in this Agreement, the following service and support limitations are expressed:

a) Cost of consumables, replacement parts, hardware, software, network upgrades and associated services are outside the scope of this agreement. Eaton Computer will provide consultative specification, sourcing guidance and/or Time and Material/Project offerings.

b) Manufacturer warranty parts and labor/services are outside the scope of this agreement.

c) Periodic reboots for such devices as firewalls, routers, and servers are required to apply/activate critical update patches and configuration changes. Eaton Computer's support services within this agreement are predicated upon the CLIENT'S support and commitment to providing time/scheduling for network device reboots with its staff and/or users support.

d) Application software support is limited to the manufacturer's products listed in Appendix B: Printer maintenance support is limited to non-warranty servicing of printer products listed in Appendix B.

e) Virus mitigation within the scope of this agreement is predicated on CLIENT satisfying recommended backup schemes and having appropriate Anti-Virus Software with current updates.

f) Restoration of lost data caused by systems/hardware failure is outside the scope of this agreement.

g) This agreement and support services herein are contingent on CLIENT'S permission of Eaton Computer having secure remote access into CLIENT'S network (eg. VPN, Citrix/AccessIT, Telnet, SSH, RAS or other solution expressly approved by Eaton Computer). Depending on the remote access solution used, additional charges may apply to the contract.

h) Support services required or requested outside the scope of this agreement may not be exchanged for days or services within this agreement. Outside of scope support services are available and will be provided on either a Time and Material, or Project basis.

WARRANTIES AND DISCLAIMERS

Eaton Computer makes, and the CLIENT receives, no warranty, express or implied, and all warranties of merchantability and fitness for a particular purpose are expressly excluded. In no event shall Eaton Computer or any of its Directors, Employees or Other Representatives be responsible for any special, incidental, indirect, or consequential damages of any kind including, without limitations, those resulting from loss of data, income, profit, and on any theory of liability, arising out of or in connection with the services or use thereof even if it has been advised or has knowledge of the possibility of such damages, and has notified CLIENT of said possibility. Eaton Computer shall be responsible for any damages caused by the actions of its employees, and shall correct any such damage at no charge to the CLIENT. The CLIENT shall assume full responsibility for the overall effectiveness and efficiency of the operating environment in which the Network is to function.

OPT-OUT/TERMINATION

Eaton Computer and/or CLIENT shall have the right to terminate this Agreement under any of the following conditions:

- If one of the parties shall be declared insolvent or bankrupt.
- If a petition is filed in any court and not dismissed in ninety days to declare one of the parties bankrupt and/or for a reorganization under the Bankruptcy Law or any similar statute
- If a Trustee in Bankruptcy or a Receiver or similar entity is appointed for one of the parties
- If the CLIENT does not pay Eaton Computer within thirty (30) days from receipt of Eaton Computer's invoice and/or otherwise materially breaches this Agreement.
- If Eaton Computer fails to perform its obligations under this Agreement and such failure continues for a period of thirty days after written notice of the default, the CLIENT shall have the right to terminate this Agreement.

Upon termination, all hardware and software installed by Eaton Computer that was required to conduct network support services are the property of Eaton Computer and will be surrendered and returned to Eaton Computer at end of the agreement.

REMEDIES

In the event CLIENT terminates this Agreement for any reason other than a breach of the terms herein, CLIENT shall be entitled to a refund of any monies extended in advance of the month or part thereof for which services by Eaton Computer were last performed.

INDEPENDENT ENGAGEMENT / NON-HIRE

Because employees are one of our most valuable assets, policy and professional ethics require that our employees not seek employment with, or be offered employment by any CLIENT during the course of engagement and for period of two (2) years thereafter. Your signature on this document confirms your organizations agreement to adhere to this professional standard of conduct.

CLIENT acknowledges that Eaton Computer is involved in a highly strategic and competitive business. CLIENT further acknowledges that CLIENT would gain substantial benefit and that Eaton Computer would be deprived of such benefit, if CLIENT were to directly hire any personnel employed by Eaton Computer Except as otherwise provided by law, CLIENT shall not, without the prior written consent of Eaton Computer, solicit the employment of Eaton Computer personnel during the term of this Agreement and for a period of two (2) year following expiration of this Agreement.

CLIENT agrees that Eaton Computer damages resulting from breach by CLIENT of this provision would be impracticable and that it would be extremely difficult to ascertain the actual amount of damages. Therefore, in the event CLIENT violates this provision, CLIENT shall immediately pay Eaton Computer an amount equal to 150% of employee's total annual compensation, as liquidated damages and Eaton Computer shall have the option to terminate this Agreement without further notice or liability to CLIENT. The amount of the liquidated damages reflected herein is not intended as a penalty and is reasonably calculated based upon the projected costs Eaton Computer would incur to identify, recruit, hire and train suitable replacements for such personnel.

CONFIDENTIALITY

This Confidentiality, Privacy and Compliance portion of this Agreement is in addition to other terms and conditions set forth in any and all contracts currently existing or hereafter created between CLIENT and Eaton Computer This agreement shall under no circumstances be deemed to alter any such contract except as specifically provided below.

Eaton Computer acknowledges that in the course of providing services to said CLIENT, Eaton Computer may learn from CLIENT certain non-public personal and otherwise confidential information relating to said CLIENT, including its customers, consumers or employees. Eaton Computer shall regard any and all information it receives which in any way relates or pertains to said CLIENT, including its customers, consumers or employees as confidential.

Eaton Computer shall take commercially reasonable steps to not disclose, reveal, copy, sell, transfer, assign, or distribute any part or parts of such information in any form, to any person or entity, or permit any of its employees, agents, or representatives to do so for any purpose other

than purposes which serve CLIENT or as expressly and specifically permitted in writing by said CLIENT or as required by applicable law.

Said CLIENT acknowledges that it also has responsibility to keep records and information of its business, customers, consumers, and employees, confidential.

Said CLIENT also acknowledges that all information and services, consulting techniques, proposals, and documents disclosed by Eaton Computer or which comes to its attention during the course of business and provided under this agreement constitute valuable assets of, and confidential and/or proprietary to Eaton Computer

This provision shall survive termination of this Agreement and any other agreements between CLIENT & Eaton Computer

The confidentiality of this agreement is subject to Client's obligations under Ohio's Public Records Law, R.C. 149.43, et. seq, as determined by the Prosecuting Attorney or his representative.

INSURANCE COVERAGE

Eaton Computer shall maintain at its sole expense commercial general liability insurance for personal injury and property damage for a general aggregate of \$2,000,000; worker's compensation insurance as required by law; and hired and non-owned automobile liability insurance for the combined single limit of \$1,000,000. At CLIENT's request, Eaton Computer further agrees to furnish CLIENT with certificates, including renewal certificates, evidencing such coverage within thirty (30) days of commencing performance under this Agreement, at every renewal and at other times as may be reasonably requested by CLIENT.

GENERAL PROVISIONS

- a) Sole Agreement: This Agreement constitutes the entire and only understanding and agreement between the parties hereto with respect to the subject matter hereof and, except as expressly set forth herein, maybe amended only by a writing signed by each of the parties hereto.
- b) Severability: If a court of competent jurisdiction determines that any terms or provision of this Agreement is invalid or unenforceable; such determination shall not affect the validity or enforceability of the remaining terms and provisions of this Agreement, which shall continue to be given full force and effect.
- c) Captions: The captions of the paragraphs of this Agreement are for convenience only and shall not affect in any way the meaning or interpretation of this Agreement or any of the provisions hereof.
- d) Binding Effect: This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their heirs, legal representatives, personal representatives, administrators, successors, and permitted assigns, as the case may be.
- e) Waiver: Any failure of either party to comply with any obligation, covenant, agreement, or condition herein may be expressly waived, but only if such waiver is in writing and signed by the other parties. Any such waiver or failure to insist upon strict compliance with such obligation, covenant, agreement, or conditions shall not operate as a waiver of and/or set precedence with respect to any subsequent and/or other failure.

f) Governing Law: Notwithstanding the place where this Agreement may be executed by any party, this Agreement, the rights and obligations of the parties, and any claims and disputes relating hereto shall be subject to and governed by the laws of the State of Ohio as applied to agreements among Ohio residents to be entered into and performed entirely within the State of Ohio, and such laws shall govern all aspects of this Agreement. The parties agree to submit to the personal jurisdiction and venue of the state and federal courts in the State of Ohio, in the Judicial Circuit where Eaton Computer has its principal office, for resolution of all disputes and causes of action arising out of this Agreement, and the parties hereby waive all questions of personal jurisdiction and venue of such courts, including, without limitation, the claim or defense therein that such courts constitute an inconvenient forum.

g) Assignment: This Agreement and the rights and duties hereunder shall not be assignable by either party hereto except upon written consent of the other.

h) Force Majeure: Eaton Computer shall not be liable for any problems due to external causes beyond its control including, but not limited to, terrorist acts, natural catastrophe, fire, flood, or other act of God, and/or power failure, virus propagation, improper shut down of the Network and related Network Systems/Services.

i) Attorneys' Fees. In any action between the parties to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover all expenses, including reasonable attorneys' fees.

Program Introduction

PROGRAM DESCRIPTION

Our Core Proactive Program is our superior maintenance package, designed to monitor and maintain a customer's core network infrastructure. By applying regular monthly maintenance tasks to the network backbone we will be able to reduce the likelihood and frequency of network failures and issues, thus saving the customer money (and time) in unforeseen downtime. The monitoring solution we put in place also assures we have all the information we need to make meaningful suggestions and also helps to ensure we know of issues as early as the customer. In this we will be in a position that allows us to service and solve unforeseen issues with great speed, so that the each issue takes less time to resolve. By combining these two activities, we can reduce the overall cost of our customer's network while at the same time creating a more stable and optimized network environment. This will be backed up regularly with scheduled Network Health reviews with the customer in which we will be reviewing reports with the customer and therefore providing them with a level of transparency they have not been able to achieve to this point.

PROGRAM BENEFITS

- **Dramatic reduction in the number of emergency incidents** that can negatively impact and affect the success of the customer's business
- **Cost Savings** – monitoring the customer's network will allow us to determine quickly the root cause of any network issue, thereby reducing the timely task of issue diagnosis from hours to minutes – resulting in substantial cost savings to our customers. At the same time, the routine maintenance performed will help to remove a substantial amount of issues experienced, each of which is an unneeded IT expense.
- **Higher Levels of Employee Productivity** – by performing routine maintenance and watching the customer's network, the business impact of any IT failure by is reduced by shortening the mean time to incident resolution, thus resulting in increased customer productivity levels.
- **Outsourced IT Support to Experts** – a staff of experienced, highly skilled resources will be "watching" the customer's network 24/7 and dealing with network issues as they arise, allowing the customer to focus on core business activities.
- **Accountability and Transparency of ISP, Network Performance and other Hosted Applications** – we can monitor the availability of the customer's Internet connection and provide reporting around the actual availability of such services that the customer purchases.
- **Improved Customer Service Experience** – through higher call priority over non-contract customers

INCLUDED SERVICES

The Core Proactive program is designed to provide:

<i>Core Elements</i>	<i>Description</i>
Server Monitoring	Monitoring the customer's servers for any issues that may arise.
Backup Monitoring	Monitoring the success of the customer's backup solution to ensure that their data is always protected.
Network Monitoring	Monitoring the customer's routers and switches to ensure that network traffic is always moving.
Workstation Monitoring	Monitoring the customer's workstations for any issues that may arise to ensure optimum performance.
Security Monitoring	Monitoring the customer's firewalls, antivirus definitions and patch levels to ensure that the security solution is always updated.
Application Monitoring	Monitoring customer's email availability, Outlook web access, SQL Database, and Terminal Services.
Managed Antivirus Vipre Business Endpoint Security (ESM) (Optional)	Apply a complete security management system to customers' environment, including: anti-virus, anti-spyware, and anti-malware management, application licensing management, intrusion prevention, and security policy management. Provide customers with customized detailed security activity reports on a monthly / quarterly basis.
Basic Maintenance	Basic automated maintenance and self-healing solutions applied to customers' servers, workstations and network devices.
Patch Management	Monitoring and management of patch levels; ensuring desktops, servers, and other core network devices are kept up to date.
Performance Reporting	Monthly / quarterly CIO meetings to review customized reports, overall network health, and strategic IT planning with customer. (See reporting guide for detailed report descriptions.)
Time & Materials Support Services	The method in which we apply remediation time in this program.

Appendix A – Contact Information

ACCOUNT MANAGER

Your Eaton Computer Helpdesk Account Manager / Primary Contact is Robert S. Unruh, Sr. Please contact him if you wish to make any changes to, or ask questions about your service agreement with us.

You can contact your account manager in the following ways:

Telephone: (800) 559-7842 Indiana: (765)939-4332

Ohio: (937) 456-4332 Dayton: (937) 439-4399

Web: www.eatoncomputer.com

Email: helpdesk@eatoncomputer.com

Cell: 937-533-4332

CLIENT INFORMATION

The primary CLIENT contact is:
Eaton Community Schools

Address:

312 North Main Street

Eaton, OH 45320 USA

Telephone: 937-456-1109

Fax: 937-472-4011

Changes to this agreement may only be requested by the persons named above. It is the responsibility of the CLIENT to notify Eaton Computer of changes to the contact person.

Appendix B – Device Identification & Preventative Checklist

This agreement is based on the following information agreed upon by you. Any changes to this information require an updated service agreement.

DEVICES SUPPORTED BY THIS AGREEMENT

The following devices are covered by this agreement:

Device	Type
Firewall / VPN(s)/ Barracuda Devices	Network
Exchange/Mail Server (s)	Server
Printers Servers / Applications	Server
Virtual Servers / Backup Servers	Server
Routers/ Wireless/Switches	Network
Workstations / Mobile Devices	Computers / Mobile Devices / iPads

Appendix C– Service Desk, Response Times & Rates

EATONCOMPUTER HELPDESK SERVICES

The Eaton Computer Helpdesk provides a point of escalation for your IT group when they have an issue or question. Eaton Computer's staff is available during business hours to log issues and support your team. You can contact the IT Service Desk via email or phone. We commit to responding to your question promptly (response times guaranteed, based on severity). If you are contacting us to escalate a service outage, we will route the call to our technical center for prompt attention.

EMERGENCY SUPPORT

The Core Proactive Program enables access to emergency support services. Should your team detect an issue with a service or device outside standard business hours, you can contact the Emergency Support team to report the issue. Eaton Computer's team (security or network, as appropriate) will investigate the issue and act appropriately.

SERVICE DESK SEVERITY RANKINGS AND RESPONSE TIMES

Problem Severity	Initial Response Time	Escalation	Expected Time to Resolution
Emergency (Business Hours)	1 hours	N/A	Determined by the nature of the event
Critical	1 hours/same business day	1 Hour	Determined by the nature of the event
Normal	4 hours/ Same or next business day	4 Hour	Determined by the nature of the event
Cosmetic	8 hours/2 nd business day	4 Hour	Determined by the nature of the event

ESCALATIONS

As not every support case can be resolved at the point of report, it is important to outline the process by which cases are and can be escalated.

FUNCTIONAL ESCALATIONS

As outlined in the **Service Desk Severity Rankings and Response Times** chart above, our service desk team will escalate any unresolved issue(s) to our Operations team within the time allotted for that severity level.

HIERARCHICAL ESCALATIONS

If you have questions or concerns about the operation of the service desk, wish to compliment the team, or simply require more information about an incident; please contact Robert Unruh, Eaton Computer, General Manager at 800-559-7842 or by email: runruh@eatoncomputer.com

RATE CARD OVERAGES :

Time of Service	Rates
Business Hours Monday – Friday, 8:00am – 6:00pm	Onsite: \$89 / hour
	Remote: \$59 / hour
After Hours Monday – Friday, 6:00pm – 11:00pm Saturday, 9:00am – 5:00pm	Onsite: \$133 / hour
	Remote: \$88 / hour
Overnight Monday – Friday, 11:00pm – 8:00am Saturday 5:00pm – Monday 8:00am	Onsite: \$178 / hour
	Remote: \$174 / hour
Holidays	Onsite: \$267 / hour
	Remote: \$177 / hour

Appendix D – Monthly Pricing Structure

The cost of the ProActive - Peace of Mind program is based upon several key factors:

1. Base program cost that includes monitoring of your devices. These are the devices that have been identified in Appendix B that will require maintenance and support as determined by your organization's critical business functions (email, internet, file sharing etc).
2. Any additional servers or devices that exceed the device limit of the ProActive - Peace of Mind Program.
3. Inclusion of any optional modules over and above the base program.
4. Total number of monthly pre-scheduled maintenance hours or block of hours that are required to maintain said devices, as determined by Eaton Computer.
5. Any additional dispatch, support or emergency fees.

OPTIONAL PROGRAM MODULES

From our discussion about your critical business needs, you have decided to incorporate the following modules as part of the base program:

<i>Optional Elements</i>	<i>Description</i>
Preventative Maintenance	Performing monthly preventative maintenance tasks on select devices (workstations, routers, firewalls, etc...) and applications to ensure optimum uptime.
Printer Monitoring	Monitoring the customer's printers for errors, toner levels and page counts.
Remote Backup Solution	Providing additional layers of backup support for those customers that require a higher level of data protection.
Bundled Support Time	For those customers that wish for more predictable IT spending, we can bundle a variable number of hours into the package that can be used for any support issues.

MONTHLY PRESCHEDULED MAINTENANCE AND SUPPORT

ProActive - Peace of Mind service program includes pre-scheduled onsite and/or remote support and maintenance. Based on the number of users and devices within your organization, Eaton Computer will commit to having a technician onsite or working remotely from our Network Operation Center on a scheduled basis to assist you with any IT related issues or questions.

Based upon the devices and modules identified in Appendix B, Eaton Computer will provide 160 (One Hundred Sixty) hours of scheduled onsite support maintenance services per month.

Based on this information, the monthly program price for "Eaton Community Schools" has been determined to be: \$ 5,999.00 per month, summarized in the table below:

Program Components	Component Cost
Base Monitoring & Support Program Fee (All Service locations per Appendix A) Onsite hours per month included 160hrs total.	\$ 5,999.00 Month
Additional Servers / Devices	\$ Included
Total Helpdesk Support - Optional Module:	\$ Included
Daily / Offsite Backup - Optional Module:	\$ Included
Antivirus Endpoint Security - Optional Module:	\$ Included
Setup & Configuration	\$ Included
TOTAL PROGRAM WITH FIRST MONTH SETUP FEE	\$ 5,999.00

Eaton Computer Helpdesk will assign a 40hr per week onsite permanent "Helpdesk" technician to Eaton Community Schools.

Contract Expire Date : June 31st 2016

Eaton Community Schools Concussion Management Policy

The recognition and treatment of athletes who have suffered a concussion has become a national priority. Eaton Community Schools Concussion Policy follows the National Federation of High Schools and Ohio High School Athletic Associations recommended and mandated guidelines. *The Ohio State Law as well as NFHS rules and OHSAA policy require a student who exhibits signs, symptoms or behaviors associated with concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from a practice or contest and **not permitted to reenter practice or competition on the same day as removal.** Thereafter, **written medical authorization from a physician (M.D. or D.O.) or another licensed medical provider, who works in consultation with, collaboration with or under the supervision of an M.D. or D.O. or who is working pursuant to the referral by an M.D. or D.O., and is authorized by the Board or Education or other governing board, is required to grant clearance for the student to return to participation.***

Eaton Community Schools and its Department of Athletics along with Dayton Sports Medicine Institutes contracted Athletic Trainer will use the below steps to best manage instances of concussions in our sports programs:

1. All coaches (paid and volunteer) must complete annual training. *In the area of current concussion management practices. This training should include but is not limited to up-to-date information on the identification of concussion, the signs and symptoms associated with the injury, the risks involved with allowing athletes to continue to play while symptomatic, methods of concussion assessment, and the importance of gradual return to play practices.*
2. Information will be provided to parents/guardians about concussions annually (including signs and symptoms and risks involved with continuing to play while symptomatic) and parents will be required to provide written acknowledgement of such information prior to their child(ren) being allowed to participate in Eaton Community Schools extracurricular activities.

Signs and symptoms:

Signs Observed By Others:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets plays.
- Is unsure of game, score or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly)
- Shows behavior or personality changes.
- Can't recall events before hit or fall.
- Can't recall events after hit or fall.

Symptoms Reported By Student-Athlete:

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness.
- Double or blurry vision.
- Sensitivity to light.
- Sensitivity to noise.
- Feeling sluggish, hazy, foggy or groggy.
- Concentration or memory problems.
- Confusion.
- Does not "feel right."
- Irritability

3. Athletes will be offered a baseline Neurocognitive test (ImPACT) upon entering their freshmen year of competition or upon entering a sport at the High School level. *The ImPACT test is a computerized test that documents the athlete's cognitive and speed skills. The test has been validated as an accurate measure of brain function recovery following a sports concussion. This baseline test can then be compared to repeat test following a sustained concussion. This can help show the degree of injury and help measure when recovery has occurred. **This is only one tool of many that are used to determine when an athlete is able to return to play.***
4. Athletes suspected of having a concussion should be immediately removed from play and evaluated before being allowed to resume physical activity. All concussion evaluations should be done in accordance to OHSAA regulation by a licensed health care professional (M.D, D.O., ATC) which are trained in the treatment and management of concussions. Before the concussed athlete can return to action, the athlete must have written clearance each situation is different but below are basic criteria;
 - a. If the athlete is in Junior High they must be seen by a physician and written clearance must be given to the head coach and athletic office.

Eaton Community Schools Concussion Management Policy

Attachment B

- b. If the athlete is in High School it will be up to the Athletic Trainers discretion if they will need further evaluation by a physician or a neurologist. If an athlete is seen by a physician proper clearance and documentation must be submitted to EHS Athletic Trainer and Athletic Department.
5. If the athlete is under the care of the Athletic Trainer at the High School Post Concussion Testing will be offered and administered (ImPACT testing) to compare to their baseline or the normative.

Before the concussed athlete can return to action, the following standards of care should be met;

1. The athlete must be asymptomatic at rest.
2. The athlete must display normal cognitive function as exhibited on either a neurocognitive test such as the ImPACT test and/or on postural stability (balance) testing.
3. The athlete must provide written clearance from the evaluating medical provider. Upon return, the athlete must complete the 5 STEP Return to Play Progression.
4. Utilizing the standards of care the Athletic Trainer has the final decision as to when the athlete is able to return to full participation. Due to the fact that some concussions and symptoms take longer to resolve than others, each athlete will be treated on a separate case by case basis.

Once the athlete is medically cleared to return to physical activity and proper documentation from the physician has been received. The athlete is then required to follow a stepwise sequence prior to full return to activity. Each step is completed one day at a time and if at any point in time signs or symptoms return during a step the athlete is to stop and return to previous step when signs/ symptoms are gone. Below is the 5 step return to full participation guidelines;

1. No exertion activity until asymptomatic.
2. When the athlete reports and appears symptom free, begin low-impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as skating or running, and may also begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting etc.
5. Full contact practice setting.
6. Game play/ competition.

**Depending on the severity of the athletes' injury and time missed an athlete may require more time out of game play to build up the conditioning and strength that was lost. This is all dependent on a case by case basis. **

Below are the following links where you can reference the OHSAA and NHHS regulations and guidelines on Concussions.

<http://www.ohsaa.org/medicine/Concussions/ConcussionRegulations.pdf>
http://www.fhsaa.org/sites/default/files/orig_uploads/health/pdf/concussion.pdf

Below is the link to Ohio Department of Health's Information Sheet.

<http://www.healthyohioprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

The following free online training courses have been approved by the Ohio Department of Health for Coaches and contest officials:

National Federation of State High School Associations Concussion in Sports - What you Need to

Know: <http://www.nfhslern.com/electiveDetail.aspx?courseID=38000>

Centers for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training

Program: http://www.cdc.gov/concussion/HeadsUp/online_training.html

All of this information can also be found on the Eaton Community Schools web page under the Sports Medicine Tab or can be picked up in the main office.

Please be aware by signing the assumption of risk form that is attached to the physical packet you have read and understand what can happen, the short and long term effects of the injury and the return to play guidelines that must be completed.