

EATON BOARD OF EDUCATION REGULAR MEETING
Hollingsworth East Elementary School Cafeteria
October 14, 2013
6:00 p.m.

I. Opening of the Meeting

1. **Call to Order** – President

2. **Roll Call** – President

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

B. Curry ___ 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.

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____

5. **Recognition of Visitors**

A. Dane Mowen, Athletic Boosters President, presentation of financial donation.

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

_____ invited to participate in executive session.

To discuss _____.

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

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

President convenes executive session at _____ p.m.

Bold and italicized were included as addendum items

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 September 9, 2013 Regular Board Meeting.
- B. Submission of Warrants.
- C. Submission of Financial Report.
- D. Submission of Investment Report.
- E. Approve FY14 Supplemental Appropriations.
- F. Approve FY14 Five Year Forecast.
- G. Approve transfer of \$7,285.81 from General Fund 001 to Title I Sub-A 536-9213.
- H. Approve moving the following certificated staff on the pay scale, effective FY14.
 - a. Laura Hopper to Masters.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

2. Resolution Authorizing the Purchase of Competitive Retail Electric Service

The Administration recommends approval of a ***RESOLUTION AUTHORIZING THE PURCHASE OF COMPETITIVE RETAIL ELECTRIC SERVICE FROM THE LOWEST RESPONSIBLE BID SUBMITTED TO SOUTHWESTERN OHIO EDUCATIONAL PURCHASING COUNCIL FOR THE PERIOD COMMENCING JULY OF 2014 AND TERMINATING NO LATER THAN MAY 2017.***

WHEREAS, the School District is a member of the Southwestern Ohio Educational Purchasing Council ("EPC"), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

Bold and italicized were included as addendum items

WHEREAS, EPC is conducting a Request for Proposal for competitive retail electric service for participating EPC members for the PJM regional transmission organization ("PJM") years 2014 to 2017; and

WHEREAS, EPC has sent notices to bid on the School District's electric load to all competitive retail electric service providers licensed to sell power in the state of Ohio; and

WHEREAS, EPC has selected the lowest responsible bid submitted in response to the attached the Request for Proposal on or before November 4, 2013; and

WHEREAS, this School District may review the lowest responsible bid and elect anytime up to November 6, 2013, to accept the lowest responsible bid with no obligation prior to that time or thereafter if the School District does not sign the Master Supply Agreement; and

WHEREAS, the Superintendent or the Superintendent's designee will review the lowest responsible bid when the RFP is concluded and, if the lowest responsible bid provides for competitive retail electric service at a price below the current average utility cost per kWh for all of the School District's electric load, and the Superintendent or its designee finds that the EPC RFP was both public and competitive;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE EATON SCHOOL DISTRICT, COUNTY OF PREBLE, STATE OF OHIO, as follows:

Section 1. The Board of Education of this School District does hereby authorize the Superintendent or the Superintendent's designee to execute the Master Supply Agreement prepared by EPC between the School District and the lowest responsible bidder in the EPC Request for Proposal so long as the price is below the current average utility cost per kWh , and the Superintendent or his appointee finds the EPC Request for Proposal was both public and competitive;

Section 2. This Board hereby directs the Treasurer to review the Master Supply Agreement and determine if the School District has sufficient funds to certify the this resolution assuming that the executed Master Supply Agreement will be at a price equal to or lower than the current average utility cost per kWh.

Motion by _____, seconded by _____, to approve agenda Item II 2.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

3. Resolution Related to the Athletic, Arts and Wellness Complex

The Administration recommends approval of **A RESOLUTION AUTHORIZING THE PAYMENT OF ADDITIONAL FEES TO THE ARCHITECT RELATED TO CONSTRUCTION OF THE EATON COMMUNITY SCHOOLS ATHLETIC, ARTS AND WELLNESS COMPLEX AS FURTHER PROVIDED HEREIN**

WHEREAS, the Eaton Community School District, County of Preble, Ohio (hereinafter called the "School District") has entered into an agreement with the Eaton Community Schools Athletic, Arts and Wellness Fund (the "Fund") which is part of the St. Clair Foundation for the funding of the design and construction of the Eaton Community Schools Athletic, Arts and Wellness Complex (the "Complex") through the School District (the "Project");

WHEREAS, the Board of Education contracted with a qualified professional design firm VSWC Architects, Inc. (hereinafter called the "Architect"), under Sections 153.65 to 153.71, O.R.C., to prepare separate plans, specifications and estimates of cost, and such data as the Board of Education deemed necessary for the Project pursuant to AIA B101-2007 Standard Form of Agreement between the Owner and Architect (the "Architect Agreement") dated August 15, 2012;

WHEREAS, the District, through the Fund, has expanded the scope of the Project by adding a new baseball field, softball field and related site improvements (the "Phase II Improvements") for a total probable cost of \$657,500 (the "Estimated Phase II Cost"), which necessitates amending the Architect Agreement accordingly;

WHEREAS, the Architect has requested an additional fee in the estimated amount of \$41,094 which reflects 6.25% of the Estimated Phase II Cost ("Additional Fee"), provided, however the actual Additional Fee will be based on the actual cost of construction for the Phase II Improvements.

WHEREAS, it is the intention of the Board of Education and the Architect to amend their Architect Agreement to reflect said Additional Fee pursuant to Contract Amendment #1 to the Architect Agreement.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education, that after careful consideration and evaluation of the information before it:

Section 1. The Board of Education hereby approves the Additional Fee to the Architect in the approximate amount of \$41,094.00, as further reflected in Contract Amendment #1 to the Architect Agreement, a copy of which is attached hereto as Exhibit A (the "First Amendment").

Section 2. The Board of Education hereby authorizes the Treasurer to sign the Certificate of Funds, upon execution of the First Amendment, and attach a copy of the Certificate of Funds thereto.

Section 3. This Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education, and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, O.R.C.

Section 4. This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education, which may be inconsistent or duplicative with the provisions of this resolution.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

4. Resolution Authorizing the Commencement of Bidding Related to the Athletic, Arts and Wellness Complex

The Administration recommends approval of **A RESOLUTION APPROVING THE DETAILED ESTIMATE OF COST AND AUTHORIZING THE COMMENCEMENT OF BIDDING INCLUDING THE ADVERTISEMENT FOR AND REVIEW OF BIDS THEREFOR ALL RELATED TO CONSTRUCTION OF PHASE II OF THE EATON COMMUNITY SCHOOLS ATHLETIC, ARTS AND WELLNESS COMPLEX**

WHEREAS, the Eaton Community School District, County of Preble, Ohio (hereinafter called the "School District") has entered into an agreement with the Eaton Community Schools Athletic, Arts and Wellness Fund (the "Fund") which is part of the St. Clair Foundation for the funding of the design and construction of the Eaton Community Schools Athletic, Arts and Wellness Complex (the "Complex") through the School District (the "Project");

WHEREAS, the Board of Education has contracted with a qualified professional design firm VSWC Architects, Inc. (hereinafter called the "Architect"), under Sections 153.65 to 153.71, O.R.C., to prepare separate plans, specifications and estimates of cost, and such data as the Board of Education deems necessary for the Project;

WHEREAS, the Board of Education has appointed Thomas Doseck as its authorized representative (hereinafter called the "Authorized Representative") to act on its behalf during the planning, bidding, award and construction phases of the Project;

WHEREAS, the District, through the Fund, has expanded the scope of the

Bold and italicized were included as addendum items

Project by adding a new baseball field, softball field and related site improvements (the “Phase II Improvements”);

WHEREAS, the Architect has completed the scope for construction of the Phase II Improvements in order to facilitate the bidding and awarding of one or more bid packages related thereto (hereinafter called the “Bid Packages”), taking into consideration factors including, but not limited to, time of performance, availability of labor, and overlapping trade jurisdictions;

WHEREAS, the Architect has prepared and submitted to the Board of Education, draft bid documents for the Bid Packages setting forth in detail the necessary requirements related thereto; and

WHEREAS, the Board of Education now desires to commence the competitive bidding process for the Bid Packages as authorized under Section 3313.46, O.R.C.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education, that after careful consideration and evaluation of the information before it:

Section 1. The Board of Education, as authorized under Sections 3313.46(A)(1), O.R.C., approves the Detailed Estimate of Cost of \$657,500.00 for the Bid Packages in substantially the form presently on file with this Board of Education.

Section 2. That the Board of Education, as authorized under Section 3313.46(A)(l), O.R.C., approves the draft bid documents for the Bid Packages in substantially the form presently on file with this Board of Education, subject to finalization and approval as to legal form by construction counsel and the procurement of all necessary government approvals.

Section 3. The Board of Education authorizes the Architect, upon finalization of the bid documents and procurement of all necessary government approvals, to commence the bidding process for the Bid Packages in compliance with all applicable laws, including, but not limited to, Sections 9.31, 9.311, 153.12, 153.50, 153.51, 153.52, 153.54 to 153.571, 3313.46, O.R.C., and to use the Detailed Estimate of Cost stated in Section 2 as the estimate of cost to be included in the bidding documents as required by Section 153.12, O.R.C.

Section 4. The Board of Education approves for publication a “Notice To Bidders” for the Bid Packages and authorizes the Architect to publish said Notice for one week in a newspaper of general circulation within the School District and to simultaneously post said Notice on the School District’s website prior to the date specified for receiving bids in conformance with Sections 7.12 and 3313.46(A)(2), O.R.C.

Section 5. The Board of Education authorizes the Architect to coordinate the opening of bids for the Bid Packages in compliance with Section 3313.46(A)(3), O.R.C., and, immediately following the opening of all bids, the Architect is authorized to substantiate the bids for responsiveness, then conduct a responsibility investigation of the apparent low bidder for said Bid Packages, and any other bidder as appropriate, in conformance with the Instructions to Bidders

Bold and italicized were included as addendum items

and any bid evaluation process agreed to with the Board of Education and its construction counsel, and prepare and submit to the Board of Education a recommendation about the award or rejection of any bid or bids for the Bid Packages, and the acceptance or rejection of any alternate for the Bid Packages, in accordance with applicable law.

Section 6. This Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education, and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, O.R.C.

Section 7. This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education, which may be inconsistent or duplicative with the provisions of this resolution.

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

Discussion

McKinney ___ Mowen ___ 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. **Superintendent’s Report** – Dr. Barbara Curry
4. **Director of Education & Administrator’s Report** – PowerPoint Presentation of State Grading
5. **Other Old Business**

IV. New Business

1. Resignations

The Administration recommends acceptance of the following resignations and retirements:

- A. Rhonda Aldridge, Educational Aide, resignation retroactive to September 12, 2013.

Bold and italicized were included as addendum items

- B. Kern Carpenter, Principal, resignation for the purpose of retirement, effective July 1, 2014.
- C. JoAnna Conley, Bus Driver, resignation retroactive to September 13, 2013.
- D. Kimberly Jennings-Hughes, Teacher, resignation effective August 20, 2014.
- E. Jeff Krintzline, Custodian, resignation for the purpose of retirement, effective January 1, 2014.
- F. Gina Melling, Grade 9 Class Advisor

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

- G. Corey Mowen, Assistant Cross Country Coach, resignation retroactive to September 10, 2013.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

2. Unpaid Leave of Absence

The Administration recommends approval of unpaid leave of absence for bus driver, Roberta Toney, retroactive to October 3, 2013, through June 30, 2014.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

3. Amendment to Project Manager's Contract

The Administration recommends amending the contract of Tom Doseck, Project Manager, by increasing his contract by one (1) year, through November 1, 2014, for the completion of Phase II of the District Project.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

4. Amend Job Descriptions

The Administration recommends approval to amend the following job descriptions.

- A. Custodian (Attachment A)
- B. School Nurse (Attachment B)
- C. Health Aide (Attachment C)

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

5. Classified Job Description

The Administration recommends the approval of the following classified staff job description.

- A. Registered Nurse (Attachment D)
- B. Licensed Practical Nurse (Attachment E)

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

Discussion

Bold and italicized were included as addendum items

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

6. Memorandum of Understandings

The Administration recommends approval of the Memorandum of Understandings between the Board of Education and the Eaton School Support Personnel Association for the establishment of the LPN classification and the RN classification (Attachment F).

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

7. Employment – Classified Staff

The Administration recommends the employment of the following personnel for the 2013-2014 school year. Employment contingent upon certification (where applicable), criminal record check, and all other state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

A. Etta Flack, 3.5 hour Cafeteria Worker

B. Amy Posey, Health Aide, RN

Motion by _____, seconded by _____, to approve agenda Item IV. 7.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

8. Employment – Non-certificated Staff – Substitutes

The Administration recommends employment of the following substitutes for the 2013-2014 school year. Employment contingent upon certification (if necessary), criminal background check, and all applicable state and local requirements. Salary and duties per Board Policy and Administrative Rules and Regulations with no fringe benefits.

Bold and italicized were included as addendum items

A. Kimberly Hile, Substitute Cafeteria Worker

B. Kimberly Hile, Substitute Custodian

C. Kristina Streets, Substitute Custodian

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

9. Employment – Certificated Staff Extra-Curricular Supplemental Contracts

The Administration recommends the following supplemental contracts for the 2013-2014 school year. Salary and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirements.

A. Jessica Dehart, Student Council Advisor (***1/2 stipend***)

B. Robin Mirovsky, Student Council Advisor (***1/2 stipend***)

C. Emily Pioske, Musical Instrumental Director

D. Cheryl Mellen, Dramatics Director

E. Amy Kochensparger, Grade 9 Class Advisor

F. Brandon Robinson, National Honor Society

G. Shelley Moore, Dramatics Assistant Director (Fall, 1/2 stipend)

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

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

The following positions have been posted and no certificated staff members have applied. The Administration recommends the employment of these nominees on one-year limited contracts for the 2013-2014 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.

Bold and italicized were included as addendum items

A. Chelsea Barney, Reserve Cheerleading Advisor (Basketball)

B. Keltavious Jones, Varsity Baseball Coach

C. David Montgomery, Varsity Swim Coach

D. Mark Silvers, Varsity Wrestling Coach

E. Nicki Heiser, 7th Grade Cheerleading Advisor (Basketball)

F. Nicki Heiser, 8th Grade Cheerleading Advisor (Basketball)

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

11. Employment – Certificated Staff – Substitute Teachers/Tutors as certified by the Preble County Educational Service Center.

The Administration recommends approval of the substitute teachers/home instruction tutors for the 2013-2014 school year, as certified by the Preble County Educational Service Center.

A. Kinzi Bach

B. Nina Bowser

C. Mark Cline

D. David Fox

E. Angela Fudge

F. Terri Gerth

G. Aaron Harter

H. Sara Haynes

I. Stephanie Herzog

J. Victoria Howard

K. Kathy Howse

L. Fredric Jefferson

M. Kellie Kochensparger

N. Mandi Lee

O. Jennifer Melke

P. Ashley McCargish

Q. Mark Silvers

R. Brandon Soale

S. Stacy Webb

T. Joseph Winteregg

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

Bold and italicized were included as addendum items

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

12. Employment – Non-certificated Staff – Substitutes

The Administration recommends employment of the following substitutes for the 2013-2014 school year. Employment contingent upon certification (if necessary), criminal background check, and all applicable state and local requirements. Salary and duties per Board Policy and Administrative Rules and Regulations with no fringe benefits.

- A. Shawn Hamilton, Substitute Custodian
- B. Kristy Streets, Substitute Custodian
- C. Stephanie Woodgeard, Substitute Aide
- D. Stephanie Woodgeard, Substitute Secretary
- E. Stephanie Woodgeard, Substitute Cafeteria Worker

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

13. Approval of Volunteers

The Administration recommends approval of the following volunteers for the 2013-2014 school year; contingent upon completion of all state and local requirements, including criminal background check if necessary.

- A. Ron Gard, Volunteer Basketball Coach***
- B. Scott Trunk, Volunteer Wrestling Coach***
- C. Brandon Wilson, Volunteer Wrestling Coach***

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

Bold and italicized were included as addendum items

President declares motion _____.

14. Create and Post Position

The Administration recommends creating and posting the following non-certificated position for the 2013-2014 school year. Salary and benefits to be paid in accordance with board policy and the negotiated agreement.

A. One (1) Educational Aide position

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

15. Approval of Sale of Property

The Administration recommends approval a sale at auction of personal property that has been determined obsolete.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

16. Amend Professional Service Contract with the ESC

The Administration recommends approval of the amended Professional Service Contract with the Preble County Educational Service Center for Psychologist Services, from the amount of approximately \$23,635.00 to the amount of approximately \$24,128.00.

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

Discussion

Bold and italicized were included as addendum items

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

17. Resolution Authorizing Payment in Lieu of Transportation

The Administration recommends approval of a **RESOLUTION DECLARING IMPRACTICABILITY OF TRANSPORTATION AND AUTHORIZING AN OFFER FOR PAYMENT IN LIEU OF TRANSPORTATION**

WHEREAS, Eaton Community Schools is not required to provide transportation to students where it is impractical to do so by school conveyance; and,

WHEREAS, in considering whether transportation is impractical for its students, the Board of Education has considered the factors outlined in Ohio Revised Code Section 3327.02(A); and,

WHEREAS, the Board of Education has determined that it is impractical to provide transportation for a special needs student.

NOW THEREFORE BE IT RESOLVED that, pursuant to the power vested in this Board by Ohio Revised Code Sections 3327.01 and 3327.02, the Eaton Community Schools Board of Education hereby declares that it is impractical to transport a special needs student because of the cost of providing transportation in terms of equipment and personnel, and because of the extent that providing such transportation services disrupts the current transportation schedule. In lieu of providing transportation services, the Board will offer payment to the parent, guardian, or other person in charge of the student according to law. The Board will report its determination to the State Board of Education in a manner determined by the State Board. The Board of Education shall also submit this Resolution for concurrence to the Preble County Educational Service Center.

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

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

18. Contract for Payment in Lieu of Transportation

The Administration recommends approval of a Contract for Payment in Lieu of Transportation with the parents of a special needs student for the reimbursement of

Bold and italicized were included as addendum items

mileage to and from school at the IRS established mileage rate retroactive to September 11, 2013 through June 4, 2014.

Motion by _____, seconded by _____, to approve agenda Item IV. 18.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

19. Board of Education Policy Update

A. The Administration recommends the second reading and adoption of the following revision to the Board of Education policy and regulation.

a. Policy KGC – No Tobacco Use on District Property (Attachment G).

B. The Administration recommends the first reading of the following revision to the Board of Education policies and regulation.

a. Policy GBK – No Tobacco Use on District Property by Staff Members (Attachment H).

b. Policy JFCG – Tobacco Use by Students (Attachment I).

Motion by _____, seconded by _____, to approve agenda Item IV. 19.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

20. Approval of Out-of-State Trip

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

A. FFA students and chaperones to the National FFA Convention, Louisville, KY, October 30, 2013 through November 2, 2013.

Motion by _____, seconded by _____, to approve agenda Item IV. 20.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

21. Textbook Disposals

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

A. 15 – Would You Like Another Dinosaur, HBJ, 1993

B. 14 – Up One Hill, Down Another, HBJ, 1993

Motion by _____, seconded by _____, to approve agenda Item IV. 21.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

22. Donations

The Administration recommends acceptance of the following donations.

A. From the Preble County Job and Family Services to East Elementary Kindergarten Teachers.

B. From the Preble County Retired Teachers Association to East Elementary.

C. From the Preble County Retired Teachers Association to Bruce Elementary.

Motion by _____, seconded by _____, to approve agenda Item IV. 22.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

President declares motion _____.

23. Other New Business

Motion by _____, seconded by _____, to approve agenda Item IV. 23.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool ___ Renner ___

Bold and italicized were included as addendum items

President declares motion _____.

24. Executive Session (if necessary)

_____ invited to participate in executive session.

To discuss _____

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

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

President convenes executive session at _____ p.m.

President resumes open session at _____ p.m.

25. Adjournment

Motion by _____, seconded by _____, to adjourn the meeting.

Discussion

McKinney ___ Mowen ___ Parks ___ Pool___ Renner ___

President declares motion _____.

President adjourns meeting at _____ p.m.

Upcoming Regular Board Meetings:

Monday, November 4, 2013 – 6:00 p.m.
Hollingsworth East Elementary

Monday, December 9, 2013 – 6:00 p.m.
Hollingsworth East Elementary

06/06/13

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Custodian
Reports to: Principal [and/or Director of Operations](#)
Employment Status: Full time
FLSA Status: Non-exempt

QUALIFICATIONS:

1. Be eighteen years of age or older.
2. High school diploma or equivalent (additional training desirable).
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Possess ability to work with administration, supervisors, and fellow employees positively, effectively, and energetically.
9. Possess general knowledge of building cleaning procedures and have ability to carry out job responsibilities without extensive supervision.
10. Possess general aptitude in the trade skills and be able to do minor repairs.

GENERAL DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

1. Performs a variety of tasks to ensure cleanliness of the building (e.g. scrubs, dusts, wet mops, vacuums, strips, sweeps, waxes floors, empties trash, washes walls and windows, cleans chalkboards, etc.)
2. Cleans restrooms and locker rooms daily (e.g. scrubs, disinfects, empties trash, etc.) and replenishes toilet paper, paper towels and soap dispensers.
3. Supervises summer custodial helpers (e.g. assigns tasks, provides direction and training, etc.)
4. Raises the flag of the United States of America at the beginning of each school day and lowers it at the close of the school day.
5. Assists in setting up and taking down all special equipment for assemblies and special programs.
6. Operates necessary equipment (e.g. vacuum, cleaner, buffer, scrubber, etc.)
7. Assists in cafeteria during lunch (e.g. sets up and takes down tables, cleans floors, tables, chairs, etc.)

Bold and italicized were included as addendum items

8. Maintains the necessary supplies and equipment to perform custodial tasks. Maintains an inventory list of such supplies as well. Prepares quarterly supply requisitions for maintenance to deliver supplies.
9. Opens and secures the building each day, as directed, and turns on lights.
10. Secures building, locks doors and windows, turns off lights.
11. Performs a variety of tasks to the grounds surrounding the building (e.g. mows grass, remove snow and ice, keeps trash picked up and emptied etc.)
12. Reports areas that need special maintenance to the building ~~Principal or facilities supervisor~~ Director of Operations.
13. All other duties as assigned by Principal, ~~Facilities Supervisor~~ Director of Operations, Superintendent or designee.

OTHER DUTIES AND RESPONSIBILITIES:

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

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

1. Primary responsibilities will be concentrated at the Athletic, Arts & Wellness Complex in the fall and spring.
2. Open and prep the Athletic, Arts and Wellness Complex prior to events; including unlocking all requested areas, ensuring the cleanliness of all areas (before, during and after events), maintains/grooms fields and secures building and grounds at end of shift/event.
3. Paint fields for band, soccer, football, baseball and cross country when needed.
4. Sets up and tear down for all sporting events.
5. Check in vendor deliveries, putting food, frozen and dairy items away in concession stand if needed.
6. Perform a variety of tasks to the grounds surrounding the Athletic, Arts and Wellness Complex (e.g. mows grass, removes snow and ice, keeps trash picked up and emptied, etc.).
7. Report areas that need special maintenance to the Director of Operations, Athletic Director, Superintendent, or designee.
8. Must be able to work a non-traditional work week and/or work schedule.
9. Must be able to adjust work schedule as needed for sporting and other events.
10. Assists with events in the Performing Arts Center, including cleaning, set up and tear down of props, and other duties as needed.
11. Assists in other buildings and/or areas as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures; cleaning techniques and procedures; cleaning agents, inventory methods; basic building systems; proper and safe use of cleaning materials.

Bold and italicized were included as addendum items

Ability to: interpret cleaning labels; follow directions; use hand and electrical tools; perform moderate physical labor; use cleaning materials properly.

Skill in: vacuum cleaner, buffer, scrubber.

EQUIPMENT OPERATED:

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

ADDITIONAL WORKING CONDITIONS:

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

Frequent: exposure to unruly children/adults, dust.

CONDUCT:

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

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

TERM OF EMPLOYMENT:

Two hundred forty seven days, plus thirteen paid holidays.

PERFORMANCE EVALUATION:

Conducted by Building Principal

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

Superintendent or designee

Date

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

Employee

Date

Bold and italicized were included as addendum items

[Approval date: June 12, 2006]

Bold and italicized were included as addendum items

JOB DESCRIPTION*Eaton Community Schools
An Equal Opportunity Employer*

Title: School Nurse

Reports To: Assistant Superintendent [or Director of Education](#)

Employment Status: Full-time

FLSA Status: Exempt

QUALIFICATIONS:

1. Must be a licensed R.N. with a Bachelor of Science degree and hold [a school](#) nurse certification through the Ohio Department of Education.
2. Must pass criminal background check.
3. Possess high moral character.
4. Possess a regular and predictable attendance record, without tardiness.
5. Possess ability to work with students, teachers, and administration positively, effectively, and energetically.
6. Demonstrate a sincere desire to aid all students and interact with a positive attitude.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information about students.
8. Possess a knowledge of or experience with handicapped students and/or sincere desire and ability to learn about working with the handicapped children.
9. Must possess a valid driver's license.

GENERAL DESCRIPTION:

Under general direction, conducts and coordinates school health services and programs, provides care for ill and injured students or employees, refers students/families to appropriate agency.

ESSENTIAL FUNCTIONS:

1. Is responsible for maintaining, checking and updating all student health records and [reviewing](#) emergency medical forms.
2. Communicates to teaching staff known student health problems.
3. Conducts classroom presentations as related to health and health education as needed, in accordance with Board-approved course of study.
4. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters including abuse and neglect to appropriate agencies.
5. Assumes responsibility for selection and referral of students in need of medical and dental care.
6. Coordinate and assists when requested, first aid and emergency care according to school policy.
7. Completes all reports on health programs and health-related activities.
8. Conducts school health services, including kindergarten screening and tests for hearing, vision, and scoliosis.
9. Follows-up referrals of students as required.
10. Provides emergency treatment of illness and/or injury when requested.
11. Evaluates health program yearly or when requested.
12. Participates in parent/teacher conferences as necessary.
13. Screens students for communicable and nuisance diseases and recommends exclusion from school when appropriate.
14. Is responsible for maintaining an adequate supply of first aid materials in school clinics and supervises their proper use.
15. Makes proper referrals for care of students to available resource agencies, specialists or other appropriate individuals.
16. Administers medications to students requiring such medication.

Bold and italicized were included as addendum items

17. Monitors immunization status of all students and recommends exclusion from school if requirements are not met.
18. Demonstrates regular and predictable attendance.
19. Maintains required certificate(s)
20. Maintains valid Ohio driver's license.
21. In cooperation with administration, administers/facilitates compliance with federal and state requirements pertaining to the health and safety of all staff.
22. Develops emergency action plans, individualized health care plans, or provides input for IEP or 504 based on a student's chronic or acute medical condition.
23. Acts as a liaison between the school and community agencies.
24. Attends staff, professional, and interagency meetings as required.
25. Keeps abreast of new developments in the field.
26. Performs any other duties that may be assigned.

OTHER DUTIES AND RESPONSIBILITIES

1. Demonstrates positive relationship with students and staff.
2. Establishes as fully as possible, a supportive relationship with students.
3. Visits student homes when necessary.
4. Participates in in-service training programs and initiates and/or conducts in-service meetings for staff.
5. Assists teachers in the instruction of health policies.
6. Provides information and resource material for staff and students.
7. Attends in-services, workshops, seminars and professional conferences as requested.
8. Serves on educational related committees.
9. Provides reasonable precautions to protect material, equipment and facilities.
10. Participates in co-curricular and school community activities, i.e., open houses, building and district committees.
- ~~11. Prepares offices for summer recess and beginning of term (e.g., cleans, packs, unpacks and arranges equipment, etc.).~~
- ~~12.~~ 11. Maintains safety precautions at all times for students, staff, and parents.
- ~~13.~~ 12. Performs other duties as required by supervisor

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Board policies and procedures, building policies and procedures, health care techniques and procedures, first aid, CPR, health curriculum, referral procedures, health care agencies, required health reports and records, communicable diseases, public relations, medications.

Ability to: Interpret policies, rules and regulations, maintain records; communicate effectively; administered medications, first aid, and CPR; prepare reports; maintain records; make appropriate referrals; access work sites.

Skill in: use of audiometers, vision tests, tympanometers.

EQUIPMENT OPERATED:

Audiometer, vision testing machines, tympanometers, computer, copier, and other necessary medical equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: exposure to severe weather and driving conditions, hazardous chemicals, heavy equipment, unruly children/adults.

Frequent: exposure to blood, bodily fluids, and tissue.

CONDUCT:

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

Bold and italicized were included as addendum items

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

TERM OF EMPLOYMENT:

One hundred eighty-three (183) days annual contract. Extended service may be approved through supplemental contract at the discretion of the Board of Education.

PERFORMANCE EVALUATION:

Attachment B

Conducted by the Assistant Superintendent, [Director of Education](#) or designee.

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

Superintendent or designee

Date

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

Employee

Date

[Approval date: July 11, 2005]

06/0610/13

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Health Aide
Reports to: Building Principal
Employment Status: Full Time
FLSA Status: Non-exempt

QUALIFICATIONS:

1. Hold a valid driver's license
2. Be eighteen years of age or older.
3. Be a high school graduate or equivalent.
4. Be able to obtain proper Ohio certification.
5. Submit fingerprint impressions for investigation by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation and meet employment requirements as a result of the investigation.
6. Possess good vision, hearing, speech, and mobility skills; high moral character for effective supervision of students K-12; possess a regular and predictable attendance record, without tardiness.
7. Be willing to participate in a training program at the beginning of employment, if requested.
8. Possess ability to work with pupils and teachers, positively, effectively, and energetically.
9. Have ability to perform job responsibilities with limited supervision.
10. Demonstrate a sincere desire to aid all students and interact with a positive attitude.
11. Have ability to maintain a high level of ethical behavior and confidentiality of information about students.
12. Must be CPR/First Aid certified.
13. Must obtain EMT certification ~~or LPN license.~~

GENERAL DESCRIPTION:

Under general supervision is responsible for the students' health care needs within the confines of the educational setting.

ESSENTIAL FUNCTIONS:

1. Administers first aide, when necessary; notifies parents as required.
2. Treats ill students; notifies parents when necessary.
3. Dispenses medications to students who have proper orders on file and maintains an accurate recording system.
4. Maintains a detailed clinic log of all students who report to the clinic.
5. Initiates and files accident reports.
6. Attends to the needs of students identified as health impaired.
7. Reviews, updates, copies and files all Emergency Forms.

Bold and italicized were included as addendum items

- 8. Assists School Nurse or RN students in the catheterization process.
- 9. Assists in restroom needs and assures proper sanitation.
- 10. Assists students in transferring to and from wheelchairs.
- 11. Works/performs duties necessary to care for children with such handicap as diabetes, spina bifida, hemophilia, cystic fibrosis, cerebral palsy, etc. Provides assistance to sick and injured students. Evaluates symptoms and administers first aid, dispenses medication. Assists the School Nurse, RN or LPN with tube feeding, suctioning, catheterization, and other assistance services.
- 12. Communicates information **only** when required to protect a student’s health and/or well being.
- 13. Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.
- 14. Ensures that medical equipment is operational and available for use as needed.
- ~~14~~.15. Prepares offices for summer recess and beginning of term (e.g., cleans, packs, unpacks and arranges equipment, etc.)

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Demonstrates positive relationship with students and staff.
- 2. Establishes, as fully as possible, a supportive relationship with students.
- 3. Performs other duties as required by supervisor.

~~KNOWLEDGE, SKILLS AND ABILITIES:~~

- ~~Knowledge of: Board policies and procedures;~~
- ~~Ability to: Interpret policies, rules and regulations; maintain records, communicate effectively; complete required reports.~~
- ~~Skill in: Use of computer.~~

CONDUCT:

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

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of: Board policies and procedures
- Skills in: Use of computer and programs
- Ability to:
 - Interpret policies, rules and regulations
 - Maintain records, communicate effectively
 - Complete required reports.

- [Lift 50 - 150 pounds](#)
- [Lifts, carries, and/or positions children](#)
- [Lifts, carries, and/or moves medical supplies and equipment](#)
- [Perform activities that may require stooping, kneeling, and/or crouching.](#)

EQUIPMENT OPERATED:

Computer, copier, necessary medical equipment.

ADDITIONAL WORKING CONDITIONS:

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

TERM OF EMPLOYMENT:

One hundred seventy eight day contract.

PERFORMANCE EVALUATION:

 Conducted by the building principal.

***Note: Legal restrictions prohibit the diagnosis and [treatment of individuals beyond the evaluation of symptoms and administering first aid in emergencies. Students are referred to their parents/guardians for follow-up by a medical provider.](#)**

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

Superintendent or designee

Date

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

Employee

Date

[Approval date: August 11, 2003]

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Registered Practical Nurse

Reports to: Building Principal and/or School Nurse

Employment Status: Full Time

FLSA Status: Non-exempt

QUALIFICATIONS:

1. Hold a valid driver's license
2. Be eighteen years of age or older.
3. Be a high school graduate or equivalent.
4. Be able to obtain proper Ohio certification.
5. Must possess a valid license to practice as a Registered Nurse (RN) in the State of Ohio.
6. Two years of experience as an RN, preferably in Pediatrics, Public Health or ICU.
7. Submit fingerprint impressions for investigation by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation and meet employment requirements as a result of the investigation.
8. Possess good vision, hearing, speech, and mobility skills; high moral character for effective supervision of students K-12; possess a regular and predictable attendance record, without tardiness.
9. Be willing to participate in a training program at the beginning of employment, if requested.
10. Possess ability to work with pupils and teachers, positively, effectively, and energetically.
11. Have ability to perform job responsibilities with limited supervision.
12. Demonstrate a sincere desire to aid all students and interact with a positive attitude.
13. Have ability to maintain a high level of ethical behavior and confidentiality of information about students.
14. Must be CPR/First Aid certified.

GENERAL DESCRIPTION:

Under general supervision is responsible for the students' health care needs within the confines of the educational setting and within the employee's scope of practice.

ESSENTIAL FUNCTIONS:

1. Administers first aid, when necessary; notifies parents as required.
2. Treats ill students; notifies parents when necessary.
3. Provides medically prescribed interventions, including medication administration (based on state regulations), and provides care to ill children on a daily basis, including first aid to injured students and staff.
4. Maintains comprehensive school health records, including a detailed clinic log of all students who report to the clinic.
5. Initiates and files accident reports.

Bold and italicized were included as addendum items

6. Administers or assists with vision, hearing, and scoliosis screening (or provide information to parents about scoliosis). Assists with referrals for follow up evaluation when needed as required by Ohio law and school board policies.
7. Assists with pre-school registration and interprets health requirements.
8. Assists the School Nurse in the development of individualized student health care plans.
9. Attends to the needs of students identified as health impaired.
10. Reviews, updates, copies and files all Emergency Forms.
11. Assists the School Nurse or the student in the catheterization process.
12. Assists in restroom needs and assures proper sanitation.
13. Assists students in transferring to and from wheelchairs.
14. Provides assistance to sick and injured students. Evaluates symptoms and administers first aid, dispenses medication, tube feeding, suctioning, catheterization, and other assistance services.
15. Communicates information **only** when required to protect a student's health and/or well being.
16. Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.
17. Ensures that medical equipment is operational and available for use as needed.
18. Prepares offices for summer recess and beginning of term (e.g., cleans, packs, unpacks and arranges equipment, etc.)
19. Performs duties as assigned by the Superintendent or his/her designee.

OTHER DUTIES AND RESPONSIBILITIES:

1. Demonstrates positive relationship with students and staff.
2. Establishes, as fully as possible, a supportive relationship with students.
3. Performs other duties as required by supervisor.

ADDITIONAL DUTIES ASSIGNED ONLY TO A REGISTERED NURSE (RN)

1. Delegates nursing tasks to designated staff in accordance with Ohio's Nurse Practice Act, documents and maintains records of clinical training.
2. Utilizes professional knowledge and skills to personally assess or gather information from school staff to evaluate the signs and symptoms of student illness or injury, provides or recommends appropriate nursing interventions, and refers staff or students for medical or dental follow-up.
3. Assists school nurse in preparing student individual health care plans, and as requested attends 504/IEP meetings for student with medical health care needs.
4. Participates in the medical evaluation and school management of special education and medically fragile students.
5. Follows State, County and City Health Department guidelines for control and management of communicable diseases in consultation with the District Physician as needed.
6. Assists School Nurse in providing medication training to medically unlicensed staff.

CONDUCT:

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

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

Bold and italicized were included as addendum items

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures

Skills in: Use of computer and programs

Ability to:

- Interpret policies, rules and regulations
- Maintain records, communicate effectively
- Complete required reports.
- Lift 50 - 150 pounds
- Lifts, carries, and/or positions children
- Lifts, carries, and/or moves medical supplies and equipment
- Perform activities that may require stooping, kneeling, and/or crouching.

EQUIPMENT OPERATED:

Computer, copier, necessary medical equipment.

ADDITIONAL WORKING CONDITIONS:

- Occasional exposure to severe weather conditions and seasonal temperature extremes.
- Duties may require considerable telephone contact and paperwork.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Duties require dispensing medications and exposure to personal hygiene products, cleaning solvents, and chemical vapors.
- Duties may require wearing protective clothing and/or safety equipment.
- Interaction with disruptive, unruly, and/or menacing individuals.
- Duties may require operating and/or riding in a vehicle.

TERM OF EMPLOYMENT:

One hundred seventy eight day contract.

PERFORMANCE EVALUATION:

Conducted by the building principal.

***Note: Legal restrictions prohibit the diagnosis and treatment of individuals beyond the evaluation of symptoms and administering first aid in emergencies. Students are referred to their parents/guardians for follow-up by a medical provider.**

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

Bold and italicized were included as addendum items

Superintendent or designee

Date

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

Employee

Date

[Approval date:]

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Licensed Practical Nurse

Reports to: Building Principal and/or School Nurse

Employment Status: Full Time

FLSA Status: Non-exempt

QUALIFICATIONS:

15. Hold a valid driver's license
16. Be eighteen years of age or older.
17. Be a high school graduate or equivalent.
18. Be able to obtain proper Ohio certification.
19. Must possess a valid license to practice as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) in the State of Ohio.
20. Two years of experience as an RN or LPN, preferably in Pediatrics, Public Health or ICU.
21. Submit fingerprint impressions for investigation by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation and meet employment requirements as a result of the investigation.
22. Possess good vision, hearing, speech, and mobility skills; high moral character for effective supervision of students K-12; possess a regular and predictable attendance record, without tardiness.
23. Be willing to participate in a training program at the beginning of employment, if requested.
24. Possess ability to work with pupils and teachers, positively, effectively, and energetically.
25. Have ability to perform job responsibilities with limited supervision.
26. Demonstrate a sincere desire to aid all students and interact with a positive attitude.
27. Have ability to maintain a high level of ethical behavior and confidentiality of information about students.
28. Must be CPR/First Aid certified.
29. Must possess a valid license to practice as a Registered Nurse or Licensed Practical Nurse in the State of Ohio.

GENERAL DESCRIPTION:

Under general supervision is responsible for the students' health care needs within the confines of the educational setting and within the employee's scope of practice.

ESSENTIAL FUNCTIONS:

20. Administers first aid, when necessary; notifies parents as required.
21. Treats ill students; notifies parents when necessary.

Bold and italicized were included as addendum items

22. Provides medically prescribed interventions, including medication administration (in accordance with state regulations), and provides care to ill children on a daily basis, including first aid to injured students and staff.
23. Maintains comprehensive school health records, including a detailed clinic log of all students who report to the clinic.
24. Initiates and files accident reports.
25. Administers or assists with vision, hearing, and scoliosis screening (or provide information to parents about scoliosis). Assists with referrals for follow up evaluation when needed as required by Ohio law and school board policies.
26. Assists with pre-school registration and interprets health requirements.
27. Assists the School Nurse in the development of individualized student health care plans.
28. Attends to the needs of students identified as health impaired.
29. Reviews, updates, copies and files all Emergency Forms.
30. Assists the School Nurse or the student in the catheterization process.
31. Assists in restroom needs and assures proper sanitation.
32. Assists students in transferring to and from wheelchairs.
33. Provides assistance to sick and injured students. Evaluates symptoms and administers first aid, dispenses medication, tube feeding, suctioning, catheterization, and other assistance services.
34. Communicates information **only** when required to protect a student's health and/or well being.
35. Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.
36. Ensures that medical equipment is operational and available for use as needed.
37. Prepares offices for summer recess and beginning of term (e.g., cleans, packs, unpacks and arranges equipment, etc.)
38. Performs duties as assigned by the Superintendent or his/her designee.

OTHER DUTIES AND RESPONSIBILITIES:

4. Demonstrates positive relationship with students and staff.
5. Establishes, as fully as possible, a supportive relationship with students.
6. Performs other duties as required by supervisor.

CONDUCT:

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

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures

Skills in: Use of computer and programs

Ability to:

- Interpret policies, rules and regulations
- Maintain records, communicate effectively

Bold and italicized were included as addendum items

- Complete required reports.
- Lift 50 - 150 pounds
- Lifts, carries, and/or positions children
- Lifts, carries, and/or moves medical supplies and equipment
- Perform activities that may require stooping, kneeling, and/or crouching.

EQUIPMENT OPERATED:

Computer, copier, necessary medical equipment.

ADDITIONAL WORKING CONDITIONS:

- Occasional exposure to severe weather conditions and seasonal temperature extremes.
- Duties may require considerable telephone contact and paperwork.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Duties require dispensing medications and exposure to personal hygiene products, cleaning solvents, and chemical vapors.
- Duties may require wearing protective clothing and/or safety equipment.
- Interaction with disruptive, unruly, and/or menacing individuals.
- Duties may require operating and/or riding in a vehicle.

TERM OF EMPLOYMENT:

One hundred seventy eight day contract.

PERFORMANCE EVALUATION:

Conducted by the building principal.

***Note: Legal restrictions prohibit the diagnosis and treatment of individuals beyond the evaluation of symptoms and administering first aid in emergencies. Students are referred to their parents/guardians for follow-up by a medical provider.**

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

Superintendent or designee

Date

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

Employee

Date

[Approval date:]

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into this 14th day of October, 2013, by and between the Board of Education of Eaton Community Schools (the "Board") and the Eaton School Support Personnel Association / OEA (the "Union"). These parties will collectively be referred to as the "Parties."

WHEREAS, the Board and the Union have executed a collective bargaining agreement (the "Agreement") effective from June 29, 2011 to June 30, 2014; and

WHEREAS, the Board desires to establish a new classification of licensed practical nurse ("LPN") that will be a position within the bargaining unit represented by the Union; and

WHEREAS, the Parties desire to resolve any and all issues relating to the establishment of the LPN classification.

NOW THEREFORE BE IT RESOLVED THAT, in exchange for the mutual promises contained below:

1. Effective for the first day of school of the 2013-2014 school year, the Board shall establish the classification of LPNs. LPNs shall have those such duties and qualifications as prescribed to them by the Board.
2. Effective for Fiscal Year 2013, a classification will be added to the pay scale as follows:

LPN	1	2	3	9	14	20
2013-14	\$18.95	\$19.68	\$20.35	\$21.05	\$21.76	\$22.19

3. The LPNs shall be members of the bargaining unit represented by the Union and governed by the terms of the Agreement.
4. For purposes of Article 6, Section C of the Agreement, LPN shall be added to the list of classification.
5. As a result of the hiring of LPNs, the Board may make reductions in force or abolishments in other health-related positions as it deems necessary.
6. By virtue of this Memorandum of Understanding, the Board has discharged any bargaining obligation it may have regarding the establishment of the LPN classification.
7. All other provisions of the Agreement currently in effect between the Parties hereto not altered by this Memorandum of Understanding shall remain in full force and effect for the term of the Agreement and no other agreements shall serve to alter the provisions of

Bold and italicized were included as addendum items

the Agreement unless agreed to, in writing, between the parties hereto.

Attachment F

For the Board:

For the Union:

Dr. Barbara Curry, Superintendent date

President date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into this 14th day of October, 2013, by and between the Board of Education of Eaton Community Schools (the “Board”) and the Eaton Classroom Teachers Association / OEA (the “Union”). These parties will collectively be referred to as the “Parties.”

WHEREAS, the Board and the Union have executed a collective bargaining agreement (the “Agreement”) effective from June 29, 2011 to June 30, 2014; and

WHEREAS, the Board desires to establish a new position of registered nurse (“RN”) that will be a position within the bargaining unit represented by the Union; and

WHEREAS, the Parties desire to resolve any and all issues relating to the establishment of the RN position.

NOW THEREFORE BE IT RESOLVED THAT, in exchange for the mutual promises contained below:

1. Effective for the first day of school of the 2013-2014 school year, the Board shall establish the position of RNs. RNs shall have those such duties and qualifications as prescribed to them by the Board.
2. Effective for Fiscal Year 2013, a position will be added to the pay scale as follows:

REGISTERED NURSE

RN	1	2	3	9	14	20
2013-14	\$20.95	\$21.68	\$22.35	\$23.05	\$23.76	24.19

3. The RNs shall be members of the bargaining unit represented by the Union and governed by the terms of the Agreement.
4. As a result of the hiring of RNs, the Board may make reductions in force or abolishments in other health-related positions as it deems necessary.
5. By virtue of this Memorandum of Understanding, the Board has discharged any bargaining obligation it may have regarding the establishment of the RN position.
6. All other provisions of the Agreement currently in effect between the Parties hereto not altered by this Memorandum of Understanding shall remain in full force and effect for the term of the Agreement and no other agreements shall serve to alter the provisions of the Agreement unless agreed to, in writing, between the parties hereto.

For the Board:

For the Union:

_____ date
Dr. Barbara Curry, Superintendent

_____ date
President

NO TOBACCO USE ON DISTRICT PROPERTY

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Tobacco Use Prohibited

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Enforcement

Citizens failing to comply with this policy are educated as to State law and the Board's policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property.

The following disciplinary actions shall be taken against school visitors found in violation of this policy

1st offense: verbal notification of the policy

Multiple offenses: removal from school property or, if off-campus, removal from school activity

[Adoption date: June 1, 2003]

[Re-adoption date: January 14, 2013]

[Re-adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

CROSS REFS.: GBK, Tobacco Use on District Property by Staff Members
JFCG, Tobacco Use by Students
KGB, Public Conduct on District Property

File: GBK

NO TOBACCO USE ON DISTRICT PROPERTY BY STAFF MEMBERS

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Tobacco Use Prohibited

No staff member or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No staff member or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice to Staff

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy. District vehicles will display the international “No Smoking” insignia.

File: GBK

Enforcement

Disciplinary measures taken against staff for violations of this policy comply with the requirements of State law, related District policies and regulations and/or the staff negotiated agreements.

Disciplinary actions may be taken against District personnel found in violation of this policy.

Educational Reinforcement

Tobacco use prevention education shall be closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

Tobacco Education Program Resources

To search for local tobacco cessation programs, visit www.otpf.org.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

CROSS REFS.: JFCG, Tobacco Use by Students
KGC, Smoking on District Property

TOBACCO USE BY STUDENTS

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. Therefore, the Board adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Tobacco Use Prohibited

No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, other tobacco products, papers used to roll cigarettes, lighters or other paraphernalia at any time.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

File: JFCG

Enforcement

Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations. Specific measures are outlined in the Student Code of Conduct.

Disciplinary actions may be taken against students found in violation of this policy.

Educational Reinforcement

Tobacco use prevention education shall be closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with skill practice in effective instructional techniques and strategies and program-specific activities.

[Adoption date:]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.66; 3313.661; 3313.751
3794.01; 3794.02; 3794.03(F); 3794.04; 3794.06
OAC 3301-35-02; 3301-35-04

CROSS REFS.: JFA, Student Due Process Rights
JFC, Student Conduct (Zero Tolerance)
JGD, Student Suspension
JGE, Student Expulsion
Student Handbooks