

**EATON BOARD OF EDUCATION REGULAR MEETING**  
**Hollingsworth East Elementary School Cafeteria**  
**March 9, 2015**  
**6:00 p.m.**

**I. Opening of the Meeting**

**A. Call to Order** – President Lisa Noble called the meeting to order at 6:07 p.m.

**B. Roll Call** – President Noble called the roll.

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

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

**D. Recognition of Students**

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

Furthermore, the Board and Administration wishes to recognize the following students for their athletic achievements.

Whereas the Board and Administration wishes to recognize the Swimming OHSA State Qualifiers:

Drew Pool - 11<sup>th</sup> Place 200 Yard Freestyle Relay; 200 Yard Medley Relay & 400 Yard Freestyle Relay Qualifier.

Andrew Ferguson - 11<sup>th</sup> Place 200 Yard Freestyle Relay; 100 Yard Breaststroke, 200 Yard Medley Relay & 400 yard Freestyle Relay Qualifier.

Trey Gregory - 11<sup>th</sup> Place 200 Yard Freestyle Relay; 200 Yard Medley Relay & 400 Yard Freestyle Relay Qualifier.

Mason McCargish - 6<sup>th</sup> Place 50 Yard Freestyle; 11<sup>th</sup> Place 200 Yard Freestyle Relay; 200 Yard Medley Relay & 400 Yard Freestyle Relay Qualifier.

Whereas the Board and Administration wishes to recognize the Girls Basketball Team as the SWBL League Champions:

Libby Springmier  
Autumn Whirley  
Danielle Karns  
Elizabeth Tolliver  
Julia Titus  
Paige Whitesell

Kristi Floyd  
Hannah Paulus  
Brittany George  
Madi Bowman  
Megan Lipps  
Sidney Lamberson

Meghan Puckett  
Cierra Lawson  
Bailee Worley  
Kurstin Frost

Whereas the Board and Administration wishes to recognize the Wrestling Team as the SWBL League Champions:

Peyton Caplinger  
Wyatt Burgess  
Coleman Foster  
Brandon Weaver  
Justin Welcome

Mac Altom  
Blake Sittloh  
Hayden Trunck  
Drew Moore  
Spencer Reynolds

Matt Todd  
KJ Melling  
Jacob Phipps  
Shane Hammo

Congratulations from Mrs. Noble and the board to the athletes and coaches.

**E. Recognition of Visitors**

1. Tom Doseck presented energy updates and progress toward goals for the district.

**F. Executive Session (if necessary)**

Dr. Curry, Mrs. Dodson, Mrs. Neanen, Mr. Couch, Anne Ashworth, Amy Hoefler, Mark Reynolds, Conchita Stearman and Missy Imhoff were invited to participate in executive session.

To consider the employment of a public employee or official.

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

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-207**

President convenes executive session at 6:40 p.m.

President resumes open session at 8:20 p.m.

**G. Other Opening Business**

Motion was made by Mr. Shepherd and seconded by Mr. Parks to table item V D, page 4, #1 Rodger Clark and #2 Missy Imhoff.

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-208**

## **II. Treasurer's Business – Priscilla Dodson**

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

1. Approve minutes of the February 9, 2015 Regular Board Meeting.
2. Approve minutes of the February 14, 2015 Special Board Meeting.
3. Submission of Warrants.
4. Submission of Financial Report.
5. Submission of Investment.
6. Approve FY15 Supplemental Appropriations by Fund.

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

Discussion

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-209**

## **III. Reports**

**A. Miami Valley Career Technology Center Report** – Terry Parks reported that Eaton was 6<sup>th</sup> out of 1,172 applications for enrollment and noted that Fran Durham was inducted into the National Tech Honor Society.

**B. Parks and Recreation Board Report** – Keith Shepherd had no report.

**C. Superintendent's Report** – Dr. Barbara Curry

**D. High School Principal** – Scott Couch reported on the new College Credit Plus program which replaces the PSEO program. Mr. Couch then entertained questions from the Board of Education on his presentation.

**E. Other Reports** -- None

## **IV. Old Business** -- None

## **V. New Business**

### **A. Resignation and Retirement**

The Administration recommends approval of the following resignation and retirement.

1. Brandon Robinson, Teacher, resignation effective June 1, 2015.

2. Brandon Robinson, Assistant Football Coach and National Honor Society Advisor, effective June 1, 2015.
3. Kathy McGinnis, Educational Aide, resignation for the purpose of retirement, effective May 29, 2015.

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

Discussion

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-210**

### **B. Create Position**

The Administration recommends creating the position and recommend approval of the job description for Supervisor of Curriculum and Instruction (Attachment A).

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

Discussion -- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-211**

### **C. Create and Post Positions**

The Administration recommends creating and posting the following non-certificated positions for the 2014-2015 school year. Salary and benefits to be paid in accordance with board policy and the negotiated agreement.

1. Library Aide
2. ½ Time Special Education Aide

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

Discussion -- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-212**

#### **D. Employment – Certificated and Non-Certificated Administrators and Supervisors**

The Administration recommends the following administrators and supervisors for limited contracts. Salary, benefits and duties per Board Policy, Administrative Rules and Regulations and all applicable state and local requirements.

1. **TABLED** Rodger Clark, Technology Coordinator July 1, 2015 to June 30, 2017
2. **TABLED** Missy Imhoff, Supervisor of Curriculum and Instruction July 1, 2015 to June 30, 2017
3. Tim Miller, Director of Operations July 1, 2015 to June 30, 2017
4. Eric Silverman, Athletic Director July 1, 2015 to June 30, 2017

Motion by Mr. Renner, seconded by Mr. Shepherd, to approve agenda Item V.D. #3 and #4 only.

Discussion

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-213**

#### **E. Employment – Certificated Administrators**

The Administration recommends the following administrator for a limited contract. Salary, benefits and duties per Board Policy, Administrative Rules and Regulations and all applicable state and local requirements.

1. Pam Friesel, East Elementary Principal July 1, 2016 – June 30, 2018

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

Discussion

Cooper Y Parks Y Renner N Shepherd Y Noble Y.

President declares motion PASSED 4-1.

**#1415-214**

#### **F. Employment – Classified Staff**

The Administration recommends the employment of the following personnel for the 2014-2015 school year, effective the day after board approval unless otherwise noted. Employment contingent upon certification (where applicable), criminal background check, and all other state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Anne Ashworth, Bus Driver
2. Amy Hoeffler, Bus Driver

3. Mark Reynolds, Custodian,
4. Conchita Stearman, Custodian,

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

Discussion -- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-215**

#### **G. Employment – Certificated Staff Supplemental Contract**

The Administration recommends the following supplemental contract for the 2014-2015 school year or as noted. Salary and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirement.

1. Nathan Islamovsky, Girls Head Track Coach, Middle School, ½ stipend.

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

Discussion – Mr. Cooper questioned the ½ stipend and who's running the other ½ stipend? The other half stipend has not been filled at this time.

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-216**

#### **H. Employment – Certificated Staff – Substitute Teacher/Tutor as Certified by the Preble County Educational Service Center**

The Administration recommends approval of the substitute teacher/home instruction tutor for the 2014-2015 school year, as certified by the Preble County Educational Service Center.

1. Amy Shiach

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

Discussion -- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-217**

**I. Employment – Non-Certificated Staff – Substitute Employees**

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

1. Sarah Clabaugh, Substitute Secretary
2. JoAnna Conley, Substitute Bus Driver
3. Jessica Foust, Substitute Cafeteria Worker
4. Rebecca Montgomery, Substitute Cafeteria Worker

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

Discussion -- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-218**

**J. Amend Job Description**

The Administration recommends approval to amend the job description for Library Aide (Attachment B).

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

Discussion -- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-219**

**K. Third Grade Guarantee Summer School**

The Administration recommends approval for the Third Grade Summer School to provide tutoring and testing for third grade students who have not passed the OAA Reading test. The program will be held Tuesday through Thursday, June 16, 2015 through July 9, 2015 from 9:00 a.m. until 11:00 a.m. Three teachers will be needed for this program and will each receive \$100.00 a day for planning, supervision, instruction and testing of students. This program will be paid with Title I Funds.

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

Discussion – Discussion centered on how we determine who the 3 teachers will be.

We should encourage using teachers with reading endorsements and how many were held back last year?

Cooper Y Parks Y Renner Y Shepherd Y Noble Y

President declares motion PASSED.

**#1415-220**

**L. Agreement with Sinclair College**

The Administration recommends approval of the agreement for College Credit Plus with Sinclair Community College (Attachment C).

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

Discussion-- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-221**

**M. Agreement with Expressions Photography**

The Administration recommends approval of the agreement with Expressions Photography for athletic photographs (Attachment D).

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

Discussion --

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-222**

**N. Free Use of Facilities**

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

1. Preble County Friends of 4-H, Inc.
2. Young Champions

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

Discussion – Mr. Renner asked if this was just a stopping point for the bicyclists (Preble County Friends of 4-H, Inc.) The answer was Yes.



Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-223**

**O. Donation**

The Administration recommends acceptance of the following donation.

1. From Curtis Christman to the Ruth Ann Christman Scholarship Fund.

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

Discussion – Donations are very much appreciated, as always!

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-224**

**P. Other New Business -- None**

**Q. Executive Session**

Dr. Curry, Mrs. Dodson and Scott Couch were invited to participate in executive session.

To consider the employment of a public employee or official.

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

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-225**

President convenes executive session at 9:00 p.m.

President resumes open session at 10:43 p.m.

## VI. Adjournment

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

Discussion -- None

Cooper Y Parks Y Renner Y Shepherd Y Noble Y.

President declares motion PASSED.

**#1415-226**

President adjourns meeting at 10:44 p.m.

DATE \_\_\_\_\_

PRESIDENT \_\_\_\_\_ TREASURER \_\_\_\_\_

### Upcoming Board Meetings

#### **Special Meeting**

Saturday, March 14, 2015  
Superintendent's Office

#### **Regular Meeting**

Monday, April 13, 2015  
Hollingsworth East Elementary

## JOB DESCRIPTION

*Eaton Community Schools  
An Equal Opportunity Employer*

Title: Supervisor of Curriculum and Instruction

Reports to: Director of Education

Employment Status: Full-time

FLSA Status: Exempt

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### QUALIFICATIONS:

1. Valid Ohio Superintendent, Assistant Superintendent, or Principal certificate/license.
2. Three (3) or more years of public school administrator experience.
3. Three (3) or more years of public school teaching experience.
4. Must pass criminal background check.
5. Possess high moral character.
6. Possess a regular and predictable attendance record, without tardiness.
7. Possess ability to work with teachers and administration positively, effectively and energetically.
8. Demonstrates a sincere desire to aid all students with a positive attitude.
9. Have ability to maintain a high level of ethical behavior and confidentiality of information about students, staff, and faculty.
10. Experience and/or training with scientifically based research, educational reform and best practices.
11. Must possess a valid driver's license.

### GENERAL DESCRIPTION:

The Supervisor of Curriculum and Instruction assists the Director of Education in the planning, organization and operation of the schools in accordance with state standards, district policies and regulations, with emphasis in providing leadership in the development, implementation and coordination of the district's curriculum and instruction, special education, testing, and professional development.

### ESSENTIAL FUNCTIONS:

1. Assists in coordinating curriculum operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
2. Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.

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We do not discriminate on the basis of race, religion, color, sex, age, national origin, ancestry or disability.

3. Assumes leadership role in the development and coordination of new courses for the school district.
4. Directs the process of developing all Courses of Study to meet district needs as appropriate.
5. Serves as a resource in the area of curriculum development in building and district operations as appropriate.
6. Develops, in cooperation with district administration and guidance staff, district-wide programs and schedules for annual group testing.
7. Serves as a resource person in planning and conducting in-service activities for the improvement of teaching practices in the areas of test construction, test administration, and test results evaluation.
8. Serves as a resource person in developing strategies with district administrators and guidance staff in communicating with students and parents regarding the district testing program.
9. Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
10. Compiles data from a variety of sources for the purpose of evaluating district curriculum and/or services and complying with financial, legal and administrative requirements.
11. Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
12. Manages curriculum content and implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
13. Oversees assigned program and/or departmental responsibilities (e.g. agency policies and procedures, grant guidelines, state and federal regulations, etc.) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring compliance to legal requirements.
14. Participates in meetings (e.g. professional associations, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects addressing educational reform, school improvement and instructional issues.
15. Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

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16. Presents information on a variety of topics (e.g. current practices, methods, curriculum guidelines, etc.) for the purpose of conveying information and/or recommendations regarding district curriculum.
17. Responds to issues and inquires for internal and external parties regarding curriculum improvement efforts (e.g. school district administrators, parents, and educators) for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issues.
18. Assists the building principals with personnel, curricular concerns and problems.
19. Partners with school administrators, and specified staff to cooperatively provide effective professional development.
20. Performs personnel functions (e.g. interviewing, observing, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
21. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Demonstrates regular and predictable attendance.
2. Maintains valid Superintendent, Assistant Superintendent, and/or Principal certification and/or licensure.
3. Performs other duties as assigned by the Superintendent.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### Knowledge of:

- Board policies and procedures
- Supervision
- Teaching techniques and methods
- Special education requirements and regulations
- Gifted education requirements and regulations
- Public relations
- Instructional curricula
- Required local, state and federal reports
- Standardized testing

##### Ability to:

- Interpret policies, procedures, and regulations
- Evaluate teaching techniques and methods
- Communicate effectively
- Evaluate curricula and make appropriate recommendations

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- Compile and prepare required reports
- Interpret standardized tests data and compile into meaningful data
- Refer resource materials and agencies
- Maintain records

Skill in:

- Computer
- Copier
- Other office equipment as required.
- Technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

**EQUIPMENT OPERATED:**

Computer, copier, and other items as required.

**ADDITIONAL WORKING CONDITIONS:**

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

**CONDUCT:**

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

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

**TERM OF EMPLOYMENT:**

Two hundred ten (210) days

**PERFORMANCE EVALUATION:**

Performance of this position will be evaluated by the Director of Education in accordance with Board of Education policies.

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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.

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Superintendent or designee

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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.

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Employee

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Date

[Approval date: ]

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## **JOB DESCRIPTION**

*Eaton Community Schools  
An Equal Opportunity Employer*

Title: Library Aide

Reports to: Building Principal

Employment Status: Full time

FLSA Status: Non-exempt

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### **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 results 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. Have typing, filing, routine library skills, and computer skills such as Microsoft Word, Internet, Microsoft Office.
13. Demonstrate a sincere energetic interest in children, books, and reading.
14. Demonstrate ability to be trained and to learn and implement new skills using computerized card catalog system.
15. Understand and operate simple repairs on audio visual equipment.



### **GENERAL DESCRIPTION:**

Under general supervision is responsible for organizing, maintaining, and operating the school library and supervising student use of the facility.

### **ESSENTIAL FUNCTIONS:**

1. Types and processes orders, reports, bibliographies, forms, library schedules, letters to publishers, and catalog cards.
2. Orders and receives books selected for purchase.
3. Computes daily notices to homeroom teachers concerning overdue books and collects fines for such books.
4. Makes simple repairs on damaged books and processes severely damaged books for repair at the bindery.
5. Monitors attendance in the library.
6. Readies books for reserve on teachers' requests and maintains the reserve shelf.
7. Performs yearend inventory of library books, and A.V. materials, and prepares lists of missing books and books to be discarded.
8. Shelves incoming books.
9. Maintains current inventory of supplies and suggests items for acquisition as needed.
10. Oversees the general neatness and attractiveness of the library and its displays.
11. Helps students locate reference materials and other instructional materials.
12. Maintains appropriate discipline.
13. Schedules use of media center and its materials, **and coordinates with the Preble County District Library and Serving Every Ohioan.**
14. Makes or schedules repairs on audio visual equipment.
15. Maintain vertical files according to approved methods.

### **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 FUNCTIONS OF LIBRARY AIDE ASSIGNED TO LITERACY SUPPORT**

1. Collaborates with reading staff to determine strategies.
2. Provides literacy supports for individuals and/or small groups as needed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Board policies and procedures
- Student discipline code
- Record keeping
- Required reports
- Public relations
- Library teaching aids and materials
- Library cataloging
- Library procedures and techniques
- Library skills, library inventory.

**Ability to:**

- Interpret policies
- Rules and regulations
- Maintain records
- Communicate effectively
- Complete required reports
- Discipline students
- Catalog library materials
- Manage the library
- Inventory
- Repair books

**Skill in:**

- Use of computer
- VCR/DVD player
- TV
- Typewriter
- CD player/burning
- Scanner
- Laminating machine
- Copier

**EQUIPMENT OPERATED:**

Computer, copier, audio visual equipment, and laminator.

**ADDITIONAL WORKING CONDITIONS:**

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

**CONDUCT:**

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

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

**TERM OF EMPLOYMENT:**

One hundred eighty two day contract.

**PERFORMANCE EVALUATION:**

Conducted by the building principal

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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]

**COLLEGE CREDIT PLUS  
AGREEMENT  
BETWEEN  
SINCLAIR COMMUNITY COLLEGE  
AND  
SCHOOL DISTRICT**

This Agreement is entered into between Sinclair Community College (Sinclair) and Eaton Community School District (District). The purpose of this Agreement is to set forth the general terms under which Sinclair will provide college level courses to students of the District under Ohio's College Credit Plus program. All terms of this Agreement shall be interpreted to be consistent with the provisions of Ohio Revised Code Chapter 3365 and Ohio Administrative Code Sections 3333-1-65.1 through 3333-1-65.10.

The parties agree as follows:

**A. College Credit Plus courses provided under this Agreement in any of the following four ways:**

1. College courses taught at a high school by a high school teacher.
2. College courses taught at a high school by a Sinclair instructor.
3. College courses taught at a Sinclair location by a Sinclair instructor.
4. College courses taught online, either exclusively by a Sinclair instructor or online and proctored/facilitated by a high school teacher.

**B. Sinclair will:**

1. Comply with all requirements imposed on colleges under Ohio Revised Code Chapter 3365 and Section 3365.05 specifically, including those set forth in this section of the Agreement.
2. Designate a Sinclair employee to serve as College Credit Plus Coordinator to oversee implementation of this Agreement.
3. Apply its established standards and procedures for admission to Sinclair and for course placement for District students who seek to take courses under this Agreement, including placement tests.
4. Provide a roster of participants to each District high school participating in the College Credit Plus program who are enrolled in courses and a list of course assignments for each participant.
5. Promote the College Credit Plus program and the District's participation with Sinclair in the program on Sinclair's website and in appropriate written materials and advertising.
6. Coordinate with the District to present at least one informational session per school year for interested students and parents.
7. Provide one or more Sinclair employees to fulfill the advising requirements for each District student enrolled at Sinclair under this Agreement and ensure that the advising occurs with the student at least once, prior to Sinclair's established withdrawal date, each term to discuss the program and the courses in which the student is enrolled.

8. Review the documentation submitted by the District in connection with any high school teacher whom the District seeks to be eligible to teach Sinclair courses and determine if the teacher is qualified to teach these courses.
9. Provide at least one professional development session per school year for high school teachers who are teaching College Credit Plus Courses at the High School under this Agreement.
10. Apply all of its policies generally applicable to Sinclair students, including its student code of conduct, to all District students enrolled in courses under this Agreement.
11. Award transcribed college credit for all courses successfully completed by a District student under this Agreement.

**C. District will:**

1. Designate a District employee to serve as College Credit Plus Coordinator to oversee implementation of this Agreement.
2. Identify qualified high school teachers eligible to teach Sinclair courses and submit to Sinclair all documentation needed for Sinclair to determine if the teachers qualify to teach Sinclair courses.
3. Each year, prior to the District's general deadline for student course registration for the next school year, publicize to District students in grades six through eleven and their parents, the availability of Sinclair courses under this Agreement.
4. Provide counseling services to District students in grades six through eleven and their parents before the students apply to Sinclair or participate in any Sinclair courses under this Agreement to ensure the students and parents are fully aware of the possible consequences and benefits of participation, including all counseling information required by Ohio Revised Code 3365.04.
5. Coordinate with Sinclair the process for admitting District students to Sinclair and enrolling District students in Sinclair courses offered under this Agreement.
6. Communicate to District students and parents the process for admission to Sinclair and registration for Sinclair courses offered under this Agreement.
7. Communicate to District teachers, students, and parents the various course academic requirements and outcomes and adhere to those for each course.
8. Provide or pay for all textbooks and related course materials for District students participating in any courses offered under this Agreement, at no cost to the students, their parents or Sinclair.
9. Ensure students' grades and any withdrawals are reported to Sinclair in accordance with Sinclair procedures and deadlines.
10. Unless otherwise agreed to by the parties, provide and pay for any disability related reasonable accommodations provided to students during the enrollment process and in connection with any Sinclair course.
11. Provide notice of expulsion of any student enrolled in a Sinclair course under this Agreement, as set forth in Ohio Revised Code Section 3365.032

**D. Courses to be taught at the high school:**

The specific college courses to be taught each school year at a District high school or taught online and/or proctored/facilitated by a District high school teacher will be agreed upon annually by Sinclair and the District prior to the start of each academic year and set forth in an annual Addendum to this Agreement.

The parties will endeavor to have a list of the agreed upon courses available to District students and parents prior to the date students register for high school classes for the next school year; however the list may be adjusted or expanded at any time.

Sinclair may establish a minimum and/or maximum number of students or other conditions related to the course (such as appropriate facilities) in order for any particular courses to be actually provided.

**E. Payment**

Sinclair will be paid in accordance with Ohio Revised Code Section 3365.07 for the courses provided under this Agreement at the rates set forth in Exhibit A.

**F. Additional Services and Funding from Sinclair:**

1. Sinclair may make additional professional development opportunities available or provide funding to the District for such opportunities for teachers employed by the District so that those teachers may obtain the applicable credentials necessary to be approved by Sinclair as adjunct faculty and teach High School Taught Courses under this Agreement.
2. Sinclair may provide funding to the District for defraying a portion of the expenses associated with purchasing books for District students taking courses under this Agreement.
3. Sinclair may provide scholarships for District students who enroll at Sinclair following graduation from high school.
4. Any such additional services and/or funding from Sinclair will be based on availability of funds.

**G. Nondiscrimination:**

Each party will comply with all applicable laws regarding equal employment opportunity in connection with this Agreement and each party further agrees not to discriminate against any person or group of persons on the basis of race, color, creed, sex, age, national origin, ancestry, religion or disability.

**H. Term**

This Agreement shall become effective on the last date of signature below and remain in effect until terminated by either party. Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party; however, the termination will not be effective until the end of the District's current school year.

**I. Governing law:**

This Agreement shall be governed by and construed under the laws of the State of Ohio, as they may be amended from time to time.

**J. Entirety of Agreement:**

This Agreement, including all Exhibits and Addenda, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, oral or written, relating hereto. Any amendment or addendum to this Agreement must be in writing and signed by authorized representatives of both parties.

**SINCLAIR COMMUNITY COLLEGE**


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 Name

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 Title

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 Date
**DISTRICT**


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 Name

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 Title

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 Date

**EXHIBIT A  
PAYMENT RATES**

The following rates shall be in effect starting with the 2015-2016 school year.

1. \$40 per credit hour: College courses taught at a high school by a high school teacher.
2. \$40 per credit hour: College courses taught at a high school by a Sinclair instructor.
3. \$40 per credit hour: College courses taught at a Sinclair location by a Sinclair instructor.
4. \$40 per credit hour: College courses taught online, either exclusively by a Sinclair instructor or online and proctored/facilitated by a high school teacher.

The parties understand that these rates represent “an alternative funding structure” within the meaning of Ohio Revised Code Section 3365.07 and Ohio Administrative Code Section 3333-1-65.6.

For all subsequent school years, the parties agree to negotiate in good faith regarding rates in an effort to reach an agreement on or before February 1. Any such agreed upon rates shall be set forth in writing and attached as an Exhibit to this Agreement.

**ADDENDUM  
TO  
COLLEGE CREDIT PLUS  
AGREEMENT  
BETWEEN  
SINCLAIR COMMUNITY COLLEGE  
AND  
SCHOOL DISTRICT**

Sinclair Community College and Eaton Community School District Agree to following provisions, as an Addendum to the College Credit Plus Agreement (the Agreement).

In addition to the obligations set forth in Section B of the Agreement, Sinclair will:

1. Conduct at least one classroom observation per school year for each course that is authorized by the college and taught by a high school teacher to ensure that the course meets the quality of a college-level course.
2. Annually collect, report, and track specified data related to the program according to data reporting guidelines adopted by the chancellor and the superintendent of public instruction pursuant to Ohio Revised Code Section 3365.15.

The parties also agree as follows:

1. The admission process at Sinclair, as well as the decision to admit students for purposes of participating in College Credit Plus, are not contingent on the completion of an alternative payment structure agreement between the District and Sinclair.
2. This Agreement cannot be used by either party to limit participation of a student in enrolling in courses not part of the agreement.
3. The Agreement shall include an attached letter (attached as Appendix B to this Agreement) which, for the 2015-2016 academic year, acknowledges that Sinclair's president approved the negotiated rate set forth in Appendix A. For each year thereafter, the attached letter must indicate Sinclair's board of trustees' or equivalent governing authority authorized the terms of the alternative payment structure agreement.
4. No student considered to be economically disadvantaged shall be charged for anything related to college credit plus participation in accordance with Ohio Revised Code Chapter 3365 and Ohio Administrative Code 3333-1-65.1 through 3333-1-65.10.

In lieu of the first sentence in Section H, Term, the parties agree as follows:

This Agreement shall become effective on the last date of signature below and remain in effect for a period of one (1) year, to be automatically renewed thereafter for successive one (1) year periods unless terminated by either party.



# Athletic Dept. Services

1. We provide all of the photographs of the teams, coaches, staff and players (as required by the school) to the yearbook and program.
2. We exchange the pictures in paragraph one for a full page ad in the programs. We will supply the Athletic Director with 4 DVDs for use at his discretion.
3. We will provide order forms, professional staff and all photo related equipment to handle any and all picture days.
4. Finished photographs will be delivered bagged and packaged by team to facilitate quick and easy distribution to the students. Standard turnaround time is two to three weeks.
5. We will be granted first rights of refusal for any sports related banners and posters which we will supply the shoot, layout, and design. Posters are sold at cost so that they can be used as fund raisers.
6. We ask that the Athletic Director give us no less than ten days notice for any and all events so that we may have sufficient time to put it in our schedule.

## What we ask of the School

1. Allow Expressions to provide sports portraits of all school teams on a photo day scheduled by the AD at a date and time mutually agreed upon at least one month in advance. The Athletic Director will create a team schedule to be followed on picture day and will ensure all teams are present on picture day unless special arrangements have been made in advance. The sports order forms should be distributed in a timely manner by the coaches to all students involved in the sports program at that time. In return for their cooperation we provide team pictures to all the coaches at no charge.
2. Should the band, choir or other school organizations wish to have portraits taken, we would be granted any and all rights to photograph them.
3. All requests for photo coverage will be submitted in a timely manner and approved by the yearbook advisor. Phone requests will be reconfirmed prior to the event. Emergency requests will be addressed as they arise.
4. The school will provide all sports schedules of all teams to be photographed at least ten days prior to the start of any season. Updated schedules will be submitted as needed.

## AGREEMENT TERMS & CONDITIONS

Once signed, this agreement shall remain in force unless terminated in writing by either party giving thirty days notice for the first year. Contract would then expire at the conclusion of the school year unless an unforeseen emergency situation arose where termination would be required after a thirty day period. The school has the option then to terminate for cause.

This agreement automatically renews on March 1st for the next school year if no termination letter is received or acknowledged by the other party. Written termination notice must be submitted by February 1st if non-renewal of this agreement is requested for the next school year.

Entering into this agreement by affixing the signatures below, it is understood that Expressions Studio becomes the official school photographer and no other outside photographic company or individual may service the school or it's students on any school affiliated team or event unless permission is gained through Expressions Studios, while this agreement is in force.

We, the undersigned, by affixing our signatures below, do hereby agree to the terms, conditions, services guidelines and requirements of this agreement.

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Studio Representative

\_\_\_\_\_  
Date