

**EATON BOARD OF EDUCATION REGULAR MEETING**  
**Hollingsworth East Elementary School Cafeteria**  
**September 14, 2015**  
**6:00 p.m.**

**I. Opening of the Meeting**

**A. Call to Order** – President

**B. Roll Call** – President

R. Cooper\_\_\_ L. Noble \_\_\_ T. Parks\_\_\_ J. Renner \_\_\_ K. Shepherd \_\_\_

**C. Pledge of Allegiance**

**D. Appointment of Treasurer Pro Tempore for the purpose of the September 14, 2015 regular board meeting.**

Motion by \_\_\_\_\_, to appoint \_\_\_\_\_ as Treasurer Pro Tempore for the September 14, 2015 regular board meeting.

Seconded by \_\_\_\_\_.

Discussion.

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_

**E. Recognition of Students**

The Eaton School Board of Education and Administration wishes to recognize all 2014-2015 spring athletic teams and individuals for an outstanding season, and commend them on their outstanding sportsmanship and representation of Eaton Community Schools;

Furthermore, the Board of Education and Administration wishes to recognize the Boys Track & Field team on their SWBL Southwestern Division Championship:

Brandon George  
Shane Hammock  
Yue Lin  
Andy Newport  
Seth Reynolds  
Zavier Spears  
Ben Bassler  
Zack Blaylock  
Josh Bulach  
Drew Campbell  
Christian Caulley  
Jake Christman  
Blake Clabaugh

Jacob Couvutsakis  
Tyrell David  
Dominic Jones  
Brandon Pugh  
Jonah Rhor  
Darius Spears  
Sam Stewart  
Parker Wilken  
Seth Wright  
Steven Bennett  
Seth Gard  
Brandon Haynes  
Jacob Hickman

Daniel Howard  
Dylan Kemp  
Brandon Mohamed  
Austin Puckett  
Braden Clabaugh  
Steven Cottle  
Fletcher Durham  
Spencer Reynolds  
Chase Smith  
Tanner Titkemeyer  
Michael Watkins

**EATON BOARD OF EDUCATION REGULAR MEETING**  
**Hollingsworth East Elementary School Cafeteria**  
**September 14, 2015**  
**6:00 p.m.**

Congratulations to our student athletes.

**F. Recognition of Visitors**

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

To consider the employment of a public employee or official.

\_\_\_\_\_ invited to participate in executive session.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to convene executive session.

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

President convenes executive session at \_\_\_\_\_ p.m.

President resumes open session at \_\_\_\_\_ p.m.

**H. Other Opening Business**

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

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

1. Approve minutes of the August 10, 2015 Regular Board Meeting.
2. Approve minutes of the August 19, 2015 Special Board Meeting.
3. Submission of Warrants.
4. Submission of Financial Report.
5. Submission of Investment.
6. Approve FY16 Supplemental Appropriations.
7. Approve agreement with Rea & Associates for services verifying data reported on the Medicaid School Program Agency Cost Report.
8. Approve transfer of \$60,000.00 from 001-0000 General Fund to 006-0000 Food Service.
9. Approve retainer contract with Frost, Brown & Todd.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item II. A.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

### **III. Reports**

- A. Miami Valley Career Technology Center Report** – Terry Parks
- B. Parks and Recreation Board Report** – Keith Shepherd
- C. Superintendent's Report** – Dr. Barbara Curry
- D. Other Reports**

### **IV. Old Business**

### **V. New Business**

#### **A. Resignation**

The Administration recommends acceptance of the following resignation.

1. Paula Lemke, Library Aide, resignation retroactive to August 19, 2015.
2. Nick Flynn, 8<sup>th</sup> Grade Boys Basketball Coach, resignation retroactive to July 1, 2015.
3. Clayton Genth, 9<sup>th</sup> Grade Boys Basketball Coach, resignation retroactive to August 30, 2015.
4. Lori Lowman, Cross Country Program Assistant Class VI, resignation retroactive to July 1, 2015.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.A.

Discussion

Cooper\_\_\_\_ Parks \_\_\_\_ Renner \_\_\_\_ Shepherd \_\_\_\_ Noble\_\_\_\_

President declares motion \_\_\_\_\_.

#### **B. Employment – Classified Staff**

The Administration recommends the employment of the following personnel for the 2015-2016 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. Amy Fields, Library Aide, retroactive to August 28, 2015.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.B.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

### **C. Employment – Certificated Staff Supplemental Contracts**

The Administration recommends the following supplemental contracts for the 2015-2016 school year or as noted. Salaries and duties per Board Policy, Negotiated Agreement, Administrative Rules and Regulations, and any applicable state requirements.

1. Mark Carnahan, Accelerated Math/Language Arts After School Program Advisor.
2. Emily Dumler, Cross Country Program Assistant Class VI, additional 1/3 Stipend.
3. Nick Flynn, Cross Country Program Assistant Class VI, additional 1/3 Stipend.
4. Joe Ferriell, 8<sup>th</sup> Grade Boys Basketball Coach.
5. Garrett Luther, Thursday School Monitor.
6. Ty Tolliver, 7<sup>th</sup> Grade Boys Basketball Coach.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.C.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

### **D. Employment – Certificated Staff - Mentors**

The Administration recommends the following mentors for the 2015-2016 school year, to be paid \$600.00 for supporting first and second year resident educators. All mentors are receiving or have received the required state training.

1. Robyn Eck, year 1 mentor
2. Kristina Armstrong, year 1 mentor
3. Jennifer Jones, year 1 mentor
4. Anne Bruce, year 1 mentor
5. Deanna Hicks, year 2 mentor
6. Mary Neavin, year 2 mentor

7. Tiana White, year 2 mentor
8. Ron Neanen, year 2 mentor

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.D.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

#### **E. Employment – Non-Certificated Staff – Athletics**

The following positions have been posted and neither an employee of the district holding an educator license, who meets all of the Board's qualifications, nor a nonemployee of the district holding an educator license, who meets all of the Board's qualifications, has applied for, been offered, or accepted the position. The Administration recommends the employment of the following nominees on a one-year limited contract for the 2015-2016 school year, or as noted, contingent upon completion of all state and local requirements. Salary and duties per Board Policy, Negotiated Agreement, and Administrative Rules and Regulations.

1. Nan Silvers, Cross Country Program Assistant Class VI, additional 1/3 Stipend.
2. Amanda Spitler, Reserve Softball Coach.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.E.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

#### **F. Employment – Certificated Staff – Substitute Teachers/Tutors as Certified by the Preble County Educational Service Center**

The Administration recommends approval of the following substitute teachers/home instruction tutors for the 2015-2016 school year, as certified by the Preble County Educational Service Center.

- |                    |   |
|--------------------|---|
| 1. Kelly Altom     | 7. Robin Brunk                                    |
| 2. Jana Bateman    | 8. Susanne Houle Buriff                           |
| 3. Ronald Bauman   | 9. Marcus Calvert, retroactive to August 17, 2015 |
| 4. Melanie Bingham | 10. Pamela Carpenter                              |
| 5. Nancy Briley    | 11. Ken Christello                                |
| 6. Tonya Brooks    |   |

12. Deborah Decker
13. Patrick Dillon
14. Richard Faber III
15. Georgia Fenton
16. Daryl Foster
17. Richard Gade
18. Annaleah Garey
19. Stanbara Garey
20. Emily Groh
21. Kyle Holster
22. Fred Jefferson

23. Steven Moore
24. Harold Niehaus
25. Kerry Oliver
26. Brandi Powell
27. Ashleigh Roberts
28. Janette Sams
29. Kathryn Tripp
30. John Ward
31. Sunny Weller
32. Susan Wible

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.F.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

#### **G. Approval of Volunteers**

The Administration recommends approval of the following volunteers for the 2015-2016 school year; contingent upon completion of all state and local requirements, including criminal background checks if necessary.

1. Will Amburgey, Volunteer Boys Basketball Coach
2. Nick Flynn, Volunteer Boys Basketball Coach
3. Ron Neanen, Volunteer Softball Coach

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.G.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

#### **H. Employment – Language Tutor**

The Administration recommends the employment of Ayumi Yamano, Japanese Language tutor for Limited English speaking students; to be paid at a rate of \$11.50 per hour, not to exceed 40 hours per week for a total not to exceed 650 hours, retroactive to August 24, 2015.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.H.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

**I. Amend Job Description**

The Administration recommends approval to amend the job description for the Central Office Secretary Assigned to the Treasurer (Attachment A).

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.I.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

**J. Agreement with American Red Cross**

The Administration recommends approval of an agreement with the American Red Cross to permit district facilities to be used as a temporary refuge for disaster victims (Attachment B).

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.J.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

**K. Resolution**

The Administration recommends approval of a resolution concerning the operation of unmanned aerial vehicles (UAVs).

Whereas, the District is a participating member of the Ohio High School Athletic Association (OHSAA); and

Whereas, the District therefore has agreed to the rules and regulations promulgated by OHSA;

It is therefore resolved as follows:

1. The operation of unmanned aerial vehicles (UAVs), commonly known as drones, is prohibited on Eaton Community School District premises during District-sponsored contests (including scrimmages and previews), practices, and activities under the auspices of the Ohio High School Athletic Association (OHSA).
2. District officials may deny admission or entry to anyone attempting to use a UAV until the event has been completed.
3. Any exceptions to this regulation must be approved in advance by the Superintendent.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.K.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

#### **L. Board Policy Manual**

The Administration recommends the first reading of the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Policies of the Eaton Community Schools Board of Education."

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.L.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

#### **M. Approval of Out-of-State Employee Travel**

The Administration recommends approval of out-of-state travel for Eric Silverman, Athletic Director, to attend the National Interscholastic Athletic Administrators Conference, December 11-15, 2015, in Orlando, Florida, at no cost to the district.



Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.M.

Discussion

Cooper \_\_\_\_ Parks \_\_\_\_ Renner \_\_\_\_ Shepherd \_\_\_\_ Noble \_\_\_\_

President declares motion \_\_\_\_\_.

#### **N. Out-of-State Travel Amendment**

The Administration recommends approval to amend the dates of the 8<sup>th</sup> Grade Washington DC trip from May 15-19, 2016, as approved at the April 13, 2015 board meeting, to April 24-28, 2016.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.N.

Discussion

Cooper \_\_\_\_ Parks \_\_\_\_ Renner \_\_\_\_ Shepherd \_\_\_\_ Noble \_\_\_\_

President declares motion \_\_\_\_\_.

#### **O. Textbook Disposals**

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

1. 14 – AGS World History 2001, 2004
2. 11 – Life Skills Mathematics, 1988
3. 14 – Life Skills Mathematics, workbooks/teacher guide, 1988
4. 2 – Fearon's General Science, 1991
5. 9 – Fearon's Practical Mathematics, 1991
6. 2 – Elementary Algebra, Part 2, 1984
7. 1 set (20 books) – The New Book of Knowledge Encyclopedia, 1967
8. 1 set (11 books) – Encyclopedia Britannica, 1974
9. 1 set (18 books) – Encyclopedia Britannica, 1974
10. 1 set (15 books) – McGraw Hill Encyclopedia of Science & Technology, 1960
11. 5 – United States Government: How and Why it Works, 1987
12. 1 – Transition Mathematics, 1995
13. 1 set – Healthy Choices for Youth, 2005
14. 12 – Achieving Proficiency in Mathematics, 2006
15. 1 teacher's manual – Achieving Proficiency in Mathematics, 2006
16. 8 – Fearon's Basic Mathematics, 1994

17. 11 – Consumer & Career Mathematics, 1985
18. 12 – Mathematics for Consumers, 1987
19. 15 – Ohio: Geography, History, Government, 1983
20. 1 – The Newspapers You Read, 1965
21. 1 – Spell It, plus discs, 1991
22. 2 boxes – Ohio History Film
23. 1 bag, NewsCurrents – tapes & films
24. 17 – AGS United States History, 2006
25. 10 – Basic Mathematics Skills, 1990
26. 1 – The Teacher Flipbook, 2003
27. 1 – Receptive One-Word Vocabulary Test, 2000
28. 1 – Expressive One-Word Vocabulary Test, 2000
29. 1 – Test of Language Development: Primary 3<sup>rd</sup>, 1997

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.O.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

## **P. Surplus Items**

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

1. 312 VHS tapes from Bruce Elementary Library
2. 22 video cassettes with books, Bruce Elementary Library
3. 12 cassette tape books, Bruce Elementary Library
4. 1 adding machine, Bruce Elementary Library
5. 78 miscellaneous books, Bruce Elementary Library
6. 7 DVD's, Bruce Elementary Library
7. 1 black case with headphones, East Elementary, Tag #06475
8. 1 Bell & Howell cassette player, East Elementary, Tag #07103

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.P.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

## **Q. Donations**

The Administration recommends acceptance of the following donations.

1. From Memorial Baptist Church, school supplies to East Elementary.
2. Anonymous donation to the Athletic Fundraisers Boys Soccer Account, for the purchase of a Coerver Soccer Goal.
3. From Jim Turner to the Athletic Fundraisers Football Account.
4. From the Preble County Retired Teachers, school supplies to Bruce Elementary.
5. From the Bruce PTA to Bruce Elementary.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve agenda Item V.Q.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

## **R. Executive Session (if needed)**

To discuss the employment of a public official or employee.

\_\_\_\_\_ invited to participate in executive session.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to convene executive session.

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

President convenes executive session at \_\_\_\_\_ p.m.

President resumes open session at \_\_\_\_\_ p.m.

## **VI. Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
\_\_\_\_\_ to adjourn the meeting.

Discussion

Cooper\_\_\_ Parks \_\_\_ Renner \_\_\_ Shepherd \_\_\_ Noble\_\_\_

President declares motion \_\_\_\_\_.

President adjourns meeting at \_\_\_\_\_ p.m.

### **Upcoming Board Meetings**

#### **Regular Meetings**

Monday, October 12, 2015 – 6:00 p.m.

Hollingsworth East Elementary

*Monday, November 2, 2015 – 6:00 p.m.*

*Hollingsworth East Elementary*

*\*Note this will be the 1<sup>st</sup> Monday of the month.*

Monday, December 14, 2015 – 6:00 p.m.

Hollingsworth East Elementary

#### **Special Meetings**

September 30, 2015 – 6:00 p.m.

Hollingsworth East Elementary

October 7, 2015 – 6:00 p.m.

Hollingsworth East Elementary

October 8, 2015 – 6:00 p.m.

Hollingsworth East Elementary

October 15, 2015 – 6:00 p.m.

Hollingsworth East Elementary

## **JOB DESCRIPTION**

*Eaton Community Schools  
An Equal Opportunity Employer*

Title: Secretary to the Treasurer's Office

Reports To: Treasurer

Employment Status: Full-time

FLSA Status: Non-exempt

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## **QUALIFICATIONS**

1. Be eighteen years of age or older
2. Possess High School diploma or equivalent (additional business training or experience desirable.)
3. Must pass criminal background check.
4. Possess high moral character and maintain a high level of ethical behavior and confidentiality.
5. Possess ability to communicate well.
6. Consistently use good judgment and decision making skills.
7. Must be able to work independently.
8. Possess excellent organizational skills and the ability to multitask.
9. Possess a regular and predictable attendance record without tardiness.
10. Maintain valid driver's license and vehicle for Treasurer's Office business.
11. Must be proficient in handling office procedures and machines.
12. Proficient in MS Office (Excel, Word, email, etc.), state and district software.
13. Possess ability to work with administration and fellow employees positively, effectively, and energetically.
14. Obtain and renew a Notary Public License.

## **GENERAL DESCRIPTION**

The Secretary to Treasurer's Office assists the Treasurer and staff to ensure efficient and effective operation of the office, maintaining confidentiality at all times.

## **ESSENTIAL FUNCTIONS**

1. Receptionist for persons telephoning or visiting the Treasurer's Office.
2. Process/handle all daily mail including preparing bank deposit.
3. Keep filing system for all purchases orders and invoices.
4. Obtain approval for invoices, prepare for scanning and payment.
5. Scan and index all necessary documents pertaining to Accounts Payable, Accounts Receivable, receipts, reports, etc.
6. Talk to vendors and district staff on problems with invoices and payments.
7. Type letters, memos and reports for the Treasurer and file accordingly.
8. Prepare and maintain spread sheets on utility billings, tuition reimbursement, Board attendance, etc. each fiscal year.
9. Research and prepare "special" reports.
10. Prepare and file Board meeting minutes.
11. Prepare, mail, and follow up of accounts receivable invoices.
12. Maintain an inventory of office supplies necessary to conduct effective and efficient office operations.
13. Take mail to post office when needed, and daily bank deposits.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Complete annual compliance testing for continued employment.
2. Perform any other duties as assigned by the Treasurer, or his/her designee.

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

Knowledge of:	Board policies and procedures, public relations, telephone etiquette, required reports, office inventory, office practices and procedures.
Ability to:	Interpret policies, rules and regulations; communicate effectively and courteously; sort and distribute mail, prepare reports, maintain records and files; prepare correspondence.
Skill in:	MS Office

#### **EQUIPMENT OPERATED**

Telephone, computer, copier, fax machine, typewriter, printers, folder, etc.

#### **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.

#### **ADDITIONAL WORKING CONDITIONS**

Occasional exposure to inclement driving conditions, unruly adults.

#### **TERM OF EMPLOYMENT**

Two hundred thirty nine work days plus thirteen paid holidays.

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.

#### **PERFORMANCE EVALUATION**

Conducted by Treasurer.

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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: September 14, 2015]

### American Red Cross Shelter Agreement

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: \_\_\_\_\_ Facility: \_\_\_\_\_

#### Parties and Facility

**Owner:**

Legal name: Eaton Community Schools  
 Chapter: \_\_\_\_\_  
 24-Hour Point of Contact:  
     Name and title: Dr. Barbara Curry, Superintendent of Schools  
     Work phone: \_\_\_\_\_ Cell phone/pager: \_\_\_\_\_  
 Address for Legal Notices:  
     306 Eaton Lewisburg Road  
     Eaton OH 45320  
 \_\_\_\_\_  
 \_\_\_\_\_

**Red Cross:**

Legal name: The American National Red Cross  
 Chapter: Dayton Area  
 24-Hour Point of Contact:  
     Name and title: Randy Earl, Disaster Program Manager  
     Work phone: 937-222-6711 Cell phone/pager: 937-232-1065  
 Address for Legal Notices:  
     370 West First Street  
     Dayton OH 45402  
 \_\_\_\_\_  
 \_\_\_\_\_

*Copies of legal notices must also be sent to:*  
 The American National Red Cross, Office of the General Counsel,  
 2025 E Street, NW, Washington DC 20006  
 and  
 The American National Red Cross, Disaster Operations,  
 2025 E Street NW, Washington, DC 20006.

**Shelter Facility:**

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

See attached listing of facilities covered by this signed agreement  
 \_\_\_\_\_  
 \_\_\_\_\_



bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	<u>RGE</u>
Gas	_____	<u>RGE</u>
Electricity	_____	<u>RGE</u>
Waste Disposal	_____	<u>RGE</u>

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Eaton Community Schools

Owner (legal name)

By (signature)

Dr. Barbara Curry  
Name (printed)

Title

Date

THE AMERICAN NATIONAL RED CROSS  
(legal name)

Randy G Earl

By (signature)

Randy G Earl

Name (printed)

Disaster Program Manager

Title

August 15, 2015

Date



Dayton Area Chapter  
370 W. First Street  
Dayton, OH 45402  
937-222-6711  
[www.redcross.org/oh/dayton](http://www.redcross.org/oh/dayton)

**Disaster Cycle  
Services**

**Randy Earl,**  
**Disaster Program Manager**  
**(c)937-232-1065**  
[randy.earl@redcross.org](mailto:randy.earl@redcross.org)

TO: Eaton Community Schools  
Attn: Dr. Barbara Curry  
306 Eaton Lewisburg Road  
Eaton OH 45320

Building(s) location for potential sheltering:

Eaton High School  
600 Hillcrest Drive  
Eaton OH 45320

Eaton Middle School  
814 Camden Road  
Eaton OH 45320