

EATON BOARD OF EDUCATION SPECIAL MEETING
Eaton Board of Education Office
306 Eaton Lewisburg Rd. – Eaton, Ohio 45320
June 27, 2024
4:00 p.m.

I. Opening of the Meeting

A. Call to Order – President

B. Roll Call – President

E. Beeghly _____ B. Deacon _____ B. Myers _____ L. Noble _____ T. Parks _____

C. Pledge of Allegiance

D. Executive Session (if necessary)

To consider/discuss: _____

The following individuals are invited to attend: _____

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

Beeghly _____ Deacon _____ Myers _____ Noble _____ Parks _____

President declares motion _____

President convenes executive session at _____ p.m.

President resumes open session at _____ p.m.

II. Treasurer's Business

ADOPTION OF CONSENT AGENDA ITEM - FINANCIAL

Action by the Board of Education in "Adoption of Consent Agenda Item" at this point of the agenda means that item A is adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the "Consent Agenda Items" and voted on separately.

A. The Treasurer recommends approval of the following:

1. Approve Final appropriations for FY24.
2. Approve Permanent appropriations for FY25.

3. Approve comprehensive insurance for FY2025 with Liberty Mutual Insurance at a cost of \$146,026.00.
4. Approve advance of \$22,919.42 from 001-0000 General Fund to 572-9224 Title I.
5. Approve advance of \$15,390.35 from 001-0000 General Fund to 584-9224 Title IV-A.
6. Approve advance of \$3,475.81 from 001-0000 General Fund to 590-9224 Title II-A.
7. Approve advance of \$19,035.14 from 001-0000 General Fund to 584-9324 Stronger Connections Grant.

Motion by _____, second by _____, to approve agenda item II.A.

Discussion

Beeghly _____ Deacon _____ Myers _____ Noble _____ Parks _____

President declares motion _____.

III. **New Business**

ADOPTION OF CONSENT AGENDA ITEMS - PERSONNEL

Action by the Board of Education in “Adoption of Consent Agenda Items” at this point of the agenda means that items A through F are adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.

A. Resignation

The Administration recommends approval to accept the following resignations.

1. Brooke Montgomery, Health Aide, resignation effective June 30, 2024.

B. Employment - Certificated Staff

The Administration recommends the employment of the following personnel on a one-year limited contract for the 2024-2025 school year (July 1, 2024 – June 30, 2025.) Salaries, benefits and duties per Board Policy, Negotiated Agreement and Administrative Rules and Regulations. Employment contingent upon completion of all local and state requirements including but not limited to background checks and appropriate licensure.

1. Christopher Goforth, Teacher
2. Brittany Kerns, Guidance Counselor
3. Madelynn Pursifull, Teacher

C. Employment – Non Certificated Substitutes

The Administration recommends the employment of the following personnel for the 2023-2024 and the 2024-2025 school year. Employment effective the day after Board approval unless otherwise noted. Employment contingent upon certification (if necessary), criminal record check, and all other state and local requirements. Salary and duties per Board Policy, and Administrative Rules and Regulations with no fringe benefits.

1. Kierra Elliott, Substitute Custodian, retroactive June 20, 2024

D. Create and Post Classified Position

The Administration recommends approval to create and post the following classified position for the 2024-2025 school year. Salary and benefits to be paid in accordance with Board Policy and the Negotiated Agreement.

1. One (1) Educational Aide

E. Create and Approve Job Description

The Administration recommends approval to create and approve the job description for the Assistant Special Education Director/School Psychologist Assistant, (Attachment A).

F. Employment – Classified Staff

The Administration recommends the employment of the following personnel as a Sub Bus Driver in Training 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 reimbursement per the Bus Driver Incentive Resolution.

1. Whitney Drewry

Motion by _____, second by _____

Discussion

Beeghly _____ Deacon _____ Myers _____ Noble _____ Parks _____

President declares motion _____.

ADOPTION OF CONSENT AGENDA ITEMS – ADMINISTRATIVE

Action by the Board of Education in “Adoption of Consent Agenda Items” at this point of the agenda means that item G is adopted by one single motion unless a member of the Board, the Superintendent, or the Treasurer requests that any such item be removed from the “Consent Agenda Items” and voted on separately.

G. Agreement with Southwest Ohio Computer Association

The Administration recommends approval of the following contracts with Southwest Ohio Computer Association (SWOCA).

1. Maintenance, help desk, and leased port services for the 2024-2025 school year, (Attachment B).
2. Schedule of Software Services, Exhibit I, for the 2024-2025 school year, (Attachment C).

Motion by _____, seconded by _____

Discussion

Beeghly _____ Deacon _____ Myers _____ Noble _____ Parks _____

President declares motion _____.

H. Executive Session

To discuss: _____

The following individuals are invited to attend: _____

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

Beeghly _____ Deacon _____ Myers _____ Noble _____ Parks _____

President declares motion _____

President convenes executive session at _____ p.m.

President resumes open session at _____ p.m.

IV. Adjournment

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

Discussion.

Beeghly _____ Deacon _____ Myers _____ Noble _____ Parks _____

President declares motion _____

President adjourns meeting at _____ p.m.

Upcoming Meetings

Meeting: Regular Board Meeting
Date/Time: Monday, July 8, 2024 6:00 p.m.
Location: East Elementary School

Meeting: Regular Board Meeting
Date/Time: Monday, August 12, 2024
Location: East Elementary School

Eaton Community Schools
JOB DESCRIPTION

ATTACHMENT A

DRAFT

<u>Title:</u>	Assistant Special Education Director/School Psychologist Assistant
<u>Reports to:</u>	Director of Pupil Services
<u>Employment Status:</u>	Full-time
<u>FLSA Status:</u>	Exempt

QUALIFICATIONS:

1. Bachelor's Degree in Special Education.
2. Master's Degree in Education Related Field.
3. Three (3) or more years of teaching experience in Special Education
4. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
5. Provides documented evidence of a clear criminal record.
6. Possess ability to work with students, teachers, and administration positively, effectively and energetically.
7. Possess a regular and predictable attendance record.
8. Have ability to maintain a high level of ethical behavior and confidentiality of information regarding students, staff and faculty.
9. Experience and/or training with scientifically based research, educational reform and best practices.
10. Must possess a valid driver's license.

GENERAL DESCRIPTION:

Assists the Director of Pupil Services for the development, coordination and supervision of special education and pupil services. Support the school psychologist(s) in providing psychology services to help students achieve maximum benefit from the school district's educational programs and services.

ESSENTIAL FUNCTIONS:

1. Assists in providing administrative oversight of District Special Education Programs.
 2. Shares in the responsibility as the District Representative of the IEP Teams.
 3. Routinely reviews and audits student Individual Education Plans to ensure compliance.
 4. Consults and problem solves with administrators and special education staff regarding difficult and/or potentially litigious special education issues.
 5. Provides and/or assists Assistant Superintendent/Director of Pupil Services with Professional Development as it relates to Special Education.
 6. Participating Member in ETR Process.
 7. Serves as Behavioral Specialist for MTSS, PBIS, etc., including supporting classroom teacher implementation.
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8. Coordinate meetings and referral of students in building, which includes parents, teacher, administration, and related service personnel.
9. Create/Coordinate/Support/Implement Functional Behavioral Assessments (FBA's).
10. Create/Coordinate/Support/Implement Behavioral Intervention Plans.
11. Assists with monitoring compliance with special education due process requirements, staff caseloads and continuum of services within the district.
12. Complete surveys and achievement assessments under the supervision of a school psychologist.
13. Organize, distribute, and score rating scales.
14. Distribute reports.
15. Maintain district files both paper files and electronic ones.
16. Assists in summarizing data collected in preparation for report writing.
17. Support the communication between the school psychologist/Director of Pupil Services and parents of students receiving special education services, teachers, special education coordinators and principals.
18. Assist the psychologist to ensure student files are current and maintained appropriately.
19. Engages in ongoing professional development as it relates to all aspects related to Special Education.
20. Regularly review district IEPs for compliance with current expectations from Ohio's Department of Education (ODE).
21. Communicates in an effective professional manner.
22. Maintains confidentiality.
23. Maintains accurate organized records.
24. Complies with the state model policies and procedures for the education of children with disabilities.
25. Provides case management support.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned by the Director of Pupil Services, Assistant Superintendent and/or Superintendent.
2. Demonstrate regular and predictable attendance.

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; compile and prepare reports; interpret standardized tests data and compile into meaningful data; refer resource materials and agencies; maintain records.

Eaton Community Schools is an
EQUAL OPPORTUNITY EMPLOYER

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

Skill in:

- Computer, copier, and other office equipment as required
- Technical tasks with a need to occasionally upgrade in order to meet changing job conditions.

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 severe weather; loud noises; Interaction with disruptive and/or unruly children/adults; occupational hazards as documented on The Ohio Department of Health's Communicable Disease Chart, including the risk of head lice or bed bugs, blood, bodily fluids and tissue; Duties may require operating and/or riding in a vehicle, including traveling between building using own vehicle. Extended time using a computer terminal and keyboard; Considerable telephone contact and paperwork; Working under time constraints to meet deadlines;
- Working during the evenings and/or weekends.

TERM OF EMPLOYMENT:

Two hundred twenty days (220) days

PERFORMANCE EVALUATION:

Performance of this position will be evaluated by the Director of Pupil Personnel and/or Assistant Superintendent and/or Superintendent in accordance with Board of Education policies.

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

Board approved:

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3611 Hamilton-Middletown Road - Hamilton, Ohio 45011-2241 - voice 513.867.1028 - fax 513.867.0754 - www.swoca.net

Rachel Tait
 Eaton CSD
 306 Eaton Lewisburg Rd.
 Eaton, Ohio 45320

05/22/2024

Rachel,

SWOCA is pleased to present Eaton CSD with this proposal as listed below.

Quote #EA-MN-240496	Managed network, Renewal of EA-MN-1908069
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Item	Desc	QTY	per	Each	Ext
Basic Maintenance					
BMIC-G	SWOCA Gold Maintenance	1	1 Year	14,343.00	14,343.00
BMIC-B	SWOCA Bronze / eServices Maintenance Helpdesk services and support on equipment. Replacement hardware not included.	1	1 Year	6,222.24	6,222.24
Group subtotal:					20,565.24
Managed Network					
3750L	Cisco WS-C37xx 48 port Leased	2	1 Year	199.20	398.40
Group subtotal:					398.40
Total (USD):					20,963.64

 Signature for Eaton CSD

 Name/Title

 Acceptance Date

To proceed with this order, please submit your purchase order referencing quote EA-MN-240496 along with this acceptance to finance@swoca.net.

SWOCA
 3611 Hamilton Middletown Rd
 Hamilton, OH 45011



EXHIBIT I
SCHEDULE OF SOFTWARE SERVICES FOR
FISCAL YEAR 2024-2025

This Exhibit is hereby made a part of the Contract for Services by and between **Eaton Community SD** and SWOCA. Charges will be incurred for only those services for which a rate is shown and/or a charge is itemized. Services will be rendered for the period of the Contract, unless otherwise stated below.

Number Served represents the student count from EMIS Period S, Beginning of Year Student Count (Dec. 2023)

SOFTWARE SERVICES PROVIDED	RATE	NUMBER SERVED	ANNUAL CHARGE	BILLING CYCLE
BASIC FISCAL SERVICES				
Fiscal Services - State Software (min. \$2,548/yr.)	\$4.12	2,155	\$8,878.60	semi-annual
Infrastructure Maintenance Fee (min. \$433/yr.)	\$0.82	2,155	\$1,767.10	semi-annual
STUDENT RELATED SERVICES				
ProgressBook/SI (min. \$4,867/yr.)	\$7.00	2,155	\$15,085.00	semi-annual
GradeBook (min \$3,245)	\$4.12	2,155	\$8,878.60	semi-annual
EMIS (min. \$1,893/yr)	\$1.09	2,155	\$2,348.95	semi-annual
SameGoal Plus (min \$2,434/yr.)	\$1.86	2,155	\$4,008.30	semi-annual
EMIS CrossCheck (min. \$1,875;max, \$4,375/yr)	\$1.25	2,155	\$2,693.75	semi-annual
aSc Scheduler per Building (billed 4th quarter)	\$650.00	1	\$650.00	annually
FINAL FORMS			\$10,377.00	semi-annual
CONTRACTED STAFF SERVICES				
Tech Coordinator - S. Woods	\$115,289.09	/year	\$115,289.09	semi-annual
DUO MFA Licenses for VPN	\$12.00	17	\$204.00	annual
Total Annual Software Fees:			<u>\$170,180.39</u>	

* This Exhibit represents an estimate of costs based upon current student enrollment and services used. The fees are based on the current SWOCA Fee Schedule, which is subject to annual approval by the SWOCA Executive Committee.

Questions about this Exhibit? Email finance@swoca.net