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 Minutes of REGULAR Meeting
 

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April 18, 2012

The Twinsburg City School District Board of Education met in REGULAR session on the above date at the Twinsburg Government Center in Council Chambers at 7:00 p.m. The following board members were present: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver. Recordings of the Board of Education meeting are made and kept at the Board Office. Video recordings and Board approved Minutes are available on the District's web site.

12-154 **Record of Meeting**

Mr. Stuver moved and Mr. Crosby seconded that the Twinsburg Board of Education approves Michael Lenzo, Assistant Superintendent, to serve as Treasurer Pro-Tem for calling role and keeping a record of this meeting.

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the motions approved.*

**Mr. Shebeck moved and Mrs. Cain-Criswell seconded that the Twinsburg Board of Education adopt resolutions 12-155 to 12-157.**

12-155 **Financial Report**

That the Twinsburg Board of Education accepts the following Financial Report for the month of February, 2012: Bank Reconciliation, General Fund Financial Summary Report and Financial Report by Fund. See pages 124-128

12-156 **Check Register**

That the Twinsburg Board of Education accepts the Check Registers for the months of February, 2012: the total, including payroll is: \$3,672,042.17 and respectively.

See pages 129-135

12-157 **Accept Amounts and Rates**

That the Twinsburg City School District Board of Education, Summit County, Ohio

**RESOLVES** that the amounts and rates as determined by the Budget commission, in its certification, be and the same are hereby accepted;

**and be it further resolved** that there be and is hereby levied on the tax duplicate of said School district, the rate of each tax necessary to be levied within and without the ten mill limitation as per attached;

**and be it further resolved** that the Treasurer of this Board, be and is hereby directed to certify a copy of this **Resolution** to the Fiscal Office of said County.

See pages 136-139

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the motions approved.*

**Mrs. Cain-Criswell moved and Mr. Shebeck seconded that the Twinsburg Board of Education adopt resolutions 11-158 to 11-160.**

12-158 **Employment - Certified**

That the Twinsburg Board of Education accepts the Certificated/Licensed Personnel and/or contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background check.

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Certificated Staff Recommendations - April 18, 2012					
CONTRACTS					
Name	Position	Bldg.	Contract	Rate	Effective
Duke, Candace	Teacher	Bissell	Home Instruction/Tutor on an "as needed" basis	\$23/hr	04/04/2012
Sevier, Kim	Teacher	THS	Home Instruction/Tutor on an "as needed" basis	\$23/hr	04/04/2012
Robbins, Vicki	Psychologist	District	2-Year		08/01/2012-07/31/2014
Murray, Marilyn	Psychologist	District	2-Year		08/01/2012-07/31/2014
Bilinski, Mary	Teacher	Bissell	Continuing Contract		08/01/2012
Depew, Emily	Teacher	Bissell	Continuing Contract		08/01/2012
Dodeci, Allison	Teacher	Bissell	Continuing Contract		08/01/2012
Fedina, Laura	Teacher	Bissell	Continuing Contract		08/01/2012
Johnson, Jillayne	Teacher	Dodge	Continuing Contract		08/01/2012
Kustich, Katherine	Teacher	Dodge	Continuing Contract		08/01/2012
Lipnos, Christine	Teacher	RBC	Continuing Contract		08/01/2012
Wallace, Monica	Teacher	RBC	Continuing Contract		08/01/2012
Williams, Kelly	Teacher	Dodge	Continuing Contract		08/01/2012
Zhang, Hong	Teacher	THS	Continuing Contract		08/01/2012
Higham, Douglas	Administrator	Dodge	Continuing Contract		08/01/2012
Carder, Cheri	Teacher	THS	3-Year		08/01/2012-07/31/2015
Fortner, Beth	Teacher	THS	3-Year		08/01/2012-07/31/2015
Grant, Sonja	Teacher	Dodge	3-Year		08/01/2012-07/31/2015
Grycan, Mallory	Teacher	Bissell	3-Year		08/01/2012-07/31/2015
Hodakievic, Allan	Teacher	THS	3-Year		08/01/2012-07/31/2015
Labus, Mary	Teacher	Bissell	3-Year		08/01/2012-07/31/2015
Lanoué, Randall	Teacher	THS	3-Year		08/01/2012-07/31/2015
Littler, Elizabeth	Teacher	THS	3-Year		08/01/2012-07/31/2015
Marantides, Evangeline	Teacher	RBC	3-Year		08/01/2012-07/31/2015
Mariola, Beth	Teacher	RBC	3-Year		08/01/2012-07/31/2015
Springer, Lynn	Teacher	Bissell	3-Year		08/01/2012-07/31/2015
Vagi, Sue	Teacher	Dodge	3-Year		08/01/2012-07/31/2015
Witting, Matthew	Teacher	THS	3-Year		08/01/2012-07/31/2015
Wolf, Candace	Teacher	THS	3-Year		08/01/2012-07/31/2015
Bandiera, Ryan	Teacher	Dodge	2-Year		08/01/2012-07/31/2014
Cavotta, Marie	Teacher	THS	2-Year		08/01/2012-07/31/2014
Direnzo, Tracey	Teacher	Dodge	2-Year		08/01/2012-07/31/2014
DuBois, Donald	Teacher	THS	2-Year		08/01/2012-07/31/2014
Fernandez, Lia	Teacher	THS	2-Year		08/01/2012-07/31/2014
Geffken, Nicole	Teacher	Wilcox	2-Year		08/01/2012-07/31/2014
Linek, Eleanor	Teacher	Wilcox	2-Year		08/01/2012-07/31/2014
Meyer, Alyson	Teacher	Dodge	2-Year		08/01/2012-07/31/2014
Monteith, Wyatt	Teacher	THS	2-Year		08/01/2012-07/31/2014
Albertini, Amber	Teacher	RBC	1-Year Limited		08/01/2012-07/31/2013
Chaney, Danielle	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Chappell, Russell	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Grabfelder, Jill	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Kozak, Cheryl	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Pietrasz, Jason	Teacher	RBC	1-Year Limited		08/01/2012-07/31/2013
Ranallo, Nicholas	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Rice, Nicole	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Sauder, Molly	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Sucheski, Julie	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013

Thompson, Daniel	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013
Wolf, Dana	Teacher	Dodge	1-Year Limited		08/01/2012-07/31/2013
Zywiec, Bridgett	Teacher	THS	1-Year Limited		08/01/2012-07/31/2013

Certificated Staff Recommendations - April 18, 2012					
LEAVES OF ABSENCE					
Name	Position	Bldg.	Days	Effective	Notes
Adams, Mary	Teacher	Bissell	25	04/23/12-05/25/12	FMLA concurrent with accumulated sick days

**12-159 Employment - Supplemental**

That the Twinsburg Board of Education accepts the Supplemental Contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background check.

Extracurricular Contracts - 2011-2012 April 18, 2012			
Contract	Name	Effective Date	Percent of Base
Track – Boys Head Coach	Spencer Johnson	04/19/2012	14.000%
Track – Asst. Boys Coach	Charles Glover	04/19/2012	0.770%

**12-160 Employment – Extended Days**

That the Twinsburg Board of accepts the recommendations for the Extended Day Contracts for the 2012-2013 school year.

Extended Day Contracts - 2012-2013			
Staff Member	Position	Building	Extended Days 12/13 (@ per diem rate)
Bushey, Melanie	Guidance Counselor	THS	10 days
Hoffmann, Matthew	Guidance Counselor	Bissell/Wilcox	10 days
Knoch, Jacquelyn	Guidance Counselor	RBC	10 days
Krajcik, Jackie	Guidance Counselor	THS	10 days
Pacsi, Robert	Guidance Counselor	THS	10 days
Rowbotham, David	Guidance Counselor	Dodge	10 days
Wallace, Monica	Guidance Counselor	THS/RBC	10 days

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the motions approved.*

**12-161 Employment – RIS**

Mr. Stuver moved and Mrs. Cain-Criswell seconded that the Twinsburg Board of Ed. accepts recommendations for the Reductions in Staff and Recall List See pages 140-143

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the motion approved.*

**Mr. Shebeck moved and Mr. Crosby seconded that the Twinsburg Board of Education adopt resolutions 11-162 to 11-164.**

**12-162 Accept Donation**

That the Twinsburg Board of Education approves accepts a donation from the Bissell Elementary School PTO in the amount of \$933 for the United Streaming license for the 2012-2013 school year.

**12-163 Summit County ESC**

That the Twinsburg Board of Education approves a *Contract for Services* with the Summit County Educational Service Center for services provided by a School & Family Liaison and Behavior Specialist for the 2011-2012 school year, to be paid from IDEIA monies.

**12-164 Job Description**

That the Twinsburg Board of Education approves the revised Job Descriptions for the District Library Clerk and the Library Assistant. See pages 144-147

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the motions approved.*

**12-165 Operational Change Plan**

Mr. Andrews moved and Mr. Crosby seconded that the Twinsburg Board of Education approves the Twinsburg City School District's Operational Change Plan which will be implemented beginning with the 2012/2013 school year unless noted otherwise.

See pages 148

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the motion approved.*

**12-166 EXECUTIVE SESSION**

Mr. Stuver moved and Mrs. Cain-Criswell seconded that the Twinsburg Board of Education meet in Executive Session at approximately 8:56 p.m. for the purpose of discussing: the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees, personnel and employment matters and for preparation to conduct or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment per Board of Education Policy #0166(E).

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the motion approved.*

The Board reconvened from Executive Session at approximately 10:10 p.m.

The following members were present:

Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.

**12-167 Adjournment**

Mr. Andrews moved and Mr. Stuver seconded that the Twinsburg Board of Education adjourn at 10:11 p.m.

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.  
The Board President declared the meeting adjourned.*

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Board President

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Treasurer

(FISCAL YEAR 2012/2013)

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices (Rev. 9-70)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER

(CITY, VILLAGE, OR RURAL BOARD OF EDUCATION)
Rec. Code, Secs. 5705.34, 5705.35

The Board of Education of the Twinsburg City School District Summit County, Ohio, met in REGULAR session on the 18 day of April, 2012, at the Twinsburg Government Center in Council Chambers at 7:00 p.m with the following members present:

Table with 3 columns: Name, Yes, No. Rows include Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.

Mr. \_\_\_\_\_ moved the adoption of the following Resolution:

WHEREAS, This Fiscal Officer of the Board of Education has provided the Alternative Tax Budget, for the next succeeding fiscal year commencing July 1st, 2012; and

WHEREAS, The Budget Commission of Summit County, Ohio, has certified its action together with an estimate by the County Fiscal Officer of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Education of the Twinsburg City School District, Summit County, Ohio, that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:





CERTIFICATE TO COPY ORIGINAL ON FILE

The State of Ohio, Summit County, ss. I, Mr. Aho, Treasurer of the Board of Education of Twinsburg City School District, within and for said County, and in whose custody the Files and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original meeting of the Board of Education of the Twinsburg City School District, Summit County, Ohio, on the 18th day of April, 2012 now on file, that the foregoing has been compared by me with said original document, and that the same true and correct copy thereof. WITNESS my signature, this the 18th day of April, 2012

Treasurer of the Board of Education of the Twinsburg City School District

- 1. A copy of this Resolution must be certified to the Fiscal Officer within the time prescribed by Sec. 5705.34 R.C., or at such later date as may be prescribed by the Board of Tax Appeals.

No. 12 - 1

BOARD OF EDUCATION Twinsburg City School District

Summit County, Ohio

RESOLUTION

ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER (City, Village or Rural Board of Education)

Adopted 2012

Treasurer

Filed 2012

County Fiscal Officer

By Deputy



Minutes of REGULAR Meeting

April 18, 2012

Certificated Staff Recommendations April 18, 2012						
<b>REDUCTIONS IN STAFF</b>						
Name	Teacher Position	Bldg.	Hire Date	Effective	Percentage	Note
Chaney, Danielle	English	THS	08/17/2011	8/17/12	100%	
Golden, Terri	Media Specialist	Wilcox	08/23/1996	8/17/12	100%	
Gurnack, Jeannine	Foreign Language	THS	10/11/1995	8/17/12	50%	
Kozak, Cheryl	Fine Arts	THS	06/23/2010	8/17/12	100%	
Ranallo, Nicholas	Social Studies	THS	08/03/2011	8/17/12	100%	
Rice, Nichole	Fine Arts	THS	08/03/2011	8/17/12	100%	
Sucheski, Julie	Social Studies	THS	07/13/2011	8/17/12	100%	
Thompson, Daniel	Mathematics	THS	07/07/2010	8/17/12	100%	
Van Buskirk, Andrea	Exploratory	RBC	08/06/2008	8/17/12	100%	
Wolf, Dana	Intervention Specialist	Dodge	08/01/2011	8/17/12	100%	
Zhang, Hong	Foreign Language	THS	06/04/2008	8/17/12	50%	

Certificated Staff Recommendations April 18, 2012						
<b>RECALL RANK ORDER</b>						
Name	Teacher Position	Bldg.	Hire Date	Recall Rank	Percent -age	Note(s)
Gurnack, Jeannine	Foreign Language	THS	10/11/1995	1	50%	Unlimited Recall Rights – Continuing Contract
Golden, Terri	Media Specialist	Wilcox	08/23/1996	2	100%	Unlimited Recall Rights – Continuing Contract
Zhang, Hong	Foreign Language	THS	06/04/2008	3	50%	Unlimited Recall Rights – Continuing Contract
Van Buskirk, Andrea	Spanish	RBC	08/06/2008	4	100%	Limited Contract – 27 Month Recall from 8/17/12
Kozak, Cheryl	Fine Arts	THS	06/23/2010	5	100%	Limited Contract – 27 Month Recall from 8/17/12
Thompson, Daniel	Mathematics	THS	07/07/2010	6	100%	Limited Contract – 27 Month Recall from 8/17/12
Sucheski, Julie	Social Studies	THS	07/13/2011	7	100%	Limited Contract – 27 Month Recall from 8/17/12
Wolf, Dana	Intervention Specialist	Dodge	07/13/2011	7	100%	Limited Contract – 27 Month Recall from 8/17/12
Ranallo, Nicholas	Social Studies	THS	08/03/2011	8	100%	Limited Contract – 27 Month Recall from 8/17/12
Rice, Nicole	Fine Arts	THS	08/03/2011	8	100%	Limited Contract – 27 Month Recall from 8/17/12
Chaney, Danielle	English	THS	08/17/2011	9	100%	Limited Contract – 27 Month Recall from 8/17/12

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Certificated Staff Recommendations April 18, 2012						
NON-RENEWALS						
Name	Teacher Position	Bldg.	Hire Date	Effective	Percent -age	Note(s)
Toth, Jessica	Elementary Teacher - Leave Replacement	Bissell	06/01/2011	8/17/12	100%	Non-Renewal due to return of teacher from leave (J. Watson)

Classified Staff Recommendations April 18, 2012						
REDUCTIONS IN STAFF						
Name	Position	Bldg.	Hire Date	Effective	Hours Reduced	Note(s)
Busch, Amanda	Instructional Asst.	Dodge	09/07/2011	05/25/2012	7	
Byrd, Anthony	Instructional Asst.	THS	11/04/2009	05/25/2012	7	
Carlo, Cathy	Secretary	RBC	08/01/2007	06/18/2012	7.5	
Denker, Julie	Playground/ Lunchroom Asst.	Dodge	07/13/2011	05/25/2012	3	
Dreiling, Nancy	Secretary	RBC	06/23/2010	06/18/2012	7.5	
Greene, Timothy	Custodian	Dodge	12/17/2007	08/20/2012	8	May bump into an 8 hour/day Janitor position (previous assignment hire date of 5/21/03)
Keyes, Stacey	Janitor	RBC	07/07/2010	08/20/2012	8	Will bump into an 4 hour/day Sub Bus Driver position (previous assignment hire date of 10/25/99)
Kolacz, Mary	Janitor	Dodge	08/06/2008	08/20/2012	8	Will bump into a 6 hour/day Latchkey Asst. position (previous assignment hire date of 10/25/99)
Lewis, Bradford	Latchkey	Dodge	10/20/2010	05/25/2012	3	Will be reduced from a 6 hour/day position to a 3 hour/day position due to a bump situation.
McGing, Shelby	Instructional Asst.	Dodge	12/02/2010	05/25/2012	7	Will bump into a 3 hour/day Playground/ Lunchroom Asst. position (previous assignment hire date of 9/24/08)
Mitchell, Mercer	Latchkey	Bissell	12/15/2010	05/25/2012	3	
Navarro, Courtney	Instructional Asst.	RBC	09/22/2010	05/25/2012	7	
Pisarchick, Phyllis	Janitor	Wilcox	02/17/2010	08/20/2012	5	
Rotolo, Laura	Instructional Asst.	Wilcox	11/04/2009	05/25/2012	7	
Ryan, Denise	Instructional Asst.	Dodge	10/21/2009	05/25/2012	7	
Shaffer, Christopher	Instructional Asst.	THS	04/21/2010	05/25/2012	7	
Toothman,	Janitor	THS	01/07/2009	08/20/2012	8	

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William						
Tucker, Mark	Janitor	Dodge	05/07/2008	08/20/2012	3	Currently an 8 hour/day Janitor. Position reduced 3 hours. Will work 5 hours/day
Vaidean, Bonnie	Secretary	THS	02/17/2010	06/18/2012	7.5	
<b>NON-TSSA CLASSIFIED STAFF</b>						
Washington, Kim	Sub Caller	District	09/06/2000	05/29/2012	5	
<b>SUMMIT COUNTY EMPLOYEES</b>						
Curtis, Eileen	Tech Resource Spec.	Bissell		06/04/2012	7.5	Summit County – 204-day contract
Dible, Mindy	Psychologist	THS		08/01/2012	7.5	Summit County – Reduced from a 120-day contract to a 90-day contract
Friihauf, Carol	Tech Resource Spec.	Wilcox/RBC		06/04/2012	7.5	Summit County – 204-day contract

Classified Staff Recommendations April 18, 2012						
RECALL RANK ORDER						
Name	Position	Bldg.	Hire Date	Recall Rank	Hours	Note(s)
<b>INSTRUCTIONAL ASSISTANTS</b>						
Ryan, Denise	Instructional Asst.	Dodge	10/21/2009	1	7	Unlimited Recall Rights
Rotolo, Laura	Instructional Asst.	Wilcox	11/04/2009	2	7	Unlimited Recall Rights
Byrd, Anthony	Instructional Asst.	THS	11/04/2009	3	7	Unlimited Recall Rights
Shaffer, Christopher	Instructional Asst.	THS	04/21/2010	4	7	Unlimited Recall Rights
Navarro, Courtney	Instructional Asst.	RBC	09/22/2010	5	7	Unlimited Recall Rights
McGing, Shelby	Instructional Asst.	Dodge	12/02/2010	6	7	Unlimited Recall Rights. Will bump into a 3 hour/day Playground/ Lunchroom position
Busch, Amanda	Instructional Asst.	Dodge	09/07/2011	7	7	Probationary – 27 months Recall from 5/25/12
<b>SECRETARIES</b>						
Carlo, Cathy	Secretary	RBC	08/01/2007	1	7.5	Unlimited Recall Rights
Vaidean, Bonnie	Secretary	THS	02/17/2010	2	7.5	Unlimited Recall Rights
Dreiling, Nancy	Secretary	RBC	06/23/2010	3	7.5	Unlimited Recall Rights
<b>CUSTODIANS</b>						
Greene, Timothy	Custodian	Dodge	12/17/2007	1	8	Unlimited Recall Rights. May bump into 8 hour/day Janitor position.

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<b>JANITORS</b>						
Tucker, Mark	Janitor	Dodge	05/07/2008	1	3	Unlimited Recall Rights. Contract reduced from a 8 hours/day to 5 hours/day
Kolacz, Mary	Janitor	Dodge	08/06/2008	2	8	Unlimited Recall Rights. Will bump into a 6 hour/day Latchkey Asst. position (previous assignment hire date of 10/25/99)
Toothman, William	Janitor	THS	01/07/2009	3	8	Unlimited Recall Rights
Pisarchick, Phyllis	Janitor	Wilcox	02/17/2010	4	5	Unlimited Recall Rights
Keyes, Stacey	Janitor	RBC	07/07/2010	5	8	Unlimited Recall Rights. Will bump into an 4 hour/day Sub Bus Driver position (previous assignment hire date of 10/25/99)
<b>LATCHKEY ASSISTANTS</b>						
Lewis, Bradford	Latchkey	Dodge	10/20/2010	1	3	Unlimited Recall Rights. Will be reduced from a 6 hour/day position to a 3 hour/day position due to a bump situation.
Mitchell, Mercer	Latchkey	Bissell	12/15/2010	2	3	Unlimited Recall Rights
<b>PLAYGROUND/LUNCHROOM ASSISTANTS</b>						
Denker, Julie	Playground/Lunchroom Asst.	Dodge	07/18/2011	1	3	Unlimited Recall Rights

**TWINSBURG CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** **DISTRICT LIBRARY CLERK** File 510

**Reports to:** Building Principal and Coordinator of Learning and Technology

**Job Objectives:** Organizes materials and equipment for use throughout the district. Maintains library/media catalog and order files. Operates the library media center and creates a functional and inviting atmosphere for student learning. Assists with daily building technology operations.

**Minimum  
Qualifications:**

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documented evidence of a clear criminal record.
- Self-directed and able to learn required skills for the position.
- Exhibits strong organizational skills.
- Knowledge of library systems and the use of automated catalog record keeping systems.
- Proficiency in the use of word processing and spreadsheets.
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Experience with computer operating systems and software applications, principally databases.
- Commitment to keeping current with technological advances.

**Responsibilities  
and Essential  
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintains district-wide electronic cataloging records for library materials and equipment.
- Processes materials according to district specifications.
- Prepares requisitions for district libraries.
- Provides support to enhance staff and student access to resource materials and equipment.
- Keeps materials properly organized.
- Assists building staff members with technology issues (classroom PC's, labs, interactive white board technology, technology integration, web page development, etc.)
- Provides first level of technology support in the building.
- Performs secretarial and clerical functions as directed.
- Maintains accurate files.
- Performs routine preventative maintenance and minor repairs on equipment.
- Distributes materials to district libraries as needed.
- Prepares materials for staff development and student use throughout the district.
- Assists with district-wide training of library/media staff on the use of cataloging tools and databases as directed.
- Helps supervise volunteer helpers.
- Complete inventory of district libraries on a five year rotation schedule.
- Maintains high standards and upholds the student conduct code.
- Communicates high expectations and shows an active interest in student progress.

**DISTRICT LIBRARY CLERK**

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- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Supports an inclusive educational environment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Participates in open houses, parent conferences, and other required school events. Participates in staff meetings and professional growth activities as directed. Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Interprets and applies technical information.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

**TWINSBURG CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** LIBRARY ASSISTANT File 509

**Reports to:** Building Principal and Coordinator of Learning and Technology

**Job Objectives:** Operates the library media center and creates a functional and inviting atmosphere for student learning. Assists with daily building technology operations.

**Minimum  
Qualifications:**

- High school diploma.
- Documented evidence of a clear criminal record.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Self-directed and able to learn required skills for the position.
- Exhibits strong organizational skills.
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Experience with computer operating systems and software applications.
- Commitment to keeping current with technological advances.

**Responsibilities  
and Essential  
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintains the operation of the circulation desk (e.g., checking out/receiving materials, processing overdue returns, etc.).
- Provides support to enhance staff and student access to resource materials and equipment.
- Keeps materials properly organized.
- Assists building staff members with technology issues(classroom PC's, labs, interactive white board technology, technology integration, web page development, etc.).
- Provides first level of technology support in the building.
- Assists staff and students with scheduling and using materials and equipment.
- Works with classes (e.g., reading stories, assisting with computers, etc.).
- Mends books and makes minor equipment repairs. Discards outdated or damaged materials under the guidance of district staff and building principal.
- Places orders for new materials (books, AV, supplies) as needed.
- Collects and reserves material for classroom assignments.
- Prepares bulletin boards, displays, and/or materials lists to introduce new library/media resources to students and staff.
- Communicates high expectations and shows an active interest in student progress.
- Helps supervise volunteer helpers.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Supports an inclusive educational environment.
- Takes precautions to ensure student safety. Does not leave students unsupervised.

**LIBRARY ASSISTANT****Page 2 of 2**

- Participates in open houses, parent conferences, and other required school events.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.
- Maintains high standards and upholds the student conduct code.
- Promotes a favorable image of the school district.
- Upholds board policies and follows administrative procedures.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Interprets and applies technical information.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance  
Evaluation:**

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Minutes of REGULAR Meeting

April 18, 2012

OPERATIONAL CHANGE PLAN INITIATIVE	COST AVOIDANCE	REVENUE GENERATED	ADDITIONAL EXPENDITURES	TOTAL
Reductions to Personnel	\$2,492,173.00			
Reduction in Building Budgets	33,000.00			
Reduction in Paper Costs	22,000.00			
Reduction in Classified Overtime	150,000.00			
Elimination of Field Trips	22,000.00			
Elimination of Project Plus @ RBC	15,000.00			
Reduction in Supplemental Contracts	77,000.00			
Reduction in Extended Day Contracts	32,000.00			
Corner Stops for All Students	85,000.00			
				2,928,173.00
Student & Course Fees		300,000.00		
Pay-to-Participate Fees (25% of full cost)		125,000.00		
Rental Fees (Approximate)		12,000.00		
Latchkey Fees		150,000.00		
Rental of School Buses		6,000.00		
Cafeteria Charge-Back		20,000.00		
BCII/FBI Fingerprint Charge		2,700.00		
				615,700.00
			SUBTOTAL:	\$3,543,873.00
EFFICIENCY MEASURES:				
AESOP (Substitute Services)			8,866.00	
EZ Pay (Online Fee Payment Program)			845.00	
Public School Works (online staff training)	3,300.00			
ADDITIONAL CONSIDERATIONS:				
Restructure Administrative Team @ THS			100,000.00	
Library Assistant @ Bissell			41,000.00	
Library Assistant @ Wilcox			41,000.00	
Security Personnel @ THS - 2 positions			40,000. x 2	
				(\$268,411.00)
<b>GRAND TOTAL, IMPLEMENTATION OF OPERATIONAL CHANGE PLAN, 2012/2013 SCHOOL YEAR: \$3,275,462.00</b>				