

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 6:30 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.

Mr. Shebeck moved and Mr. Andrews seconded that the Twinsburg Board of Education adopt resolutions 11-370 to 11-373.

11-370 Summit County Tax Advances

That Twinsburg Board of Education, approves a *Resolution Authorizing the Advance of Local Taxes by the County Fiscal Officer for the Tax Year 2011 and Payable in 2012. Pursuant to Section 321.34 of the Ohio Revised Code:*

WHEREAS, Section 321.34(A)(1) of the Ohio Revised Code states in part: When the local authorities by resolution so request, the county auditor or fiscal officer shall pay the treasurer of any board of education any money that may be in the county treasury to the accounts of the local authorities, respectively, and lawfully applicable to the purpose of the current fiscal year in which the request is made.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Twinsburg City School District, Summit County, Ohio, that:

Section 1. Board Declarations. That the Board declares the necessity of receiving advances of local taxes for the prompt and efficient operation of the school district and directs the County Fiscal Office to make such tax advances for tax year 2011, and payable in 2012, per Section 321.34 of the Ohio Revised Code.

Section 2. Compliance with Open Meeting Requirements. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were held, in meetings open to the public in compliance with the law.

Section 3. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 4. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

11-371 Minutes

That the Twinsburg Board of Education approves the Minutes for the following meetings:

Regular Meeting – June 22, 2011 Regular Meeting – July 13, 2011 Special Meeting – July 27, 2011

11-372 Financial Report

That the Twinsburg Board of Education accepts the following Financial Report for the month of October 2011: Bank Reconciliation, General Fund Financial Summary Report and Financial Report by Fund. See pages 481-485

11-373 Check Register

That the Twinsburg Board of Education accepts the Check Registers for the month of October 2011: the total, including payroll is: \$4,077,921.26. See pages 486-493

*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. Andrews seconded that the Twinsburg Board of Education adopt resolutions 11-374 to 11-376.

11-374 Employment

That the Twinsburg Board of Education approves 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:

Certificated/Licensed Staff Recommendations November 16, 2011							
LEAVE OF ABSENCE							
Last	First	Position	Bldg.	Days	Effective	Notes	
Fink	Kimberly	Teacher	Wilcox	21	1/05/12 to 2/06/12	Medical Leave-using accumulated Sick days concurrent with FMLA	
CONTRACTS							
Last	First	Position	Bldg.	Contract	Effective	Rate	Notes
Troy	Daryl	Home Instruction Tutor	Wilcox	2011-2012	11/04/11	\$23/hr	
Maly	Lynnette	Home Instruction Tutor	RBC	2011-2012	11/09/11	\$23/hr	
Rozek	Krista	Title I Tutor	Dodge	2011-2012— Not to Exceed 24.5 hrs. per week	11/14/11	\$23/hr	Nov 16, 2011 Agenda Change in Effective Date
Hall	Christopher	Title I Tutor	Dodge	2011-2012 — Not to Exceed 24.5 hrs. per week	11/14/11	\$23/hr	Nov 26, 2011 Agenda Change in Effective Date
Carlini	Patricia	Title I Tutor	Dodge	2011-2012 — Not to Exceed 24.5 hrs. per week	11/14/11	\$23/hr	Nov 26, 2011 Agenda Change in Effective Date

11-375 Employment

That the Twinsburg Board of Education approves the Classified Personnel and/or contract recommendations detailed in the Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background check:

Classified Staff Recommendation November 16, 2011						
CONTRACTS						
Last	First	Position	Effective	Note(s)		
Sanders	Larry	Saturday Detention Monitor	December 14, 2011	Regular hourly rate of pay: \$16.68 per hour		
LEAVE OF ABSENCE						
Last	First	Position	Bldg.	Days	Effective	Notes
Lahman	Kathy	Bus Driver	Transportation	21	December 12, 2011- January 18, 2012	Unpaid FMLA extension from December 9, 2011
UNPAID LEAVE						
Last	First	Position	Bldg.	Hours	Effective	Notes
Verbic	Nicole	Bus Driver	Transportation	3.25 hrs	December 7, 2011	

11-376 Employment

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

Extracurricular Contracts 2011-2012			
Supplemental Activity	Name	Effective	Supplemental Factor
Basketball — JV Girls Coach	Julie Buckler	12/14/11	0.77%
Wrestling — Volunteer	Anthony Mencini	12/14/11	0.000%
Wrestling — Volunteer	Gregory Murdock	12/14/11	0.000%
Team Leaders: 3 rd Grade	Laura Dorland	12/14/11	3.00%
Team Leaders: 2 nd Grade	Stephanie Wrobel	12/14/11	3.00%
Student Council: Bissell Elementary	Julie Haines	12/14/11	3.00%
Vocal Music: Bissell Concert	Katherine Thomas Laura Fedina	12/14/11	\$75.00 per concert
Cheerleading Basketball Varsity Advisor	Nicole Seredich	12/14/11	5.00%
Game Worker:	Lawrence Stevens	12/14/11	\$10 per hour 2011-2012 school year
Auditorium Manager	Kevin Lowe	12/14/11	8.00%
HS Vocal Music Asst. Swing Choir	Kevin Lowe	12/14/11	0.77%
HS Drama Set Construction	Ernest Halliwell	12/14/11	5.50%
HS Foreign Language Club	Nancy Drain	12/14/11	50% of 1.75% (shared)
HS Foreign Language Club	Allison Butler	12/14/11	50% of 1.75% (shared)
HS SADD	Patricia Baran	12/14/11	1.75%
Gymnastics — Head Coach	Kathleen Turle-Waldron	12/14/11	14.00%

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

Mr. Andrews moved and Mr. Crosby seconded that the Twinsburg Board of Education adopt resolutions 11-377 to 11-391.

11-377 Agreement Cuyahoga Co. ESC

That the Twinsburg Board of Education approves *Agreement for Admission of Tuition Pupils Pursuant to Section 3313.841 O.R.C.* with Educational Service Center of Cuyahoga County, as set forth under separate cover. This Agreement is a General Fund expenditure.

See page 494

11-378 Agreement Leap Program

That the Twinsburg Board of Education approves *Day Treatment-Purchase Service Agreement* with Harbor Education Services, LLC, Leap Program, as set forth under separate cover. This Agreement is a General Fund expenditure.

See pages 495-496

11-379 Agreement Beachwood Schools

That the Twinsburg Board of Education approves *Agreement for Admission of Tuition Pupils* with the Beachwood City Schools, as set forth under separate cover. This Agreement is a General Fund expenditure.

See pages 497

11-380 Agreement Cleveland State

That the Twinsburg Board of Education approves *Memo of Agreement* with Cleveland State University for Field-Based, Clinical, and Student Teaching Experiences.

See pages 498-500

11-381 **Policy**

That the Twinsburg Board of Education approves Twinsburg City School Policies:

- #3120.08: Employment of Personnel for Co-Curricular/Extra Curricular Activities;
- #3120.09: Volunteers;
- #4120.08: Employment of Personnel for Co-Curricular/Extra Curricular Activities;
- #5330: Use of Medication
- #6530: Payment of Accrued, Unused Vacation Leave;
- #8210: School Calendar

11-382 **Sick Leave Donation**

That the Twinsburg Board of Education approves donation of sick days to Kathy Lahman as follows: Robert Ramsey donation of 18 hours of sick time and Janice Graham donation of 16 hours of sick time.

11-383 **In Lieu of Transportation**

That the Twinsburg Board of Education approves approve *In Lieu of Transportation* reimbursements in the amount of \$199.34 for the following:

No. of Students	School
3	Beaumont School
1	Cornerstone Community School
15	Gilmour Academy
3	Hathaway Brown
6	Laurel School
5	Lawrence School
3	Notre Dame Cathedral Latin
3	Old Trail School
13	St. Barnabas
5	St. Peter Chanel
8	Trinity School
2	University School
3	Western Reserve Academy
7	St. Joan of Arc (one-half stipend of \$99.67)

11-384 **Accept Donation**

That the Twinsburg Board of Education accepts a Fifty Dollar (\$50) donation from United Guaranty Corporation, Mrs. Bridget Brown, 230 N. Elm Street, Greensboro NC 27401, for school supplies for R. B. Chamberlin Middle School.

11-385 **Accept Donation**

That the Twinsburg Board of Education accepts a donation from Carpet Country, 9331 Darrow Road, Twinsburg OH 44087, of 317 feet of Natural Impact laminate flooring for the conference room at Wilcox Primary School. Value of donation is approximately \$554.75.

11-386 **Pay Rate to Minimum Wage**

That the Twinsburg Board of Education approves the Classified Substitute Rates of Pay being increased from \$7.50 to \$7.70 due to an increase in Ohio minimum wage, effective January 1, 2012: Cook, Assistants -- Lunchroom/Playground, Library, Latchkey, and Bus Attendant.

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11-387 Deletion from Inventory

That the Twinsburg Board of Education approves deletion of books from inventory. These books will be offered to the Outreach Center and Friends of the Library.

See pages 501-505

11-388 Workers Comp

That the Twinsburg Board of Education approve a Workman's Compensation Settlement Agreement for Darlene LeRoy, as set form under separate cover.

11-389 Board Pay

That the Twinsburg Board of Education decreases the compensation received Board of Education member from \$125 per meeting to \$100 per meeting as permitted by law.

11-390 Telephone System

That the Twinsburg Board of Education approves the *Statement of Work* for the Telephone and Voicemail Upgrade Project with NEC Corporation of America in an amount not to exceed \$168,731.78, and to approve the supplemental *Parts and Labor Maintenance Agreement* with NEC Corporation of America for \$96,383.11, as set for under separate cover. This project will be funded with Permanent Improvement funds.

11-391 Dispatcher

That the Twinsburg Board of Education approves the job description for the Dispatcher.

See pages 506-507

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

11-392 EXECUTIVE SESSION

Mr. Stuver moved and Mr. Crosby seconded that the Twinsburg Board of Education meet in Executive Session at approximately 8:58 p.m. for the purpose of discussing:

The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees, personnel and meet with Legal Council

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 10:45 p.m.

The following members were present:

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

11-393 Adjournment

Mr. Stuver moved and Mrs. Cain-Criswell seconded that the Twinsburg Board of Education adjourn at 10:47 p.m.

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

The Board President declared the meeting adjourned.

 Board President

 Treasurer

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Title	Author	Call Number	Barcode	Pub
Snow White / by Megan E. Bryant ; illustrated by Tonja and John Huxtable	Bryant, Megan E	398.2 BRY	34150045064295	2007
Snow White / by Megan E. Bryant ; illustrated by Tonja and John Huxtable	Bryant, Megan E	398.2 BRY	34150045064303	2007
Snow White / by Megan E. Bryant ; illustrated by Tonja and John Huxtable	Bryant, Megan E	398.2 BRY	34150045064311	2007
My first look at numbers	Random House (Firm)	513.2 MY	34150040035233	1990
My first look at numbers	Random House (Firm)	513.2 MY	34150040035241	1990
Twisters and other terrible storms : a nonfiction companion to Twister on Tuesday / by Will Osborne and Mary Pope Osborne ; illustrated by Sal Murdocca	Osborne, Will	551.55 OSB	34150045099853	2003
Dinosaurs everywhere! / by Carol Harrison; illustrated by Richard Courtney	Harrison, Carol	567.9 HAR	34150045098020	1999
Dinosaurs through time		567.9 MAT	34150045091686	2007
Super-size bugs / written by Andrew Davies ; photographed by Igor Siwanowicz	Davies, Andrew	595.7 DAV	34150045093567	2007
Life-size reptiles / written by Hannah Wilson	Wilson, Hannah	597.9 WIL	34150045092536	2007
Snake Dictionary: an A to Z of amazing snakes	Twist, Clint	597.96 TWI	34150045040535	2003
Cat / written by Juliet Clutton-Brock ; [special photography, Dave King]	Clutton-Brock, Juliet	599.74 CLU	34150045005108	2000
Tiger / by Mary Hoffman	Hoffman, Mary, 1945-	599.74 HOF	34150040047741	1984
Ten copycats in a boat, and other riddles / [Ed.] by Alvin Schwartz. Pictures by Marc Simont	Schwartz, Alvin	793.7 TEN	34150040002241	1980
The Magic school bus [videorecording] : creepy, crawly fun! / Scholastic, Inc., WarnerVision Entertainment	Cole, Joanna	DVD 591.5 MAG	34150045085886	2002
Each peach pear plum : an "I spy" story / Janet and Allan Ahlberg	Ahlberg, Janet	E AHL	34150040017405	1979
Ernie gets lost / by Liza Alexander ; illustrated by Tom Cooke	Alexander, Liza	E ALE	34150040018312	1985
And my mean old mother will be sorry, Blackboard Bear / Story and pictures by Martha Alexander	Alexander, Martha G	E ALE	34150040005608	1972
I sure am glad to see you, Blackboard Bear : story and pictures / by Martha Alexander	Alexander, Martha G	E ALE	34150040025945	1976
Nobody asked me if I wanted a baby sister / Story and pictures by Martha Alexander	Alexander, Martha G	E ALE	34150040037155	1971
Don't forget, Matilda! / Ronda and David Armitage	Armitage, Ronda	E ARM	34150040088653	1979
Old Man Rabbit's dinner party / based on the original story by Carolyn Sherwin Bailey ; edited by Nova Nestruck ; illustrated by Robinson and Bonnie & Bill Rutherford	Bailey, Carolyn Sherwin	E BAI	34150040054564	1961
Little Runner of the longhouse / Pictures by Arnold Lobel	Baker, Betty	E BAK	34150040068598	1962
Little Runner of the longhouse / Pictures by Arnold Lobel	Baker, Betty	E BAK	34150040068606	1962
Little Runner of the longhouse / Pictures by Arnold Lobel	Baker, Betty	E BAK	34150040068614	1962
Humbug witch	Balian, Lorna	E BAL	34150040025192	1965
The sweet touch / Lorna Balian	Balian, Lorna	E BAL	34150040046537	1976
A sweetheart for Valentine / Lorna Balian	Balian, Lorna	E BAL	34150040046545	1979
A very merry Santa Claus story / illus. by Cristina Ong	Barkan, Joanne	E BAR	34150040070677	1992
Summer story / Jill Barklem	Barklem, Jill	E BAR	34150040046404	1980
All about Bird	Barr, Cathrine	E BAR	34150040004882	1974
A is for anything: an ABC book of pictures and rhymes	Barry, Katharina	E BAR	34150040026950	1961
Jack and Fred	Barton, Byron	E BAR	34150040027214	1974
How Georgina drove the car very carefully from Boston to New York / Lucy Bate ; illustrated by Tamar Taylor	Bate, Lucy	E BAT	34150040089123	1993
Herbert and Hortense / Betty Bates ; pictures by John C. Wallner	Bates, Betty, 1921-	E BAT	34150040023767	1984
What does the rooster say, Yoshio? / Story by Edith Battles : pictures by Toni Hormann	Battles, Edith	E BAT	34150040051081	1978
Gatalop the wonderful ball / Illustrated by Janosch. Translated by Refna Wilkin	Baumann, Hans, 1914-	E BAU	34150040020557	1971
There's nothing to do, so let me be you / Illustrated by Madeline Marabella	Berg, Jean Horton	E BER	34150040089479	1974
A new baby / Photography: Heinz Kluetmeier	Berger, Terry	E BER	34150040036652	1974
Barney Beagle goes camping / Pictures by Ruth Wood. Editorial consultant: Lilian Moore	Bethell, Jean	E BET	34150040007620	1970
Petey, the peanut man / story by Jean Bethell ; pictures by Mae Gerhard ; editorial consultant, Lilian Moore	Bethell, Jean	E BET	34150040078472	1966
Dolls / [by] Bettina [pseud.]	Bettina, 1903-	E BET	34150040089453	1963
Dolls / [by] Bettina [pseud.]	Bettina, 1903-	E BET	34150040089461	1963

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Fuzzy Rabbit / by Rosemary Billam ; pictures by Vanessa Julian-Ottie	Billam, Rosemary	E BIL	34150040020458	1984
Fuzzy Rabbit / by Rosemary Billam ; pictures by Vanessa Julian-Ottie	Billam, Rosemary	E BIL	34150040020466	1984
Twenty-two bears / Illustrated by Kurt Wiese	Bishop, Claire Huchet	E BIS	34150040078662	1964
Hello Irina / [by] Dietlind Blech. Text adapted from the German text by Yaak Karsunke	Blech, Dietlind	E BLE	34150040023536	1971
Jim / story and pictures by Ruth Bornstein	Bornstein, Ruth	E BOR	34150040027453	1978
The snake that couldn't slither / story by Peggy Bradbury ; pictures by Syd Hoff	Bradbury, Peggy	E BRA	34150040044490	1976
The big, happy ABC / by Joan & Roger Bradfield	Bradfield, Joan	E BRA	34150040001276	1965
The big, happy ABC / by Joan & Roger Bradfield	Bradfield, Joan	E BRA	34150040001284	1965
There's an elephant in the bathtub / written and illustrated by Roger Bradfield	Bradfield, Roger	E BRA	34150040077813	1964
Aunt Nina and her nephews and nieces / by Franz Brandenburg ; illustrated by Alik	Brandenburg, Franz	E BRA	34150040007190	1983
Everyone ready? / Franz Brandenburg ; illustrated by Alik	Brandenburg, Franz	E BRA	34150040018494	1979
A picnic, hurrah! / Franz Brandenburg ; illustrated by Alik	Brandenburg, Franz	E BRA	34150040039664	1978
Cherry Martin / written and illustrated by Palle Bregnhøi ; [English translation by Ingrid O. Miller]	Bregnhøi, Palle	E BRE	34150040061684	1974
Cunningham's rooster / Pictures by Anne Rockwell	Brenner, Barbara	E BRE	34150040014840	1975
The five pennies / Illustrated by Erik Blegvad	Brenner, Barbara	E BRE	34150040076922	1964
The flying patchwork quilt / With illus. by Fred Brenner	Brenner, Barbara	E BRE	34150040083662	1965
Wagon wheels / by Barbara Brenner ; pictures by Don Bolognese	Brenner, Barbara	E BRE	34150040050117	1978
Georgie to the rescue / Written and illus. by Robert Bright	Bright, Robert	E BRI	34150040001748	1956
Georgie goes West	Bright, Robert, 1902-	E BRI	34150040020797	1973
Gordon goes camping	Brinckloe, Julie	E BRI	34150040021720	1975
Big Bear / by Jean-Claude Brisville ; translation by Anita Mondello ; ill. by Danièle Bour	Brisville, Jean Claude, 1922-	E BRI	34150040009014	1977
Johnny Crow's garden	Brooke, L. Leslie (Leonard Leslie), 1862-1940	E BRO	34150040077938	1903
Johnny Crow's party; another picture book / drawn by L. Leslie Brooke	Brooke, L. Leslie (Leonard Leslie), 1862-1940	E BRO	34150040027701	1966
The guinea pigs' adventure / Andrea Brooks	Brooks, Andrea	E BRO	34150040022561	1980
Finger rhymes / collected and illustrated by Marc Brown	Brown, Marc Tolon	E BRO	34150040019252	1980
Peter Piper's alphabet; Peter Piper's practical principles of plain and perfect pronunciation / Manifold manifestations made by Marcia Brown	Brown, Marcia	E BRO	34150040077979	1959
The cat's purr / written & illustrated by Ashley Bryan	Bryan, Ashley	E BRY	34150045032482	1985
Mrs. Starling's problem / [by] Pearl S. Buck. Illustrated by Leslie Morrill	Buck, Pearl S. (Pearl Sydenstricker), 1892-1973	E BUC	34150040034525	1973
Mrs. Starling's problem / [by] Pearl S. Buck. Illustrated by Leslie Morrill	Buck, Pearl S. (Pearl Sydenstricker), 1892-1973	E BUC	34150040034533	1973
Josie and the snow / [by] Helen E. Buckley. Illustrated by Evaline Ness	Buckley, Helen Elizabeth	E BUC	34150040073127	1964
Josie and the snow / [by] Helen E. Buckley. Illustrated by Evaline Ness	Buckley, Helen Elizabeth	E BUC	34150040073135	1964
Keep running, Allen! / By Clyde Robert Bulla ; pictures by Satomi Ichikawa	Bulla, Clyde Robert	E BUL	34150040028253	1978
Keep running, Allen! / By Clyde Robert Bulla ; pictures by Satomi Ichikawa	Bulla, Clyde Robert	E BUL	34150040028261	1978
The valentine cat / Illustrated by Leonard Weisgard	Bulla, Clyde Robert	E BUL	34150040049663	1959
Joey's cat / Illustrated by Don Freeman	Burch, Robert, 1925-	E BUR	34150040027610	1969
Andrew Henry's meadow / Written and illustrated by Doris Burn	Burn, Doris	E BUR	34150040073150	1965
Mr. Gumpy's outing	Burningham, John	E BUR	34150040001425	1970
Mr. Gumpy's outing	Burningham, John	E BUR	34150040001433	1970
The nine lives of Homer C. Cat / Pictures by Roger Duvoisin	Calhoun, Mary	E CAL	34150040065230	1961
The witch who lost her Shadow / by Mary Calhoun ; ill. by Trinka Hakes Noble	Calhoun, Mary	E CAL	34150040052899	1979
Diggy Mole's new home	Camm, Sue	E CAM	34150040084389	1987
The poky little puppy's naughty day / Story and pictures by Jean Chandler	Chandler, Jean	E CHA	34150040001755	1985
Herbie's troubles / by Carol Chapman ; illustrated by Kelly Oechsli	Chapman, Carol	E CHA	34150040023775	1981
Martha Ann and the mother store / [by] Nathaniel and Betty Jo Charnley. Illustrated by Jerome Snyder	Charnley, Nathaniel	E CHA	34150040032263	1973
Time for bed, sleepyheads / by Normand and Sandra Chartier	Chartier, Normand, 1945-	E CHA	34150040047881	1983
The hit-away kid / by Matt Christopher ; illustrated by George Ulrich	Christopher, Matt	E CHR	34150045035600	1994

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; cover by Bert Dodson				
The real hole / Pictures by Mary Stevens	Cleary, Beverly	E CLE	34150040062005	1960
Pete and Johnny to the rescue	Clevin, Jørgen	E CLE	34150040039425	1974
The magic pot / Patricia Coombs	Coombs, Patricia	E COO	34150040032545	1977
A garland of games & other diversions; an alphabet book / Initial letters by Suzanne R. Morse	Cooney, Barbara, 1917-	E COO	34150040020540	1969
Your best wishes can come true / story by Phyllis Fair Cowell ; pictures by Joe Ewers	Cowell, Phyllis Fair	E COW	34150040053970	1984
Journey Through the Forest	Cox, Steve, de ill	E COX	34150045037861	2001
Where do I belong? / By M. Jean Craig. Pictures by Ray Cruz	Craig, M. Jean	E CRA	34150040051974	1971
Lobo / Illustrated by Patricia Coombs	Cretan, Gladys Yessayan	E CRE	34150040060256	1969
What's inside Miss Molly's locket? / written by Louise Croft and illustrated by Sherri Buck Baldwin	Croft, Louise	E CRO	34150045006320	2000
What's inside Miss Molly's locket? / written by Louise Croft and illustrated by Sherri Buck Baldwin	Croft, Louise	E CRO	34150045006312	2000
An apple is red [kit] / Photographed by Harvey Mandlin	Curry, Nancy	E CUR	34150040063615	1967
Bullfrog grows up / by Rosamond Dauer ; illustrated by Byron Barton	Dauer, Rosamond	E DAU	34150040010921	1976
Julie's new home : a story about being a friend / by Jennie Davis ; illustrated by Pat Karch	Moncure, Jane Belk	E DAV	34150040027917	1983
Stripe presents the ABC's / written and illustrated by Dorothy W. Decker	Decker, Dorothy W	E DEC	34150040046222	1984
Tommy, the timid foal / story by Esta de Fossard ; photography by Haworth Bartram	De Fossard, Esta	E DEF	34150040048244	1985
Jamberry / story and pictures by Bruce Degen	Degen, Bruce	E DEG	34150040027347	1983
Monster tracks? / by A. Delaney	Delaney, A	E DEL	34150040033535	1981
Bert and Barney / written and illustrated by Ned Delaney	Delaney, Ned	E DEL	34150040008644	1979
Demi's Find-the-animal A.B.C. : an alphabet-game book	Demi	E DEM	34150040015821	1985
Aunt Agatha, there's a lion under the couch! / By Wende and Harry Devlin	Devlin, Wende	E DEV	34150040057005	1968
Cranberry birthday / [by] Wende and Harry Devlin	Devlin, Wende	E DEV	34150040003041	1988
Old Black Witch! / By Wende and Harry Devlin. Illustrated by Harry Devlin	Devlin, Wende	E DEV	34150040057021	1963
Powee's jack-o-lantern / story and illus. by Wilson G. Dietrich	Dietrich, Wilson G	E DIE	34150040040605	1969
On our way to market / by Dayle Ann Dodds ; illustrated by John Gurney	Dodds, Dayle Ann	E DOD	34150040038138	1991
Bear party	Du Bois, William Pène, 1916-	E DUB	34150040078456	1951
The little puppy / story by Judy Dunn ; pictures by Phoebe Dunn	Dunn, Judy	E DUN	34150040030754	1984
Go, dog. Go! / by P. D. Eastman	Eastman, P. D. (Philip D.)	E EAS	34150040068549	1961
Santa Cows / by Cooper Edens ; illustrated by Daniel Lane	Edens, Cooper	E EDE	34150045036525	1991
Gobble, gobble, gobble / Illustrated by Jewel Sears	Ellis, Mary Jackson	E ELL	34150040067384	1956
Gobble, gobble, gobble / Illustrated by Jewel Sears	Ellis, Mary Jackson	E ELL	34150040067392	1956
Ed Emberley's ABC	Emberley, Ed	E EMB	34150040017777	1978
Ed Emberley's ABC	Emberley, Ed	E EMB	34150040017785	1978
The parade book / written and illustrated by Ed Emberley	Emberley, Ed	E EMB	34150040077821	1962
A rainbow of my own	Freeman, Don	E FRE	34150040041496	1966
Sun grumble	Fregosi, Claudia	E FRE	34150040046412	1974
Giant story : a half picture book / Annegert Fuchshuber	Fuchshuber, Annegert	E FUC	34150040020953	1988
A to Z picture book	Fujikawa, Gyo	E FUJ	34150040048160	1974
Are you my friend today? / Gyo Fujikawa	Fujikawa, Gyo	E FUJ	34150040006606	1988
Detective Arthur in the case of the mysterious stranger / by Mary J. Fulton ; illustrated by Aurelius Battaglia	Fulton, Mary J	E FUL	34150040015870	1982
Detective Arthur, master sleuth / by Mary J. Fulton ; pictures by Aurelius Battaglia	Fulton, Mary J	E FUL	34150040015888	1974
Do you love me? / Story and pictures by Dick Gackenbach	Gackenbach, Dick	E GAC	34150040016464	1975
Hound and Bear : story and pictures / by Dick Gackenbach	Gackenbach, Dick	E GAC	34150040024427	1976
More from Hound and Bear / by Dick Gackenbach	Gackenbach, Dick	E GAC	34150040033873	1979
Mother Rabbit's son Tom / by Dick Gackenbach	Gackenbach, Dick	E GAC	34150040034046	1977
Henny Penny / Retold and illustrated by Paul Galdone	Chicken Licken	E GAL	34150040056015	1968
Paddy the penguin	Galdone, Paul	E GAL	34150040086350	1959
The house that Jack built / Pictures by Paul Galdone	The house that Jack built	E GAL	34150040067475	1961
Michael Garland's Christmas treasury	Garland, Michael, 1952-	E GAR	34150045109868	2004
The alphabet tale / Illustrated by Muriel Batherman	Garten, Jan	E GAR	34150040078126	1964
Aaron and the Green Mountain Boys / Pictures by Margot Tomes	Gauch, Patricia Lee	E GAU	34150040004494	1972
On to Widecombe Fair / by Patricia Lee Gauch ; illustrated by Trina	Gauch, Patricia Lee	E GAU	34150040038211	1978

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Schart Hyman				
Little auto / Michel Gay	Gay, Michel	E GAY	34150040030226	1986
Little shoe / Michel Gay	Gay, Michel	E GAY	34150040030838	1986
Wonderful things!	Gay, Zhenya	E GAY	34150040077102	1954
The four seasons : featuring Jim Henson's Muppets ... / by Tony Geiss ; illustrated by Tom Cooke	Geiss, Tony	E GEI	34150040019898	1979
Gertie, the duck / [by] Nicholas P. Georgiady and Louis G. Romano. Illustrated by Dagmar Wilson	Georgiady, Nicholas Peter, 1921-	E GEO	34150040075585	1959
Gertie, the duck / [by] Nicholas P. Georgiady and Louis G. Romano. Illustrated by Dagmar Wilson	Georgiady, Nicholas Peter, 1921-	E GEO	34150040075593	1959
The nest / Illustrated by Bethany Tudor	Georgiou, Constantine	E GEO	34150040036611	1972
Humphrey, the dancing pig / story and pictures by Arthur Getz	Getz, Arthur	E GET	34150040025226	1980
Beebi, the little blue bell : a story to finish / by K. Gezi and A. Bradford ; illustrated by Dan Siculan	Gezi, Kalil I	E GEZ	34150040008917	1976
One little white shoe : a story to finish / by K. Gezi and A. Bradford ; illustrated by Dan Siculan	Gezi, Kalil I	E GEZ	34150040038427	1976
The magnificent Morris Mouse clubhouse / by Gail Gibbons	Gibbons, Gail	E GIB	34150040033519	1981
The magnificent Morris Mouse clubhouse / by Gail Gibbons	Gibbons, Gail	E GIB	34150040033527	1981
The too-great bread bake book : story and pictures / by Gail Gibbons	Gibbons, Gail	E GIB	34150040048319	1980
The sun went down behind the hill / adapted from an Armenian song by Mirra Ginsburg ; illustrated by Paul O. Zelinsky	Ginsburg, Mirra	E GIN	34150040046446	1982
Leroy oops / Illustrated by Lee Jack Morton	Glasser, Barbara	E GLA	34150040029178	1971
Jimmy and Joe catch an elephant / Paintings by Paul Frame	Glendinning, Sally	E GLE	34150040027529	1969
Jimmy and Joe catch an elephant / Paintings by Paul Frame	Glendinning, Sally	E GLE	34150040027537	1969
Jimmy and Joe find a ghost / Paintings by Paul Frame	Glendinning, Sally	E GLE	34150040027495	1969
The little jester who couldn't laugh / written by Bob Goddard. Illustrated by Ben Smith	Goddard, Robert	E GOD	34150040060520	1967
A little Schubert / Story and pictures by M. B. Goffstein. Record by Peter Schaaf	Goffstein, M. B	E GOF	34150040065255	1972
Neighbors / by M. B. Goffstein	Goffstein, M. B	E GOF	34150040036595	1979
She was scared silly / written and illustrated by Ellen H. Goins	Goins, Ellen H	E GOI	34150040086574	1971
What's in the woods? / Story and pictures by June Goldsborough	Goldsborough, June	E GOL	34150040051594	1976
Christmas surprise / written by Sharon Gordon ; illustrated by John Magine	Gordon, Sharon	E GOR	34150040063227	1980
Easter Bunny's lost egg / written by Sharon Gordon ; illustrated by John Magine	Gordon, Sharon	E GOR	34150040084561	1980
Easter Bunny's lost egg / written by Sharon Gordon ; illustrated by John Magine	Gordon, Sharon	E GOR	34150040084579	1980
Benjy and the barking bird	Graham, Margaret Bloy	E GRA	34150040007927	1971
The reluctant dragon / Kenneth Grahame ; illustrated by Michael Hague	Grahame, Kenneth, 1859-1932	E GRA	34150040041850	1983
Homer and the circus train / written and illustrated by Hardie Gramatky	Gramatky, Hardie, 1907-	E GRA	34150040075668	1957
Sparky, the story of a little trolley car / Story and pictures by Hardie Gramatky	Gramatky, Hardie, 1907-	E GRA	34150040086970	1952
I hate my name / by Eva Grant ; illustrated by Gretchen Mayo ; introd. by Charles Hollingsworth	Grant, Eva H	E GRA	34150040025655	1980
The funny bunny factory	Green, Adam	E GRE	34150040084587	1950
Where is Duckling Three? / Illustrated by Lee Le Blanc	Green, Ivah	E GRE	34150040052022	1968
Shine, sun! / by Carol Greene ; illustrations by Gene Sharp	Greene, Carol	E GRE	34150040043690	1983
Shine, sun! / by Carol Greene ; illustrations by Gene Sharp	Greene, Carol	E GRE	34150040043708	1983
I am somebody / words by Laura Greene ; pictures by Gerald Cross	Greene, Laura	E GRE	34150040025440	1980
Nobody listens to Andrew / Illustrated by Mary Stevens	Guilfoile, Elizabeth	E GUI	34150040037163	1957
Lost in the zoo	Hader, Berta	E HAD	34150040031422	1951
Quack quack; the story of a little wild duck / by Berta and Elmer Hader	Hader, Berta	E HAD	34150040078183	1961
Alphabears : an ABC book / by Kathleen Hague ; illustrated by Michael Hague	Hague, Kathleen	E HAG	34150040005327	1984
Numbears : a counting book / by Kathleen Hague ; illustrated by Michael Hague	Hague, Kathleen	E HAG	34150040037338	1986
Numbears : a counting book / by Kathleen Hague ; illustrated by Michael Hague	Hague, Kathleen	E HAG	34150040037346	1986
Do you know where I am? / by Anne Abernathy Hahn ; illustrated by Lynn Armstrong Hirsch	Hahn, Anne Abernathy	E HAH	34150040059746	1992
Barbie Mariposa : [a story book] / by Mary Man-Kong ; based on the original screenplay by Elise Allen	Man-Kong, Mary	E MAN	34150045064618	2008
Junie B., first grader : toothless wonder / Barbara Park ; illustrated by	Park, Barbara	E PAR	34150045039446	2003

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Denise Brunkus				
Green eggs and ham	Geisel, Theodor Seuss	E SEU	34150040098611	1960
Green eggs and ham	Geisel, Theodor Seuss	E SEU	34150040098603	1960
Fox in socks / by Dr. Seuss	Seuss, Dr	E SEU	34150040067780	1965
Cassette Recorder	EIKI TWIN #31406 PLATE #11826		34150045007633	????
Batman : the Mad Hatter / written by Brian Augustyn ; illustrated by Rick Burchett	Augustyn, Brian	LIT AUG	34150045107649	2004
Lemonade with a twist / by Steven Banks ; illustrated by Victoria Miller ; based on the teleplay by Jack Thomas	Banks, Steven	LIT BAN	34150045042770	2004
Barbie story collection. Step 1 and Step 2 books : a collection of six early readers	Wolcott, Karen	LIT BAR	34150045057000	2006
Star wars, ready, set, podrace! / written by Simon Beecroft	Beecroft, Simon	LIT BEE	34150045068676	2007
Disney-Pixar story collection : a collection of five early readers	Disney Press	LIT DIS	34150045056432	2008
Disney-Pixar story collection : a collection of five early readers	Disney Press	LIT DIS	34150045056465	2008
Batman : the copycat crime / by Devin Grayson ; illustrated by John Byrne	Grayson, Devin K	LIT GRA	34150045083253	2003
Winter wishes	Jordan, Apple	LIT JOR	34150045106914	2006
Meet the Black Widow / adapted by Lisa Shea ; based on the screenplay by Justin Theroux ; pictures by Guido Guidi	Shea, Lisa	LIT SHE	34150045063727	2010
Journey through space / written by Ryder Windham	Windham, Ryder	LIT WIN	34150045045435	2005
Dinosaurs pop-up book		MISC 567 DIN	34150045004424	1999
Look inside a tree / [text by Gina Ingoglia ; illustrations by Mario Gomboli]	Ingoglia, Gina	MISC 582.16 ING	34150045031468	1989
My animal book	DK Publishing, Inc	MISC 590 MYA	34150045051516	2002
Little Cricket's song / [written by Joanne Barkan ; illustrated by Claudine Gäevry]	Barkan, Joanne	MISC BAR	34150045082875	2004
Bendon Bear and the wild animals : Learning tab books series		MISC BEN	34150045078774	2002
Bendon Bear and the wild animals : Learning tab books series		MISC BEN	34150045097451	2002
Meet Patrick	Boczkowski, Tricia	MISC BOC	34150002222811	2003
Thomas the tank engine counts to ten / [illustrated by Deborah Colvin Borgo]	Borgo, Deborah Colvin	MISC BOR	34150045004614	1991
Opposites / Sandra Boynton	Boynton, Sandra	MISC BOY	34150045030072	1982
Dream snow / Eric Carle	Carle, Eric	MISC CAR	34150002220831	2000
Smile, Maisy!	Cousins, Lucy	MISC COU	34150002220427	2004
Sparkle basket book / [written by Jackie Wolf ; created by Deborah D'Andrea ; designed by April Roush]	Wolf, Jackie	MISC DAN	34150045044149	2003
Clifford's Christmas Presents / Sonali Fry	Fry, Sonali	MISC FRY	34150045053371	2002
Journey through the desert / illustrated by Specs Art	Specs Art	MISC JOU	34150045037838	2001
Pop-up counting book / written & illustrated by John Patience	Patience, John	MISC PAT	34150045003293	2000
Pop-up opposites / written and illustrated by John Patience	Patience, John	MISC PAT	34150045003251	1998
Pop-up word book / written and illustrated by John Patience	Patience, John	MISC PAT	34150045003269	1998
The Powerpuff girls : pop goes the monster : a Powerpuff girls pop-up adventure / by Tracey West	West, Tracey, 1965-	MISC WES	34150045058784	2001
Twelve dancing princesses [videorecording] / Home Box Office	Guillaume, Robert	VHS 398.2 TWE	34150055031267	1996

Title	Author	Call Number	Barcode	Pub
Candide, or, Optimism / Voltaire ; translated by John Butt	Voltaire, 1694-1778	843 VOL	34150015058798	1947
Wither / Lauren DeStefano	DeStefano, Lauren	FIC DES	34150018054612	2011
Out of the dust / Karen Hesse	Hesse, Karen	FIC HES	34150015022323	1999
Out of the dust / Karen Hesse	Hesse, Karen	FIC HES	34150015022315	1999
Out of the dust / Karen Hesse	Hesse, Karen	FIC HES	34150015022307	1999
Out of the dust / Karen Hesse	Hesse, Karen	FIC HES	34150015022257	1999
Out of the dust / Karen Hesse	Hesse, Karen	FIC HES	34150015022240	1999
Gulliver's travels and other writings / by Jonathan Swift ; edited and with an introduction by Miriam Kosh Starkman	Swift, Jonathan, 1667-1745	FIC SWI	34150010095886	1968
The crucible / Arthur Miller ; text and criticism edited by Gerald Weales	Miller, Arthur, 1915-	RR 812.5 MIL	34150015006904	1967

TWINSBURG CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: DISPATCHER

File 705.5

Reports to: Transportation Supervisor

Job Objective: Performs clerical functions to help ensure safe and efficient pupil transportation services. Keeps the transportation supervisor informed about transportation scheduling activities and emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training is desirable.
- Must have a current CDL- SP and be able to transport students on district vehicles.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Documented evidence of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Computer skills and knowledge of routing system and trip software is preferred.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to apply advanced mathematical concepts.
- Multitasking ability and strong interpersonal skills.

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.

- Performs office support functions necessary to maintain the daily operations of the transportation department. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes messages. Manages calls efficiently to keep telephone lines open.
- Monitors bus communications. Conveys information as needed.
- Refers inquiries requiring policy interpretation to administrative staff.
- Addresses issues that arise during the absence of the transportation supervisor.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes incoming, outgoing, interoffice mail and faxes.
- Uses the computerized routing system to manage bus routes. Works with drivers to verify and adjust routes to ensure effective scheduling of vehicles.
- Distributes routing information to students/parents and building administrators.
- Responds to new residents requests for transportation information.
- Prepares transportation rosters (e g, student names, grade levels, school attended, bus identification, pick-up and drop-off points, time schedules, etc.).
- Schedules field trips
- Helps coordinate Ohio State Highway Patrol annual bus inspections.
- Prepares materials for bus safety programs.
- Updates bus driver handbooks
- Prepares bus accident reports. Maintains insurance files.

- Promptly documents all injuries that require a medical referral.
- Maintains bus drivers' records (e.g., training program attendance, random drug tests, driving record checks, etc.).
- Maintains an assignment record for transportation keys.
- Places calls to vendors for maintenance and repair services as directed.
- Arranges for bus driver substitutes.
- Processes transportation staff time sheets.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Communicates with other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth activities as directed.
- Transport students in district vehicles.
- 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.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.
- 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 interactions with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- 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.