

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, Mr. Crosby, Mr. Shebeck, and Mr. Stuver. Absent was Mrs. Cain-Criswell. Recordings of the meeting are made and kept in the Superintendent’s Office.

After the meeting was called to order, State Representative, Lynn Slaby presented commendations to the District and to each building for achieving “Excellent with Distinction” as reported on the State of Ohio Department of Education’s Report Card

**12-051 Short Recess**

Mr. Stuver moved and Mr. Crosby seconded that the Twinsburg Board of Education take a short recess at 7:47p.m. to meet with State Representative, Lynn Slaby.

The meeting was reconvened at 8:04 p.m. and the following board members were present: Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.

**Mr. Shebeck moved and Mr. Andrews seconded that the Twinsburg Board of Education adopt resolutions 11-051 to 11-052.**

**12-052 Employment**

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.

Certificated/Licensed Staff Recommendations January 18, 2012						
CONTRACTS						
Last	First	Position	Bldg.	Effective	Rate	Note(s)
Magnes	Angela	Home Instruction Tutor	D	2011-2012 School Year	\$23 per hr	On as-needed basis
Lipinski	James	Home Instruction Tutor	THS	2011-2012 School Year	\$23 per hr	On as-needed basis
Hogue	James	Home Instruction Tutor	THS	2011-2012 School Year	\$23 per hr	On as-needed basis
Washington	Barbara	Credit Recovery Tutor	THS	2011-2012 School Year	\$22.92 per hr	Curriculum Rate
Mowen Brooks	Amanda	Title I Math Tutor	D	2011-2012 School Year	\$20.00 per hr	Not more than 24.5 per week

RESIGNATION					
Last	First	Position	Bldg.	Effective	Note(s)
Hall	Chris	Title I Tutor	D	Jan. 13, 2012	Resignation
Sherman	Pam	Speech/Language Pathologist	District	May 26, 2012	Retirement after 20 yrs of service
Hon	Linda	Teacher	D	May 26, 2011	Retirement after 23 yrs of service
Slife	Nancy	Teacher	THS	May 26, 2011	Retirement after 22 yrs of service

LEAVES OF ABSENCE						
Last	First	Position	Bldg.	Days	Effective	Note(s)
Carder	Cheri	Teacher	THS	9 days	January 3-January 13, 2012	Medical Leave-using accumulated Sick days concurrent with FMLA

SUBSTITUTES				
Last	First	Certification/Licensure	Effective	Rate
Johnson	Matthew	K-12 Music	1/19/2012	\$95.00

**12-053 Employment**

That the Twinsburg Board of accepts the Classified 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.

Classified Staff Recommendations January 18, 2012						
RESIGNATIONS						
Last	First	Position	Bldg.	Days	Effective	Note(s)
Gurko	Agnes	Lunch/Playground Aide	Dodge		December 12, 2011	

LEAVES OF ABSENCE						
Last	First	Position	Bldg.	Days	Effective	Note(s)
Moore	Anna	Bus Driver	Trans	57	December 5, 2011-March 1, 2012	FMLA

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

**Mr. Shebeck moved and Mr. Andrews seconded that the Twinsburg Board of Education adopt resolutions 11-054 to 11-057.**

**12-054 Deletion from Inventory**

That the Twinsburg Board of Education approve the deletion from inventory of a 3M 9700 Overhead Projector, Asset Tag 20802 and 12865, #34150015038311, which are beyond repair.

**12-055 Academic Calendar**

That the Twinsburg Board of Education approve the Academic Calendar for School Year 2012-2013. See page 42

**12-056 Accept Mini-Grant**

That the Twinsburg Board of Education accept a Ronald McDonald House Charities mini-grant in the amount of \$500 that supports THS students' youth literacy initiative.

**12-057 Job Description - Superintendent**

That the Twinsburg Board of Education approves the revised Job Description for the Superintendent. See page 43-46

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

**12-058 EXECUTIVE SESSION**

Mr. Stuver moved and Mr. Andrews seconded that the Twinsburg Board of Education meet in Executive Session at approximately 9:07 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).

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Minutes of REGULAR Meeting

January 18, 2012

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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 10:52 p.m.

The following members were present:

Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.

12-059 **Adjournment**

Mr. Stuver moved and Mr. Andrews seconded that the Twinsburg Board of Education adjourn at 10:55 p.m.

Ayes: Mr. Andrews, 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

Twinsburg City School District

2012 - 2013 School Year

**AUGUST**

- 7 Bissell Orientation/New Students 5:30-6:30 pm
- 9 THS 9th Gr/New Student Orientation 7-8:30 pm  
Tour Dodge Gr 4/New Students 12 noon-2pm
- 13 RBC Orientation Gr 7/New Students 7-8 pm
- 15 New Teacher Orientation
- 16 Dodge Open House Gr 4, 6-8 pm  
Wilcox Pr-K/Kindergarten Orientation 5-6 pm
- 17 1/2 Teacher Work/Records Day- 1/2 Professional Meetings
- 20 School Begins
- 21 Bissell Open House Gr 2, 6-8 pm
- 22 Bissell Open House Gr 3, 6-8 pm
- 23 Dodge Open House Gr 5, 6-8 pm
- 28 THS Open House 7-9 pm
- 29 Dodge Open House Gr 6, 6-8 pm
- 30 RBC Open House 6:30-8:30 pm

**SEPTEMBER**

- 3 Labor Day (No School)
- 13 Interim Grades Available Online  
Wilcox Open House 6-7 pm
- 14 \* Teacher Professional Meeting Day (Waiver Day)
- 27 THS Conferences 2:30-9 pm

**OCTOBER**

- 4 RBC Conferences 2:30-9 pm
- 10 Dodge Conferences 3-9:30 pm
- 12 No School
- 16 Wilcox Conferences 4-7 pm
- 18 Wilcox Conferences 4-7 pm
- 19 End of 1st Quarter
- 22 Bissell Conferences 5-8 pm
- 25 Bissell Conferences 5-8 pm
- 26 Report Cards

**NOVEMBER**

- 6 \* Election Day (No School for Students) Teacher Professional Meeting Day (Waiver Day)
- 16 Interim Grades Available Online
- 21 -23 Thanksgiving Holiday (No School)

**DECEMBER**

- 21 End of 2nd Quarter (1st semester)
- 24 through January 4, 2013 Winter Break (No School)

**JANUARY**

- 4 1/2 Teacher Work/Records Day-1/2 Professional Meetings
- 7 School Resumes
- 11 Report Cards K-12
- 21 Martin Luther King Jr. Day (No School)
- 24 Wilcox Conferences 3:30-9:30 pm
- 31 Bissell Conferences 5-8 pm

**FEBRUARY**

- 1 Interim Grades Available Online
- 7 Bissell Conferences 5-8 pm
- 12 RBC Conferences 2:30-9 pm
- 13 Dodge Conferences 2:30-9 pm
- 15 No School
- 18 Presidents' Day (No School)
- 21 THS Conferences 3-9:30 pm

**MARCH**







- 8 End of 3rd Quarter  
Report Cards
- 22 No School - Professional Day
- 29 through April 5 Spring Break (No School)

**APRIL**

- 8 School Resumes
- 19 Interim Grades Available Online

**MAY**

- 30 Last Day of School for Students
- 31 Teacher Work/Records Day

-  Teacher Work/Records Day
-  No School for Students
-  Professional Meetings
-  No School
-  School Begins/Ends
-  End of Grading Period

Grading Period  
1st.....43 days  
2nd.....43 days  
3rd.....43 days  
4th.....51 days  
180 days

Aug 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sep 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2012						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 2012						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2013						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The District will follow this Contingency Plan if it exceeds five(5) Calamity Days: If the Twinsburg City School District has used five (5) Calamity Days by February, 2013, the District will use February 15, 2013 and then April 5, 4, 3 and 2, 2013 with April 1, 2013 used as a Calamity Day, as necessary.

Adopted January 18, 2012

\*Waiver Days pending approval by the Ohio Department of Education

Feb 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						30
						31

Mar 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2013						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul 2013						
S	M	T	W	T	F	S
						1
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23	24	25	26	27	28	29
30	31					

**TWINSBURG CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b><u>Title</u></b>	Superintendent	<b>File 101</b>
<b><u>Department</u></b>	Administration	
<b><u>Building/Facility</u></b>	Education Center	
<b><u>Reports To</u></b>	Twinsburg Board of Education	
<b><u>Employment Status</u></b>	Regular/Full-time	
<b><u>FLSA Status</u></b>	Exempt	
<b><u>Minimum Requirements</u></b>	<ul style="list-style-type: none"> <li>- Valid Ohio Superintendent's license</li> <li>- Master's degree or higher with training in educational administration and/or curriculum and instruction</li> <li>- Academic preparation and experience in school finance</li> <li>- Documented evidence of a clear criminal record</li> <li>- Meets all prerequisite qualifications to be bonded</li> </ul>	
<b><u>Definition</u></b>	<p>The Superintendent of Schools is the chief executive and administrative officer of the Board. The Superintendent reports directly to the Board, has all powers and duties imposed upon the office by statute, and has all executive and administrative powers and duties in connection with the overall operation of the schools which are not required by statute to be exercised directly by the Board or by some other officer. The Superintendent exercises leadership through school administrators who comprise the Leadership Team.</p>	
<b><u>Major Policy Responsibility</u></b>	<p>The Superintendent of Schools initiates and recommends policies for approval by the Board, develops policies recommended by the Board, and ensures the regular review of existing board policies to ensure that they meet the needs of the District and are compliant with the law. Following approval of policies by the Board, the Superintendent is responsible for implementing policies and ensuring that the overall operation of the schools adheres to established Board policies. The Superintendent shall affect the position responsibilities by delegating at his/her discretion, said responsibilities to assistants and subordinates with the knowledge that the delegation or power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.</p>	

**Vision, Continuous Improvement and Focus of District Work:**

The Superintendent shall establish a vision, expect continuous improvement, and develop a focused plan for achieving District goals. Effective superintendents facilitate the establishment of a vision for their districts. They articulate this vision clearly, creating a description of what the District can become. This vision drives the District's work.

**Representative Elements:**

- In collaboration with the Board, develop a shared vision for the district.
- Expect, model and support the effective use of data.
- Create and execute a coherent plan with a limited, achievable number of goals and objectives.
- Implement the District plan and monitor the strategies and activities for achieving the goals and objectives.
- Communicate the District's vision, goals, and focused plan.
- Engage the Board and key staff in a process that identifies objectives, details, activities, resources, timelines, standards, and monitoring processes necessary for completion of the District's objectives.
- Provide regular and year-end reports on progress.

### **Communication and Collaboration:**

Effective superintendents have processes in place to:

- facilitate communication and collaboration with the Board of Education and the district Treasurer;
- establish and maintain effective relationships with school personnel; and
- engage the communities that comprise the district.

Effective superintendents recognize the importance of involving multiple stakeholders to inform decision making, communicate processes and celebrate accomplishments. To gain and maintain support for these improvement efforts and to sustain the focus on the goals, effective superintendents must communicate effectively with staff and stakeholders.

### **Representative Elements:**

- Demonstrate communication competence with all stakeholders.
- Develop, implement and maintain effective communication systems.
- Communicate effectively, openly and demonstrate a willingness to collaborate with the Board of Education, the district Treasurer and the district staff and external stakeholders.
- Keep the public and staff informed about current educational practices, educational trends, policies, progress, and the financial challenges of the district.
- Assess public and staff beliefs about matters pertaining to the schools.
- Promptly respond to staff and community concerns.
- Execute activities that build and sustain positive community engagement.
- Establish rapport with the media.
- Promote understanding, appreciation, and use of the community's diverse social, cultural, and intellectual resources.
- Nurture effective labor-management relationships.

### **Policies and Governance:**

Effective superintendents identify, prioritize, recommend and follow policies and governance procedures that maintain a focus on the central goal – ensuring the success of all students. Effective superintendents recognize the moral imperative to ensure the success of every child and recommend and enforce policies and governance practices accordingly. Effective superintendents value the importance of collaboration and enlist the assistance of the Board in establishing and supporting District goals.

**Representative Elements:**

- Review, develop and recommend policies for the District.
- Implement and continuously assess policies and practices.
- Identify and respond to societal, educational, and funding trends that affect the District and community.
- Advocate for children and families.
- Model and expect professional conduct.
- Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as needed to ensure the making of informed decisions.
- Prepare the agenda for Board meetings, attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration and participate in all Board deliberations with no voting power.
- Keep the Board informed of the activities operating under the Board's authority.

**Instruction:**

The Superintendent leads the creation of instructional systems designed for high achievement. The Superintendent shall place a primary focus on improving instruction and enhancing student achievement. As an instructional leader, the Superintendent shall create a district culture and expectations that support effective data-based decision making at all levels of the system. The Superintendent shall work with District and building administrators to identify, collect, analyze, and use relevant data to identify strengths to sustain and improvements to address. The Superintendent shall promote, support and use research-based best practices for curriculum design and instruction with the goal of providing proactive intervention so that the District is a leader in providing quality instruction for its students.

**Representative Elements:**

- Require district-wide use of an established curriculum.
- Develop and implement high-quality, standards-based instruction which ensures achievement beyond minimum state standards.
- Set expectations for and guide the creation of a comprehensive academic assessment system for the District.
- Keep the Board apprised of student academic performance as compared with establishes benchmarking districts and state/national requirements.
- Ensure that the District curriculum, instruction and assessment program are designed to provide full access and opportunity to all students consistent with available resources and legal mandates.
- Provide for high-quality professional development for all staff aligned with District, state and applicable national standards.
- Promote the use of effective and appropriate technologies to support teaching and learning.
- Oversee extra and co-curricular programs in the District.

**Resources:**

Effective superintendents intentionally focus financial, human, time,

materials, technological and facility resources in support of District goals. For instruction and achievement, Superintendents take actions to achieve District goals. They support individuals at all levels in the District and assure that the central office is a support and service organization for the schools. Effective superintendents organize the District to provide leaders appropriate authority within their schools to make decisions and implement initiatives. To allow for this to happen successfully, Superintendents provide adequate and appropriate resources across the District.

**Representative Elements:**

- Recruit, develop, evaluate and retain quality staff and oversee human resources management.
- Ensure that calendars and schedules are coordinated to support District goals.
- Manage and prioritize fiscal resources to align expenditures with district goals.
- Identify and equitably allocate materials and technology to support District goals.
- Oversee the District's facilities and operations.
- Assign and transfer employees as the needs of the District may dictate.
- Provide and implement a plan of assessment and evaluation for employees of the District as well as personally assess and evaluate select administrative personnel.
- In collaboration with the Treasurer, provide a process for the creation of the annual tax budget and appropriation budget and recommend them to the Board for approval.
- In collaboration with the Treasurer, recommend to the Board tax millage needed to maintain the District's educational programs and provide leadership to tax levy campaigns.
- Provide bidding, purchasing and accounting procedures that are cost effective and efficient.
- Provide appropriate regulations for the use and care of school properties.
- Manage and supervise support staff and services.

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.

Adoption date:

January 18, 2012 Board Meeting