
Minutes of REGULAR Meeting

August 7, 2024

The Twinsburg City School District Board of Education met in REGULAR session on the above date at the Twinsburg Government Center, 10075 Ravenna Road, Twinsburg, Ohio 44087, at 7:00 p.m. The following Board Members were present: Mrs. Egan, Mrs. Hamilton, Mrs. Travis (President) Mrs. Crawford (Vice President). Mrs. Davis was absent. In attendance were Superintendent Powers, Treasurer Rozsnyai, and Business Manager Strickland. Recordings of the Board of Education meeting are made as part of the official record. Video Recordings and Board Approved Minutes are available on the District's website. Recordings of the Board of Education meeting are made as part of the official record. Video Recordings and Board Approved Minutes are available on the District's website and by accessing the link below:

https://www.youtube.com/live/Jx6cyJ_Uk3w

Mrs. Travis, presiding, called the meeting to order at 7:03p.m.

COMMUNICATIONS

1. Board President's Report Board President's Report
 - *Presentation of Auditor of State Award with Distinction for Fiscal Year 2023*
Kathryn M. Semo, Northeast Regional Liaison, Auditor of State Keith Faber
2. Superintendent's Report
 - *Special Proclamation – Eagle Scout Brayden Martin*

Mrs. Crawford motioned and Mrs. Egan seconded to adopt resolution 08072024-G1 to 08072024-G4

08072024-G1 Employment, Certificated

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 checks. See EXHIBIT G-1

08072024-G2 Employment, Classified

that the Twinsburg Board of Education 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 checks. See EXHIBIT G-2

08072024-G3 Employment, Supplemental Contracts

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 checks. See EXHIBIT G-3

08072024-G4 Employment, Pupil Activity Contracts

that the Twinsburg Board of Education accepts the Pupil Activity Contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background checks. See EXHIBIT G-4

Ayes: Mrs. Egan, Mrs. Hamilton, Mrs. Crawford, and Mrs. Travis

The Board President declared the motions approved.

Mrs. Hamilton motioned and Mrs. Egan seconded to adopt resolutions 08072024-H1 to 08072024-H10

08072024-H1 Contract for Services – Leadership and Learning LLC

that the Twinsburg Board of Education approves the Contract for Services with Leadership and Learning LLC for the purpose of facilitation of services related to the evaluation of the Superintendent and Treasurer/CFO for the 2024-2025 school year. Total cost is not to exceed \$6,000 plus expenses and is a General Fund expense; as sent to the Board under separate cover.

08072024-H2 IXL Site License Renewal

that the Twinsburg Board of Education renew IXL site license from IXL Learning, 777 Mariners Island Blvd., Suite 600, San Mateo, CA 94404 for Grades 2-8 at the cost of \$33,375.00 for the 2024-2025 school year; this is a General Fund expenditure.

08072024-H3 Contract for Services – New Story Schools

that the Twinsburg Board of Education approves the Contract for Services with New Story Schools, 7690 New Market Center Way, Columbus, OH 43235 for one (1) student to attend for the 2024-2025 school year. The tuition cost is \$69,950.00 plus \$6,600.00 for related services for a total tuition cost of \$76,550.00; as sent to the Board under separate cover; this is a General Fund expenditure.

08072024-H4 Revised Salary Schedule – Central Office Support Staff

that the Twinsburg Board of Education approves the revised Salary Schedules for Central Office Support Staff effective July 1, 2024; per the attached Exhibit. See EXHIBIT H-4

08072024-H5 Revised Salary Schedule – School Psychologists

that the Twinsburg Board of Education approves the revised Salary Schedule for School Psychologists effective for the 2024/2025 School Year; per the attached Exhibit. See EXHIBIT H-5

08072024-H6 Revised Salary Schedule – Administrative Personnel

that the Twinsburg Board of Education approves the revised Salary Schedule for Administrative Personnel effective August 1, 2024; per the attached Exhibit. See EXHIBIT H-6

08072024-H7 Technology Inventory Deletions – All Buildings

that the Twinsburg Board of Education approves the following items to be deleted from inventory:

Device	Model	S/N	Asset Tag	Building	Comments
Promethean Active Board	ActivBoard 178E (78")	C1111111015	3164	Dodge	End of Life Cycle
Promethean Active Board	ActivBoard 178E (78")	C1111150509	3171	Dodge	End of Life Cycle
Promethean Active Board	PRM-AB2	6254254174	15624	Dodge	End of Life Cycle
Promethean Active Board	ActivBoard 178E (78")	C1111111011	3166	Dodge	End of Life Cycle
Promethean Active Board	PRM-AB2	6234070077	22588	Dodge	End of Life Cycle

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Promethean Active Board	ActivBoard 178E (78")	C1111111013	3167	Dodge	End of Life Cycle
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08072024-H8 Revised Job Description – Assistant Treasurer

that the Twinsburg Board of Education approves the revised Job Description for Assistant Treasurer; as per the attached Exhibit.. See EXHIBIT H-8

08072024-H9 Memorandum of Understanding, Employee Severance Plan, Twinsburg Education

that the Twinsburg Board of Education approves the Memorandum of Understanding with the Twinsburg Education Association regarding the terms for eligible teachers' participation in the Employee Severance Plan; as sent to the Board under separate cover.

08072024-H10 Agreement with Educators Preferred Corporation (EPC), Teacher Severance Plan

that the Twinsburg Board of Education approves the Employee Severance Plan Agreement with Educators Preferred Corporation (EPC), 26877 Northwestern Highway, Suite 305, Southfield, Michigan 48033, to provide a one-time severance program for members of the Twinsburg Education Association (TEA) during the 2024/2025 school; as sent to the Board under separate cover; this is a General Fund expenditure.

Ayes: Mrs. Egan, Mrs. Hamilton, Mrs. Crawford, and Mrs. Travis

The Board President declared the motions approved.

Mrs. Egan motioned and Mrs. Hamilton seconded to adopt resolution 08072024-H11**08072024-H11 Compensation, Educational Service Center of Northeast Ohio Employees**

that the Twinsburg Board of Education approves a \$1.00 an hour increase to the base for the 2024/2025 school year for employees who are hired by the Educational Service Center of Northeast Ohio and assigned to the Twinsburg City School District.

Ayes: Mrs. Egan, Mrs. Hamilton, Mrs. Crawford Abstention: Mrs. Travis

The Board President declared the motions approved.

Mrs. Crawford motioned and Mrs. Egan seconded to adopt resolution 08072024-H12**08072024-H12 Opengate Metal Detectors**

that the Twinsburg Board of Education approves the purchase, installation and training associated with four sets of Opengate Metal Detector units from CEIA, 6336 Hudson Crossing Pkwy, Hudson, OH 44236 at a cost of \$87,210.00; per the Exhibit sent to the Board under separate cover; this is a Safety & Security Grant expenditure

Ayes: Mrs. Egan, Mrs. Hamilton, Mrs. Crawford, and Mrs. Travis

The Board President declared the motions approved.

08072024-I MISCELLANEOUS

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Mrs. Travis welcomed everyone back. Welcomed new employees. Thanked those who worked over the summer getting the schools ready for the new school year. She encouraged all to support our student athletes and gave a summary of upcoming fall contests; and praised the progress of the marching band.

Superintendent Powers welcomed everyone back. Thanked Mr. Miller and all those involved in the Twins Day events. She reviewed the soft reopening dates and noted that Friday 8/30 is Data Day and there is no school for students. Transportation staff has processed the bus routes and families have been informed. Registration information was given. The Board and Superintendent Powers thanked Assistant Treasurer John Frammartino, who will be leaving Twinsburg schools at the end of the week, for his 14 years of dedicated service. Mrs. Powers also formally introduced Michael Sedlak, as the new Director of Human Resources. Mr. Sedlak shared his background. Superintendent Powers also thanked the Board for their approval of salary increases for the non-association employees.

Mrs. Egan also thanked the community for all their help with Twins Day. Mrs. Crawford reminded parents to register on the Parents Square app, and reminded everyone of the Chalk the Walk event. Mrs. Travis thanked Brayden for his work in the renovation of the band room.

08072024-J EXECUTIVE SESSION

Mrs. Travis motioned and Mrs. Crawford seconded that the Board of Education enter into Executive Session at 7:40 p.m. to discuss employment, discipline, and compensation of public employees, as per Board of Education Policy #0166 (A).

Ayes: Mrs. Egan, Mrs. Hamilton, Mrs. Crawford, and Mrs. Travis

The Board President declared the motions approved.

08072024-K RECONVENE/ROLL CALL

Mrs. Travis motioned and Mrs. Crawford seconded that the Board of Education reconvene at 9:03p.m.

Ayes: Mrs. Egan, Mrs. Hamilton, Mrs. Crawford, and Mrs. Travis

The Board President declared the motion approved.

08072024-L ADJOURNMENT

Mrs. Travis motioned and Mrs. Crawford seconded to adjourn the meeting at 9:03p.m.

Ayes: Mrs. Egan, Mrs. Hamilton, Mrs. Crawford, and Mrs. Travis

The Board President declared the motion approved and meeting adjourned.

Board President

Treasurer

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Certificated Staff Recommendations

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EXTENDED DAY CONTRACT			
Name	Position	Building	Extended Days 24/25 (@ per diem rate)
Braun, Sara	School Counselor	Bissell	10 days

CONTRACTS					
Name	Position	Bldg(s)	Rate	Effective	Notes
Carter, Jillian	Assistant Principal	THS	MA Administrative Salary Schedule	8/01/2024	Two-Year Limited Contract; 217 days; prorated for the 2024/2025 school year; replacing Ryan Looman who previously resigned
Charvat, Abbey	Teacher	Wilcox	\$29.00/hr.	August 2024	KRA Training; up to fifteen (15) hours; General Fund expenditure
Darnell, Heather	Teacher	Dodge	MA Step 10	2024/2025	One-Year Limited Contract
Dimit, Patricia	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Garber, John	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Hampton, Peter	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Herston, Kevin	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Hudson, Seth	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Humble, Julie	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding

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Kammer, Leia	Speech Language Pathologist	Wilcox	Current hourly rate/step	7/15/2024 – 8/02/2024	Summer ESY; not to exceed twenty-five (25) total hours; General Fund expenditure
Lally, Michael	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Manley, Molly	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Marchese, Sarah	Teacher	Wilcox	\$29.00/hr.	August 2024	KRA Training; up to fifteen (15) hours; General Fund expense
Mason, Jessica	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Mohnacky, Christopher	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Porinchak, Michael	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Richardson, Merrin	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Schiavone, Joseph	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Tarlton, Robert	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Teeter, Elizabeth	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Thomas, Shannon	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
Witting, Matt	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding
York, Jessica	Teacher	THS	\$29.00/hr.	8/07/2024	Edmentum Training; up to two (2) hours; Title 2A funding

LEAVE OF ABSENCE

Name	Position	Bldg(s)	Effective	Days	Notes
Hritz, Meghan	Teacher	Wilcox	5/16/2024 – 9/25/2024	40 days	FMLA concurrent with sick leave; correction to agenda item approved on 5/15/2024

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Petitte, Sally	Teacher	Bissell	8/13/2024 – 10/22/2024	46 days	FMLA concurrent with sick leave
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RESIGNATIONS				
Name	Position	Bldg(s)	Effective	Notes
Frammartino, John	Assistant Treasurer	Central Office	8/09/2024	Fourteen (14) years of service to the District

SUBSTITUTES				
Name	Classification	Effective	Rate	Notes
McKinney, Belinda	Substitute Title IX Investigator	8/05/24	\$457.69/day	Up to ten (10) days to complete current Title IX investigations
Strausser, Kim	Long-Term Psychologist Sub	8/01/2024 – 10/28/2024	\$42.85/hr.	Substitute for Alexa Travers

EXHIBIT G-1

Classified Staff Recommendations

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CONTRACTS					
Name	Position	Bldg(s)	Rate	Effective	Notes
Bennett, Amy	Administrative Assistant	THS	Current Hourly Rate/Step	7/30/2024 & 8/08/2024	Student Registration; not to exceed six (6) total hours; General Fund expenditure
Brenner, MaryAnn	Assistant to the Director of Pupil Services	THS	Current Hourly Rate/Step	7/30/2024 & 8/08/2024	Student Registration; not to exceed six (6) total hours; General Fund expenditure

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Eder, Kylie	AV Technical Student Worker	District	\$13.50/hr.	8/08/2024 – 7/31/2025	Hours as determined by the Business Manager
Friihauf, Carol	Data Specialist	THS	Current Hourly Rate/Step	7/30/2024 & 8/08/2024	Student Registration; not to exceed six (6) total hours; General Fund expenditure
Garon, Juanita	Lunchroom/ Playground Assistant	Dodge	Step 2 \$16.90/hr.	2024/2-25	Three and one-half (3.5) hours per day; 193-days per contract year; replacing Jeanine Stupka who previously resigned
Gaiimo-Carroll, Karen	Cook	Dodge/THS	Step 27 \$24.12/hr.	2024-2025	Six (6) hours per day; 189-days per contract year; new six (6) hour position per the terms of the Master Agreement with the TSSA
Granoff, Leslie	Instructional Assistant	Wilcox	Step 3 \$18.30/hr.	2024/2025	Seven (7) hours per day; 193-days per contract year; replacing Vicki Curwin who previously retired
Granoff, Leslie	Instructional Assistant	Wilcox	Current Hourly Rate/Step	7/23/2024 – 8/01/2024	Summer ESY; not to exceed twenty four (24) total hours; General Fund expenditure
Hackett-Lunato, Grace	Lunchroom/ Playground Assistant	Dodge	Step 3 \$17.39/hr.	2024/2025	Three and one-half (3.5) hours per day; 193-days per contract year; replacing Melissa Barger who previously resigned
Mozden, Marissa	Administrative Assistant	Central Office	Current Hourly Rate/Step	7/30/2024	Student Registration; not to exceed three (3) total hours; General Fund expenditure
O'Hara, Joan	Administrative Assistant	Wilcox	Current Hourly Rate/Step	7/30/2024 & 8/08/2024	Student Registration; not to exceed six (6) total hours; General Fund expenditure

LEAVE OF ABSENCE

Name	Position	Bldg(s)	Effective	Days	Notes
Adkins, Beth	Administrative Assistant	Dodge	7/27/2024 – 7/27/2025	60 days	Intermittent FMLA concurrent with sick leave; not to exceed sixty (60) days in a calendar year
Mooney, Thomas	Bus Driver	Transportation	8/10/2024 – 8/10/2025	60 days	Intermittent FMLA concurrent with sick leave; not to exceed sixty (60) days in a calendar year

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RESIGNATIONS				
Name	Position	Bldg(s)	Effective	Notes
Barch, Andrea	Lunchroom/Playground Assistant	Wilcox	8/01/2024	
Miller, Claybourne	Instructional Assistant	THS	8/13/2024	Reassigned to the THS ALE Monitor position
Pieragostine, Sissy	Cook	Dodge	7/29/2024	
Sablack, Nicole	Media Center Assistant	Dodge	8/13/2024	
Turk, Karen	Instructional Assistant	Bissell	8/12/2024	

SUBSTITUTES				
Name	Classification	Effective	Hourly Rate	Notes
Abbott, Eric	Janitor	8/01/2024	\$13.35/hr.	Bissell
Brooks, Gregory	Lunchroom/Playground Assistant	8/01/2024	\$11.35/hr.	Dodge, RBC
Fox, Margie	Library Assistant	8/01/2024	\$11.35/hr.	All buildings
Fox, Margie	Instructional Assistant	8/01/2024	\$11.35/hr.	All buildings
Fox, Margie	Secretary	8/01/2024	\$13.35/hr.	All buildings
Galaday, Angela	Janitor	8/01/2024	\$13.35/hr.	Wilcox
Garon, Juanita	Bus Assistant	8/01/2024	\$11.35/hr.	All Buildings
Garon, Juanita	Cook	8/01/2024	\$11.35/hr.	All Buildings
Garon, Juanita	Instructional Assistant	8/01/2024	\$11.35/hr.	All Buildings
Garon, Juanita	Lunchroom/Playground Assistant	8/01/2024	\$11.35/hr.	All Buildings
Hudock, Victoria	Library Assistant	8/01/2024	\$11.35/hr.	THS & Bissell

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Hudock, Victoria	Instructional Assistant	8/01/2024	\$11.35/hr.	THS & Bissell
Leffler, Judith	Secretary	8/01/2024	\$13.35/hr.	Bissell, BOE
Markovitz, Lilyrae	Instructional Assistant	8/01/2024	\$11.35/hr.	Wilcox
McKenzie, MaeEllen	Janitor	8/01/2024	\$13.35/hr.	All Buildings
Mehta, Sukhleen	Lunchroom/Playground Assistant	8/01/2024	\$11.35/hr.	All Buildings
Mehta, Sukhleen	Instructional Assistant	8/01/2024	\$11.35/hr.	All Buildings
Weeks-Blair, Kimberly	Instructional Assistant	8/01/2024	\$11.35/hr.	THS, Dodge, Wilcox
Weeks-Blair, Kimberly	Lunchroom/Playground Assistant	8/01/2024	\$11.35/hr.	THS, Dodge, Wilcox

EXHIBIT G-2

Extracurricular Contracts

August 7, 2024

EXTRACURRICULAR					
Name	Contract	Bldg(s)	Effective	% of Base	Notes
Annichine, Mark	Boys Varsity Head Golf Coach	THS	2024/2025	8.00%	
Benson, Erin	Ticket Taker	THS	2024/2025	\$22.50/hr.	Per TSSA contract
Berlin, Harvey	Scoreboard Operator	THS	2024/2025	\$20.00/game	
Brenner, MaryAnn	Ticket Taker	THS	2024/2025	\$22.50/hr.	Per TSSA contract

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Brenner, Tiffany	Ticket Taker	THS	2024/2025	\$15.00/hr.	Not to exceed forty (40) hour work week
Colegrove, Zach	8 th Grade Volleyball Coach	RBC	2024/2025	0.69%	
Fantone, Lisa	Ticket Taker	THS	2024/2025	\$15.00/hr.	Not to exceed forty (40) hour work week
Finnerty, Cheryl	Ticket Taker	THS	2024/2025	\$15.00/hr.	
Gahagan, Kevin	Announcer	THS	2024/2025	\$20.00/game	
Grumbos, Mike	Announcer	THS	2024/2025	\$20.00/game	
Harris, Lorenzo	Boys Assistant Track Coach	THS	2024/2025	0.77%	
Hodge, Anthony	MS Assistant Football Coach	RBC	2024/2025	0.67%	
Hollifield, Bill	MS Assistant Football Coach	RBC	2024/2025	0.67%	
Horstman, Ian	Girls JV Tennis Coach	THS	2024/2025	0.77%	
Horstman, Ian	MS Assistant Wrestling Coach	RBC	2024/2025	0.67%	
Kalkbrenner, Todd	MS Cross Country Assistant Coach	RBC	2024/2025	0.67%	
Lipnos, Ed	Girls Varsity Head Golf Coach	THS	2024/2025	8.00%	
Lipnos, Ed	MS Girls Assistant Track Coach	THS	2024/2025	0.67%	
Lipnos, Ed	Assistant Head Wrestling Coach	THS	2024/2025	0.77%	
McConkey, Hayley	9 th Grade Cheerleading Advisor – Football	THS	2024/2025	0.375%	Split contract with Christina Pistone
McConkey, Hayley	9 th Grade Cheerleading Advisor – Basketball	THS	2024/2025	0.375%	Split contract with Christina Pistone
Pistone, Christina	9 th Grade Cheerleading Advisor – Football	THS	2024/2025	0.375%	Split contract with Hayley McConkey
Pistone, Christina	9 th Grade Cheerleading Advisor – Basketball	THS	2024/2025	0.375%	Split contract with Hayley McConkey
Schwed, Dominic	MS Assistant Athletic Director	RBC	2024/2025	5% per season	All three (3) seasons
Simon, Lizette	Ticket Taker	THS	2024/2025	\$22.50/hr.	Per TSSA contract

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Zipf, Josh	MS Assistant Football Coach	RBC	2024/2025	0.67%	
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EXHIBIT G-3

Pupil Activity Contracts

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EXTRACURRICULAR					
Name	Contract	Bldg(s)	Effective	% of Base	Notes
Johnson, Tania	Blue Diamonds Advisor	THS	2024/2025	1.75%	82.45 total hours
Jones, Alyce	Blue Diamonds Volunteer Advisor	THS	2024/2025	N/A	

EXHIBIT G-4

TWINSBURG CITY SCHOOLS							
2024 - 2025 CENTRAL OFFICE SALARY SCHEDULE							
\$1.00							
Step Effective	PY Base Plus CY Increase -	Software Support Specialist Central Office Receptionist	Administrative Assistant to the Supt	Administrative Assistant to the Business Manager Data Specialist	Payroll Officer	Budgetary Officer	Accounting Clerk Secretary
7/1/2024	\$1.00	\$21.27	\$30.27	\$29.41	\$28.03	\$26.52	\$25.48
	P/Y	\$20.27	\$29.27	\$28.41	\$27.03	\$25.52	\$24.48
0	1.00000	\$21.27	\$30.27	\$29.41	\$28.03	\$26.52	\$25.48
1	1.01000	\$21.48	\$30.57	\$29.70	\$28.31	\$26.79	\$25.73
2	1.02010	\$21.70	\$30.88	\$30.00	\$28.59	\$27.05	\$25.99
3	1.03030	\$21.91	\$31.19	\$30.30	\$28.88	\$27.32	\$26.25
4	1.04060	\$22.13	\$31.50	\$30.60	\$29.17	\$27.60	\$26.51
5	1.05101	\$22.35	\$31.81	\$30.91	\$29.46	\$27.87	\$26.78
6	1.06152	\$22.58	\$32.13	\$31.22	\$29.75	\$28.15	\$27.05
7	1.07214	\$22.80	\$32.45	\$31.53	\$30.05	\$28.43	\$27.32
8	1.08286	\$23.03	\$32.78	\$31.85	\$30.35	\$28.72	\$27.59
9	1.09369	\$23.26	\$33.11	\$32.17	\$30.66	\$29.00	\$27.87

TWINSBURG CITY SCHOOLS 2024-2025 PSYCHOLOGIST SALARY SCHEDULE					
Step Effective	PY Base Plus CY Increase	160 Day Part-Time Psychologist Masters + 30	200 Day Psychologist PhD	200 Day Psychologist Masters + 30	200 Day Psychologist Masters + 24
24/25	2.50%	\$60,781.79	\$92,957.97	\$90,469.63	\$66,758.74
0	1.00000	\$60,781.79	\$92,957.97	\$90,469.63	\$66,758.74
1	1.01000	\$61,389.61	\$93,887.55	\$91,374.32	\$67,426.33
2	1.02010	\$62,003.50	\$94,826.42	\$92,288.07	\$68,100.59
3	1.03030	\$62,623.48	\$95,774.59	\$93,210.86	\$68,781.53
4	1.04060	\$63,249.53	\$96,732.06	\$94,142.69	\$69,469.15
5	1.05101	\$63,882.27	\$97,699.75	\$95,084.48	\$70,164.11
6	1.06152	\$64,521.09	\$98,676.74	\$96,035.32	\$70,865.74
7	1.07214	\$65,166.59	\$99,663.96	\$96,996.11	\$71,574.72
8	1.08286	\$65,818.17	\$100,660.46	\$97,965.94	\$72,290.37
9	1.09369	\$66,476.44	\$101,667.20	\$98,945.73	\$73,013.37
10	1.10462	\$67,140.78	\$102,683.23	\$99,934.56	\$73,743.04
11	1.11567	\$67,812.42	\$103,710.42	\$100,934.25	\$74,480.73
12	1.12683	\$68,490.09	\$104,748.47	\$101,934.25	\$75,223.89
13	1.13809	\$69,175.15	\$105,794.53	\$102,962.58	\$75,977.46
14	1.14947	\$69,866.84	\$106,852.39	\$103,992.12	\$76,737.17
15	1.16097	\$70,565.83	\$107,921.41	\$105,032.52	\$77,504.90
16	1.17258	\$71,271.51	\$109,000.65	\$106,082.87	\$78,279.97
18	1.19758	\$72,791.06	\$111,324.60	\$108,344.62	\$79,948.93
20	1.22258	\$74,310.60	\$113,648.55	\$110,606.36	\$81,617.90

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ADMINISTRATIVE PERSONNEL SALARY SCHEDULE (Effective 8/01/2024)**Certificated & Classified Administrators**

(Last Revision: August 2, 2023)

Administrative Personnel

<u>Enumeration of Positions Covered</u>	<u>Days</u>	<u>Responsibility Factor</u>
Business Manager	260 days	1.39
High School Principal	260 days	1.25
Director of Curriculum & Technology	260 days	1.20
Middle School Principal	217 days	1.190
Elementary Principal	217 days	1.105/1.125**
High School Assistant Principal	217 days	1.075
Middle School Assistant Principal	217 days	1.065
Elementary School Assistant Principal	217 days	1.035
Director of Human Resources	260 days	1.105
Director of Pupil Services	260 days	1.105
Curriculum Supervisor	217 days	1.090
Curriculum & Technology Supervisor	217 days	1.090
Special Education Supervisor	160 days	0.590
Athletic Director /Coord. of K-12 Student Act.	260 days	0.940
Food Service Supervisor	225 days	0.887
Transportation Supervisor	260 days	0.7303
Maintenance Supervisor	260 days	0.662
Assistant Treasurer	260 days	0.600
Assistant Transportation Supervisor	260 days	0.474
Administrative Evaluator	Daily on an as needed basis as calculated on a 217-day contract,	
	Responsibility Factor of 0.812 (Calendar Factor and	
Extra-Curricular	Factor do not apply) ** = Higher factor used when enrollment exceeds 700	
students. <u>Base Salary</u>	= \$80,511	

Administrative Experience Factor = .01 for each year Extra-Curricular Factor

<u>Calendar Factor</u>	High School = .07
Principals/Asst. Supervisors (217/225/260 days) = .1793	Middle School = .05
Central Office (260 days) = .25	Preschool = .04

Education Factor

B.A. = .00	M.A. + 12 = .03	M.A. + 30 = .06	Ph.D./Ed.D. = .11
M.A. = .01	M.A. + 18 = .04	Ed. S. = .08	Ph.D./Ed.D.+ = .12
M.A. + 6 = .02	M.A. + 24 = .05	M.A. + 2 nd M.A. = .09	Ph.D./Ed.D. + 2 nd M.A. = .13



Twinsburg City School District

JOB DESCRIPTION

Title: ASSISTANT TREASURER

File 204

Reports to: Treasurer

Description: Assists the Treasurer with the day to day fiscal operations of the Treasurer's Office.

Minimum Qualifications:

Preference will be given to individuals with a degree in Accounting, Business or similar area. Possesses or ability to obtain a valid School Treasurer's License. Must possess strong computer processing skills and experience with State's fiscal software. Knowledgeable of governmental accounting or school finance. Should have strong oral and written communication skills, high moral character, and be organized. Record of good attendance and trustworthiness.

- Meets all mandated health requirements.
- Documented evidence of a clear criminal record (FBI and BCI).
- Proficient in the use of computers, business equipment and office protocol.
- Proficiency in State software and/or automated financial data processing systems.
- Proficiency in accurate arithmetic calculations and advanced mathematical concepts.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Multitasking ability and strong interpersonal skills.
- Knowledgeable of governmental accounting and fiscal operating procedures. □ Meets all prerequisite qualifications to be bonded.

Duties and Responsibilities:

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.

- Bank reconciliation and balancing all district bank accounts to fiscal accounts; close fiscal accounts on a monthly and annual basis. Prepares and submits calendar and fiscal year end necessary and required submissions to ODE&W, IRS, etc.
- Cash management, monitor the District's cash flow to properly transfer cash between the district's bank accounts as needed.
- Performs Accounts Receivable entries with a high level of accuracy and in a timely manner.
- Handles Student Activity Accounts and communicates changes and those budgets.
- Organizes and maintains a functional filing system (or electronic filing) that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.

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- Handles Workers Compensation for the District.
- Works with the Treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the Board.
- Upholds Board policies and follows administrative procedures.
- Knowledgeable of Ohio Revised Code, State and Federal laws and regulations.
- Respects personal privacy. Maintains confidentiality within the Treasurer's Office.
- Keeps the Treasurer informed about the status of current projects.
- Ability to supervise and direct others, self-motivated, and sets priorities.
- Work in cooperation with other Treasurer's Office staff.
- Seeks opportunities to assist with the development of fiscal estimates such as appropriations, budgets, receipts, and the Five Year Forecast.
- Assist the Payables Department and the Payroll Department as directed by Treasurer.
- Acts as back up for vacation and sick time of Treasurer's Office staff.
- Serves as liaison with auditors; prepares documents & works cooperatively with auditors.
- Gathers information for CAFR, GAAP conversion and annual audits.
- Collects data, prepares and runs reports as directed.
- Work outside normal business hours if necessary to meet deadlines.
- Works cooperatively with others to send invoices for building rentals and other services provided by the District.
- Oversees fixed asset system and direct periodic physical inventory updates.
- Participates in administrative and staff meetings as directed.
- Seeks out and attends professional growth activities.
- Handles Federal and State Grants.
- Assists with internal controls, handbooks and staff training.
- Strives to develop rapport and serve as a positive role model for others.
- Writes Board Minute drafts.
- Performs other specific job-related duties as directed by the Treasurer.
- Promotes a favorable image of the school district.
- Coordinates vacation with Treasurer's Office staff to minimize disruption and avoid the overlapping of requests.
- Takes precautions to ensure student safety. Reports evidence of suspected child abuse as required by law. Reports unauthorized persons or suspicious circumstances immediately.

Required Knowledge, Skills and Abilities:

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

- Demonstrates professionalism and maintains a positive work attitude.
- Attention to detail.
- 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 and in a timely manner.

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- Reacts productively to interruptions and changing conditions.
- Operates computer/office equipment efficiently and accurately.
- Lifts up to 40 pounds, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments. Has a valid driver's license.
- Interacts with others politely and respectfully.
- Remains free of alcohol or non-prescribed controlled substances while in the workplace.
- Accepts responsibility for decisions and conduct.

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.
- 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.

Revised: August 21, 2000

Revised: February 3, 2016