

The Twinsburg City School District Board of Education met in SPECIAL meeting on the above date at Twinsburg High School in the Large Group Instruction Room, 10084 Ravenna Road, 44087, at 6:00 p.m. The following Board Members were present: Mrs. Crawford (Vice President), Mrs. Davis, Mrs. Egan, Mrs. Hamilton and Mrs. Travis (President). In attendance were Superintendent Powers, Treasurer Rozsnyai and Business Manager Strickland. Board Approved Mrs. Travis, presiding, called the meeting to order at 6:03 p.m.

12042024-C. ACTION ITEMS/NEW BUSINESS

Mrs. Crawford motioned and Mrs. Davis seconded to adopt resolutions 12042024-C1 to 12042024-C3.

12042024-C1. - Revised Job Description Hallway Monitor High School/Welcome Center

that the Twinsburg Board of Education approves the revised job Description for Hallway Monitor High school/Welcome Center; as per the attached Exhibit. EXHIBIT C-1

12042024-C2. - Rental Agreement - YMCA Camp Y-Noah

that the Twinsburg Board of Education approves the Rental Agreement with Akron YMCA Services, 815 Mt. Pleasant Road, Clinton, OH 44216 for the Spring 2025 George G. Dodge Intermediate School Sixth Grade Camp; as per the terms and conditions detailed in the Rental Agreement; as sent to the Board under separate cover.

12042024-C3. - Addendum to Memorandum of Understanding -- Employee Severance Plan

that the Twinsburg Board of Education approves the Addendum to the Memorandum of Understanding with the Twinsburg Education Association regarding a one-time Employee Severance Plan; as per the terms and conditions detailed in the addendum; as sent to the Board under separate cover.

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

The Board President declared the motion approved

DISCUSSION ITEMS

- Discussion with Mr. C. William King regarding his experience as a Twinsburg Board of Education member from 1990-2002.
- Discussion regarding Tiger Legacy Project
 - Robert W. Blatchford, Vice President, Managing Principal, Cordogan Clark Lesko

2024

RECORD OF PROCEEDINGS

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12042024-E. EXECUTIVE SESSION

Mrs. Travis motioned and Mrs. Egan seconded that The Board of Education enter into Executive Session at 8:55 p.m. to discuss employment and compensation of public employees, as per Board of Education Policy #0166 (A).

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

The Board President declared the motion approved

12042024-F. RECONVENE/ROLL CALL

Mrs. Travis motioned and Mrs. Crawford seconded to reconvene at 10:51 p.m.

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

The Board President declared the motion approved

12042024-G. ADJOURNMENT

Mrs. Travis motioned and Mrs. Crawford seconded to adjourn at 10:51 p.m.

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

The Board President declared the motion approved and the meeting adjourned.

Board President

Treasurer

EXHIBIT C-1
Twinsburg City School District
JOB DESCRIPTION

Title: Hallway Monitor High School/Welcome Center **File 506**

Reports to: Reports to Principal

Description: Manages the Welcome Center and monitors student activities to maintain a safe and orderly school environment.

Minimum Qualifications:

- High school diploma.
- Documented evidence of a clear criminal record (FBI and BCI).
- Self-directed and able to learn required skills for the position.
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Congenial disposition and strong interpersonal skills.
- Training in ALICE, Crisis Prevention Intervention, Blood Borne Pathogens, CPR, and a variety of other topics.

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.

- Patrols assigned areas as directed. Proactively identifies security issues. Watches for situations that may indicate a problem (e.g., students in distress, unusual behavior, strangers, etc.). Responds to emergencies. Documents all security incidents and/or injuries.
- Does not permit students to loiter. Verifies that students have permission to be in hallways during scheduled class periods. Directs visitors to the office.
- Upholds Board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Monitors activities on adjoining properties. Documents and reports risk factors (e.g., loitering, graffiti, property loss/damage, etc.).
- Maintains high standards and upholds the student conduct code. Exercises caution when physical restraint is required.
- Maintains effective relationships with community law enforcement officers.
- Follows established protocols to request police intervention.
- Promotes the proper use and care of school property. Reports discipline problems, vandalism, or other related concerns to the Principal.
- Monitors building systems to ensure that equipment is operating properly (HVAC, electrical, plumbing, etc.). Reports problems (e.g., unusual odors, noises, leaks, etc.). Secures doors and windows and activates alarm systems as directed.
- Enforces safety regulations. Ensures that clear routes are maintained to fire an emergency exits.
- Assists with building evacuations during emergencies.
- Maintains accurate records and submits reports on time.



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- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- May include courier duties.
- Performs other specific job-related duties as directed.

SECURITY

- Manage tardy student sign-in.
- Verify and document Parent(s)/Guardian(s) when signing-out students.
- Manage visitor sign-in.
- Check and respond to emails to view any new updates on potential visitors.
- Document scheduled meetings generated by staff members via email.
- Contact students when visitors arrive. Escort to Guidance.
- Notify maintenance of any contractors, vendors, or large deliveries entering the building.

ATTENDANCE

- Monitor and document Early Release process.
- Monitor Student ID check in process.

ID CARDS

- Maintain, document, and distribute lost or new Student ID cards.

MISCELLANEOUS CLERICAL

- Monitor calls and voicemail.
- Accept packages and notify staff or students of arrival.

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.
- 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.
- Interprets information accurately and initiates effective responses.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment (up to 51 lbs. as necessary)
- Uses self-control, perseverance, and physical skill to manage students.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Travels to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.



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 working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.
- Potential for exposure to danger in emergency situations (fire, intruder).

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: December 4, 2024

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