
Minutes of REGULAR Meeting

November 6, 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 4:00 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://youtube.com/live/0FeyMojhOrY>

Mrs. Travis, presiding, called the meeting to order at 4:00p.m.

11062024-B1 Agenda Amendment

Mrs. Crawford motioned and Mrs. Egan seconded to add to item J numbers 16 and 17.

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

The Board President declared the motions approved.

COMMUNICATIONS

1. Board President's Report Board President's Report

- *Board meeting was moved up to 4pm to enable attendance at boys soccer team as they play in the State semi-finals at 7pm. Sending good luck wishes for another victory!*
- *The Tiger Legacy Bond Issue did not pass at the election last night. It was short by 457 votes. The Board will work diligently to plan next step as we maintain our aging facilities. Mrs. Travis thanked those who selflessly gave their time and effort, and the many others who worked so hard on this project. She also thanked those residents who supported The Tiger Legacy Project.*

2. Superintendent's Report

- *Wished our Tiger boys soccer team the best of luck and congratulated Coach Lally on his 300+ wins, all the coaches, and the boys. We are super excited for them!*
- *Agreed with Mrs. Travis that last night's election result of the Tiger Legacy Project is a tough loss. She echoed the thanks for all of the energy by the Blue Ribbon committee and everyone who worked so tirelessly on this campaign. Superintendent Powers also stated that without the funding for new construction, our district now faces continued challenges associated with aging facilities and rising maintenance costs. Our immediate focus will remain on essential repairs to maintain safe and functional environments in our school buildings and athletic facilities.*

ADMINISTRATIVE REPORT - Kathi Powers, Superintendent**2025/2026 Academic Calendar Recommendation**

Public School Board of Education, per statute, must hold a public hearing at least 30 days prior to adopting a school calendar. Tonight's agenda provides this opportunity and ample time for members of the community to provide feedback before the Board of Education will take action regarding the calendar. That will not happen until the December 11th Board meeting.

Superintendent Powers reported that, through the efforts of the Twinsburg Education Association working together with District Administrators, three templates of calendar options were created and then provided to the staff for their consideration. After getting feedback from the staff over the last several weeks the calendar presented tonight is proposed. Superintendent Powers highlighted the soft reopening days and days off of school for staff and students. The academic calendar will appear on the agenda for the December 11th Board of Education and we will post this calendar on our district website. Members of our community who would like to offer feedback should contact Superintendent Powers or send an email to her with their thoughts. She will also publish this in the weekly Sunday update so that families are aware of the proposed calendar and also of their opportunity to provide feedback should they desire to do so.

Mrs. Egan motioned and Mrs. Hamilton seconded to adopt resolution 11062024-H1 to 11062024-H3**11062024-H1 Meeting Minutes**

that the Twinsburg Board of Education approves the following meeting minutes: Regular Meetings of October 9, 2024 and October 23, 2024; as sent to the Board under separate cover.

11062024-H2 Financial Report

that the Twinsburg Board of Education accepts the following Financial Reports for the Month of September 2024: Bank Reconciliation, Cash Summary Report by Fund, Cash Summary Report by Fund and Special Cost Center, Disbursement Summary Report and Investments Portfolio Review as sent to the Board under separate cover.

11062024-H3 September Expenditures

that the Twinsburg Board of Education approves all expenditures for the Month of September 2024, as reflected in the above named reports.

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

The Board President declared the motions approved.

Mrs. Crawford motioned and Mrs. Hamilton seconded to adopt resolutions 11062024-I1 to 11062024-I3**11062024-I1 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. EXHIBIT I-1

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11062024-I2 Employment, Classified

RESOLVE 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. EXHIBIT I-2

11062024-I3 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. EXHIBIT I-3

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

The Board President declared the motions approved.

Mrs. Crawford motioned and Mrs. Egan seconded to adopt resolution 11062024-J1 to 11062024-J14**11062024-J1 Donation – Summit County Master Gardeners**

that the Twinsburg Board of Education accepts the donation of the book ‘Small Space Revolution’ to the Twinsburg High School Library from the Summit County Master Gardeners, Maggie Rivera, 440 Vernon Odom Blvd, Akron, OH 44307. The book is valued at \$21.99 per the attached Exhibit. EXHIBIT J-1

11062024-J2 Donation – RDP Sports Plus, Inc.

that the Twinsburg Board of Education accepts the donation of \$120.00 from RDP Sports Plus, Inc., 9261 Ravenna Rd, Suite B8, Twinsburg, OH 44087 to the Class of 2025 per the attached Exhibit. EXHIBIT J-2

11062024-J3 Inventory Deletion – Twinsburg High School

that the Twinsburg Board of Education accepts the deletion from inventory of one (1) Popcorn Machine, tag #015618 that is no longer repairable.

11062024-J4 Inventory Deletion – Samuel Bissell Elementary School

that the Twinsburg Board of Education accepts the deletion from inventory the following items from Samuel Bissell Elementary School:

Device	Model	Service Tag S/N	Asset Tag	Reason
SmartBoard	77" diagonal SB680i	SB680-R2-940827	44535	Unrepairable
SmartBoard	77" diagonal SB680i	SB680-R2-A32711	2186	Unrepairable
SmartBoard	77" diagonal SB680	SB680-R2-389140	44982	Unrepairable

11062024-J5 Inventory Deletion – George G. Dodge Intermediate School

that the Twinsburg Board of Education approves the items listed on the attached Exhibit be deleted from inventory. EXHIBIT J-5

11062024-J6 Overnight/Extended Student Trip – Henry Ford Museum and Village

that the Twinsburg Board of Education approves a *Proposal for an Overnight/Extended Student Trip* for 5th grade students from George G. Dodge Intermediate School to travel to the Henry Ford Museum and Village in Dearborn, Michigan. One group will travel May 1 & 2, 2025 and one group will travel May 8 & 9, 2025. This trip will be paid for in full by the students attending the trip; as sent to the Board under separate cover.

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11062024-J7 Overnight/Extended Student Trip – New York City – THS Concert Band

that the Twinsburg Board of Education approves the Proposal for an Overnight/Extended Student Trip for Twinsburg High School Concert Band to travel to New York City to perform at the Church of St. Paul the Apostle and participate in a clinic with a conductor of the New York Philharmonic. Students will leave on March 20, 2025 and return on March 23, 2025. The trip will be paid for in full by the students attending with assistance from the Twinsburg Band Boosters; as sent to the Board under separate cover.

11062024-J8 Overnight/Extended Student Trip – New York City – THS Orchestra

that the Twinsburg Board of Education approves the Proposal for an Overnight/Extended Student Trip for Twinsburg High School Orchestra to travel to New York City to perform at the Church of St. Paul the Apostle and participate in a clinic with a conductor of the New York Philharmonic. Students will leave on March 20, 2025 and return on March 23, 2025. The trip will be paid for in full by the students attending with assistance from the Twinsburg Orchestra Boosters; as sent to the Board under separate cover.

11062024-J9 Event Contract – Hilton Garden Inn of Twinsburg – Class of 2025 Prom

that the Twinsburg Board of Education approves the Private Event Contract with Hilton Garden Inn of Twinsburg for the Class of 2025 Prom on Friday, May 2, 2025; the event is fully funded by student participants; as sent to the Board under separate cover.

11062024-J10 Acknowledgement of District Support Organizations

that the Twinsburg Board of Education, in accordance with Board Policy 9211, acknowledges the following District Support Organizations: Twinsburg City School District Council Parent Teacher Association (PTA), THS/RBC Parent Teacher Association (PTA), George G. Dodge Intermediate School Parent Teacher Association (PTA), Samuel Bissell Elementary School Parent Teacher Association (PTA), Wilcox Primary School Parent Teacher Association (PTA), Twinsburg Athletic Boosters, Twinsburg Orchestra Boosters, and Twinsburg Vocal Music Boosters.

11062024-J11 Agreement – Learnwell

that the Twinsburg Board of Education approves the Agreement with LearnWell to provide educational services to one (1) student while hospitalized. The cost is not to exceed \$1,000 and is a General Fund expense; as sent to the Board under separate cover.

11062024-J12 Memorandum of Understanding – Twinsburg Education Association

that the Twinsburg Board of Education approves the Memorandum of Understanding between the Twinsburg City School District Board of Education and Twinsburg Education Association to address the stipend and supplemental contracts for the Blue Diamonds advisor and co-advisor(s); as per the attached Exhibit. EXHIBIT J-12

11062024-J13 Snow Plow Services

that the Twinsburg Board of Education approves the Agreement for the 2024/2025 school year with Ground Up Lawn Management, Twinsburg, OH 44087 for as needed snow plowing and lot salting of District properties pursuant to the terms and conditions set forth in the contract; as sent to the Board under separate cover; this is a General Fund expenditure.

11062024-J14 Impracticality of Transportation

that the Twinsburg Board of Education determines the impracticality of transportation for the school listed below for the 2023-2024 school year per the Ohio Department of Education in accordance with the Ohio Revised Code Section 3327.01 (list of students kept on file in the Transportation Office). The amount of payment will be \$583.86 per student. This is in addition to

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the students approved July 17, 2024, August 21, 2024, October 9, 2024 and October 23, 2024 Board of Education meetings.

School Name	No. of Students
Hawken School – Gates Mills	1
Heritage Classical – Pepper Pile	7
TOTAL	8
TOTAL COST \$583.86 x 8	\$4,670.88

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

The Board President declared the motions approved.

Mrs. Hamilton motioned and Mrs. Crawford seconded to adopt resolution 11062024-J15

11062024-J15 Public Hearing – TCSD Academic Calendar, 2025/2026

that the Twinsburg Board of Education holds this Public Hearing to give notice of the recommendation for the 2025/2026 TCSD Academic Calendar and to provide an opportunity for public comment, per the attached Exhibit. EXHIBIT J-15

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

The Board President declared the motion approved.

Mrs. Egan motioned and Mrs. Crawford seconded to adopt resolution 11062024-J16

11062024-J16 Overnight/Extended Field Trip, THS Boys' Soccer Team

that the Twinsburg Board of Education approves an Overnight/Extended Field Trip for our Twinsburg High School Boys' Soccer Team to travel to the OHSAA State Soccer Championship at the Columbus Crew Stadium, leaving Saturday, November 9, 2024 and returning on Sunday, November 10, 2024, pending receipt of the Certificate of Liability from the Doubletree Columbus Worthington Hotel; this is a General Fund expenditure with meal assistance from the Twinsburg Athletic Boosters; as sent to the Board under separate cover. EXHIBIT J-16

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

The Board President declared the motion approved.

Mrs. Egan motioned and Mrs. Hamilton seconded to adopt resolution 11062024-J17

11062024-J17 Resolution to Initiate Proceedings for the Termination of the Employment Contract of Iwanda Huggins

WHEREAS, Iwanda Huggins (hereinafter "Ms. Huggins") was employed in August 2015, to serve as an Administrator in the position of Assistant Principal at George G. Dodge Intermediate School ("Dodge"); and

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WHEREAS, Ms. Huggins' one-year Limited Administrative Employment Contract ("Administrative Contract") expired on July 31, 2024, and the Superintendent recommended that the Twinsburg City School District Board of Education ("Board") nonrenew Ms. Huggins' Administrative Contract upon its expiration (i.e., not re-employ her); and

WHEREAS, on May 15, 2024, the Board accepted the Superintendent's recommendation not to re-employ Ms. Huggins upon the expiration of her Administrative Contract, and expressly acted not to re-employ Ms. Huggins upon the expiration of her Administrative Contract.; and

WHEREAS, given that the Board granted Ms. Huggins continuing contract status in the School District on May 17, 2017, in accordance with R.C. § 3319.11, Ms. Huggins was offered a teaching position within her area of certification, and accepted same effective at the beginning of the 2024-2025 school year; and

WHEREAS, Ms. Huggins is currently employed by the Board as a Teacher under a continuing contract issued pursuant to Ohio Revised Code Section 3319.08; and

WHEREAS, Ms. Huggins, as an Administrator (previously) and as a Teacher (currently), had/has the responsibility to abide by applicable State and Federal laws, and the reasonable and lawful directives of her supervisors; and

WHEREAS, in the execution of her professional duties, Ms. Huggins was and is expected to comply with all Board Policies, including but not limited to: 1) Board Policy 7540.04 – Staff Technology Acceptable Use and Safety; 2) Board Policy 8330 – Student Records; and 3) Board Policy 1200 – Administrative Ethics, administrative guidelines, and the Licensure Code of Professional Conduct for Ohio Educators; and

WHEREAS, as an Assistant Principal Ms. Huggins was responsible for collaborating with the Principal, and assisting with the day-to-day management of Dodge, including monitoring and evaluating classroom instruction, providing feedback to teachers, conducting investigations related to student conduct, and enforcing the student code of conduct, among other duties; and

WHEREAS, Ms. Huggins was trained on how to conduct investigations involving students, including the procedures that should be followed when students and/or others are in possession of inappropriate pictures of students/children; and

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WHEREAS, while employed in the position of Assistant Principal at Dodge during the 2023-2024 school year, a student advised Ms. Huggins about an incident involving another student, and Ms. Huggins began investigating the potential student discipline matter; and

WHEREAS, in particular, on January 22, 2024, Ms. Huggins used her personal cellphone to take a photo of a screenshot from a student's phone that showed a student's genitalia; and

WHEREAS, that same day (i.e., January 22, 2024), Ms. Huggins showed the photo to two (2) staff members at George G. Dodge Intermediate School; and

WHEREAS, Ms. Huggins transmitted the photo from her personal email account to her District email account and printed the photo using the School District's equipment that is accessible by others; and

WHEREAS, on January 24, 2024, Superintendent Kathryn M. Powers assigned Ms. Huggins to home pending the outcome of the School District's investigation into the matter; and

WHEREAS, an External Investigator was designated to investigate allegations against Ms. Huggins; and

WHEREAS, after reviewing pertinent documents, including Board Policies, and interviewing Ms. Huggins and other individuals who were identified as possibly having relevant information, on August 5, 2024, the External Investigator issued a Written Report Summarizing Investigation - Iwanda Huggins ("Investigation Report") which included Findings and Recommendations concerning the allegations against Ms. Huggins; and

WHEREAS, on August 13, 2024, the Superintendent issued to Mrs. Huggins a Final Decision concerning the investigation, along with a copy of the Investigation Report, and advised Ms. Huggins that she found that there was sufficient evidence to conclude that Ms. Huggins violated Board Policy. In particular, the Superintendent determined that based on the totality of the circumstances, the three (3) allegations addressed in the Investigation Report were substantiated. As such, she adopted such Findings and Recommendations, including that Ms. Huggins violated the following Board Policies: 1) Board Policy 7540.04 – Staff Technology Acceptable Use and Safety; 2) Board Policy 8330 – Student Records; and 3) Board Policy 1200 – Administrative Ethics. She also adopted the Finding and Recommendation of the External Investigator as it relates to Ms. Huggins' violation of the instruction under the Garrity Notice to be honest and forthright by asserting the Alleged Deletion of Photo on January 22, 2024; and

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WHEREAS, the Superintendent also determined that Ms. Huggins engaged in conduct unbecoming the teaching profession by violating Section 5 – Confidentiality and Section 9 – Appropriate and Responsible Use of Technology of the Licensure Code of Professional Conduct for Ohio Educators; and

WHEREAS, as a result of Ms. Huggins' violation of Board Policy and the Licensure Code of Professional Conduct for Ohio Educators, the Superintendent has recommended that the Board of Education initiate proceedings to consider whether Ms. Huggins's employment contract should be terminated, and the Superintendent has further determined the character of the charges warrants that Ms. Huggins be suspended without pay or benefits pending the outcome of termination proceedings; and

WHEREAS, the Superintendent has provided Ms. Huggins with a full specification of the grounds for such consideration by providing Ms. Huggins and her Union representatives with a draft copy of this Resolution and the "Full Specifications of the Grounds for Consideration of Terminating the Contract of Iwanda Huggins," attached hereto, during a Loudermill/Pre-Termination Hearing on November 1, 2024; and

WHEREAS, Ms. Huggins, with the assistance of Legal Counsel and Union representation, has been given a full opportunity to respond to the grounds here specified by rebutting same or otherwise explaining her actions on that same date; and

WHEREAS, based upon the investigation of the totality of the alleged misconduct at issue, the Board finds that Ms. Huggins, engaged in the conduct identified within Attachment 1, attached hereto, and incorporated herein by reference; and

WHEREAS, the Board of Education has considered the recommendation of the Superintendent, submitted after the Superintendent had a full opportunity to consider all of the facts and circumstances of this matter:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of the Twinsburg City School District, as follows:

1. The Board hereby determines to immediately initiate proceedings for the termination of the continuing employment contract of Iwanda Huggins based on the grounds specified in this Resolution and the "Full Specifications of the Grounds for Consideration of Terminating the Contract of Iwanda Huggins," attached hereto and incorporated fully herein, which constitute separate, distinct and independently sufficient grounds for termination of employment. Each act is

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in contravention of Ohio Revised Code § 3319.16 and, standing alone and/or together, constitutes good and just cause for contract termination.

2. The character of the conduct described above is such that it warrants the immediate suspension of Ms. Huggins's employment contract, and, therefore Ms. Huggins, pursuant to Ohio Revised Code § 3319.16, is suspended without pay or benefits effective 12:01 a.m. on November 7, 2024, pending final action by the Board of Education to consider termination of her employment contract.

3. The Board authorizes and directs the Treasurer to provide Ms. Huggins with written notice, signed by the Treasurer, of the Board's intent to consider the termination of her continuing contract for good and just cause pursuant to Section 3319.16 of the Ohio Revised Code. Said written notice shall include this Resolution and attach the "Full Specification of Grounds for Terminating the Employment Contract of Iwanda Huggins" detailing the grounds upon which consideration of her contract termination shall be based.

4. The Board shall proceed with such termination at a meeting on November 20, 2024, unless Ms. Huggins files a written demand with the Treasurer for a hearing before the Board or Referee within ten (10) days after receipt of the Treasurer's notice, in which case a hearing shall be held pursuant to the provisions of Ohio Revised Code Section 3319.16 and 3319.161.

BE IT FURTHER RESOLVED, that it is hereby found and determined that all formal action of this Board concerning and/or relating to the adoption of this Resolution was taken in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code. **Attachment 1**

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

The Board President declared the motion approved.

11062024-K MISCELLANEOUS

Mrs. Crawford congratulated Marianne Richards, announced as Dance Educator of the Year.

Veterans Day is on November 11th. The Board honors and thanks all those who serve or have served our Country previously in the Military. Each of our schools in the District will have special programs and/or activities to honor our Veterans.

Mrs. Crawford recognized all of the outstanding achievements of our Twinsburg Tigers Athletic teams.

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Mrs. Crawford explained, and wanted to clarify, that the reason she abstained from voting on item 11062024-J17 was because she did not have time to review the information before this meeting.

Mrs. Crawford expressed that she felt it is great that our District has added more days off to the school calendar in order to allow students of all backgrounds and cultures to celebrate their special holidays. She also recognized Superintendent Powers for her efforts to communicate with the students and parents; and that we were able to get these dates on our calendar so quickly for the 2025 calendar.

The entire Board wished the Boys Soccer team good luck tonight. Go Tigers!

11062024-L ADJOURNMENT

There is no need for an Executive Session meeting tonight. Mrs. Travis motioned and Mrs. Egan seconded to adjourn the meeting at 4:39 pm.

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**November 6, 2024**

CONTRACTS					
Name	Position	Bldg(s)	Rate	Effective	Notes
Chappell, Russ	Teacher	THS	\$30.72/hr.	2024/2025	Honors Diploma Field Experience Coordinator; teacher stipend rate; up to twenty-five (25) hours; General Fund expense
Chernick, Maggie	Teacher	THS	\$30.72/hr.	2024/2025	Honors Diploma Field Experience Coordinator; teacher stipend rate; up to twenty-five (25) hours; General Fund expense
Looymans, Kelly	Teacher	THS	\$30.72/hr.	2024/2025	Honors Diploma Field Experience Coordinator; teacher stipend rate; up to twenty-five (25) hours; General Fund expense
Lunde, Dan	Teacher	THS	\$30.72/hr.	2024/2025	Honors Diploma Field Experience Coordinator; teacher stipend rate; up to twenty-five (25) hours; General Fund expense
McPherson, Cara	Teacher	THS	\$30.72/hr.	2024/2025	Honors Diploma Field Experience Coordinator; teacher stipend rate; up to twenty-five (25) hours; General Fund expense
Mohnacky, Chris	Teacher	THS	\$30.72/hr.	2024/2025	Honors Diploma Field Experience Coordinator; teacher stipend rate; up to twenty-five (25) hours; General Fund expense
Ripple, Matthew	Teacher	THS	BA Step 1	2024/2025	Adjustment to Step due to documentation of prior work experience; as previously approved on 7/02/2024
Spellman, Jill	Teacher	THS	\$30.72/hr.	2024/2025	Honors Diploma Field Experience Coordinator; teacher stipend rate; up to twenty-five (25) hours; General Fund expense

LEAVE OF ABSENCE

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Name	Position	Bldg(s)	Effective	Days	Notes
Flanagan-Gadson, Debra	Teacher	Bissell	10/28/2024 – 1/17/2025	46 days	FMLA concurrent with sick leave

RESIGNATIONS/RETIREMENTS

Name	Position	Bldg/Grade	Effective	Notes
Bell, Michael	Teacher	THS	5/31/2025	Retirement contingent upon at least twenty-one (21) teachers participating in the Early Retirement Incentive Program sponsored by EPC as per the terms of the collective bargaining agreement; ten (10) years of service to the District
Fosnight, Jennifer	Teacher	Dodge	5/31/2025	Resignation for purpose of retirement; thirty five (35) years of service to the District
Keller, Teri	Teacher	THS	5/31/2025	Retirement contingent upon at least twenty-one (21) teachers participating in the Early Retirement Incentive Program sponsored by EPC as per the terms of the collective bargaining agreement; nineteen (19) years of service to the District
Kelly, Kurt	Intervention Specialist	THS	5/31/2025	Retirement contingent upon at least twenty-one (21) teachers participating in the Early Retirement Incentive Program sponsored by EPC as per the terms of the collective bargaining agreement; thirty-six (36) years of service to the District
Lally, Michael	Teacher	THS	5/31/2025	Retirement contingent upon at least twenty-one (21) teachers participating in the Early Retirement Incentive Program sponsored by EPC as per the terms of the collective bargaining agreement; thirty five (35) years of service to the District

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Lipnos, Debra	Teacher	Wilcox	6/01/2025	Retirement contingent upon at least twenty-one (21) teachers participating in the Early Retirement Incentive Program sponsored by EPC as per the terms of the collective bargaining agreement; thirty (30) years of service to the District
Wrobel, Phil	Teacher	Bissell	5/30/2025	Resignation contingent upon at least twenty-one (21) teachers participating in the Early Retirement Incentive Program sponsored by EPC as per the terms of the collective bargaining agreement; twenty-two (22) years of service to the District

Exhibit I-1

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Classified Staff Recommendations**November 6, 2024**

CONTRACTS					
Name	Position	Bldg(s)	Rate	Effective	Notes
Gichenko, Grace	AV Technical Student Worker	THS	\$13.50/hr.	11/07/2024 – 7/31/2025	Hours to be determined by the Business Manager
Jackson, Hezekiah	AV Technical Student Worker	THS	\$13.50/hr.	11/07/2024 – 7/31/2025	Hours to be determined by the Business Manager
Leeth, Mynetta	Instructional Assistant	Bissell	\$18.81/hr. Step 4	11/11/2024	Seven (7) hours per day; 193-day contract prorated for the 2024/2025 school year
Smith, Brandis	Cook	Dodge	\$17.39/hr. Step 3	11/11/2024	Five (5) hours per day; 189-day contract prorated for the 2024/2025 school year; replacing Mary Popovic who previously resigned
Suren, Mike	Bus Driver	Transportation	Current Hourly Rate/Step	10/28/2024	Route Change; successful bidder of Bus #13 route vacated by John Martin
Zenz, Ava	Long-Term Substitute Instructional Assistant	Wilcox	\$17.26/hr. Step 1	10/29/2024	Seven (7) hours per day; 193 days, prorated for the 2024/2025 school year; as per the terms and conditions set forth in the MOU with the TSSA dated 10/23/2024; temporarily replacing Sarah Marchese

LEAVE OF ABSENCE					
Name	Position	Bldg(s)	Effective	Days	Notes
Achberger, Deborah	Lunchroom/ Playground Assistant	Dodge	10/11/2024	1 day	Per negotiated agreement; unpaid day; NEOEA Day
Burke, Rochelle	Lunchroom/ Playground Assistant	Dodge	10/11/2024	1 day	Per negotiated agreement; unpaid day; NEOEA Day

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Kirkpatrick, Kristel	Lunchroom/ Playground Assistant	Dodge	10/11/2024	1 day	Per negotiated agreement; unpaid day; NEOEA Day
Medwetz, Mary Jo	Lunchroom/ Playground Assistant	Dodge	10/11/2024	1 day	Per negotiated agreement; unpaid day; NEOEA Day
Philips, Melinda	Lunchroom/ Playground Assistant	Dodge	10/11/2024	1 day	Per negotiated agreement; unpaid day; NEOEA Day
Sindelar, Jessica	Lunchroom/ Playground Assistant	Dodge	10/11/2024	1 day	Per negotiated agreement; unpaid day; NEOEA Day

RESIGNATIONS/RETIREMENTS

Name	Position	Bldg(s)	Effective	Notes
Cardamone, Janet	Lunchroom/ Playground Assistant	Dodge	10/30/2024	Nine (9) years of service to the District

Exhibit I-2

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Extracurricular Contracts**November 6, 2024**

EXTRACURRICULAR					
Name	Contract	Bldg(s)	Effective	% of Base/Rate	Notes
Andrassy, Jen	MS Assistant Girls Track Coach	RBC	2024/2025	0.67%	
Berlin, Harvey	Scoreboard Operator	THS	11/15/2024, 11/22/2024, 11/29/2024	\$20/game	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Brenner, MaryAnn	Ticket Taker	THS	11/15/2024, 11/22/2024, 11/29/2024	\$22.50/hour	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Brenner, Tiffany	Ticket Taker	THS	11/15/2024, 11/22/2024, 11/29/2024	\$15/hour	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Brown, Adam	Trainer	THS	11/15/2024, 11/22/2024, 11/29/2024	\$75/game	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Byrd, Anthony	Assistant Site Manager	THS	11/15/2024, 11/22/2024, 11/29/2024	\$75/game	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Fantone, Brian	Site Manager	THS	11/15/2024, 11/22/2024, 11/29/2024	\$250/game	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Fantone, Lisa	Ticket Taker	THS	11/15/2024, 11/22/2024, 11/29/2024	\$15/hour	OHSAA Tournament Worker for potential OHSAA Football Playoff games

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Finnerty, Cheryl	Ticket Taker	THS	11/15/2024, 11/22/2024, 11/29/2024	\$15/hour	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Foerster, Kristen	ICEburg Advisor	THS	2024/2025	1.75%	
Gahagan, Kevin	Announcer	THS	11/15/2024, 11/22/2024, 11/29/2024	\$20/game	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Grumbos, Mike	Announcer	THS	11/15/2024, 11/22/2024, 11/29/2024	\$20/game	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Holmes, Raynard	9 th Grade Boys Basketball Coach	THS	2024/2025	0.75%	
Lastovka, Nick	Trainer	THS	11/15/2024, 11/22/2024, 11/29/2024	\$75/game	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Peterson, Scott	7 th Grade Power of the Pen	RBC	2024/2025	4.00%	
Simon, Lizette	Ticket Taker	THS	11/15/2024, 11/22/2024, 11/29/2024	\$22.50/hour	OHSAA Tournament Worker for potential OHSAA Football Playoff games
Yambor, Emily	Dodge Ski Club Assistant	Dodge	2024/2025	0.77%	

2340 F5

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPSType of Trip **OHSAA Boys Soccer State Championship Game**Proposed Departure Date **Saturday, November 9**Return Date **Sunday, November 10**Proposer **Brian Fantone**Position **THS Athletic Director**Date by which response is needed **ASAP**Proposal Date **November 6, 2024****A. Purpose**

1. What is the major place to be visited or event to be attended?

**OHSAA State Soccer Championship
Columbus Crew Stadium**

2. How is the trip related to the educational program of the District?

Athletics & Extracurricular

3. In what ways will the students benefit?

**Competition against top soccer athletes in the state of Ohio
Exposure to potential college recruiters**

4. In what ways will the District benefit?

**Positive publicity for athletic department & school district
Improvement in soccer program**

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Coaches reflection after meet**B. Students and Staff**

1. Which students, (grade, class, or organization), will be going?

**THS Boys Soccer Team
Grades 9-12**

2. How many students in total?

30

3. How many students are currently experiencing academic problems?

None

4. Which staff member will be in charge?

Mike Lally (Head Boys Soccer Coach)

5. What previous experience has the staff member had in conducting overnight or extended field trips?

32 years as Head Coach

6. What other staff members will be going?

Grant Sutliff, Chase Betenson, Gus Crichlow

7. How many chaperones, in addition to staff members, will be going?

None

Minutes of REGULAR Meeting

November 6, 2024

8. What are their names and affiliations with the students?

None

9. How many school days will be missed?

None

10. How will teachers be advised in advance that the students will be out of school?

None needed

C. School Work

1. How will missed work be made up?

None needed

2. What special assistance will be provided students with academic problems?

None needed

D. Itinerary

1. What is the destination?

Columbus Crew Stadium

2. What will be the mode of transportation? What liability insurance does the carrier have?

Twinsburg City School District School Bus

3. Where will the group be housed and fed?

Doubletree Columbus Worthington

175 Hutchinson Avenue

Columbus, Ohio

43235

4. What enroute or supplementary activities are planned?

Food & rest stops as needed

5. What arrangements have been made for dealing with emergency situations?

Coaches will carry copies of medical forms and emergency contact information

6. If tour guides are involved, what liability insurance do they carry?

None needed

E. Finances

1. What is the estimated total cost and cost per student?

Total cost dependent on number of participants

2. What is the source of funds?

THS Athletic Department with assistance from T.A.B. for meals

3. How will the funds be collected and safeguarded?

Already in account

4. How will any shortfall be made up or excess funds used?

None needed

Minutes of REGULAR Meeting

November 6, 2024

5. What provision has been made for students who are financially unable to pay any necessary costs?

No cost required to student

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Via email

Necessary paperwork sent home with athletes

Face to face communication with parents

2. List telephone numbers at destination and where group will be housed.

Doubletree Columbus Worthington

175 Hutchinson Avenue

Columbus, Ohio



43235

Head Coach Mike Lally

330-620-6230

3. What information will be provided to the media and the community?

Results of state championship will be out on a variety of forums

	<u>11-6-24</u>
Signature of the Requestor	Date
Approved: 	<u>11/6/2024</u>
Principal	Date
_____	Date
Board of Education	Date

FULL SPECIFICATION OF GROUNDS FOR CONSIDERATION**OF TERMINATING THE EMPLOYMENT CONTRACT****OF IWANDA HUGGINS****Good and Just Cause:**

1. Iwanda Huggins (hereinafter “Ms. Huggins”) was employed in August 2015, to serve as an Administrator in the position of Assistant Principal at George G. Dodge Intermediate School (“Dodge”).
2. Ms. Huggins’ one-year Limited Administrative Employment Contract (“Administrative Contract”) expired on July 31, 2024, and the Superintendent recommended that the Twinsburg City School District Board of Education (“Board”) nonrenew Ms. Huggins’ Administrative Contract upon its expiration (i.e., not re-employ her). On May 15, 2024, the Board accepted the Superintendent’s recommendation not to re-employ Ms. Huggins upon the expiration of her Administrative Contract, and expressly acted not to re-employ Ms. Huggins upon the expiration of her Administrative Contract.
3. Given that the Board granted Ms. Huggins continuing contract status in the School District on May 17, 2017, in accordance with R.C. §3319.11, Ms. Huggins was offered a teaching position within her area of certification, and accepted same effective at the beginning of the 2024-2025 school year.
4. Ms. Huggins is currently employed by the Board as a Teacher under a continuing contract issued pursuant to Ohio Revised Code Section 3319.08.
5. Ms. Huggins, as an Administrator (previously) and as a Teacher (currently), had/has the responsibility to abide by Board Policies and administrative guidelines, applicable State and Federal laws, the *Licensure Code of Professional Conduct for Ohio Educators*, and the reasonable and lawful directives of her supervisors. Among these responsibilities is the requirement to follow the Board’s technology and acceptable use, personal communications, administrator ethics, and student records policies.
6. The Board has adopted Board Policy 7540.04 – *Staff Technology Acceptable Use and Safety* which prohibits the use of District Technology Resources and personal communication devices to transmit obscene materials. The Policy prohibits staff members from printing material that is objectionable, inappropriate and/or harmful to minors. The Policy also prohibits the transmission of any material in violation of any State or Federal law/regulation or Board Policy. Additionally, Administrative Guideline – *Staff Technology Acceptable Use and Safety* states, in relevant part, that:

E. Staff members may not use District Technology Resources or their personal communication devices to engage in vandalism, “hacking” or other illegal activities (e.g., software pirating; intellectual property violations;

engaging in slander, libel or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud, sale of illegal substances or goods).

...

2. *Staff members shall not use District Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline, up to and including termination. Such actions will be reported to local law enforcement and child services as required by law.*

...

4. *Use of District Technology Resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a staff member inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the Building Principal or District Technology Coordinator. This will protect the user against an allegation that s/he intentionally violated this provision.*

...

F. *Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.*

...

O. *Staff members are reminded that student personally identifiable information is confidential and may not be disclosed without prior written parental permission.*

7. The Board has also adopted Board Policy 8330 – *Student Records*, which states, in relevant part, that:

*In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. **Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.***

Student personally identifiable information (PII) includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal

*identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; **other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty;** or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.*

...

***Student records shall be available only to** students and their parents, eligible students, **designated school officials who have a legitimate educational interest in the information,** or other individuals or organizations as permitted by law.*

...

Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including, but not limited to, physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

Additionally, Administrative Guideline 8330 – *Student Records* states, in relevant part, that:

The student record is the legal record for each student who is or has attended schools with the District. All information contained in the student record must be factual, verifiable and of a constructive nature. The Board shall collect, maintain and use only information necessary for legally mandated District functions.

***Education Records**, as defined in 34 C.F.R. 99.3 (Family Educational Rights and Privacy Act), means those records, files, documents, and other materials that are: 1) directly related to a student; and 2) maintained by the Board or by a party acting for the Board. Record means any information recorded in any way, including, but not limited to: handwriting; print; computer media; tape; film; microfilm and microfiche.*

Student personally identifiable information includes, but is not limited to: the student's name; the name of the student's parent(s) or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable

person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

...

The student's education records shall contain, if applicable to the individual, the following information, to be retained for the period of time designated in the schedule of records retention, AG 8310A:

...

E. Such other verifiable, factual and relevant information to be used in making decisions regarding the student's education program, including disciplinary records.

8. The Board has also adopted Board Policy 1200 – *Administrative Ethics*, which states in relevant part, that:

The proper performance of school business and administration of an effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all administrators to maintain high standards in their working relationships, provide professional leadership in the District and community, and in the performance of their duties, to:

C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

...

D. see and apply the knowledge and skills appropriate to assigned responsibilities;

E. keep in confidence legally-confidential information;

9. The Board has also adopted Board Policy 7530.02 – *Staff Use of Personal Communication Devices*. Pursuant to the policy, a District “employee is responsible for using the device [personal communication device (PCD)] in a safe and appropriate manner.” Pursuant to the policy, there is a duty to maintain confidentiality of student personally identifiable information. Further, “[e]mployees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of data stored on the PCDs.”

10. Section 5 – *Confidentiality of the Licensure Code of Professional Conduct* states in relevant part:

Confidentiality

Educators shall comply with local, state and federal laws related to maintaining confidential information.

An educator is entrusted with information that could be misused to embarrass or damage a student's reputation or relationship with others. Therefore, the educator has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has been given. An educator maintains the security of confidential information, such as academic and disciplinary records, testing materials, personal confidences, photographs, health and medical information, family status and/or income. Conduct unbecoming includes, but is not limited to, the following actions:

a) Willfully or knowingly violating any student confidentiality required by federal or state laws, including publishing, providing access to, or altering confidential student information on district or public websites, such as grades, personal information, photographs, disciplinary actions, or individualized educational programs (IEPs) without parental consent or consent of students 18 years of age and older.

b) Using confidential student, family, or school-related information in a non-professional way (for example, gossip, malicious talk or disparagement).

(Emphasis added).

11. Section 9 – *Appropriate and Responsible Use of Technology* of the *Licensure Code of Professional Conduct for Ohio Educators* states in relevant part:

Appropriate and Responsible Use of Technology

Educators shall always use technology, electronic communications, and social media in a responsible and professional manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them.

An educator responsibly creates, uses, consumes, distributes, and protects information and data across all technologies. Educators shall maintain appropriate boundaries with colleagues, students, and the school community when using technology and electronic communications. While maintaining their constitutional rights, educators recognize that when using technology, the words they choose and the content of their statements can reflect negatively on their positions, schools, and the profession.

Conduct unbecoming includes, but is not limited to, the following actions:

c) Accessing inappropriate, non-school-related material on a school-owned device not in accordance with local board policy.

h) Using technology, social media or other electronic communications to host, post, or distribute improper or inappropriate material that could reasonably be accessed by the school community (includes, but is not limited to, pornography, obscene material, promotion of drug use or underage consumption of alcohol, promotion of violence, disparagement of students, and disparagement based upon gender, gender identity, race, sex, ethnicity, sexual orientation, disability, military status, or religion).

(Emphasis added).

12. As an Assistant Principal Ms. Huggins was responsible for collaborating with the Principal, and assisting with the day-to-day management of Dodge, including monitoring and evaluating classroom instruction, providing feedback to teachers, conducting investigations related to student conduct, and enforcing the student code of conduct, among other duties. Additionally, Ms. Huggins was trained on how to conduct investigations involving students, including the procedures that should be followed when students and/or others are in possession of inappropriate pictures of students/children.
13. During the 2023-2024 school year, a student advised Ms. Huggins about an incident involving another student, and Ms. Huggins began investigating the potential student discipline matter. While investigating the matter, on January 22, 2024, Ms. Huggins used her personal cellphone to take a photo of a screenshot from a student's phone that showed a student's genitalia. Later that same day (i.e., January 22, 2024), Ms. Huggins showed the photo to two (2) staff members at George G. Dodge Intermediate School. Also, Ms. Huggins transmitted the photo from her personal email account to her District email account and printed the photo using the School District's equipment that is accessible by others.
14. Upon learning of the matter, Superintendent Kathryn M. Powers assigned Ms. Huggins to home, effective January 24, 2024, pending the outcome of the School District's investigation into the matter.
15. An External Investigator (Ms. Susan Rodgers) was designated to investigate the allegations against Mrs. Huggins. As part of her investigation, Ms. Rodgers interviewed Ms. Huggins and several witnesses concerning the allegations. The External Investigator also reviewed the following Board Policies and Administrative Guidelines to determine whether Ms. Huggins' alleged actions violated the following Board Policies: 1) Board Policy 7530.02 – *Staff Use of Personal Communication Devices*; 2) Board Policy 7540.04 – *Staff Technology*

Acceptable Use and Safety and Administrative Guideline 7540.04 – *Staff Technology Acceptable Use and Safety*; 3) Board Policy 7542 – *Access to District Technology Resources and/or Information Resources from Personal Communication Devices*; 4) Board Policy 8330 – *Student Records* and Administrative Guideline 8330 – *Student Records*; and 5) Board Policy 1200 – *Administrative Ethics*. In reviewing these Board Policies, Ms. Rodgers considered each of the separate allegations that were pertinent to the charges (as set forth in the letter assigning Ms. Huggins to home pending the outcome of the investigation).

16. Prior to interviewing Ms. Huggins, her representative raised concerns about law enforcement's investigation of the incident, and in order to address any concerns about the alleged criminal implications, the School District issued Ms. Huggins a Garrity Notice. Ms. Huggins executed the Garrity Notice which included a provision stating that *"If, during this investigation, you refuse to answer any question in an honest, forthright, and complete manner, you may be subject to disciplinary action up to and including dismissal."*
17. At the conclusion of the investigation, on August 5, 2024, the External Investigator issued a *Written Report Summarizing Investigation - Iwanda Huggins* ("Investigation Report").
18. In relevant part, the *Investigation Report* included the following Findings and Recommendations, which were adopted in total by the Superintendent as delineated in her Final Decision (dated August 13, 2024). They were further included in the Superintendent's Loudermill Hearing Notice that she sent to Ms. Huggins on August 26, 2024:

1. Whether on January 22, 2024, Mrs. Huggins used her personal cellphone to take a photo of a screenshot from student's phone that showed a student's genitalia.

a. ***Finding: The Photo contained an Inappropriate Nude Image***

With respect to this Finding, the External Investigator stated that "[t]he investigator finds that the available information does not support the Alleged Ink Blot Image description provided by Mrs. Huggins. The investigator finds that the available information is sufficient to support that the Photo on the Mrs. Huggins's cellphone showed an image of a male bent over with his bare buttocks toward the camera and his penis and genitalia were observable ("Inappropriate Nude Image")."

b. ***Finding: Mrs. Huggins knew she would be showing an Inappropriate Nude Image***

With respect to this Finding, the External Investigator stated that "[t]he investigator finds that the available information is **sufficient** to support a finding by the preponderance of the evidence that Mrs. Huggins knew that Mrs. Huggins would be showing an Inappropriate Nude Image if she showed the Photo to another individual."

c. ***Finding: The alleged forwarding of the Photo from the personal cellphone/email account, downloading the Photo, printing out of the Photo and then deletion of Photo on January 22, 2024 prior to 2:00 p.m. is not supported by the evidence. The Photo was on Mrs. Huggins's cellphone until at least January 23, 2024 at 9:34 a.m.***

With respect to this Finding, the External Investigator stated that "[i]t is the finding of the investigator that the available information is **sufficient** to support a finding by the preponderance of the evidence that the Photo was on

Mrs. Huggins' cellphone until at least January 23, 2024, 9:34 a.m. Accordingly, the available information supports that the Photo was on Mrs. Huggins's cellphone during the respective times [Teacher #1] and [Teacher #2] report that Mrs. Huggins showed them the Photo. The investigator finds that Mrs. Huggins's assertion of the Alleged Deletion of Photo on January 22 does not have factual merit."

- d. **Recommendation:** *The information supports that by asserting the Alleged Deletion of Photo on January 22 Mrs. Huggins violated the instruction under the Garrity Notice to be honest and forthright.*

With respect to this recommendation, the External Investigator stated that "[i]t is the finding of the investigator that the available information is **sufficient** to support a finding by the preponderance of the evidence that Mrs. Huggins was not honest and forthright when she asserted the Alleged Deletion of Photo on January 22. The investigator recommends that the available information is **sufficient** to support the recommendation that Mrs. Huggins violated the instruction under the Garrity Notice to be honest and forthright by asserting the Alleged Deletion of Photo on January 22."

2. Whether on January 22, 2024, Mrs. Huggins showed the photo to [Teacher #1].

- a. **Finding:** *During the Hallway Interaction, Mrs. Huggins showed [Teacher #1] the Photo*

With respect to this Finding, the External Investigator stated "[i]t is the finding of the investigator that the available information is sufficient to support a finding by the preponderance of the evidence that Mrs. Huggins showed [Teacher #1] the Photo during the Hallway Interaction."

- b. **Recommendations Relating to District Policy:**

- i. Board Policy 1200: The External Investigator stated that "[b]ased on the finding that Mrs. Huggins showed the Photo which contained an Inappropriate Nude Image of Student B to [Teacher #1] during the Hallway Interaction, it is the recommendation of the investigator that the available information is **sufficient** to support a finding by the preponderance of the evidence that Mrs. Huggins violated District Policy 1200-Administrator Ethics ("Administrator Ethics Policy")."
- ii. Board Policy 8330: With respect the allegations that you showed the photo to [Teacher #1], the External Investigator stated that "[b]ased on the findings that Mrs. Huggins showed the Photo of Student B and specifically identified Student B as the student in the Photo to [Teacher #1] during the Hallway Interaction, it is the recommendation of the investigator that the available information is **sufficient** to support a finding by the preponderance of the evidence that Mrs. Huggins violated District Policy 8330-Student Records ("Student Records Policy")." The External Investigator also stated that she "recommends a finding that the Photo was a student record."
- iii. Board Policy 8330 – With respect to your alleged verbal disclosure to [Teacher #1], however, the External Investigator stated "[i]t is the recommendation of the investigator that the available information is *insufficient* to support a finding by the preponderance of the evidence that

Mrs. Huggins violated the District Policy by verbally disclosing Student B's information regarding the Underlying Investigation to [Teacher #1]."

3. Whether on January 22, 2024, Mrs. Huggins showed the photo to [Teacher #2].

- a. **Finding:** *Mrs. Huggins showed [Teacher #2] the Photo on January 22, 2024.*

With respect to this Finding, the External Investigator stated that "[t]he investigator finds that the available information is **sufficient** to support a finding by the preponderance of the evidence that on the afternoon of January 22, 2024, Mrs. Huggins showed the Photo to [Teacher #2]."

- b. **Recommendations Relating to District Policy:**

- i. Board Policy 1200: The External Investigator stated that "[b]ased on the finding that Mrs. Huggins showed the Photo that contained an Inappropriate Nude Image to [Teacher #2] on January 22, 2024, it is the recommendation of the investigator that the available information is **sufficient** to support a finding by the preponderance of the evidence that Mrs. Huggins violated the Administrator Ethics Policy."
- ii. Board Policy 8330: With respect the allegations that you showed the photo to [Teacher #2] and disclosed information involving the student, the External Investigator stated that "[b]ased on the findings that Mrs. Huggins showed the Photo of Student B and specifically identified the Intervention Specialist involved with Student B, it is the recommendation of the investigator that the available information is **sufficient** to support a finding by the preponderance of the evidence that Mrs. Huggins violated the Student Records Policy." The External Investigator also stated that she "recommends a finding that the Photo was a student record."

4. Whether Mrs. Huggins transmitted the photo from her personal email account to her District email account.

- a. **Finding:** *It is undisputed that Mrs. Huggins emailed the Photo from her personal cellphone to her District email account.*

With respect to this Finding, the External Investigator stated that "[i]t is undisputed that Mrs. Huggins emailed the Photo from her personal cellphone/email account to her District email account, downloaded the Photo and printed out the Photo."

- b. **Recommendations Relating to District Policy:**

Board Policy 7540.04: The External Investigator stated that "[b]ased on the finding that Mrs. Huggins used her personal cellphone/email account to email the Photo which contained an Inappropriate Nude Image of Student B to Mrs. Huggins's District email account, downloaded the image to her District laptop and printed the image out, it is the recommendation of the investigator that the available information is **sufficient** to support a finding by the preponderance of the evidence that Mrs. Huggins violated District Policy."

19. On August 13, 2024, the Superintendent issued a Final Decision concerning the investigation, along with a copy of the *Investigation Report*, and advised Ms. Huggins that she found that there was sufficient evidence to conclude that Ms. Huggins violated Board

Policy. The Superintendent also determined that based on the totality of the circumstances, the allegations listed above in Paragraph 18 were substantiated based on the Findings and Recommendations set forth in the *Investigation Report*, and adopted the External Investigator's Findings and Recommendations as her own.

20. The Superintendent specifically determined that the allegations against Ms. Huggins would be recorded as substantiated and in violation of the following Board Policies¹: 1) Board Policy 7540.04 – *Staff Technology Acceptable Use and Safety*; 2) Board Policy 8330 – *Student Records*; and 3) Board Policy 1200 – *Administrative Ethics*. The Superintendent also determined that that Ms. Huggins engaged in conduct unbecoming the teaching profession by violating Section 5 – *Confidentiality* and Section 9 – *Appropriate and Responsible Use of Technology*] of the *Licensure Code of Professional Conduct for Ohio Educators*. Additionally, the Superintendent adopted the Finding and Recommendation as it relates to Ms. Huggins' violation of the instruction under the Garrity Notice to be honest and forthright by asserting the Alleged Deletion of Photo on January 22, 2024.
21. Ms. Huggins's misconduct, as set forth in this Specification, is detrimental to the well-being of not only students and staff, but the school community at large, and in violation of Board Policy.
22. Based on the totality of evidence, it is clear Ms. Huggins violated the following Board Policies: 1) Board Policy 7540.04 – *Staff Technology Acceptable Use and Safety*; 2) Board Policy 8330 – *Student Records*; and 3) Board Policy 1200 – *Administrative Ethics*. Ms. Huggins's misconduct further violates Section 5– *Confidentiality* and Section 9 – *Appropriate and Responsible Use of Technology*] of the *Licensure Code of Professional Conduct for Ohio Educators*. Ms. Huggins also violated the Garrity Notice when she failed to be honest and forthright by asserting the Alleged Deletion of Photo on January 22, 2024.
23. Ms. Huggins's misconduct further demonstrates that she does not possess the character, morals or integrity required of a person employed to teach children and constitutes good and just cause for termination of her employment with the District. Ms. Huggins engaged in inappropriate and unprofessional conduct and misused her administrative authority. Further, Ms. Huggins' conduct rises to the level of dereliction of duty, and failure to follow acceptable, reasonable investigation procedures/practices.
24. Based on the foregoing, Ms. Huggins's misconduct constitutes good and just cause for termination of her employment with the District.

¹ The External Investigator stated, in relevant part that "[t]he investigator considered that Mrs. Huggins's decision to capture the Inappropriate Nude Image on her personal cellphone as part of the Underlying Investigation implicated Board Policy 7530.02 – *Staff Use of Personal Communication Devices*."