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Minutes of REGULAR Meeting

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September 4, 2024

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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. Crawford (Vice President), Mrs. Davis, Ms. Egan, Mrs. Hamilton, and Mrs. Travis (President). 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 and by accessing the link below:

<https://www.youtube.com/live/p6PNxm8ZSU>

Mrs. Travis, presiding, called the meeting to order at 7:00p.m.

Mrs. Travis motioned and Mrs. Crawford seconded the following amendments to the agenda:

**09042024-D1 AGENDA AMENDMENTS**

- Remove Casey Barna from EXHIBIT H-2
- Remove Meeting Minutes, G-1

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

*The Board President declared the motions approved.*

**COMMUNICATIONS**

1. Board President's Report
  - Encouraged parents to join the PTA, attend Open House events, athletic events, and visit the District website to read about the Tiger Legacy Project.
2. Superintendent's Report
  - Congratulation to Danee Pinckney, 2025 Ohio Teacher of the Year
  - September is Attendance Awareness month
  - Patriot Day, September 11<sup>th</sup> will be observed by wearing red, white, & blue
  - September 14 we are proud to once again host the Veterans Outreach and Resource Day, 9AM-2PM
  - Tiger Tailgate Plan B is being planned for rain date if needed
  - Fill the Bus non-perishable food drive will continue until Saturday morning
  - Our Quality Profile is being finalized
  - Introduction of New Classified Staff Members by Michael Sedlak, HR Director
3. Committee Reports
  - CVCC Report from Mrs. Crawford:
    - New board member, Linda O'Neil was appointed
    - All students return on September 21<sup>st</sup>
    - College Night is on October 2<sup>nd</sup>
    - Craft Show on November 2<sup>nd</sup>
    - All Board Center featuring the Telecom Tech Program is on October 24<sup>th</sup>
    - \$2.2 mil Addition/Expansion of the lab facilities is being built, \$9 mil of which is being funded by an Ohio Grant with remainder funded by CVCC

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Minutes of REGULAR MeetingSeptember 4, 2024

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**09042024-G2 to 09042024-G3 TREASURER'S REPORT/RECOMMENDATIONS**

Mrs. Crawford motioned and Mrs. Hamilton seconded to adopt resolutions 09042024-G2 to 09042024-G3:

**09042024-G2 Financial Report**

that the Twinsburg Board of Education accepts the following Financial Reports for the Month of July 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.

**09042024-G3 July Expenditures**

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

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

*The Board President declared the motions approved.*

**09042024-H1 to 09042024-H3 ACTION ITEMS/PERSONNEL**

Mrs. Egan motioned and Mrs. Crawford seconded to adopt resolutions 09042024-H1 to 09042024-H3:

**09042024-H1 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 H-1

**09042024-H2 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 H-2

**09042024-H3 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 H-3

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

*The Board President declared the motions approved.*

Mrs. Davis motioned and Mrs. Hamilton seconded to adopt resolutions 09042024-I1 to 09042024-I11:

09042024-I1 **Inter-District Open Enrollment**

that the Twinsburg Board of Education continues Board of Education Policy 5113, Inter-District Open Enrollment, without revision, for the 2024/2025 school year.

09042024-I2 **Inventory Deletions – Media Center**

that the Twinsburg Board of Education approves the attached listing of Media Center items to be deleted from inventory; per the attached Exhibit.; See EXHIBIT I-2.

09042024-I3 **Expulsion Appeal Hearing Designee – Ronald L. Victor, Ed.D**

that the Twinsburg Board of Education approves Ronald Victor as the Expulsion Appeal Hearing Officer Designee for the Board of Education, for the 2024/2025 school year, on an as-needed basis at a rate of \$150 an hour and mileage at \$.55 per mile; as sent to the Board under separate cover.

09042024-I4 **Agreement – NEOnet**

that the Twinsburg Board of Education approves an Agreement for fiscal year 2025 for software services, technology services, library services, technology integration; wireless and ISP (e-rate eligible) services with Northeast Ohio Network for Educational Technology (NEOnet), 700 Graham Rd., Cuyahoga Falls, Ohio 44221, at a cost of \$175,069.68; this is a General Fund expenditure.

09042024-I5 **Agreement with Summit County Sheriff – School Resource Officers**

that the Twinsburg Board of Education approves an agreement with the Summit County Sheriff, 53 University Avenue, Akron, OH 44308, for one (1) School Resource Officer Deputy who will provide daily coverage at Samuel Bissell Elementary School effective August 16, 2024 through May 29, 2025 or until coverage is provided by the City of Twinsburg Police Department. The hourly rate for the School Resource Officer Deputy is \$51.00. This agreement also includes a vehicle fee of \$25.00 per day for the use of one (1) vehicle; this is a General Fund expenditure.

09042024-I6 **Agreement with the City of Twinsburg - Twinsburg Police Department, School Resource Officer – Wilcox Primary School**

that the Twinsburg Board of Education approves an agreement with the City of Twinsburg - Twinsburg Police Department, 10075 Ravenna Road, Twinsburg, OH 44087, for one (1) School Resource Officer who will provide daily coverage at Wilcox Primary School, effective the 2024/2025 school year. The hourly rate for this School Resource Officer is \$35.00; this is a General Fund expenditure.

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Minutes of REGULAR Meeting

---

September 4, 2024

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**09042024-I7 Agreement with the City of Twinsburg – Twinsburg Police Department, School Resource Officer – Twinsburg High School**

that the approves an agreement with the City of Twinsburg - Twinsburg Police Department, 10075 Ravenna Road, Twinsburg, OH 44087 for one (1) School Resource Officer who will provide daily coverage at Twinsburg High School, effective the 2024/2025 school year. The hourly rate for this School Resource Officer is \$36.50; this is a General Fund expenditure.

**09042024-I8 Memorandum of Understanding, Twinsburg Support Staff Association (TSSA)**

that the Twinsburg Board of Education approves a Memorandum of Understanding with the Twinsburg Support Staff Association (TSSA) regarding the long-term substitute teaching assignment of Sarah Marchese and her ability to return to her Instructional Assistant position once that assignment concludes; as sent to the Board under separate cover.

**09042024-I9 Revised Job Description – Board of Education Office Receptionist/District Registrar**

that that the Twinsburg Board of Education approves the revised Job Description for Board of Education Office Receptionist/District Registrar; as per the attached Exhibit. See EXHIBIT I-9

**09042024-I10 Revised Central Office Salary Schedule, 2024/2025**

that the Twinsburg Board of Education approves the revised Central Office Salary Schedule, 2024/2025; as per the attached Exhibit. See EXHIBIT I-10

**09042024-I11 IFP Purchase – George G. Dodge Intermediate School**

that the Twinsburg Board of Education approves the purchase of five (5) IFP's for George G. Dodge Intermediate School from CDWG, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061, in the amount of \$12,936.55; as sent to the Board under separate cover; this is a Permanent Improvement Fund expenditure.

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

*The Board President declared the motions approved.*

**MISCELLANEOUS**

Mrs. Crawford mentioned that Tiger Tailgate still needs volunteers.

**09042024-K EXECUTIVE SESSION**

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Minutes of REGULAR MeetingSeptember 4, 2024

---

Mrs. Travis motioned and Mrs. Crawford seconded that the Board of Education enters into Executive Session at 7:33 p.m. to discuss employment and compensation of public employees, as per Board of Education Policy #0166 (A).

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

*The Board President declared the motions approved.*

**09042024-L RECONVENE/ROLL CALL**

Mrs. Travis motioned and Mrs. Crawford seconded for the Board of Education reconvened at 10:26

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

*The Board President declared the motions approved.*

**09042024-M ADJOURNMENT**

Mrs. Travis motioned and Mrs. Hamilton seconded to adjourn at 10:26 p.m.

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

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

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Board President

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Treasurer

Minutes of REGULAR Meeting

September 4, 2024

## Certificated Staff Recommendations

September 4, 2024

<b>CONTRACTS</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Rate</b>	<b>Effective</b>	<b>Notes</b>
Anderson, Shelly	Teacher	RBC	\$450.00	2024/2025	Stipend - Mentor for Thomas Bissler; General Fund expenditure
Bradshaw, Adam	Intervention Specialist	THS	\$450.00	2024/2025	Stipend - New Mentor for DeVon Sanders; General Fund expenditure
Case, Jillayne	Teacher	Dodge	\$450.00	2024/2025	Stipend - Mentor for Monica Doyle; General Fund expenditure
Chappell, Russell	Teacher	THS	2.00%	2024/2025	Stipend - RESA Facilitator for Christine Fritzen; General Fund expenditure
Charvat, Abbey	Long-Term Substitute Teacher	Wilcox	MA Step 0	2024/2025	One year contract, effective the 2024/2025 school year; previously approved on July 17, 2024; updated per MOU with the Twinsburg Education Association

## Minutes of REGULAR Meeting

September 4, 2024

Charvat, Abbey	Long-Term Substitute Teacher	Wilcox	\$29.00/hr.	August 2024	Benchmark Advance Planning and Preparation for PLC; up to four (4) hours; Title 2A funding
Charvat, Abbey	Long-Term Substitute Teacher	Wilcox	\$29.00/hr.	August 2024	Dyslexia Module completion; up to eighteen (18) hours; Title 2A funding
Dana Castrigano	Teacher	Bissell	\$450.00	2024/2025	Stipend - Mentor for Margaret Derrig; General Fund expenditure
Darnell, Heather	Intervention Specialist	Dodge	\$29.00/hr.	August 2024	Benchmark Advance Planning and Preparation for PLC; up to four (4) hours; Title 2A funding
Dehil, Kristin	Intervention Specialist	Bissell	2.00%	2024/2025	Stipend - Resident Educator Year 2 for Abigail Bower; General Fund expenditure
Drain, Nancy	Teacher	THS	\$29.00/hr.	8/01/2024	Professional Development for Spanish CCP classes at Kent State University; not to exceed one (1) hour total; General Fund expense

## Minutes of REGULAR Meeting

September 4, 2024

Drain, Nancy	Teacher	THS	\$30.72/hr.	September – October 2024	Professional Development for Spanish CCP classes at Kent State University; not to exceed three (3) hours total; General Fund expense
Gelwasser, Robyn	Speech Language Pathologist	Wilcox	\$450.00	2024/2025	Stipend - New Mentor for Leia Kammer; General Fund expenditure
Kmet, Sarah	Teacher	THS	\$450.00	2024/2025	Stipend - Mentor for Chase Betenson; General Fund expenditure
Knisely, Mindy	Teacher	Wilcox	\$450.00	2024/2025	Stipend - New Mentor for Abby Plassard; General Fund expenditure
Krupinski, Kristen	Speech Language Pathologist	RBC THS	\$450.00	2024/2025	Stipend - New Mentor for Holly Tvrdik; General Fund expenditure
Lewis, Kristie	School Counselor	THS	\$450.00	2024/2025	Stipend - New Mentor for Riley Helton; General Fund expenditure
Liguzinski, Kristen	Teacher	Wilcox	\$450.00	2024/2025	Stipend - New Mentor for Caitlin Kollman; General Fund expenditure



## Minutes of REGULAR Meeting

September 4, 2024

Lim, Sophia	Long-Term Substitute Teacher	RBC	BA Step 0	2024/2025	One-year contract per terms of the MOU with the Twinsburg Education Association; replacing Amanda Cefaratti who is on an Unpaid Leave
Lipnos, Christine	Intervention Specialist	Wilcox	2.00%	2024/2025	Stipend - Resident Educator Mentor Year 2 for Emily Cymanski; General Fund expenditure
Lyndon, Cheryl	School Counselor	Dodge	\$450.00	2024/2025	Stipend - New Mentor for Natalia Williams; General Fund expenditure
Pero, Sara	Teacher	Wilcox	3.00%	2024/2025	Stipend - Resident Educator Mentor Year 1 for Abbey Charvat; General Fund expenditure
Plassard, Abby	Long-Term Substitute Teacher	Wilcox	BA Step 0	2024/2025	One year contract, effective the 2024/2025 school year; previously approved on July 17, 2024; updated per MOU with the Twinsburg Education Association

## Minutes of REGULAR Meeting

September 4, 2024

Plassard, Abby	Long-Term Substitute Teacher	Wilcox	\$29.00/hr.	August 2024	Benchmark Advance Planning and Preparation for PLC; up to four (4) hours; Title 2A funding
Porinchak, Michael	Teacher	THS	\$450.00	2024/2025	Stipend - New Mentor for Grant Sutliff; General Fund expenditure
Quartieri, Sarah	Speech Language Pathologist	Bissell	\$450.00	2024/2025	Stipend - New Mentor for Mary Kate Goodman; l General Fund expenditure
Rutkowski, Matthew	School Counselor	THS	\$450.00	2024/2025	Stipend - New Mentor for Karen Graves; General Fund expenditure
Sabo, Alexis	Intervention Specialist	RBC	\$34.58/hr.	8/26/2024 – 9/23/2024	To provide Home Instruction; not to exceed ten (10) hours; General Fund expenditure
Smith, Leslie	Teacher	District	\$30.72/hr.	2024/2025	To assist with proctoring assessments on an as needed basis; General Fund expenditure

## Minutes of REGULAR Meeting

September 4, 2024

Sulzer, Marnie	Intervention Specialist	THS	\$30.72/hr.	2024/2025	Accommodations entry for College Admissions Tests (ACT, College Board, etc.); not to exceed thirty (30) total hours; General Fund expenditure
Thomas, Shannon	Teacher	THS	3.00%	2024/2025	Stipend - Resident Educator Mentor Year 1 for Matthew Ripple; General Fund expenditure
Williams, Kelly	Intervention Specialist	Dodge	\$450.00	2024/2025	Stipend - Mentor for Heather Darnell; General Fund expenditure
Wilson, Lauren	Teacher	Wilcox	2.00%	2024/2025	Stipend - Resident Educator Mentor Year 2 for Elizabeth Maiwurm; General Fund expenditure

Exhibit H-1

Minutes of REGULAR Meeting

September 4, 2024

## Classified Staff Recommendations

September 4, 2024

<b>CONTRACTS</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Rate</b>	<b>Effective</b>	<b>Notes</b>
Barna, Casey	Instructional Assistant	Wilcox	\$17.78/hr. Step 2	9/03/2024	193 days per contract year; Seven (7) hours per day; prorated for the 2024/2025 school year; replacing Hope Sheppard who transferred to RBC
Brenner, Tiffany	Instructional Assistant	THS	Current hourly rate/step	8/16/2024 – 5/29/2024	Extra Morning Duty; 15 minutes each day; 7:25 a.m. – 7:40 a.m.
Curry, Laurie	Instructional Assistant	THS	Current hourly rate/step	8/20/2024 – 5/29/2024	Extra Morning Duty; 15 minutes each day; 7:25 a.m. – 7:40 a.m.
Durden, Reeda	Cook	THS	\$16.41/hr. Step 1	9/03/2024	189 days per contract year; Five (5) hrs. per day; prorated for the 2024/2025 school year

## Minutes of REGULAR Meeting

September 4, 2024

Genova, Beverly	Instructional Assistant	THS	Current hourly rate/step	8/16/2024 – 5/29/2024	Extra Morning Duty; 15 minutes each day; 7:25 a.m. – 7:40 a.m.
Leon, JoAnn	Instructional Assistant	Bissell	Current hourly rate/step	2024/2025	To provide additional assistance to a student per their IEP; not to exceed thirteen (13) total hours; General Fund expenditure
Trusnik, Denise	Cook	THS	\$16.42/hr. Step 1	9/03/2024	189 days per contract year;  Five (5) hours per day; prorated for the 2024/2025 school year; replacing Karen Giaimo-Carroll who transferred to a position at Dodge/THS

LEAVE OF ABSENCE					
Name	Position	Bldg(s)	Effective	Days	Notes
Fields, Dawn	Instructional Assistant	Bissell	8/12/2024 – 8/26/2024	10 days	FMLA concurrent with sick leave
Hill, Lisa	Instructional Assistant	Dodge	8/14/2024 – 8/26/2024	9 days	Intermittent FMLA; concurrent with sick leave

Minutes of REGULAR Meeting

September 4, 2024

<b>RESIGNATIONS</b>				
<b>Name</b>	<b>Position</b>	<b>Bldg(s)</b>	<b>Effective</b>	<b>Notes</b>
Benson, Erin	Administrative Assistant	THS	9/06/2024	Nine (9) years of service to the District

Exhibit H-2

## Extracurricular Contracts

September 4, 2024

<b>EXTRACURRICULAR</b>					
<b>Name</b>	<b>Contract</b>	<b>Bldg(s)</b>	<b>Effective</b>	<b>% of Base</b>	<b>Notes</b>
Anderson, Shelly	8 <sup>th</sup> Grade Team Leader	RBC	2024/2025	2.50%	Split contract with Laura Smalheer
Benedetti, Maggie	Varsity Gymnastics Head Coach	THS	2024/2025	14.00%	
Brindley, Liz	4 <sup>th</sup> Grade Reading & Social Studies PLC Leader	Dodge	2024/2025	1.00%	
Bucknell, Kayla	2 <sup>nd</sup> Grade Team Leader	Bissell	2024/2025	2.00%	Split contract with Miranda Krzmenksi
Cardaman, Kate	5 <sup>th</sup> Grade Reading & Social Studies PLC Leader	Dodge	2024/2025	1.00%	
Czirok, Kristina	5 <sup>th</sup> Grade Math & Science PLC Leader	Dodge	2024/2025	1.00%	
Dorland, Laura	3 <sup>rd</sup> Grade Team Leader	Bissell	2024/2025	2.00%	Split contract with Jennifer Watson
Etcher, Abby	5 <sup>th</sup> Grade Math & Science PLC Leader	Dodge	2024/2025	1.00%	

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 Minutes of REGULAR Meeting
 

---

September 4, 2024

Fontana, Lisa	7 <sup>th</sup> Grade Team Leader	RBC	2024/2025	2.50%	Split contract with Amy Wilson
Gossett, Samantha	Asst Marching Band Director	THS	2024/2025	5.00%	
Gossett, Samantha	Asst Concert Band Director	THS	2024/2025	5.00%	
Gossett, Samantha	6 <sup>th</sup> Grade Band Director	Dodge	2024/2025	2.75%	
Gossett, Samantha	5 <sup>th</sup> Grade Band Director	Dodge	2024/2025	2.75%	
Gossett, Samantha	MS Assistant Band Director	RBC	2024/2025	2.00%	
Helton, Riley	Volunteer Girls Soccer Coach	THS	2024/2025	N/A	
Kirtley, Casey	Interactive Video Production Advisor	THS	2024/2025	4.00%	
Kirtley, Casey	Yearbook Advisor	THS	2024/2025	6.00%	
Krzemski, Miranda	2 <sup>nd</sup> Grade Team Leader	Bissell	2024/2025	2.00%	Split contract with Kayla Bucknell
Lipinski, Jim	Varsity Baseball Head Coach	THS	2024/2025	14.00%	
Lyndon, Cheryl	Dodge Student Council Advisor	Dodge	2024/2025	6.00%	
Magnes, Angela	4 <sup>th</sup> Grade Math & Science PLC Leader	Dodge	2024/2025	1.00%	
Markulis, Jamee	6 <sup>th</sup> Grade Reading & Social Studies PLC Leader	Dodge	2024/2025	1.00%	
Nalepa, Tom	Student Council Advisor	RBC	2024/2025	6.00%	
Nicoli, Darrin	JV Football Coach	THS	2024/2025	0.77%	
Palmer, Christine	4 <sup>th</sup> Grade Reading & Social Studies PLC Leader	Dodge	2024/2025	1.00%	

## Minutes of REGULAR Meeting

September 4, 2024

Platek, Lindsey	6 <sup>th</sup> Grade Reading & Social Studies PLC Leader	Dodge	2024/2025	1.00%	
Polasky, Mike	6 <sup>th</sup> Grade Math & Science PLC Leader	Dodge	2024/2025	1.00%	
Rader, Jessica	Model U.N. Advisor	THS	2024/2025	4.00%	
Rader, Jessica	Freshman Class Advisor	THS	2024/2025	2.00%	Split contract with Ashley Tornow
Reich, Kelly	5 <sup>th</sup> Grade Reading & Social Studies PLC Leader	Dodge	2024/2025	1.00%	
Richardson, Merrin	Minority Student Union Advisor	THS	2024/2025	1.75%	
Smalheer, Laura	8 <sup>th</sup> Grade Team Leader	RBC	2024/2025	2.50%	Split contract with Shelly Anderson
Teeter, Elizabeth	Sophomore Class Advisor	THS	2024/2025	4.00%	
Tornow, Ashley	Freshman Class Advisor	THS	2024/2025	2.00%	Split contract with Jessica Rader
Watson, Jennifer	3 <sup>rd</sup> Grade Team Leader	Bissell	2024/2025	2.00%	Split contract with Laura Dorland
Wilson, Amy	7 <sup>th</sup> Grade Team Leader	RBC	2024/2025	2.50%	Split contract with Lisa Fontana
Wolf, Candice	Senior Class Advisor	THS	2024/2025	5.00%	
York, Jessica	HOSA Club Advisor	THS	2024/2025	1.75%	



## Minutes of REGULAR Meeting

September 4, 2024

## Media Center Items for Deletion

2024-25 School Year

## Wilcox Primary School

Barcode:	Dewey:	Book Title:	Author:	Pub:
34150046127752	031.02 MOR	Scholastic 2015 book of world records / by Jenifer Corr Morse	Morse, Jenifer Corr	2014
34150045124487	573.6 JEU	The egg / created by Gallimard Jeunesse ; illustrated by Rene Mettler	Jeunesse, Gallimard	2004
34150300034157	578.77 LOC	Terrors of the deep / by Deborah Lock	Lock, Deborah	2014
34150045139576	578.88 MED	Where is the Great Barrier Reef? / by Nico Medina ; illustrated by John Hinderliter	Medina, Nico, 1982-	2017
34150040029970	591.52 AMO	Life in ponds and streams / by William H. Amos	Amos, William Hopkins	1981
34150045094391	591.52 JEN	Almost gone : the world's rarest animals / by Steve Jenkins	Jenkins, Steve, 1952-	2006
34150046062728	597.96 CRO	The life cycle of a snake / John Crossingham & Bobbie Kalman	Crossingham, John	2003
34150046112838	597.98 POT	American alligators / By Steve Potts	Potts, Steve, 1956-	2012
34150040046313	623.8 CAV	Submarines / Ron and Joyce Cave ; illustrated by Roger Phillips ... [et al.]	Cave, Ronald G	1982
34150045152629	629.133 MEG	Mega structures : aircraft		2006
34150045134957	636.73 HUT	Sled dogs / by Kimberly M. Hutmacher	Hutmacher, Kimberly	2011
34150045143859	636.7 ARL	Puppies and kittens / by Penelope Arlon and Tory Gordon-Harris	Arlon, Penelope	2013
34150046075274	636.7 RAK	Mutts / by Jody Sullivan Rake	Rake, Jody Sullivan	2008
34150045152314	636.8 DRO	What Cats Teach Us : life's lessons learned from our feline friends / [Glenn Dromgoole	Dromgoole, Glenn	2000
34150046075373	636.8 MIL	Ragdoll cats / by Connie Colwell Miller	1976-	2009
34150300032177	793.7 BUR	Look and find the mighty Avengers / illustrated by Art Mawhinney	Mawhinney, Art	2012
34150045106617	811 STE	The Monster Mall and other spooky poems / by David Steinberg ; illustrated by Adrian Sinnott	Steinberg, David, 1962-	2004
34150045116186	FIC ADL	The mystery of the stolen diamonds / David A. Adler ; illustrated by Susanna Natti	Adler, David A	2004
34150045129957	FIC KIN	Diary of a wimpy kid : Rodrick rules / by Jeff Kinney	Kinney, Jeff	2008
34150045096537	FIC OMA	Once upon a cool motorcycle dude / written and illustrated by Kevin O'Malley ; illustrated by Carol Heyer ; illustrated by Scott Goto	O'Malley, Kevin, 1961-	2005
34150045157495	FIC PIL	Dog Man and Cat Kid / cwritten and illustrated by Dav Pilkey as George Beard and Harold Hutchins ; with color by Jose Garibaldi	Pilkey, Dav	2018
34150040085261	FIC RAN	The Random House book of bedtime stories / illustrated by Jane Dyer	Dyer, Jane	1994
34150045144923	FIC SUT	Sinestro and the ring of fear / Laurie S Sutton illustrated by Shawn McManus	Sutton, Laurie S	2012
34150040046586	FIC WYS	The Swiss family Robinson / Johann Wyss ; retold by Raymond James ; illustrated by Ellen Beier	James, Raymond	1990
34150045034587	LIT 970.01 KRE	Christopher Columbus / by Stephen Krensky ; illustrated by Norman Green	Krensky, Stephen	1991
34150040013156	LIT 970.01 KRE	Christopher Columbus / by Stephen Krensky ; illustrated by Norman Green	Krensky, Stephen	1991
34150045097998	LIT ARN	Super Fly Guy / Tedd Arnold	Arnold, Tedd	2006
34150040063839	LIT ARN	Every autumn comes the bear / Jim Amosky	Amosky, Jim	1993
34150045078725	LIT BAS	Animalia / Graeme Base	Base, Graeme	1987
34150045082446	LIT BRI	Clifford the big red dog : glow-in-the-dark Halloween / Norman Bridwell	Bridwell, Norman	2001
34150040003207	LIT BRU	Babar and the ghost / An easy-to-read version	Brunhoff, Laurent de	1986
34150045146613	LIT JOH	I can hear! / written by Louise John ; illustrated by Andy Elkerton	John, Louise	2013
34150045091090	LIT JOH	Wind flyers / by Angela Johnson ; illustrated by Loren Long	Johnson, Angela, 1961-	2007
34150040028097	LIT MAY	Just me and my dad / by Mercer Mayer	Mayer, Mercer	1977
34150040010582	LIT MAY	A boy, a dog, and a frog	Mayer, Mercer, 1943-	1967
34150045033258	LIT MAY	Liza Lou and the Yeller Belly Swamp / by Mercer Mayer	Mayer, Mercer, 1943-	1980
34150045046805	LIT MCG	A very brave witch / Alison McGhee ; Harry Bliss	McGhee, Alison, 1960-	2006
34150040036827	LIT NAY	The new schoolmaster / by Phyllis Naylor. Illustrated by Mamoru Funai	Naylor, Phyllis Reynolds	1967

Minutes of REGULAR Meeting

September 4, 2024

Media Center Items for Deletion			2024-25 School Year	
Wilcox Primary School				
Barcode:	Dewey:	Book Title:	Author:	Pub:
34150040036868	LIT NAY	A New Year's surprise / by Phyllis Naylor. Illustrated by Jack Endewelt	Naylor, Phyllis Reynolds	196
34150045101527	LIT PAR	Painted eggs and chocolate bunnies / by Toni Trent Parker ; photographs by Earl Anderson	Parker, Toni Trent	200
34150045064352	LIT PEL	A very pony place / adapted by Nora Pelizzari	Pelizzari, Nora	200
34150041005268	LIT PFI	Dazzle the dinosaur / by Marcus Pfister ; translated by J. Alison James	Pfister, Marcus	199
34150040101431	LIT PRA	The surprise party / by Annabelle Prager ; illustrated by Tomie de Paola	Prager, Annabelle	198
34150045160440	LIT TIT	Pumpkin, pumpkin / by Jeanne Titherington	Titherington, Jeanne	198
34150046183995	LIT WIL	Can I play, too? / by Mo Willems	Willems, Mo	201
34150045130658	LIT WIL	The duckling gets a cookie!? / words and picture by Mo Willems	Willems, Mo	201
34150045047761	MISC SMI	Fairytale mix-up / illustrated by Jackie Raynor ; written by Jane Smith ; [designed by Melanie Random]	Smith, Jane	200
34150046104348	MISC WON	S is for super hero / written by Clarissa Wong and Phil Velinov ; illustrated by Mirco Pierfederici, Rachelle Rosenberg, Richard Isanove, and Michael Ryan	Wong, Clarissa	201



## Twinsburg City School District

### JOB DESCRIPTION

<b>Title:</b>	<b>Central Office Receptionist/District Registrar</b>	<b>File 205</b>
<b>Reports to:</b>	Reports to Superintendent and Director of Human Resources	
<b>Description:</b>	The Central Office Receptionist/District Registrar is responsible for providing comprehensive administrative support, office management, and student registration duties. This role includes operating the central office telephone system, maintaining records, welcoming visitors, registering new students, and supporting district-wide initiatives.	

#### Minimum Qualifications:

- High school diploma or GED required; post-secondary training preferred.
- Documented evidence of a clear criminal record (FBI and BCI).
- Proficient in office protocols, data entry, and the use of business and management software (e.g., EMIS, DASL, Excel).
- Strong spelling, proofreading, grammar, and bookkeeping skills.
- Congenial telephone etiquette and experience operating a multi-line system.
- Knowledge of school regulations (e.g., attendance, custody, FERPA, preschool licensing).
- Ability to multitask and handle stressful encounters with the public.
- Ability to reliably perform accurate math calculations.
- Experience with or willingness to learn school safety protocols (e.g., ALICE).
- Notary certification is preferred.

#### 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.

##### Reception and Administrative Support:

- Greet and assist visitors, answer and direct phone calls, and take detailed messages.
- Maintain an orderly and functional filing system for office records and reports.
- Perform general office duties, including preparing photocopies, managing calendars, and processing incoming and outgoing mail.
- Assist with requisitions, purchase orders, and vendor communications.
- Maintain an effective records management system, including enrollment, withdrawal, and student records.
- Respect privacy and maintain the confidentiality of privileged information.

##### Student Registration:

- Enroll new students, verify legal residence and custody assignments, and maintain enrollment records.
- Provide school information to new residents and assist in coordinating registration events.



- Process enrollment documentation, verify the authenticity of court documents, and request transcripts for new enrollments.
- Ensure accurate tracking and transfer of student records between schools.
- Disseminate district enrollment information and promptly respond to inquiries.
- Maintain and update district-wide student residency and custody details.

**Communication and Public Relations:**

- Facilitate communication between staff, parents, students, and the community.
- Serve as a communication link between the district, families, and other educational institutions.
- Promote a favorable image of the school district and contribute to a positive work environment.

**Other Responsibilities:**

- Assist with special projects and committee activities as directed
- Maintain office supplies and ensure reliable service levels.
- Cross-train with other office staff and offer assistance as needed.
- Remain current with professional standards, district policies, and technology advancements.
- Take precautions to ensure student safety and report any evidence of suspected child abuse or inappropriate behavior.

**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.
- Strong problem-solving and multitasking abilities.
- Effective communication skills, including verbal, nonverbal, writing, and listening.
- Proficient use of office equipment and technology.
- Ability to work independently and as part of a team.
- Maintains punctuality and an acceptable attendance record.

**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 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



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Minutes of REGULAR Meeting

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September 4, 2024

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description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: October 8, 2019

Revised: August 21, 2000

Revised: May, 2021

Revised: September 4, 2024

EXHIBIT I-9 - Board of Education Meeting September 4, 2024





TWINSBURG CITY SCHOOLS							
2024 - 2025 CENTRAL OFFICE SALARY SCHEDULE							
\$1.00							
Step Effective	PY Base Plus CY Increase -	Software Support Specialist Central Office Receptionist/ District Registrar	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
10	1.10462	\$23.50	\$33.44	\$32.49	\$30.96	\$29.29	\$28.15
11	1.11567	\$23.73	\$33.77	\$32.81	\$31.27	\$29.59	\$28.43
12	1.12630	\$24.00	\$34.15	\$33.18	\$31.63	\$29.92	\$28.75
13	1.13809	\$24.21	\$34.45	\$33.47	\$31.90	\$30.18	\$29.00
14	1.14947	\$24.45	\$34.79	\$33.81	\$32.22	\$30.48	\$29.29
15	1.16097	\$24.69	\$35.14	\$34.14	\$32.54	\$30.79	\$29.58
16	1.17258	\$24.94	\$35.49	\$34.49	\$32.87	\$31.10	\$29.88
18	1.19758	\$25.47	\$36.25	\$35.22	\$33.57	\$31.76	\$30.51
20	1.22258	\$26.00	\$37.01	\$35.96	\$34.27	\$32.42	\$31.15