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**Minutes of REGULAR Meeting****January 18, 2023**

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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 Rd. Twinsburg, Ohio 44087, at 7:00 p.m. The meeting was also live-streamed due to health and Safety concerns attributed to COVID 19 pandemic. The following Board Members were present: Mrs. Crawford, Mr. Curtis, Mrs. Davis, Mr. Felber and Mrs. Travis. In attendance were Superintendent Powers, Business Manager Strickland and Treasurer Rozsnyai. 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. Mr. Felber, presiding, called the meeting to order at approximately 7:00 p.m.

**COMMUNICATIONS**

1. Board President's Report-- Announced the tentative agreement with T.S.S.A and also commended the Wilcox staff for their efforts in Dyslexia training.
2. Superintendent's Report—Highlighted Board Member Recognition month and talked about the opening of 23-24 School Year registration for preschoolers.
  - "A Special Presentation in Recognition of School Boards Month"
  - *Students of the Month/Building Highlights:*
    - Samuel Bissell Elementary
    - R.B. Chamberlin Middle School
3. Committee Reports—Mr. Felber gave some brief updates on C.V.C.C.

**23-059 Meeting Minutes**

Mrs. Crawford motioned and Mrs. Davis seconded that the Twinsburg Board of Education approves the following meeting minutes: Organizational and Regular Board Meetings of January 4, 2023.

*Ayes: Mrs. Crawford, Mr. Curtis, Mrs. Davis, Mr. Felber and Mrs. Travis  
The Board President declared the motion approved.*

**Mrs. Crawford motioned and Mrs. Travis seconded to adopt resolutions 23-060 to 23-061****23-060 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 I-1

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**Certificated Staff Recommendations  
January 18, 2023**

<b>LEAVE OF ABSENCE</b>					
<b>Name</b>	<b>Position</b>	<b>Building(s)</b>	<b>Effective</b>	<b>Days</b>	<b>Notes</b>
Hritz, Meghan	Teacher	Wilcox	1/25/2023 – 3/08/2023	29 days	FMLA concurrent with sick leave

Exhibit I-1

**23-061 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 I-2

**Classified Staff Recommendations  
January 18, 2023**

<b>CONTRACTS</b>					
<b>Name</b>	<b>Position</b>	<b>Building(s)</b>	<b>Rate/Step</b>	<b>Effective</b>	<b>Notes</b>
Bryant, Stone	AV Technical Student Worker	District	\$11.50/hr.	1/19/2023 – 7/31/2023	Hours as determined by the Business Manager

<b>RESIGNATIONS</b>				
<b>Name</b>	<b>Position</b>	<b>Building(s)</b>	<b>Effective</b>	<b>Notes</b>
Anderson, Julie	Instructional Assistant	Bissell	1/17/2023	Seven (7) years of service to the District
Morris, Nick	Bus Driver	Transportation	1/13/2023	

Exhibit I-2

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*Ayes: Mrs. Crawford, Mr. Curtis, Mrs. Davis, Mr. Felber and Mrs. Travis  
The Board President declared the motions approved.*

**Mrs. Travis motioned and Mr. Curtis seconded to adopt resolutions 23-062 to 23-069**

**23-062 Donation to After-Prom Committee**

That the Twinsburg Board of Education donates \$1,500.00 from the Board Service Fund to the Twinsburg High School After-Prom Committee

**23-063 Security Hockey Games**

That the Twinsburg Board of Education approves compensation to Garfield Heights Police Officer, Paul Sadosky scheduled to provide security for home hockey games held at the Garfield Heights Ice Arena during the 2022-2023 school year at a rate of \$30.00 per hour with a four-hour minimum per game. This Officer is in addition to the officers approved 12/14/2022.

**23-064 Impracticality of Transportation**

That the Twinsburg Board of Education determines the impracticality of transportation for the school and student listed below for the 2022-2023 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 Board will determine the amount of payment in lieu of transportation once the State Board of Education provides the information necessary to make the determination. This student is in addition to the students approved at the July 13, 2022 and August 17, 2022 Board of Education meeting

School Name	No. of Students
Gilmour Academy (K-12)	1
<b>TOTAL</b>	1

**23-065 Inventory Deletion – R.B. Chamberlin Middle School**

That the Twinsburg Board of Education approves the deletion from inventory one (1) Pinnacle 27” heated roll laminator, Asset Tag #016035 at R.B. Chamberlin Middle School due to the repair cost exceeding 80% of the machine’s total value.

**23-066 Book Deletions – R.B. Chamberlin Middle School**

That the Twinsburg Board of Education approves the listing of dated and obsolete books at R.B. Chamberlin Middle School to be deleted from inventory:

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Title	Copyright	ISBN	# of Copies
Silver Burdett English - Blue	1987	0-382-10339-4	10
Silver Burdett English - Red	1987	0-382-10338-6	28
Merriam-Webster's Collegiate Thesaurus	1988	0-87779-169-4	168
The Writer's Craft	1998	0-395-86377-5	48
Holt Elements of Language Second Course	2004	0-03-068666-0	35
Holt Elements of Language Second Course Annotated Teacher's Edition	2004	0-03-068684-9	1
Holt Elements of Literature First Course	2005	0-03-035666-0	315
Holt Elements of Literature First Course Annotated Teacher's Edition	2005	0-03-068382-3	4
Holt Elements of Literature Second Course	2005	0-03-035667-9	162
Holt Elements of Literature Second Course - Workbook - The Holt Reader	2005	0-03-068392-0	35
Holt Elements of Literature Second Course Annotated Teacher's Edition	2005	0-03-035607-5	3
Holt Elements of Literature Third Course	2007	0-03-079349-1	151
Merriam-Webster's Collegiate Dictionary Eleventh Edition	2007	0-87779-807-9	132
Classical and World Mythology	2000	0-618-00375-4	109
Ancient World Holt World History - The Human Journey	2000	0-03-065506-4	38
Red Scarf Girl with Connections	1997	0-03-066277-X	33
Treasure Island with Connections	1990	0-03-054463-7	35
Mythology and You	1984		20
World Myths and Folk Tales		0-03-067542-1	30
The Ancient World		0-03-065033-X	28
The Ancient World - Teacher's Guide			6
Geography The World and Its People	1996	0-02-823270-4	1
Holt Science & Technology - Earth Science	2005	0-03-066478-0	2
Holt Science & Technology - Life Science	2005	0-03-066476-4	1
Holt Call To Freedom - Beginnings to 1877	2003	0-03-065222-7	3
Holt Social Studies World History	2008	0-03-093664-0	3
McDougal Littell Middle School - Math	2004	0-618-25000-X	1
Houghton Mifflin Dictionary Student	1972, 1977, 1986	0-395-38391-9	4
Webster's Intermediate Dictionary - A New School Dictionary	1972	0-278-45974-9	3

**23-067 Service Agreement - ESC of the Western Reserve**

That the Twinsburg Board of Education approves a contract with the Educational Service Center of the Western Reserve for one (1) student to attend Gaitway High School for a forty-five (45) day placement as sent to the Board under separate cover. The cost of tuition is \$15,000.00; this is a General Fund expense.

**23-068 Contract for Services - New Story Schools Ohio**

That the Twinsburg Board of Education approves a contract for one (1) student to attend New Story Schools Ohio for the remainder of the 2022-2023 school year as sent to the Board under separate cover. Tuition cost is \$56,864.50; this is a General Fund expense.

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**23-069 Job Description – Director of Technology**

Mrs. Davis motioned and Mr. Curtis seconded that the Twinsburg Board of Education approves the revised job description for the Director of Technology; per the attached Exhibit.

See Exhibit J-8

*Ayes: Mrs. Crawford, Mr. Curtis, Mrs. Davis, Mr. Felber and Mrs. Travis  
The Board President declared the motions approved.*

**23-070 Primary Service Agreement, Educational Service Center of Northeast Ohio**

Mrs. Davis motioned and Mr. Curtis seconded that the Twinsburg Board of Education approves the Primary Service Agreement with the Educational Service Center of Northeast Ohio, effective July 1, 2023 through June 30, 2025, as per Ohio Revised Code 3313.843; as sent to the Board under separate cover.

*Ayes: Mrs. Crawford, Mr. Curtis, Mrs. Davis, and Mr. Felber.  
Abstain: Mrs. Travis  
The Board President declared the motion approved.*

**MISCELLANEOUS**

--Mrs. Crawford read an affidavit for her employer (KeyBank) to meet their Ethics requirement. (See exhibit MISC ITEM JAN 18)

--Dr. Walker talked about a new health program.

--Mr. Curtis talked about the importance about the upcoming Dr. Martin Luther King Jr. holiday.

--Mrs. Crawford talked about doing random acts of kindness to celebrate Dr. Martin Luther King Jr. holiday. She also gave awareness about the Black History Program at Twinsburg City Schools and the event at Twinsburg High School on February 7th.

**23-071 EXECUTIVE SESSION**

Mr. Felber motioned and Mrs. Travis seconded that the Board of Education enters into Executive Session at 7:57 p.m. to discuss the employment and compensation of public employees, as per Board of Education Policy #0166 (A) and to review negotiations with public employees concerning their compensation or other terms and conditions of employment, as per Board of Education Policy #0166 (E).

*Ayes: Mrs. Crawford, Mr. Curtis, Mrs. Davis, Mr. Felber and Mrs. Travis  
The Board President declared the motion approved.*

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23-072 **RECONVENE/ROLL CALL**

Mr. Felber motioned and Mrs. Davis seconded that the Board of Education reconvene at 8:30 p.m.

*Ayes: Mrs. Crawford, Mr. Curtis, Mrs. Davis, Mr. Felber and Mrs. Travis  
The Board President declared the motion approved.*

23-073 **ADJOURNMENT**

Mrs. Davis motioned and Mrs. Crawford second to adjourn the meeting at approximately 8:47 p.m.

*Ayes: Mrs. Crawford, Mr. Curtis, Mrs. Davis, Mr. Felber and Mrs. Travis  
The Board President declared the motion approved and meeting adjourned.*

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Board President

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Treasurer



## Twinsburg City School District

### JOB DESCRIPTION

<b>Title:</b>	Director of Technology	<b>File 115</b>
<b>Reports to:</b>	Superintendent	
<b>Description:</b>	Directs Informational Technology Services	

#### Minimum Qualifications:

- Bachelor's degree or equivalent training/work experience in a computer-related field that meets district and state department of education requirements. Comprehensive understanding of technology applications in an academic environment. Additional vendor certifications may be required as deemed essential at the time of hire.
- Valid Ohio teacher's license with a computer/technology endorsement is preferred.
- Ability to accommodate the learning styles of end-users. Expertise in the identification of technology equipment suitable for diverse instructional settings and user abilities.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to communicate technical information and work with a wide range of staff interest/skill levels.
- Ability to keep current with advances in computer technology (e.g., hardware, languages, applications, tools, database management, operating systems, etc.).
- Ability to troubleshoot, repair and maintain state of the art operating systems.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective leadership, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Documents/Maintains a record free of criminal violations that prohibit public school employment.

#### Supervisory Responsibility:

Under direction of the superintendent: directs, supervises, and evaluates assigned staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

#### Duties and Responsibilities:

- Directs the effective delivery and continuous improvement of educational programs and services to ensure the continuous improvement of the district's technology program. Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Develops common goals with staff to improve student learning through the effective use of technology in all areas of the curriculum. Develops a strategy to implement identified objectives within specified time lines.



- Promotes a favorable image of the school district.
- Participates as an active member of the district's administrative team. Helps develop and implement the district's continuous improvement and strategic plans.
- Evaluates funding opportunities and recommends projects. Helps prepare grant and foundation proposals.
- Substantiates the need for new equipment and software. Arranges for software previews. Prepares competitive bid specifications. Ensures hardware and software compatibility. Monitors the performance of contractors/vendors.
- Receives, inspects, and tests equipment and software. Notifies staff about new acquisitions. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.)
- Installs network wiring and connections (e.g., servers, hubs, routers, etc.)
- Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN) and wide area networks (WAN).
- Develops procedures for trouble shooting/repairing/maintenance and routine cleaning of equipment. Makes arrangements for repairs. Keeps work areas orderly. Maintains repair records.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information. Authorizes the disposal of outdated or nonfunctional equipment and other fixed assets following board-approved procedures.
- Coordinates and/or provides ongoing technology training and support services for staff.
- Develops security and operating procedures that promote the proper use and care of technology equipment (e.g., consent forms, records maintenance, use of E-mail and the Internet, equipment storage, etc.). Monitors compliance with all licensing agreements.
- Works with staff to explore adaptations that will enhance classroom activities.
- Assists with the staff orientation programs. Expresses high expectations for staff. Works with supervisors to improve staff competencies in the area of technology.
- Communicates high expectations and show an active interest in student progress.
- Maintains visibility and participates in school activities as time permits.
- Encourages parent organizations and supports student activities as time permits.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Participates in national state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Directs the planning, delivery and advancement of strategies to enhance staff/student use of district technology resources. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
- Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
- Serves as an adviser to the Superintendent, Business Manager, and active members of the administrative team.
- Facilitates district compliance with all pertinent local, state, and federal laws.
- Oversees the collection of accurate program data and the timely processing of paperwork.





- Recruits highly-qualified department staff. Oversees departmental orientation programs.
- Keeps department staff informed about district plans and activities.
- Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
- Prepares the instructional technology component of the district's comprehensive strategic plan.
- Works with administrators/staff to evaluate the specific technology needs of each building.
- Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing. Manages the judicious use of program resources.
- Coordinates district technology resource audits and maintains an inventory database.
- Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
- Plans for equipment replacement using district performance goals and applicable safety standards.
- Aligns annual budget proposals with district goals.
- Designs and upgrades wired/wireless networks. Oversees the installation/maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, video feeds, wiring, etc.).
- Maintains an effective configuration management system. Sets up local/wide area networks, terminal services, Wi-Fi, networks and file servers (e.g., users, space allocations, backups, etc.).
- Evaluates, develops and implements disaster recovery procedures. Resolves connectivity and internal technical problems. Avoids disrupting building activities except during emergencies.
- Develops procedures that promote the proper use/care of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors licensing agreement compliance.
- Oversees the provision of district-wide help desk services. Accommodates learning styles of end-users with a wide range of interests/skill levels in diverse instructional settings.
- Provides administrative direction and oversight of district websites.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Ensures that requirements of cyber liability insurance are fulfilled.
- Supports and implements district initiatives related to new technology, materials and procedures.
- Helps teachers/staff identify and incorporate technology resources that enhance student learning in all areas of the curriculum and compliment teaching styles, enhance proficiency and build confidence. Develops initiatives to expand distance learning and media literacy opportunities. Develops training materials for self-directed learning activities.
- Identifies consultants and/or district trainers to help students attain technology proficiency goals.
- Evaluates operational performance. Identifies opportunities to improve program services.
- Exemplifies professionalism. Fosters goodwill to enhance the district's public image.
- Performs other specific job-related duties as directed.

**Working Conditions:**

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

Employees must exercise caution and comply with standard safety regulations and



district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, use of power tools, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.
- Prolonged use of a computer keyboard and monitor.
- Use of protective clothing and safety equipment
- Working under time constraints to meet deadlines.
- Working during the evening and/or weekends.

This job description is not intended to create a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract duration, skill sets, wage rates and work schedules vary by position. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program or service revisions, regulatory requirements, technological innovations and unforeseen events.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Adopted: April 6, 2022  
Revised: January 10, 2023

EXHIBIT J-8 - Board of Education Meeting January 18, 2023



Director of Technology

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**AFFIDAVIT**

STATE OF (OHIO)

:

: ss

COUNTY OF (SUMMIT)

:

I, (Rhonda Crawford), having been duly cautioned and sworn hereby state the following based upon personal knowledge:

- 1. I am a member of the Twinsburg City School District Board of Education with the Twinsburg City School District.
- 2. I am also an employee of KeyBank National Association ("KeyBank") and serve as an Program Manager.
- 3. KeyBank is a subsidiary of KeyCorp.
- 4. I am not an officer or employee of KeyCorp.
- 5. I own stock in KeyCorp, which represents less than .1% of the outstanding shares of that company.
- 6. In connection with my commencement of service on Twinsburg City School District Board of Education, I am providing notice of my association with KeyBank and plan to withdraw from all decisions and deliberations related in any manner to matters related to my employer.

FURTHER AFFIANT SAYETH NAUGHT.

*Rhonda Crawford*  
 (YOUR NAME)

Sworn to before me and subscribed in my presence this 18 day of January 2023.

*Alexandra Smith*  
 Notary Public



ALEXANDRA SMITH  
 Notary Public, State of Ohio  
 My Commission Expires  
 November 11, 2024