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Minutes of REGULAR Meeting

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June 29, 2016

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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 in Council Chambers, 10075 Ravenna Rd, Twinsburg, Ohio, at 6:00 p.m. The following Board Members were present: Mr. Cellura, Mr. Curtis (Vice-President), Mrs. Davis, and Mr. Felber (President). Absent was Mrs. Turle-Waldron. Recordings of the Board of Education meeting are made and kept at the Board Office. Video recordings and Board approved Minutes are available on the District's web site. Mr. Felber, presiding, called the meeting to order.

**Mr. Cellura moved and Mr. Curtis seconded that the Twinsburg Board of Education adopt resolutions 16-235 to 16-239.**

16-235 **Minutes**

That the Twinsburg Board of Education approves the Minutes for the following meetings:

**Regular Meeting:** June 01, 2016

16-207 **Final Appropriations**

That the Twinsburg Board of Education approves the Final Amended Appropriations for the fiscal year ended June 30, 2016. See pages 247-250

16-208 **Temporary Appropriations**

That the Twinsburg Board of Education approves the Temporary Appropriations for fiscal year 2017, at an amount not to exceed estimated revenues on the Official Certificate of Estimated Resources for fiscal year 2017. Grant funds shall be appropriated in the amount equal to the remaining funds for the particular grant and the amounts approved for the next grant year.

16-208 **Certificate of Estimated Resources**

That the Twinsburg Board of Education approves the Amended Certificate of Estimated Resources for the fiscal year ended June 30, 2016. See pages 251-253

16-209 **Transfers and Advances**

That the Twinsburg Board of Education, in order to provide for the prompt and efficient execution of fiscal affairs for the Year Ending June 30, 2016, authorizes the Treasurer to perform Transfers and Advances sufficient to cover the amount of the special revenue and Grant Funds ORC 3315.20 and that the unencumbered balance in the school district's general fund is greater than the aggregate required amounts in the school district's special grant funds. See pages 254

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

**Mrs. Davis moved and Mr. Cellura seconded that the Twinsburg Board of Education adopt resolutions 16-240 to 16-242.**

**16-240 Employment**

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 check.

CONTRACTS		Certificated Staff Recommendations			
Name	Position	Bldg.	Rate	Effective	Notes
Albers, Rhonda	Teacher	Wilcox	\$26.50/hr.	6/21/16	Roar Into Reading - planning session; two (2) hours at the teacher stipend rate. To be paid from General Funds.
Albers, Rhonda	Teacher	Wilcox	\$26.50/hr.	6/22/16 - 7/01/16	Roar Into Reading; three (3) hours per day at the teacher stipend rate. To be paid from General funds.
Bell, Yvette	Teacher	Wilcox	\$26.50/hr.	6/22/16 - 7/01/16	Roar Into Reading; Substitute; hours as needed. To be paid at the teacher stipend rate from General Funds.
Bissell, Terri	Occupational Therapist	Wilcox	\$60.75/hr.	6/01/16 – 6/10/16	Perform summer preschool evaluations for 6 students; not to exceed twenty-one (21) total hours. To be paid from Preschool Funds.
Carter, Jillian	Intervention Specialist	RBC	\$38.19/hr.	7/18/16 – 8/05/16	ESY summer program, three (3) half days for 3 weeks and four (4) half prep days for a total of 51 hours total. This is a VI-B Fund expense.
Cefaratti, Amanda	Math	RBC	BS, Step 5	2016/2017	One-Year Limited Contract. Replaces C. Bellamy who previously resigned
Gelwasser, Robyn	Speech Therapist	Wilcox	\$58.55/hr.	6/01/16 – 6/10/16	Perform summer preschool evaluations for 6 students; not to exceed fifty-four (54) total hours. To be paid from Preschool Funds.
Greene, Brynn	Intervention Specialist	RBC	Masters, Step 5	2016/2017	One-Year Limited Contract. New unit due to increase in students with disabilities at RBC.
Jackson, Dalanda	Intervention Specialist	Dodge	Masters + 32/ Step 5	2016/2017	One-Year Limited Contract. New Special Education unit for students with behavior disabilities.
Karalic, Margaret	Teacher	Dodge	\$26.50/hr.	6/23/16	Not to exceed one (1) hour at the teacher stipend rate for writing an IEP for a new student to the district. VI-B Fund expense.
Karalic, Margaret	Teacher	Dodge	\$26.50/hr.	6/09/16	Up to eight (8) hours at the teacher stipend rate for Science Mapping. This is a Title 2A Fund expense.
Krupinski, Kristen	Speech Therapist	Dodge	\$42.91/hr.	8/10/16	Speech session for a Dodge student who will transition to R.B. Chamberlin Middle School; not to exceed one (1) hour. This is a VI-B Fund expense.
Kurt, Cynthia	Teacher	THS	\$26.50/hr.	6/06/16 – 6/10/16	To be paid at the teacher stipend rate for OGT Intervention Tutoring. Not to exceed twelve (12) hours. General Fund expense.

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Littler, Elizabeth	Intervention Specialist	THS	\$23.00/hr.	3/07/16	Home instruction for a THS student, not to exceed forty-two (42) hours. This is a General Fund expense.
Loretz, Feleisha	Intervention Specialist	THS	\$44.67/hr.	7/18/16 – 8/05/16	ESY summer program, three (3) half days for 3 weeks and four (4) half prep days for a total of 51 hours total, \$2278.17 This is a VI-B Fund expense.
MacArthur, Kim	Teacher	Dodge	\$26.50/hr.	6/09/16	Up to six (6) hours at the teacher stipend rate for Science Mapping. This is a Title 2A Fund expense.
McHugh, Jennifer	Teacher	Dodge	\$26.50/hr.	6/09/16	Up to six (6) hours at the teacher stipend rate for Science Mapping. This is a Title 2A Fund expense.
Merriman, Ryan	English Teacher	THS	Bachelors, Step 3	2016/2017	One-Year Limited Contract; .5 Academic Writing Coach/.5 English
Milano, Lisa	Teacher	THS	\$26.50/hr.	6/01/16	Up to twenty (20) hours at the teacher stipend rate for College Writing I & II Mapping. This is a Title 2A Fund expense.
Pavkov, Anna	Teacher	RBC	\$26.50/hr.	6/01/16	GAFE Beginner and Day 1 Intermediate; up to ten (10) additional hours for planning and training. This is a Title 2A Fund expense.
Pfenning, Lauren	Teacher	Dodge	\$26.50/hr.	6/09/16	Up to twenty-four (24) hours at the teacher stipend rate for Science Mapping. This is a Title 2A Fund expense.
Phalen, Megan	Teacher	Dodge	\$26.50/hr.	6/09/16	Up to eight (8) hours at the teacher stipend rate for Science Mapping. This is a Title 2A Fund expense.
Pinckney, Danee	English Teacher	THS	BS +24, Step 2	2016/2017	One-Year Limited Contract; Replaces L. Mlakar who previously resigned.
Quartieri, Sarah	Speech Therapist	Bissell	\$41.09/hr.	7/19/16 – 8/04/16	Two (2) 30 minute sessions of speech therapy per week for 3 weeks for a Bissell student. Not to exceed 3 total hours. This is a VI-B Fund expense.
Reiter, Nicole	Preschool Teacher	Wilcox	\$46.47/hr.	6/01/16 – 6/10/16	To perform summer preschool evaluations for 6 students; not to exceed 36 total hours. To be paid from Preschool Funds.
Riggs, Almuth	Latin Mentor	THS	\$26.50/hr.	2015/16	Assigned to M. Tanious. To be paid at the teacher stipend rate. Not to exceed eight (8) hours. General Fund expense.
Robbins, Vicki	School Psychologist	Wilcox	\$59.32/hr.	6/01/16 – 6/10/16	To perform summer preschool evaluations for 6 students; not to exceed sixteen (16) total hours. To be paid from Preschool Funds.
Spring, Patty	Teacher	Dodge	\$26.50/hr.	6/09/16	Up to six (6) hours at the teacher stipend rate for Science Mapping. This is a Title 2A Fund expense.
Thome, Thomas	Teacher	THS	\$26.50/hr.	6/06/16 – 6/10/16	To be paid at the teacher stipend rate for OGT Intervention Tutoring. Not to exceed 12 hours. General Fund expense.

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Tirpak, Karen	Preschool Teacher	Wilcox	\$61.80/hr.	6/01/16 – 6/10/16	To perform summer preschool evaluations for 6 students; not to exceed 36 total hours. To be paid from Preschool Funds.
Wertman, Brittney	Teacher	Bissell	\$26.50/hr.	6/21/16	Roar Into Reading - planning session; two (2) hours at the teacher stipend rate. To be paid from General funds.
Wertman, Brittney	Teacher	Bissell	\$26.50/hr.	6/22/16 – 7/01/16	Roar Into Reading; three (3) hours per day at the teacher stipend rate. To be paid from General funds.
Williams, Kelly	Intervention Specialist	Dodge	\$26.50/hr.	6/23/16	Not to exceed two (2) hours at the teacher stipend rate for writing an IEP for a new student to the district. VI-B Funds.

<b>LEAVE OF ABSENCE      Certificated Staff Recommendations</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg.</b>	<b>Effective</b>	<b>Days</b>	<b>Notes</b>
Castrigano, Dana	Teacher	Bissell	7/25/16 – 10/03/16	49 days	FMLA concurrent with sick leave. 40 paid/9 unpaid days.
Thomas, Shannon	Teacher	THS	9/06/16 – 10/19/16	28 days	FMLA concurrent with sick leave.

<b>RESIGNATION      Certificated Staff Recommendations</b>				
<b>Name</b>	<b>Position</b>	<b>Bldg.</b>	<b>Effective</b>	<b>Notes</b>
Zywiec, Bridget	Teacher	THS	7/31/16	

16-241 **Employment**

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 check.

<b>CONTRACTS      Classified Staff Recommendations</b>					
<b>Name</b>	<b>Position</b>	<b>Bldg.</b>	<b>Rate</b>	<b>Effective</b>	<b>Notes</b>
Anderson, Julie	Instructional Assistant	Bissell	\$14.35/hr.	7/18/16 – 8/05/16	ESY summer program, (3) half days for 3 weeks and (4) half prep days for a total of 51 hours. This is a VI-B Fund expense.
Brenner, MaryAnn	Assistant to the Director of Pupil Services	District	Central Office Support Salary Schedule	6/30/16	Increase hours per day from seven and one-half (7.5) to eight (8) to process Student Registrations.
Brewster-Nicholson, O'Hara	Bus Driver	Transportation	Current Hourly Rate/Step	7/25/16 – 7/29/16	Additional summer hours to test drive routes as pre-approved by K. Powers, E. Brunton or C. Welker. Not to exceed thirty (30) hours.
Buescher, Anne	Cook Manager	Dodge	\$18.72/hr.	2016/2017	Seven (7) hours per day, 189 days per school year. Replaces S. Durst who previously retired.
Byrd, Anthony	Security	District	\$18.20/hr.	6/18/16	To provide security and oversight of 2016 paving projects. Cost will be reimbursed by Burton Scot Contractors.

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Fisco, Ken	Bus Driver	Transportation	Current Hourly Rate/Step	5/31/16 – 8/16/16	Additional summer hours to pressure wash school buses. Not to exceed forty-two (42) total hours.
Friihauf, Carol	Data Specialist	District	Central Office Salary Schedule	7/01/16	Currently Business & Technology Coordinator. Reassigned to Data Specialist, Step 0, 8 hours per day.
Hager, Waitman	Bus Driver	Transportation	Current Hourly Rate/Step	7/25/16 – 7/29/16	Additional summer hours to test drive routes as pre-approved by K. Powers, E. Brunton or C. Welker. Not to exceed thirty (30) hours.
Hedrick Teri	Administrative Assistant Consultant	District	\$27.81/hr.	7/01/16 – 7/14/16	Intermittent up to forty (40) hours total.
Hedrick, Teri	Administrative Assistant to the Business Manager	District	Central Office Salary Schedule	7/18/16	Currently EMIS Consultant. Reassigned to Administrative Assistant to the Business Manager, Step 10, 8 hours per day.
Kordal, Helen	Cook/ Manager	RBC	\$19.46/hr.	4/07/16	Hours increased from six (6) to seven (7) hours per day.
Lesko, Marianne	Secretary, Pupil Services Dept.	District	Central Office Support Salary Schedule	6/30/16	Increase total weekly hours from 17.5 hours to 20 hours, on an as-needed basis, to assist with Student Registrations.
Miller, Karen	Bus Driver	Transportation	Current Hourly Rate/Step	7/25/16 – 7/29/16	Additional summer hours to test drive routes as pre-approved by K. Powers, E. Brunton or C. Welker. Not to exceed thirty (30) hours.
Mooney, Thomas	Bus Driver	Transportation	Current Hourly Rate/Step	5/31/16 – 8/16/16	Additional summer hours to pressure wash school buses. Correction of hours previous approved 6/01/16. Not to exceed eight (8) total hours.
Oh, Michelle	Instructional Assistant	THS	\$18.09/hr.	7/18/16 – 8/05/16	ESY summer program, (3) half days for 3 weeks and (4) half prep days for a total of 51 hours. This is a VI-B Fund expense.
Rotolo, Laura	Instructional Assistant	RBC	\$17.26/hr.	7/18/16 – 8/05/16	ESY summer program, (3) half days for 3 weeks and (4) half prep days for a total of 51 hours. This is a VI-B Fund expense.
Shaffer, Christopher	Instructional Assistant	THS	\$15.93/hr.	7/18/16 – 8/05/16	ESY summer program, (3) half days for 3 weeks and (4) half prep days for a total of 51 hours. This is a VI-B Fund expense.
Simon, Jim	Instructional Assistant	RBC	\$17.59/hr.	7/18/16 – 8/05/16	ESY summer program, (3) half days for 3 weeks and (4) half prep days for a total of 51 hours. This is a VI-B Fund expense.
Verbic, Nichole	Bus Driver	Transportation	Current Hourly Rate/Step	7/25/16 – 7/29/16	Additional summer hours to test drive routes as pre-approved by K. Powers, E. Brunton or C. Welker. Not to exceed thirty (30) hours.

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Zimmerman, Kelly	Residency & Attendance Officer	District	\$20.54/hr.	6/23/16 – 7/22/16	Summer duties related to role as Residency & Attendance Officer including staff professional development and court hearings. Intermittent up to thirty (30) hours total.
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LEAVE OF ABSENCE		Classified Staff Recommendations			
Name	Position	Bldg.	Effective	Days	Notes
Bambic, Sheila	Cook	Wilcox	12/10/15 – 3/10/16	60 days	FMLA concurrent with sick leave

16-242 **Employment**

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 check.

EXTRACURRICULAR					
Name	Contract	Bldg.	Effective	% of Base	Notes
Akindipe, Matthew	Soccer Boys' Assistant Head Coach	THS	2016/2017	0.77%	
Baker, Alfred	Announcer	THS	2016/2017	\$20.00 per game	Fall Sports, Winter Sports
Berdysz, Lindsey	Cheerleading JV Football Advisor	THS	2016/2017	0.77%	
Berlin, Harvey	Scoreboard Operator	THS	2016/2017	\$20.00 per game	Fall Sports, Winter Sports
Bonitz, Ryan	HS Marching/ Concert Band Director	THS	2016/2017	15.00%	
Brennen, Tonia	Guidance Co-Dept. Head - HS	THS	2016/2017	3.75%	1/2 contract split with Jackie Krajcik
Brennen, Tonia	Volleyball Varsity Head Coach	THS	2016/2017	14.00%	
Brennen, Tonia	HS Assistant Athletic Director	THS	2016/2017	5% per season	
Chappell, Russell	Soccer Boys' 9 <sup>th</sup> Grade Coach	THS	2016/2017	0.75%	
Davet, Bob	HS Asst Marching Band Director	THS	2016/2017	5.00%	
Fontana, Lisa	7 <sup>th</sup> Grade Team Leader	RBC	2016/2017	3.50%	1/2 contract split with Michelle Lowden
Garber, John	Social Studies Dept. Head HS	THS	2016/2017	7.50%	
Harrison, Robert	Soccer Girls' JV Coach	THS	2016/2017	0.77%	
Houston, Donna	Business Dept. Head HS	THS	2016/2017	3.75%	
Kalkbrenner, Todd	Football MS Assistant Coach	RBC	2016/2017	0.67%	
Kmet, Sarah	Cross Country Varsity Head Coach	THS	2016/2017	8.00%	
Krajcik, Jackie	Guidance Co-Dept. Head HS	THS	2016/2017	3.75%	1/2 contract split with Tonia Brennen

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Lipinski, James	Football Asst. Head Coach	THS	2016/2017	0.77%	
Lowden, Michelle	7 <sup>th</sup> Grade Team Leader	RBC	2016/2017	3.50%	1/2 contract split with Lisa Fontana
Lowden, Michelle	MS STEM Club Advisor	RBC	2016/2017	1.75%	
Matune, John	Cross Country MS Coach	RBC	2016/2017	0.69%	
Maurer, David	MS Student Council Advisor	RBC	2016/2017	6.00%	
Milano, Lisa	English Dept. Head HS	THS	2016/2017	7.50%	
Misanko, Sharon	Art Dept. Head HS	THS	2016/2017	3.75%	
Nalepa, Tom	Cross Country MS Assistant Coach	RBC	2016/2017	0.67%	
Paul, Leanne	8 <sup>th</sup> Grade Team Leader	RBC	2016/2017	3.50%	1/2 contract split with Laura Smalheer
Porinchak, Michael	Math Dept. Head HS	THS	2016/2017	7.50%	
Porinchak, Michael	Tennis Girls' Varsity Head Coach	THS	2016/2017	6.50%	
Ross, Janelle	Volleyball 9th Grade Coach	THS	2016/2017	0.75%	
Sanders, Dominique	Football JV Coach	THS	2016/2017	0.77%	
Schwed, Dominic	MS Assistant Athletic Director	RBC	2016/2017	5% per season	
Smalheer, Laura	8 <sup>th</sup> Grade Team Leader	RBC	2016/2017	3.50%	1/2 contract split with Leanne Paul
Thomas, Brandy	Volleyball JV Coach	THS	2016/2017	0.77%	
Thomas, Shannon	Science Dept. Head HS	THS	2016/2017	7.50%	
Vidovic, Taylor	Softball Assistant Head Coach	THS	2016/2017	0.77%	

*Ayes: Mr. Cellura, Mr. Curtis, Mrs. Davis, and Mr. Felber.*

*The Board President declared the motions approved.*

**Mr. Curtis moved and Mrs. Davis seconded that the Twinsburg Board of Education adopt resolutions 16-243 to 16-261.**

**16-243 Donation**

That the Twinsburg Board of Education accepts a \$1,079.00 donation from Heinen's, 4540 Richmond Road, Warrensville Heights, OH 44128, "Teaming Up for Education" program for the Twinsburg High School Renaissance account.

**16-244 Donation**

That the Twinsburg Board of Education accepts a \$14.00 donation from Bob Evans Farms, 8111 Smith's Mill Road, New Albany, OH 43054 to the Twinsburg High School Drama Club.

**16-245 Donation**

That the Twinsburg Board of Education accepts donations from Target, P.O. Box 59214, Mail Stop 5CF, Minneapolis, MN, 55459-0214, in the amounts of \$583.16 and \$900.00 for supplemental educational supplies at Wilcox Primary School and \$155.39 for supplemental educational supplies at Twinsburg High School.

**16-246 Job Description**

That the Twinsburg Board of Education approves the revised Job Descriptions for Data Specialist, Assistant to the Director of Pupil Services, Administrative Assistant to the Business Manager, Pupil Services Department Secretary, and the new job description for Software Support Specialist. See pages 255 - 270

**16-247 CO Salary Schedule**

That the Twinsburg Board of Education approves the revised Central Office Salary Schedule, effective July 1, 2016. See page 271

**16-248 Overnight Trip**

That the Twinsburg Board of Education approves a *Proposal for an Overnight/Extended Student Trip* for the Twinsburg High School Contemporary Issues class to travel to Cincinnati, Ohio on October 27 & 28, 2016 to visit the National Underground Railroad Freedom Center and related sites. This trip will be paid for by the students.

**16-249 Overnight Trip**

That the Twinsburg Board of Education approves approves a *Proposal for an Overnight/Extended Student Trip* for the Twinsburg High School Football Team to travel to John Carroll University, University Heights, Ohio from July 7<sup>th</sup> through July 9<sup>th</sup>, 2016 to attend Summer Football Camp. This trip will be paid for by the Twinsburg Athletic Boosters Football account funds.

**16-250 Agreement**

That the Twinsburg Board of Education approves a *Facilities Use Agreement* with John Carroll University for the Twinsburg High School Football Camp, to be held on July 7 – 9, 2016.

**16-251 Overnight Trip**

That the Twinsburg Board of Education approves a *Proposal for an Overnight/Extended Student Trip* for the Twinsburg High School Boys' Soccer Team to travel to Hilton Garden Inn, Twinsburg, Ohio on July 26<sup>th</sup> through July 28<sup>th</sup>, 2016 for Soccer Camp. This trip will be paid for by funds raised through AC Soccer Youth Soccer Camp.

**16-252 Agreement**

That the Twinsburg Board of Education approves an *Agreement* between Twinsburg Board of Education and Sendero Therapies, Inc., for the 2016-2017 school year. The Agreement will provide Occupational Therapy in accordance with the Individuals with Disabilities Education Improvement Act (IDEA) and its implementing regulations and the State of Ohio's Education of Children with Disabilities Act. This is a General Fund expense.



**16-253 Agreement**

That the Twinsburg Board of Education approves an *Agreement* with *Solutions Behavioral Consulting* to provide ESY services for summer 2016 at a cost of \$1,802.00 for two (2) students. Additional hours will be billed at \$150 per hour for consultation and \$45 per hour for tutoring. This is a VI-B Fund expense.

**16-254 Agreement**

That the Twinsburg Board of Education approves a *Student Service Agreement – ACCESS with Re-Education Services, Inc.* for two (2) students with disabilities for the 2016-2017 school year. Both students will be attending the Re-Ed Access program at \$260 per day not to exceed 182 days, \$47,320.00 per student, total \$94,640.00. This is a General Fund expense.

**16-255 Agreement**

That the Twinsburg Board of Education approves a contract with the *Cuyahoga County Educational Service Center, Positive Education Program* for the 2016/2017 school year for one student at the daily rate of \$231 for 185 days. Tuition paid by the General Fund, however the tuition will be billed back on the SF-14H and SF-6.

**16-256 Contract with CC-ESC**

That the Twinsburg Board of Education approves an *Educational Service Center of Cuyahoga County, Inter-District Service Area Contract for the 2016-2017 School Year*. This is a General Fund expense.

**16-257 Deletion from Inventory**

That the Twinsburg Board of Education approves the list of items to be deleted from inventory.

Publisher	Title	# of copies	ISBN	Copyright
<b>BISSELL ELEMENTARY</b>				
Harcourt Brace	Meeting Many People	100	9780153020452	1997
Harcourt Brace	Living in Our World	75	978015302039	1997
<b>TWINSBURG HIGH SCHOOL</b>				
Prentice Hall	US History: Reconstruction to the Present	250	978132027663	2008
Glencoe	US Government: Democracy in Action	270	9780078799822	2010
Pearson	Biology 7 <sup>th</sup> Ed. AP Biology	57	9780805367775	2005
People's Education	AP Physics, 7 <sup>th</sup> Ed.	48	9780471663157	2007
<b>R.B. CHAMBERLIN</b>				
Holt Rhinehart Winston	World History	300	9780030936647	2008
Houghton Mifflin Harcourt	US History: Beginnings to 1877	350	9780554015194	2009

**16-258 Deletion from Inventory**

That the Twinsburg Board of Education approves the list of items to be deleted from inventory.

<b>BISSELL ELEMENTARY</b>			
Item / Description	Model	Asset Tag(s)	Comments
SMART Projector and Arm	UF55	000513	Cannot be repaired
Olympus Digital Camera	Camedia D-550	None	Cannot be repaired
Calcomp Creation Station Digital Tablet	RS232	None	Cannot be repaired

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HP Scanjet Scanner	4570c	42241	Cannot be repaired
<b>GEORGE G. DODGE INTERMEDIATE/TWINSBURG HIGH SCHOOL</b>			
Printer	HP Laserjet 2100 TN	00067	Cannot be repaired
Laptop Computer	Dell Latitude 2110	None	Cannot be repaired
Laptop Computer	Dell Latitude 2110	2340	Cannot be repaired
Laptop Computer	Dell Latitude 2110	2352	Cannot be repaired
Laptop Computer	Dell Latitude 2110	2348	Cannot be repaired
Infocus Projector	X2	1529	Cannot be repaired
Two (2) Promethean Projectors	PRM32	None	Cannot be repaired
Dell Projector	1800MP	None	Cannot be repaired
Three (3) 3M Projectors	DMS700	None	Cannot be repaired
Infocus Projector	LP725	None	Cannot be repaired
EIKI Projector	LC-X80	None	Cannot be repaired
<b>WILCOX</b>			
HP Scanjet Scanner	N6010	42492	Cannot be repaired

16-259 **Deletion from Inventory**

That the Twinsburg Board of Education approves the list of items to be deleted from inventory.

<b>WILCOX PRIMARY</b>			
<b>Item / Description</b>	<b>Model</b>	<b>Asset Tag(s)</b>	<b>Comments</b>
Fellowes Powershredder	220-2	001412	Cannot be repaired

16-260 **Mini-Grant**

That the Twinsburg Board of Education accepts a school mini-grant from the Alcohol, Drug Addiction & Mental Health Services Board of Summit County in the amount of \$2,500 to be used at Twinsburg High School for alcohol and drug prevention and education activities during the 2016/2017 academic school year

16-261 **Mini-Grant**

That the Twinsburg Board of Education accepts a school mini-grant from the Alcohol, Drug Addiction & Mental Health Services Board of Summit County in the amount of \$2,500 to be used at RB Chamberlin Middle School for alcohol and drug prevention and education activities during the 2016/2017 academic school year.

*Ayes: Mr. Cellura, Mr. Curtis, Mrs. Davis, and Mr. Felber.*

*The Board President declared the motion approved.*

16-262 **EXECUTIVE SESSION**

Mr. Felber moved and Mr. Curtis seconded that the Twinsburg Board of Education meet in Executive Session at 7:58 p.m. to consider the employment and/or compensation of employees as per Board of Education Policy #0166 (A ).

Ayes: Ayes: Mr. Cellura, Mr. Curtis, Mrs. Davis, and Mr. Felber.

The Board Vice-President declared the motion approved.

The Board reconvened from Executive Session at approximately 8:40 p.m.

The following members were present:

Ayes: Mr. Cellura, Mr. Curtis, Mrs. Davis, and Mr. Felber.

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16-263 **Adjournment**

Mr. Felber moved and Mr. Cellura seconded that the Twinsburg Board of Education adjourn at 8:41 p.m.

Ayes: Ayes: Mr. Cellura, Mr. Curtis, Mrs. Davis, and Mr. Felber.  
The Board President declared the meeting adjourned.

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President of the Board

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Treasurer

## Minutes of REGULAR Meeting

June 29, 2016

Date: 06/24/16  
Time: 3:58 pm

TWINSBURG CITY SCHOOL  
Appropriation Resolution Report

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(APPRES)

	2016 Appropriations	Prior FY Carry Over	Total Appropriation
001 GENERAL			
100 PERSONAL SERVICES - SALARIES	26,082,486.10	300.00	26,082,786.10
200 EMPLOYEES RETIRE. & INSUR. BEN	10,258,996.33	55,989.92	10,314,986.25
400 PURCHASED SERVICES	4,739,470.13	532,928.64	5,272,398.77
500 SUPPLIES AND MATERIALS	943,500.54	188,743.12	1,132,243.66
600 CAPITAL OUTLAY	12,129.48	.00	12,129.48
800 MISCELLANEOUS OBJECTS	687,150.31	15,937.12	703,087.43
810 REDEMPTION OF PRINCIPAL	211,514.00	.00	211,514.00
820 INTEREST	124,983.82	.00	124,983.82
900 OTHER USES OF FUNDS	211,709.36	.00	211,709.36
Total for 001 GENERAL	43,271,940.07	793,898.80	44,065,838.87
002 BOND RETIREMENT	2,331,453.10	.00	2,331,453.10
003 PERMANENT IMPROVEMENT	2,340,735.34	808,252.07	3,148,987.41
006 FOOD SERVICE	1,059,055.13	28,300.64	1,087,355.77
008 ENDOWMENT	1,000.00	.00	1,000.00
009 UNIFORM SCHOOL SUPPLIES	13,738.80	.00	13,738.80
014 ROTARY-INTERNAL SERVICES	134,817.03	.00	134,817.03
018 PUBLIC SCHOOL SUPPORT	63,586.36	11,240.49	74,826.85
019 OTHER GRANT	61,210.38	6,024.72	67,235.10
022 DISTRICT AGENCY	32,236.24	.00	32,236.24
200 STUDENT MANAGED ACTIVITY	143,701.10	7,829.64	151,530.74
300 DISTRICT MANAGED ACTIVITY	241,707.42	33,412.70	275,120.12
432 MANAGEMENT INFORMATION SYSTEM	162.35	.00	162.35
451 DATA COMMUNICATION FUND	19,375.00	.00	19,375.00
463 ALTERNATIVE SCHOOLS	29,609.80	.00	29,609.80
499 MISCELLANEOUS STATE GRANT FUND	16,866.34	24,293.75	41,160.09
516 IDEA PART B GRANTS	770,333.49	10,591.55	780,925.04
551 LIMITED ENGLISH PROFICIENCY	25,091.47	100.00	25,191.47
572 TITLE I DISADVANTAGED CHILDREN	423,252.62	29.12	423,281.74
587 IDEA PRESCHOOL-HANDICAPPED	21,617.66	.00	21,617.66
590 IMPROVING TEACHER QUALITY	85,827.78	.00	85,827.78
Grand Total All Funds	51,087,317.48	1,723,973.48	52,811,290.96

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Minutes of REGULAR Meeting

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June 29, 2016

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CERTIFICATE  
(O.R.C. 5705.412)

RE:

IT IS HEREBY CERTIFIED that the TWINSBURG CITY School District has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: June 29, 2016

BY: \_\_\_\_\_  
Treasurer

BY: \_\_\_\_\_  
Superintendent of Schools

BY: \_\_\_\_\_  
President, Board of Education

## Minutes of REGULAR Meeting

June 29, 2016

Date: 06/24/16	TWINSBURG CITY SCHOOLS	Page 2
Time: 3:58 pm	Appropriation Recap Sheet	(APPRES)

  

Fund Class/Name	Fund - SCC	2016 Appropriations
*** Governmental Fund Types ***		
General Fund		
GENERAL	001	43,271,940.07
Total General Fund		43,271,940.07
Special Revenue		
PUBLIC SCHOOL SUPPORT	018	63,586.36
OTHER GRANT	019	61,210.38
DISTRICT MANAGED ACTIVITY	300	241,707.42
MANAGEMENT INFORMATION SYSTEM	432	162.35
DATA COMMUNICATION FUND	451	19,375.00
ALTERNATIVE SCHOOLS	463	29,609.80
MISCELLANEOUS STATE GRANT FUND	499	16,866.34
IDEA PART B GRANTS	516	770,333.49
LIMITED ENGLISH PROFICIENCY	551	25,091.47
TITLE I DISADVANTAGED CHILDREN	572	423,252.62
IDEA PRESCHOOL-HANDICAPPED	587	21,617.66
IMPROVING TEACHER QUALITY	590	85,827.78
Total Special Revenue		1,758,640.67
Debt Service		
BOND RETIREMENT	002	2,331,453.10
Total Debt Service		2,331,453.10
Capital Projects		
PERMANENT IMPROVEMENT	003	2,340,735.34
Total Capital Projects		2,340,735.34
*** Proprietary Fund Types ***		
Enterprise		
FOOD SERVICE	006	1,059,055.13
UNIFORM SCHOOL SUPPLIES	009	13,738.80
Total Enterprise		1,072,793.93
Internal Service		
ROTARY-INTERNAL SERVICES	014	134,817.03
Total Internal Service		134,817.03

## Minutes of REGULAR Meeting

June 29, 2016

Date: 06/24/16	TWINSBURG CITY SCHOOLS	Page 3
Time: 3:58 pm	Appropriation Recap Sheet	(APPRES)

Fund Class/Name	Fund - SCC	2016 Appropriations
*** Fiduciary Fund Types ***		
Agency Fund		
DISTRICT AGENCY	022	32,236.24
STUDENT MANAGED ACTIVITY	200	143,701.10
Total Agency Fund		175,937.34
Investment Trust Fund		
ENDOWMENT	008	1,000.00
Total Investment Trust Fund		1,000.00
Total Appropriations - All Fund Types		51,087,317.48

## Minutes of REGULAR Meeting

June 29, 2016

Date: 06/24/16  
Time: 3:59 pm

TWINSBURG CITY SCHOOLS  
Amended Official Certificate of Estimated Resources

Page: 1  
(AMDCERT)

Rev. Code, Sec. 5705.36  
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Office of Budget Commission, SUMMIT County, Ohio.  
TWINSBURG, Ohio, June 24, 2016

TO THE TAXING AUTHORITY of TWINSBURG CITY SCHOOLS

The following is the amended official certificate of estimated resources for the fiscal year beginning July 1, 2015, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance July 1, 2015	Taxes	Other Sources	Total
GOVERNMENTAL FUND TYPE				
General Fund	30,212,467.73	35,936,481.85	6,935,967.15	73,084,916.73
Special Revenue	196,139.89	.00	2,078,137.67	2,274,277.56
Debt Service	1,457,667.63	2,358,177.43	.00	3,815,845.06
Capital Projects	3,862,639.62	1,968,943.92	.00	5,831,583.54
PROPRIETARY FUND TYPE				
Enterprise	168,473.18	.00	1,039,992.68	1,208,465.86
Internal Service	441,916.05	.00	153,722.02	595,638.07
FIDUCIARY FUND TYPE				
Agency Fund	231,541.28	.00	182,009.61	413,550.89
Investment Trust Fund	8,472.55	.00	.00	8,472.55
Private Purpose Trust	3,694.60	.00	.00	3,694.60
Total All Funds	36,583,012.53	40,263,603.20	10,389,829.13	87,236,444.86

Budget

Commission



## Minutes of REGULAR Meeting

June 29, 2016

Date: 06/24/16  
Time: 3:59 pm

TWINSBURG CITY SCHOOLS  
Amended Official Certificate of Estimated Resources

Page: 2  
(AMDCERT)

Rev. Code, Sec. 5705.36  
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Fund		Unencumbered Balance July 1, 2015	Taxes	Other Sources	Total
-----					
GOVERNMENTAL FUND TYPE					
General Fund					
001	GENERAL	30,201,188.99	35,936,481.85	6,935,967.15	73,073,637.99
022	DISTRICT AGENCY	11,278.74	.00	.00	11,278.74
Total General Fund		30,212,467.73	35,936,481.85	6,935,967.15	73,084,916.73
Special Revenue					
018	PUBLIC SCHOOL SUPPORT	276,089.75	.00	96,011.86	372,101.61
019	OTHER GRANT	47,053.31	.00	112,239.90	159,293.21
300	DISTRICT MANAGED ACTIVITY	65,804.53	.00	258,537.87	324,342.40
432	MANAGEMENT INFORMATION SYSTEM	162.35	.00	.00	162.35
451	DATA COMMUNICATION FUND	10,375.00	.00	9,000.00	19,375.00
463	ALTERNATIVE SCHOOLS	8,876.70	.00	39,019.01	30,142.31
499	MISCELLANEOUS STATE GRANT FUND	13,145.24	.00	31,834.98	18,689.74
516	IDEA PART B GRANTS	117,795.28	.00	908,363.88	790,568.60
533	TITLE II D - TECHNOLOGY	.10	.00	.00	.10
551	LIMITED ENGLISH PROFICIENCY	14,468.92	.00	42,158.39	27,689.47
572	TITLE I DISADVANTAGED CHILDREN	31,766.48	.00	455,296.70	423,530.22
587	IDEA PRESCHOOL-HANDICAPPED	5,907.03	.00	27,523.90	21,616.87
590	IMPROVING TEACHER QUALITY	11,385.50	.00	98,151.18	86,765.68
Total Special Revenue		196,139.89	.00	2,078,137.67	2,274,277.56
Debt Service					
002	BOND RETIREMENT	1,457,667.63	2,358,177.43	.00	3,815,845.06
Total Debt Service		1,457,667.63	2,358,177.43	.00	3,815,845.06
Capital Projects					
003	PERMANENT IMPROVEMENT	3,667,765.20	1,968,943.92	.00	5,636,709.12
004	BUILDING	93,296.83	.00	.00	93,296.83
005	REPLACEMENT	101,577.59	.00	.00	101,577.59
Total Capital Projects		3,862,639.62	1,968,943.92	.00	5,831,583.54
PROPRIETARY FUND TYPE					
Enterprise					
006	FOOD SERVICE	79,219.97	.00	1,019,439.68	1,098,659.65
009	UNIFORM SCHOOL SUPPLIES	442.80	.00	20,553.00	20,110.20

## Minutes of REGULAR Meeting

June 29, 2016

Date: 06/24/16  
Time: 3:59 pm

TWINSBURG CITY SCHOOLS  
Amended Official Certificate of Estimated Resources

Page: 3  
(AMDCERT)

Rev. Code, Sec. 5705.36  
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Fund	Unencumbered Balance July 1, 2015	Taxes	Other Sources	Total
012 ADULT EDUCATION	89,696.01	.00	.00	89,696.01
Total Enterprise	168,473.18	.00	1,039,992.68	1,208,465.86
Internal Service				
014 ROTARY-INTERNAL SERVICES	101,597.67	.00	153,722.02	255,319.69
024 EMPLOYEE BENEFITS SELF INS.	340,318.38	.00	.00	340,318.38
Total Internal Service	441,916.05	.00	153,722.02	595,638.07
FIDUCIARY FUND TYPE				
Agency Fund				
022 DISTRICT AGENCY	116.12	.00	39,102.00	39,218.12
200 STUDENT MANAGED ACTIVITY	231,425.16	.00	142,907.61	374,332.77
Total Agency Fund	231,541.28	.00	182,009.61	413,550.89
Investment Trust Fund				
008 ENDOWMENT	8,472.55	.00	.00	8,472.55
Total Investment Trust Fund	8,472.55	.00	.00	8,472.55
Private Purpose Trust Fund				
007 SPECIAL TRUST	481.09	.00	.00	481.09
018 PUBLIC SCHOOL SUPPORT	3,213.51	.00	.00	3,213.51
Total Private Purpose Trust	3,694.60	.00	.00	3,694.60
Total All Funds	36,583,012.53	40,263,603.20	10,389,829.13	87,236,444.86

Minutes of REGULAR Meeting

June 29, 2016

<b>TRANSFERS AND ADVANCES</b> <b>JUNE 29, 2016</b> <b>FOR PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016</b>					
	Fund	TRANSFER-IN RECEIPT CODE 5100	TRANSFER-OUT FUNCTION CODE 7200	ADVANCE-IN RECEIPT CODE 5200	ADVANCE-OUT FUNCTION CODE 7400
General Fund	001		37,300.00		41,000.00
Misc Fed Grant	463				
Misc State Grant	499				
Title VI-B IDEA	516				
Title III LEP	551				
Title I Targeted Assistance	572			41,000.00	
Title VI-B Early Childhood	587				
Title II-A Improving Teacher Quality	590				
USS Bookstore - RBC	009	10,700.00			
Student Book Purchase	009	300.00			
Student Orders - RBC	009	11,800.00			
Dodge Activity	300	14,500.00			
TOTAL		37,300.00	37,300.00	41,000.00	41,000.00

**Twinsburg City School District  
JOB DESCRIPTION**

<b>Title:</b>	<b>DATA SPECIALIST</b>	<b>File 116</b>
<b>Reports to:</b>	Director of Human Resources / Director of Curriculum	
<b>Description:</b>	Maintains the district's Educational Management Information System (EMIS).	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• High school diploma. Post-secondary training is desirable.</li> <li>• Meets all mandated health requirements.</li> <li>• Documented evidence of a clear criminal record (FBI and BCI).</li> <li>• Congenial telephone etiquette.</li> <li>• Proficient in office protocol and the use of business equipment.</li> <li>• Proficient in the use of office and management information software (e.g. Microsoft Office, EMISR, DASL, and Excel).</li> <li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li> <li>• Ability to apply advanced mathematical concepts</li> <li>• Multitasking ability and strong interpersonal skills.</li> <li>• Meets qualifications to become a Notary Public.</li> <li>• Available to work extended hours when needed.</li> <li>• Combination of training and work experience in computers, peripherals and software related to the technology field.</li> <li>• Business background helpful, but not required.</li> <li>• Excel skills and the ability to apply advanced mathematical concepts.</li> <li>• Strong organizational and planning skills.</li> <li>• Reacts productively to interruptions and changing conditions.</li> <li>• Takes the initiative to identify and solve problems independently.</li> <li>• Commitment to keeping current with technological advances.</li> </ul>	
<b>Supervisory Responsibility:</b>	Under the direction of the Director of Human Resources/Director of Curriculum, plans work assignments, provides instructions and communicates expectations to assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.	
<b>Duties and Responsibilities:</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps and saves all data to the District Share Drive to maintain an orderly office.</li> <li>• Upholds Board policies and follows administrative procedures.</li> <li>• Promotes a favorable image of the school district.</li> <li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li> </ul>	

- Serves as the district liaison to the ITC. Monitors changes in regulations that govern the manner in which data is collected, recorded, and reported.
- Monitors changes in the regulations that govern the manner in which data is collected, recorded, and reported. Attends training programs to keep current with software modifications. Distributes updated information. Helps train other support staff as directed.
- Coordinates collection and data entry processes. Helps resolve problems encountered by staff. Validates data, corrects errors and maintains all required records (e.g. student demographics, academic courses, co-curricular/extra-curricular programs, testing data, fees, Title I, subsidized lunch programs, etc.)
- Helps the Treasurer's office with the reporting of financial data.
- Helps research, plan and develop special reports. Interprets data and other statistical information. Provides perspective and advice regarding emerging trends.
- Prepares requisitions for Data Department.
- Utilize EMIS data to ensure appropriate funding for school district (Assessments, Community Schools, Gifted, English Language Learners, Open Enrollment, Preschool, Special Education, SF-6, Title I, Foster Placed Students, SF-4, Homeless).
- Compiling state and federal reports according to their respective requirements.
- Distributing and confirming Local Report Card data.
- Interpret data and other statistical information and provide perspectives and advice regarding emerging trends and recommend funding opportunities.
- Inform district about decisions regarding policy and/or legislation.
- Administrator for all DASL and EMIS information regarding student, building, and staff data.
- Consult with EMIS Building Secretaries, Human Resource Department, Curriculum Department, Special Education Department, school Counselors, and Principals on data reporting.
- Review, maintain and sign off on all check lists for mandatory reporting periods required by the Ohio Department of Education. Submit data for all ODE Reporting periods.
- Distribute updated information and provide staff training and support for DASL, EMIS, and Registration (Ohio Law).
- Serve as Approval Official for free/reduced lunch application forms.
- Maintain Community School Student verification database.
- Assist other departments within the district with data extractions.
- Comprehend and apply data reporting for federal, local, and state reporting.
- District Administrator for ProgressBook Suite and Infosnap.
- Responsible for setting up/inputting/updating/reviewing/transferring all data including; calendar for district, security for staff, districts and building options.
- Responsible for moving students to the next school year, verifying, and



## Minutes of REGULAR Meeting

June 29, 2016

updating data for district.

- Review and distribute all state reports to district personnel.
- Maintain working relationships with other school districts to correct EMIS errors.
- Coordinate all data.
- Attends training programs to keep current with software modifications and law updates. Distributes updated information. Helps train other support staff as directed.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for personal decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Manage and troubleshoot district notification service (Blackboard Connect).
- Performs other specific job-related duties as directed.

**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.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Interacts with others politely and respectfully.
- Travels to meetings and work assignments.

**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 interactions with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.

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Minutes of REGULAR Meeting

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June 29, 2016

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- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening/weekends.

**Performance  
Evaluation:**

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

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

Revised: August 21, 2000  
Revised: April, 2013  
Revised: March, 2016  
Revised: June, 2016

**Twinsburg City School District  
JOB DESCRIPTION**

<b>Title:</b>	<b>ASSISTANT TO THE DIRECTOR OF PUPIL SERVICES</b>	<b>File 203</b>
<b>Reports to:</b>	Director of Pupil Services	
<b>Description:</b>	Performs secretarial, receptionist and office management functions.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• High school diploma. Post-secondary training is desirable.</li> <li>• Meets all mandated health requirements.</li> <li>• Documented evidence of a clear criminal record (FBI and BCI).</li> <li>• Congenial telephone etiquette.</li> <li>• Proficient in the use of office and management information software.</li> <li>• Proficient in office protocol and the use of business equipment.</li> <li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li> <li>• Ability to apply advanced mathematical concepts.</li> <li>• Multitasking ability and strong interpersonal skills.</li> </ul>	
<b>Supervisory Responsibility:</b>	Under the direction of the Director of Pupil Services, plans work assignments, provides instructions and communicates expectations to assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.	
<b>Duties and Responsibilities:</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• Performs secretarial and administrative support functions. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li> <li>• Upholds Board policies and follows administrative procedures.</li> <li>• Promotes a favorable image of the school district.</li> <li>• Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.</li> <li>• Refers inquiries requiring policy interpretation to administrative staff.</li> <li>• Answers the telephone. Directs calls based on the nature of the inquiry. Takes messages. Manages calls efficiently to keep telephone lines open.</li> <li>• Maintains an office calendar. Schedules appointments as directed.</li> <li>• Helps communicate information about weather delays and emergencies.</li> <li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li> <li>• Prepares displays and bulletin boards as directed.</li> <li>• Processes incoming, outgoing, interoffice mail and faxes.</li> <li>• Updates, duplicates, and collates special services handbooks and fact sheets.</li> </ul>	



## Minutes of REGULAR Meeting

June 29, 2016

- Maintains an inventory of test protocols, due process forms, etc.
- Processes computer scoring for assessment instruments.
- Transcribes student assessment information.
- Process requests for student information. Ensures the signed permission forms for the release of information are on file.
- Maintains a list of all special education placements.
- Tracks out-of-district students enrolled in district special education programs. Prepares contracts. Documents costs. Processes invoices.
- Processes paperwork for contractual services.
- Processes home schooling applications and monitors the accountability system.
- Prepares Title VI-B, child count, and other program reports as directed.
- Enters and maintains comprehensive information management (CIMS) and educational management information (EMIS) data as directed.
- Prepares materials for in-service programs, kindergarten screening, etc.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Take precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Report evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Supervise District Registration. Monitors all data regarding registration.
- Plan and coordinate registration dates and times.
- Assists with registration setup and staff coverage.
- Process student enrollment documents and verifies authenticity of court, and paperwork for relocation of students.
- Records new student information in DASL and Infosnap, tracks new student records, requests high school transcripts for new enrollments.
- Maintains the confidentiality of privileged information.
- Performs other specific job-related duties as directed.

**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.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.

- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**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 interactions with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening/weekends.

**Performance  
Evaluation:**

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

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

Revised: August 21, 2000

Revised: June, 2016



**Twinsburg City School District  
JOB DESCRIPTION**

<b>Title:</b>	<b>ADMINISTRATIVE ASSISTANT TO THE BUSINESS MANAGER</b>	<b>File 211</b>
<b>Reports to:</b>	Business Manager	
<b>Description:</b>	Performs secretarial and administrative support functions to help the Business Manager effectively manage business affairs for the district.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• High school diploma. Post-secondary training is desirable.</li> <li>• Meets all mandated health requirements.</li> <li>• Documented evidence of a clear criminal record (FBI and BCI).</li> <li>• Congenial telephone etiquette and ability to take detailed messages.</li> <li>• Proficient in office protocol and the use of business equipment.</li> <li>• Proficient in the use of business software and records maintenance.</li> <li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li> <li>• Bookkeeping skills and the ability to apply advanced mathematical concepts.</li> <li>• Multitasking ability, strong interpersonal skills, and the ability to coordinate activities in the absence of the Business Manager.</li> <li>• Combination of training and work experience in computers, peripherals and software related to the technology field.</li> <li>• Business background helpful, but not required.</li> <li>• Meets all prerequisite qualifications to be bonded.</li> </ul>	
<b>Supervisory Responsibility:</b>	Under the direction of the Business Manager, plans work assignments, provides instructions and communicates expectations to assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.	
<b>Duties and Responsibilities:</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• Performs secretarial and administrative support functions. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li> <li>• Upholds Board policies and follows administrative procedures.</li> <li>• Promotes a favorable image of the school district.</li> <li>• Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.</li> <li>• Answers the telephone. Directs calls based on the nature of the inquiry. Takes detailed messages. Manages calls efficiently to keep telephone lines open.</li> <li>• Maintains an office calendar. Evaluates and schedules appointments for the Business Manager based on urgency of the need.</li> </ul>	

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- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes incoming, outgoing, interoffice mail and faxes.
- Maintains an assignment record for district keys.
- Maintains vendor files. Obtains price quotes. Prepares comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc.).
- Prepares data for financial forecasting.
- Helps prepare and distribute bid packages (e.g., public notices, specifications, proposal forms, etc.).
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Prepares purchase orders from approved requisitions. Encumbers the proper account.
- Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, negotiated price agreements, delivery dates, etc.).
- Verified deliveries. Investigates discrepancies. Processes approved invoices for payment. Posts expenditures. Maintains a completed payment file.
- Places calls for maintenance and repair services as directed.
- Uses the computerized accounting system to prepare complete, accurate and systematic financial records. Works cooperatively with auditors.
- Maintains construction records (e.g., correspondence, proposals, contracts, architectural drawings, specification books, warranties, invoices, etc.).
- Prepares fleet and property insurance reports.
- Works with the Treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the Board.
- Manage and troubleshoot document management software.
- Take precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Manage classified uniform ordering and distribution process.
- Apply for reimbursable monies/discounts from various agencies and programs.
- Manage E-Rate process.
- Negotiate agreements with office machine and telecommunication vendors.
- Manage and troubleshoot telecommunication devices.
- Manage and troubleshoot telephone and voicemail systems.
- Manage and troubleshoot multifunctional products.
- Assist, as needed, in updating the District website.

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- Participates in staff meetings and professional growth activities as directed.
- Serve as Technology Department and Business Department contact person for the State Auditors.
- Performs other specific job-related duties as directed.

**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.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**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 interactions with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening/weekends.

**Performance Evaluation:**

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

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

Revised: August 21, 2000

Revised: June, 2016



**Twinsburg City School District  
JOB DESCRIPTION**

<b>Title:</b>	<b>PUPIL SERVICES DEPARTMENT SECRETARY</b>	<b>File 222</b>
<b>Reports to:</b>	Director of Pupil Services	
<b>Description:</b>	Performs secretarial, receptionist and office management functions.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• High school diploma. Post-secondary training is desirable.</li> <li>• Meets all mandated health requirements.</li> <li>• Documented evidence of a clear criminal record (FBI and BCI).</li> <li>• Congenial telephone etiquette.</li> <li>• Proficient in the use of office and management information software.</li> <li>• Proficient in office protocol and the use of business equipment.</li> <li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li> <li>• Ability to apply advanced mathematical concepts.</li> <li>• Multitasking ability and strong interpersonal skills.</li> </ul>	
<b>Supervisory Responsibility:</b>	Under the direction of the Director of Pupil Services, plans work assignments, provides instructions and communicates expectations to assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.	
<b>Duties and Responsibilities:</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• Performs secretarial and administrative support functions. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li> <li>• Upholds Board policies and follows administrative procedures.</li> <li>• Promotes a favorable image of the school district.</li> <li>• Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.</li> <li>• Refers inquiries requiring policy interpretation to administrative staff.</li> <li>• Answers the telephone. Directs calls based on the nature of the inquiry. Takes messages. Manages calls efficiently to keep telephone lines open.</li> <li>• Maintains an office calendar. Schedules appointments as directed.</li> <li>• Helps communicate information about weather delays and emergencies.</li> <li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li> <li>• Prepares displays and bulletin boards as directed.</li> <li>• Processes incoming, outgoing, interoffice mail and faxes.</li> <li>• Updates, duplicates, and collates special services handbooks and fact sheets.</li> </ul>	

- Maintains an inventory of test protocols, due process forms, etc.
- Processes computer scoring for assessment instruments.
- Transcribes student assessment information.
- Process requests for student information. Ensures the signed permission forms for the release of information are on file.
- Maintains a list of all special education placements.
- Tracks out-of-district students enrolled in district special education programs. Prepares contracts. Documents costs. Processes invoices.
- Processes paperwork for contractual services.
- Processes home schooling applications and monitors the accountability system.
- Prepares Title VI-B, child count, and other program reports as directed.
- Enters and maintains comprehensive information management (CIMS) and educational management information (EMIS) data as directed.
- Prepares materials for in-service programs, kindergarten screening, etc.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Supervise District Registration. Monitors all data regarding registration.
- Plan and coordinate registration dates and times.
- Assists with registration setup and staff coverage.
- Process student enrollment documents and verifies authenticity of court, and paperwork for relocation of students.
- Records new student information in DASL and Infosnap, tracks new student records, requests high school transcripts for new enrollments.
- Maintains the confidentiality of privileged information.
- Performs other specific job-related duties as directed.

**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.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.



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- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**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 interactions with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening/weekends.

**Performance  
Evaluation:**

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

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Revised: August 21, 2000

Revised: June, 2016



**Twinsburg City School District  
JOB DESCRIPTION**

<b>Title:</b>	<b>SOFTWARE SUPPORT SPECIALIST</b>	<b>File</b>
<b>Reports to:</b>	Director of Curriculum	
<b>Description:</b>	The Software Support Specialist is responsible for the support of software systems used by faculty, staff, and students of the Twinsburg City School District. The position is responsible for assisting with the development, documentation, testing, training and implementation of new and existing software systems, hence a critical member of the Technology Team.	
<b>Minimum Qualifications:</b>	<p>Associate degree in computer science and/or equivalent combination of training and established work experience is required. Technical training and/or certification in Microsoft Windows, Office, Cisco, and A+ are desirable.</p> <ul style="list-style-type: none"><li>• Experience working in a diverse network environment.</li><li>• Ability to effectively learn and support current educational and productivity software applications.</li><li>• Ability to diagnose/repair hardware and software in an educational environment.</li><li>• Possess effective presentation skills to instruct students and district personnel.</li><li>• Available to work flexible schedule.</li></ul>	
<b>Supervisory Responsibility:</b>	Under the direction of the Director of Curriculum, plans work assignments, provides instructions and communicates expectations to assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.	
<b>Duties and Responsibilities:</b>	<p>The established responsibilities and job functions are representative of performance expectations for this position. Responsibilities are subject to change as new practices and technology advancements evolve.</p> <ul style="list-style-type: none"><li>• Assist in the development, testing, and implementation of new and existing computerized software systems.</li><li>• Test new systems, features and enhancements; develop and utilize test data in the operating system and evaluate and report on results; assist and provide support to system users, answer user questions, explain system operation and requirements, and serve as a liaison between system users and technology staff with regard to system applications, changes, hardware, communications and other system operations issues.</li><li>• Analyze hardware and software issues affecting system users, troubleshoot and prioritize these issues. Work closely with vendor and technology staff to correct hardware and software issues affecting the various software systems.</li><li>• Assist in the preparation of documentation and user support materials and newsletters to assist system users; develop, organize and write user manuals, guides and other documentation.</li></ul>	

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- Develop and prepare training materials and provide support for system user training workshops; present new systems, features, and enhancements; provide one-on-one training as needed.
- Coordinate projects between user departments for the purpose of ensuring integration and achievement of objectives.
- Create curriculum and conducts training classes for the purpose of increasing employee competencies with enterprise applications.
- Oversee the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Communicate high expectations and shows an active interest in student progress.
- Maintain effective relationships with community services.
- Effectively update district website with timely news and maintenance as appropriate.
- Support online state mandated testing.
- Support Director of Curriculum as needed with district technology/curriculum initiatives.
- Liaison for copier/printers maintenance, supplies, support.
- Support, training, and administrator for Google Apps for Education (GAFE).
- Provide support and service for district telephone system.

**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.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Interacts with others politely and respectfully.
- Travels to meetings and work assignments.

**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 interactions with disruptive, unruly and/or menacing individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and

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monitor.

- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- 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.

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Adopted: June, 2016



# TWINSBURG CITY SCHOOLS

## 2016 - 2017 CENTRAL OFFICE SALARY SCHEDULE

1.5% Increase

Step Effective	PY Base Plus CY Increase	Software Support Specialist Central Office Receptionist	Administrative Assistant To The Superintendent	Administrative Assistant to Business Manager Data Specialist	Payroll Officer	Budgetary Officer	Accounting Clerk Secretary	Accountant
7/1/2016	1.50%	\$17.69	\$25.56	\$24.81	\$23.60	\$22.29	\$21.38	\$26.28
0	1.00000	\$17.69	\$25.56	\$24.81	\$23.60	\$22.29	\$21.38	\$26.28
1	1.01000	\$17.87	\$25.82	\$25.06	\$23.84	\$22.51	\$21.59	\$26.54
2	1.02010	\$18.05	\$26.07	\$25.31	\$24.07	\$22.74	\$21.81	\$26.81
3	1.03030	\$18.23	\$26.33	\$25.56	\$24.32	\$22.97	\$22.03	\$27.08
4	1.04060	\$18.41	\$26.60	\$25.82	\$24.56	\$23.19	\$22.25	\$27.35
5	1.05101	\$18.59	\$26.86	\$26.08	\$24.80	\$23.43	\$22.47	\$27.62
6	1.06152	\$18.78	\$27.13	\$26.34	\$25.05	\$23.66	\$22.70	\$27.90
7	1.07214	\$18.97	\$27.40	\$26.60	\$25.30	\$23.90	\$22.92	\$28.18
8	1.08286	\$19.16	\$27.68	\$26.87	\$25.56	\$24.14	\$23.15	\$28.46
9	1.09369	\$19.35	\$27.95	\$27.13	\$25.81	\$24.38	\$23.38	\$28.74
10	1.10462	\$19.54	\$28.23	\$27.41	\$26.07	\$24.62	\$23.62	\$29.03
11	1.11567	\$19.74	\$28.52	\$27.68	\$26.33	\$24.87	\$23.85	\$29.32
12	1.12683	\$19.96	\$28.84	\$27.99	\$26.63	\$25.15	\$24.12	\$29.65
13	1.13809	\$20.13	\$29.09	\$28.24	\$26.86	\$25.37	\$24.33	\$29.91
14	1.14947	\$20.33	\$29.38	\$28.52	\$27.13	\$25.62	\$24.58	\$30.21
15	1.16097	\$20.54	\$29.67	\$28.80	\$27.40	\$25.88	\$24.82	\$30.51
16	1.17258	\$20.74	\$29.97	\$29.09	\$27.67	\$26.14	\$25.07	\$30.82
18	1.19758	\$21.19	\$30.61	\$29.71	\$28.26	\$26.69	\$25.60	\$31.47
20	1.22258	\$21.63	\$31.25	\$30.33	\$28.85	\$27.25	\$26.14	\$32.13

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