

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools
Brookside High School

Regular Meeting
November 14, 2024

I. **OPENING ITEMS**

- A. Call to Order
- B. Roll Call

Notice of this meeting was given in accordance with the provisions of Policy 1.15 of the Sheffield-Sheffield Lake Board of Education, which were adopted in accordance with Section §121.22 of the Ohio Revised Code and the Ohio Administrative Procedures Act.

Present: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller
Absent: Mrs. Lopez

- C. Pledge of Allegiance

II. **AGENDA**

- A. Motion to approve the agenda.

24-184 Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves the agenda.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

III. **INFORMATIONAL ITEMS/BOARD RECOGNITIONS**

BIS Principal Davies along with BIS students, presented the BIS Houses and the activities with each House.

District Report Card – Brenda Svec

IV. **TREASURER'S BUSINESS**

- A. Reports

- B. Approval of Minutes

24-185 Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

Special Meeting – September 27, 2024

Regular Meeting – October 10, 2024

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

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C. ACTIVITIES PURPOSE/BUDGET STATEMENTS

24-186 Mrs. Miller moved seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the attached Activities Purpose/Budget Statements for the 2024-25 school year.

- a. BHS Cardinal Brew - # 200-9051
- b. BIS Special Olympics - # 200-9250
- c. Knollwood Coffee Cart - # 200-9050

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

D. ENDOWMENT COMMITTEE DONATION

24-187 Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education accept and acknowledge a donation from The Endowment Committee in the amount of \$ 7000.00 to support the PBIS initiatives in each grade level.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

E. AMVETS POST 55 DONATION

24-188 Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education accept and acknowledge a donation from AMVETS POST 55 in the amount of \$ 1096.00 to support the district video club.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

F. MARK GLEICHAUF DONATION

24-189 Mrs. Miller moved, seconded by Mrs. DeLuca, that the Sheffield-Sheffield Lake Board of Education accept and acknowledge a donation from Mark Gleichauf in the amount of \$ 50.51 to support the BMS Veteran's Day initiative.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

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G. RICHARD & CAREN ROSSO DONATION

24-190 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education accept and acknowledge a donation from Richard and Caren Rosso in the amount of \$ 100.00 to support the Knollwood Cup of Kindness initiative.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

H. AMVETS POST 55, LADIES AUXILIARY DONATION

24-191 It is recommended that the Sheffield-Sheffield Lake Board of Education accept and acknowledge a donation from Amvets Post 55, Ladies Auxiliary in the amount of \$ 250.00 to support the District Video Club.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

I. CLASS OF 2025 DONATION

24-192 It is recommended that the Sheffield-Sheffield Lake Board of Education accept and acknowledge a donation from the Class of 2025 in the amount of \$3500.00 for the Class of 2026.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

J. APPROVAL OF THEN & NOW PURCHASE ORDERS

24-193 It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached purchase orders above \$ 3000.00 with issues.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

K. FIVE YEAR FORECAST

24-194 It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Five- Year Forecast.

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Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller
No: None
Motion Carried: 4-0

V. **SUPERINTENDENT'S BUSINESS/HUMAN RESOURCES**

A. **Resignations/Leave Requests/Retirements**

24-195

Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves Items A through G.

It is recommended that the Sheffield-Sheffield Lake Board of Education honor the following employee(s) request:

- a. **Breanne Grimm**, BIS teacher, requesting Parental Leave, beginning December 16, 2024, and returning at the commencement of the 2025-26 school year.
- b. **Ray Fritz**, Bus Driver, resigning, effective October 17, 2024.
- c. **Hayley Hamby**, BIS SSP/Monitor, resigning, effective October 23, 2024, to accept another position in the district.
- d. **Michelle Popowski**, FELC ESP, requesting FMLA beginning October 18, 2024, and concluding November 1, 2024.
- e. **Tammy Raines**, Bus Driver, requesting Medical Leave, effective August 20, 2024-January 21, 2025.
- f. **Chrystal Schigel**, Bus Driver, resigning, effective at the conclusion of the day, November 22, 2024.
- g. **Debbie Strick**, Payroll Specialist, resigning, effective November 1, 2024.
- h. **Nicole Yonkof**, Knollwood Crossing Guard, BMS/BHS Server, resigning effective November 14, 2024, to accept another position in the district.

B. **CLASSIFIED CORRECTION**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the correction for the following classified personnel at the appropriate salary schedule rate as per the Negotiated Agreement.

- a. **Rachel Morgan**, BIS Noon Monitor, **Step 1**, 2.5 hrs./day, **181 days/yr.** includes 8 holidays (pro-rated), effective September 13, 2024.

C. **CLASSIFIED**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following classified personnel at the appropriate salary schedule rate as per the Negotiated Agreement and contingent upon the successful completion of all payroll requirements.

- a. **Melissa Eakins**, Knollwood SSP Noon Aide, Step 1, 2.5 hrs./day, 175 days/yr., includes 8 holidays (pro-rated), effective November 18, 2024.

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- b. **Hayley Hamby**, BIS Server, Step 7, 2.5 hrs./day, 176 days/yr., includes 8 holidays (pro-rated), effective October 24, 2024.
- c. **Kiya Hamby**, BOE Cleaner, Step 1, 2.5 hrs./day, 260 days/yr., includes 13 holidays (pro-rated), effective November 15, 2024.
- d. **Nicole Yonkof**, FELC Preschool ESP, Step 4, 6 hrs./day, 180 days/yr., includes 8 holidays (pro-rated), effective November 15, 2024.

D. CLASSIFIED SUBSTITUTE

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following classified personnel at the appropriate salary schedule rate as per the Negotiated Agreement and contingent upon the successful completion of all payroll requirements.

- a. **Collin Edwards**, Substitute, Cleaner, Server effective November 15, 2024.
- c. **Elena Radulescu**, Substitute Educational Paraprofessional, effective November 15, 2024.

E. SUPPLEMENTAL

It is recommended that the Sheffield-Sheffield Lake Board of Education award a Supplemental Contract at the appropriate salary schedule rate as per the Master Agreement to the following personnel contingent upon successful completion of all payroll requirements and current certifications.

- a. **Matthew Achterhof**, BHS Assistant Girls Basketball Coach, Class II, Step 0, effective October 25, 2024.
- b. **Dale Gainer**, BHS Assistant Wrestling Coach, Class II, Step 0, effective November 15, 2024.
- c. **Andrew Smith**, BHS/BMS **VOLUNTEER** Wrestling Coach, effective November 15, 2024.

F. PAYROLL AND BENEFITS ADMINISTRATIVE ASSISTANT

It is recommended that the Sheffield-Sheffield Lake Board of Education employ the following administrative personnel at the appropriate Administrative Assistant Salary Schedule contingent upon successful completion of all payroll requirements.

- a. **Maria Sanchez**, Payroll & Benefits Administrative Assistant, Step 9, 8 hrs./day, 260 days per year plus 13 holidays, (pro-rated), effective November 25, 2024.

G. CERTIFIED RECALL

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the recall of the following certified personnel at the appropriate salary schedule rate as per

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the Master Agreement and contingent upon successful completion of all certification and payroll requirements.

a. **Lauren Hollars**, FELC PreK/K Intervention Specialist, BA+12, Step 4, effective November 15, 2024.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

H. POLICIES

24-196 Mrs. DeLuca moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve and adopt the attached **BOARD POLICY MANUAL REVISIONS**.

- a. Board of Education Meetings – 1.15
- b. Criminal Records Check – 3.02
- c. Purchases– 8.07
- d. School Calendar – 9.42

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

I. BHS MARCHING BAND DISNEY FIELD TRIP

24-197 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the BHS Marching Band Field Trip to Orlando, FLA. To Perform at Disney, November 20-25, 2025, as per the attached.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

J. BHS CLASS OF 2025 SENIOR TRIP TO WASHINGTON, D.C.

24-198 It is recommended that the Sheffield-Sheffield Lake Board of Education approve the BHS Class of 2025 Senior Trip to Washington D.C., March 26-28, 2025, as per the attached.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0

VI. Comments from the Public

"In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting. Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. People desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of most of the Board, present and voting."

VII. Standing Committee Report

A. Joint Vocational School – Sandy Jensen

Mrs. Jensen was unable to attend the recent meeting at the Kenworth facility where many students were being recognized.

B. Athletic Counsel – Amy DeLuca

Senior boys' All-Star game and Rising Stars game is this Saturday .

C. Legislative Liaison – Amy DeLuca

SB104 passed and is headed to the Governor's desk. This will prohibit transgender restrooms with exceptions for children under 10 with disabilities.

CCP Provision which allows for April and November enrollment.

HB455 -proposed religious release time.

Mrs. Jensen spoke with Representative Manning about not supporting this bill as there are issues with other groups seeking school release times.

Mrs. Jensen also shared information about LifeWise Academy.

D. Endowment Fund – Lisa Miller

Pick 3 Lottery tickets were mailed to prior contestants. Tickets are currently available for \$10 each or 3 for \$25. The next meeting is Monday, November 25th in the BHS media center at 7 PM.

E. S.A.L.T. – Student Achievement Leadership Team- Pat Czech

Thanksgiving break begins on Wednesday, November 27th , with students and staff returning Monday, December 2nd.

BHS – Joshua Preece from the Lorain County ESC recently notified Mr. Cook that BHS earned the Gold Recognition Award for its outstanding implementation of Positive Behavioral Interventions and Supports (PBIS). He stated that this achievement is a testament to the hard work and dedication of the BHS PBIS team, school leadership, and the entire school community. They have made history because they are the first high school in our region to have earned this award.

BMS – the eighth-grade staff and band members along with Mrs. Monacelli did a marvelous job at the Veteran's Day Recognition Ceremony held in the Nest this past Monday.

BIS – Several students were here this evening to represent the BIS's new house program.

Knollwood – Mrs. Demian and Mrs. Emerling's classes earned a glow party this past Monday.

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Free turkeys and dinner essentials are being distributed in the parking lot from 10 am – 12 pm on Saturday, November 23rd. This will be done on a first come first served basis.

Forestlawn -This past Monday, the Forestlawn students wore red, white, and blue and placed U. S. flags along the sidewalks to honor our Veterans.

Knollwood and Forestlawn continue to receive book donations to our libraries from our students on their birthdays. This encourages our young students to give back to the district and grow the library collections.

I also noticed a new banner displayed outside. As part of a recent update from the state, the preschool program rating system transitioned from a star-based system to bronze, silver, and gold ratings. We were previously a 5-star program. This change translated into Knollwood receiving a new gold banner. The preschool staff works diligently to ensure we meet all the Step Up to Quality requirements and this recognition reflects their hard work.

F. Finance – Sheila Lopez

No report.

G. Centennial Committee – Mrs. Jensen stated that the closing of the time capsule will be on December 28th at the double header basketball game. The committee is still seeking contents for the time capsule.

VIII. ADJOURNMENT

24-199

Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **7:16 PM**

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller

No: None

Motion Carried: 4-0



Adam Hines, Treasurer



Sandra Jensen, Vice President

The next regular meeting will be on December 12, 2024, at Knollwood Elementary School at 5:30 PM