

## RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
Administration Center

Organizational Meeting  
January 9, 2025

### I. 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. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

Absent: Mrs. Czech

### II. CALL TO ORDER – 5:32 PM

### III. ELECTION OF OFFICERS FOR 2025

**25-001** Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve Mrs. Lopez as Board President.

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

No: None.

Motion Carried: 4-0

**25-002** Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve Mrs. Jensen as Board Vice President.

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

No: None.

Motion Carried: 4-0

### IV. ORGANIZATIONAL AND STANDING AUTHORIZATIONS

#### **25-003** A. ELECTION OF BOARD REPRESENTATIVES

1. It is moved that Sandy Jensen be appointed as Sheffield-Sheffield Lake Board of Education's representative to the Lorain County Joint Vocational School District's Board of Education.

2. It is moved that Sheila Lopez be appointed as the Sheffield-Sheffield Lake Board of Education's representative to the Sheffield-Sheffield Lake City Schools Athletic Council.

3. It is moved that Amy DeLuca be appointed as the Sheffield-Sheffield Lake Board of Education's Legislative Liaison.

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4. It is moved that **Pat Czech** be appointed as Sheffield-Sheffield Lake Board of Education representative to Project S.A.L.T. (Student Achievement Liaison Team).
5. It is moved that **Lisa Miller** be appointed as Sheffield-Sheffield Lake Board of Education's representative to the Endowment Fund.
6. It is moved that **Sheila Lopez** be appointed as Sheffield-Sheffield Lake Board of Education's Finance representative.

Mrs. DeLuca moved seconded by Mrs. Miller to approve the appointments.

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

No: None.

Motion Carried: 4-0

25-004

### B. ADOPTION OF TIMES/DATES/LOCATION/FORMAT OF REGULAR MEETINGS

A. Discussion

B. Action

#### 2024 Regular Meeting Schedule (all meetings will start at 5:30 PM unless otherwise noted)

February 8, 2024	BOE Conference Room
March 14, 2024	BMS
April 11, 2024	BHS
May 9, 2024	BOE Conference Room
June 13, 2024	BOE Conference Room
July 25, 2024	BOE Conference Room
August 8, 2024	BOE Conference Room
August 22, 2024	BOE Conference Room
September 12, 2024	BHS
October 10, 2024	Forestlawn ELC
November 14, 2024	BIS
December 12, 2024	Knollwood
January 9, 2025	BOE Conference Room

Mrs. DeLuca moved seconded by Mrs. Miller to approve the schedule of meetings.

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

No: None.

Motion Carried: 4-0

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### SUPERINTENDENT'S AUTHORIZATION

**25-005** It is recommended that the Superintendent be authorized to:

1. Act as agent to approve the use of school buses for field trips and athletic events.
2. Approve admission of students under Open Enrollment, Tuition and Grandparent Status.
3. Employ such temporary personnel as is needed for emergency situations as prescribed by Ohio Revised Code 3319.18. Such employment is to be presented for approval by the Board at the next regular meeting.
4. Approve all expenditures except those over \$7,500.00, which must have Board approval.
5. Enter and/or participate in Federal, State or Local Grants or agreements.

Mrs. Miller moved seconded by Mrs. DeLuca to approve the Superintendent's authorizations.

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

No: None.

Motion Carried: 4-0

### D. FISCAL ISSUES

**25-006** It is recommended that the following fiscal authorizations be approved:

1. For the Treasurer to pay all bills within limits of the appropriations resolution as prescribed by Ohio Revised Code 3313.18 as bills are received.
2. For the Treasurer to establish a Board Service Fund as prescribed by Ohio Revised Codes 3315.15.
3. That the Board authorize the Treasurer to request advances on tax settlements from the county Auditor during the calendar year 2024 in the amounts and times deemed necessary and advisable.
4. To make fund to fund advances, advance returns, and transfers as needed throughout the year with ratification as part of the financial reports at the next regular meeting.
5. For the Treasurer to invest interim and inactive funds in permissible investments pursuant to Board Policy and as prescribed by the Ohio Revised Code 133.01.
6. For the Treasurer to borrow funds in anticipation of future tax receipts as permitted by Ohio Revised Code 113.01.
7. For the Treasurer to attend public records training on the Board behalf.
8. For the Treasurer to convene meetings of the Records Commission not limited to but at minimum annually.

Mrs. DeLuca moved, seconded by Mrs. Miller, to approve fiscal authorization for the Treasurer.

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

V. TAX BUDGET HEARING AND APPROVAL

**25-007** Mrs. Miller moved, seconded by Mrs. DeLuca to approve the Tax Budget for the fiscal year 2026.

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

VI. ADJOURNMENT

**25-008** Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education adjourns.

Time: 5:40 PM

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

  
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Mr. Adam Hines, Treasurer

  
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Mrs. Sheila Lopez, President