

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
Brookside Middle School

Regular Meeting  
March 13, 2025

**I. OPENING ITEMS**

- A. Call to Order – 5:30 PM
- 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. Jensen, Mrs. Lopez, Mrs. Miller  
Absent: Mrs. DeLuca

- C. Pledge of Allegiance

**II. AGENDA**

- A. Motion to approve the agenda.

**25-037** Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approves the agenda.

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

**III. INFORMATIONAL ITEMS/BOARD RECOGNITIONS**

BMS Presentation – Strategic Plan Item

**IV. TREASURER'S BUSINESS**

- A. Reports**
  - Audit update.
  - Budget Preparation.
  - Tax Rates.

**B. Approval of Minutes**

**25-038** Mrs. Miller moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

**Regular Meeting – February 13, 2025**  
**Special Meeting – February 26, 2025**

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

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**C. Approval of Purchase Orders**

**25-039** Mrs. Czech moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the attached purchase orders above \$ 3000.00 with issues. OSBA membership.

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

No: None

Motion Carried: 4-0

**D. Approval of Financial Statements**

**25-040** Mrs. Miller moved seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve the enclosed financial statements.

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

No: None

Motion Carried: 4-0

**E. Decommission of Buses**

**25-041** Mrs. Miller moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the decommission of buses for parts/service credit to Cardinal.

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

No: None

Motion Carried: 4-0

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

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

**25-042** Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves Items A through E.

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

- a. **Liz DiFucci**, FELC preschool teacher, resigning at the conclusion of the 2024-25 school year.
- b. **Bryan Evans**, BHS teacher, requesting unpaid Medical Leave of Absence beginning March 5- June 30, 2025.
- c. **William Mathews**, BHS teacher, resigning at the conclusion of the 2024-25 school year for the purpose of retirement.
- d. **Michelle Ryan**, Bus Driver, requesting unpaid FMLA beginning February 6-March 13, 2025.

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- e. **Michelle Ryan**, Bus Driver, requesting unpaid leave beginning March 14-June 30, 2025.
- f. **Andrew Smith**, Volunteer Wrestling Coach, resigning effective February 4, 2025, to accept another position in the district.
- g. **Joanna Wright**, BIS SSP, resigning effective February 13, 2025, to accept another position in the district.
- h. **Jonathan Wright**, BHS Girls Varsity Soccer Assistant Coach, resigning effective March 6, 2025, to accept another position in the district.

**B. Certified – Long Term Substitute**

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

- a. **Patricia Rogalski**, Long Term Substitute Counselor, FELC/Knollwood, BA, Step 0, effective March 18, 2025.

**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. **Dawn Bobrowski**, BIS SSP Noon Monitor, Step 1, 2.5 hrs./day, 181 days/yr., plus contracted holidays (pro-rated), effective March 18, 2025.
- b. **Kiya Hamby**, Knollwood SSP Monitor, Step 1, 2.5 hrs./day, 175 days/yr., plus contracted holidays (pro-rated), effective March 18, 2025.
- c. **Rachel Morgan**, Transportation Monitor, Step 1, 2 hrs./day, 180 days/yr. plus contracted holidays (pro-rated), effective March 18, 2025.

**D. Classified Substitute(s)**

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. **Tracey Rieger** – Substitute – Cleaner/Server/ESP/SSP (as needed basis).

**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

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Agreement to the following personnel contingent upon successful completion of all payroll requirements and current certifications.

- a. **Andrew Smith**, BHS Assistant Wrestling Coach, Class II, Step 4, effective November 15, 2024.
- b. **Jonathan Wright**, BHS Head Girls Soccer Coach, Class II, Step 0, effective August 1, 2025.

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

No: None

Motion Carried: 4-0

**E. DECAF Proposals**

**25-043** Mrs. Miller moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve the following DECAF proposals.

<b>NAME</b>	<b>TITLE</b>	<b>Percentage %</b>
<b>Kevin Landis</b>	BHS E-Sports	3
<b>Kelson Barber</b>	BHS Classical Studio	2
<b>Christopher Glynn</b>	BHS F.L.O.A.T	1
<b>Jane Cassidy</b>	BHS Girls/Female Positivity	2
<b>Mary Cogdell</b>	BIS Coding Club	2

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

No: None

Motion Carried: 4-0

**VI. BUSINESS OPERATIONS**

**A. Lorain County Board of Developmental Disabilities -Preschool Agreement**

**25-044** Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education enter a contract with the Lorain County Board of Developmental Disabilities for preschool services for the 2025-26 school year as per the attached.

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

No: None

Motion Carried: 4-0

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**B. Summer 2025 Plato Program**

**25-045** Mrs. Czech moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the BHS Summer\_2025 PLATO Program including personnel as attached.

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

**C. Brookside High School Curriculum Guide**

**25-046** Mrs. Miller moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the attached BHS Curriculum Guide adjustments/changes for the 2025-26 school year.

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

**D. Transportation Supervisor Job Description**

**25-047** Mrs. Miller moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approves the attached job description with adjusted pay reduction from Transportation Supervisor to Transportation Manager.

Yes: Mrs. Czech, Mrs. Jensen, Mrs. Miller  
No: None  
Abstain: Mrs. Lopez  
Motion Carried: 3-0

**VII. 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."*

Andrew Smith - Shared that he has encouraged his members to reach out to their elected officials regarding the school funding and attack on public education.

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**VIII. Standing Committee Report**

- A. **Joint Vocational School** – Sandy Jensen
- B. **Athletic Counsel** – Sheila Lopez
- C. **Legislative Liaison** – Amy DeLuca
- D. **Endowment Fund** – Lisa Miller
- E. **S.A.L.T.** – Student Achievement Leadership Team- Pat Czech
- F. **Finance** – Sheila Lopez

**IX. EXECUTIVE SESSION**

**25-048** Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education adjourn to Executive Session for the reason(s) indicated below with no action to follow:

Time: 6:30 PM

To consider one or more, as applicable, of the check marked items with respect to a public employee or official:

- 1)  Appointment;
  - 2)  Employment;
  - 3)  Dismissal;
  - 4)  Discipline;
  - 5)  Promotion;
  - 6)  Demotion;
  - 7)  Compensation;
- A.  Investigation of charges/complaints against a public employee, official, licensee, or regulated individual (unless public hearing requested)
  - B.  To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is averse to the public interest.
  - C.  Conferences with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action.
  - D.  Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
  - E.  Matters required to be kept confidential by federal law or regulations or state statutes.

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F.\_\_\_\_\_ Details relative to security arrangements and emergency response protocols for a public body or a public office if disclosure of the matters discussed could be expected to jeopardize the security of the public body or public office.

Reconvene from executive session by consent at **8:20 p.m.**

IX. **ADJOURNMENT**

25-049 Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education adjourn.


Time: **8:20 PM**

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

No: None

Motion Carried: 4-0

  
\_\_\_\_\_  
Mr. Adam Hines, Treasurer

  
\_\_\_\_\_  
Mrs. Sheila Lopez, President

The next meeting will be on **April 10, 2025**, at 5:30 PM at the Administration Center.

