

Sheffield-Sheffield Lake City Schools Regular Board of Education Meeting

1824 Harris Road
Sheffield, OH 44054

June 12, 2025

5:30 P.M. Regular Meeting

Brookside High School

Mrs. Pat Czech
Mrs. Amy DeLuca
Mrs. Sandra Jensen, Vice President
Mrs. Sheila Lopez, President
Mrs. Lisa Miller
Mr. Michael F. Cook, Superintendent
Mr. Adam Hines, Treasurer



INSPIRE ~ EXCITE ~ EDUCATE



NOTICE TO THE PUBLIC

We wish to welcome you to the Sheffield-Sheffield Lake Board of Education Meeting. Please be advised that tonight's meeting may be videotaped for a presentation on cable. This agenda copy is provided for your convenience.

Each Board member receives his agenda and an abundance of informational material well in advance of each meeting. He, individually, has had the opportunity to study each item and to ask questions of school personnel.

The Board meeting is for the purpose of conducting public business and is not designed to be a public forum. Your questions and suggestions, however, are most welcome.

In general, all comments and questions should be brought to the attention of the school's administration. In most instances problems can be settled in this manner.

Please fill out the forms available should you wish to address a comment to the Board of Education. A place on the agenda has been provided for this purpose. In addressing the Board, state your name and address. Please keep your comments short and to the point.

The Board will gladly accept your suggestions and requests and will try to answer your questions when possible. Most often, however, action will be deferred to a subsequent meeting to allow time to thoroughly study your input.

DISTRICT GOALS

1. To improve the number of standards (indicators) met on the Ohio School District Report Card.
2. To maintain financial stability.
3. To improve the image and reputation of the district by conducting an annual community satisfaction survey and to increase public support and involvement demonstrated by at least fifty percent of the student's homes participating in some two-way communication forum with the district during the school year.

Thank you for attending.

Your interest is appreciated.



Regular Meeting

I. OPENING ITEMS

- A. Call to Order
- B. Roll Call

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

- C. Pledge of Allegiance

II. AGENDA

- A. Motion to approve the agenda.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

III. INFORMATIONAL ITEMS

World Robotics Participants Recognition
Brookside High School Academic Challenge team recognition

IV. TREASURER’S BUSINESS

- A. Reports
- B. Approval of Minutes

It is recommended that the Sheffield-Sheffield Lake Board of Education approve Minutes from the following agenda(s):

Regular Meeting – May 8, 2025

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

C. Approval of Purchase Orders

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

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

D. Approval of Financial Statements

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the enclosed financial statements.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____



E. META Yearly Renewal Agreements

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached META renewal agreements for the 2025-26 school year.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

F. Elyria Charities, Inc. Donation

It is recommended that the Sheffield -Sheffield Lake Board of Education accept and acknowledge the following donation from Elyria Charities, Inc.

a. \$ 5000.00 - for the Brookside Intermediate School Incentives and Rewards Program.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

G. Bendix Commercial Vehicle Systems LLC Donation

It is recommended that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the following donation from Bendix Commercial Vehicle Systems LLC.

a. \$ 3000.00 – to support the Brookside Robotics Team.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

H. Amended FY25 Permanent Appropriations

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached FY25 Permanent Appropriations.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

I. FY26 Temporary Appropriations

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached FY26 Temporary Appropriations.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____



J. Ohio Schools Plan 2025-26 District Liability

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the Love Insurance Agency and Ohio School Plan for the district's property, fleet, and liability insurance from July 1, 2025, to June 30, 2026.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

K. Cyber Coverage

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the contract for cyber coverage with Tokio Marine HCC through the Love Insurance Agency from July 1, 2025, to June 30, 2026.

L. Junior Class Donation to Senior Class

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the donation from the 2024-25 Junior Class in the amount of \$ 6,528 to the 2024-25 Sophomore Class from fund 200-9226 to 200-9227.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

M. Central Office Administrative Assistants Memorandum of Understanding

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Memorandum of Understanding for the Central Office Administrative Assistants effective July 1, 2025.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

N. Food Service Fund Advance

It is recommended that the Sheffield-Sheffield Lake Board of Education approve an advance from the General Fund (001) to the Food Service Fund (006) in the amount of \$ 50,000 for FY25.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

V. SUPERINTENDENT'S BUSINESS/HUMAN RESOURCES

A. Resignations/Leave Requests/Retirements



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

- a. **Elyse Albaugh**, BHS/BMS Breakfast Monitor, resigning effective June 5, 2025.
- b. **Lindsey Chalk**, BHS teacher, resigning at the conclusion of the 2024-25 school year.
- c. **Nick Doehr**, resigning as Brookside Middle School Principal, effective July 31, 2025.
- d. **Breanne Grimm**, BIS teacher, requesting an extension of Unpaid Parental Leave, effective for the 2025-26 school year and returning at the start of the 2026-27 school year.
- e. **Michelle Ryan**, Bus Driver, recommended for approval of disability retirements benefits effective March 1, 2025. Pursuant to RC 3309.41 (A) (2), while on SERS approved disability leave, Michelle Ryan will be subject to recall for a period of at least three years should the Retirement Board determine that she is capable of resuming service. During this period, Michelle Ryan will be considered on unpaid leave of absence per RC 3309.41 (A) (2). Accordingly, Michelle Ryan's name will remain on the employee rolls of the district, and she will be treated as a leave subject to recall.
- f. **Melissa Terra**, BMS teacher, resigning effective June 5, 2025, for the purpose of retirement.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

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

- a. **Nathan Mack**, Brookside High School LTS Social Studies teacher, BA, Step 0, effective August 18, 2025.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

C. Certified

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

- a. **Kimberly Helms**, BIS Fourth Grade Teacher, MA, Step 0, effective August 18, 2025.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____



D. Administrative

- a. It is recommended that the Sheffield-Sheffield Lake Board of Education award and employ **Heather Pelphey** a Two (2) Year Contract as Brookside Middle School Principal, as per the Administrative Schedule effective August 1, 2025-July 31, 2027.
- b. It is recommended that the Sheffield-Sheffield Lake Board of Education award and employ **Michelle Szczepanski** a Two (2) Year Contract as FELC Principal, as per the Administrative Schedule effective August 1, 2025-July 31, 2027.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

E. Administrative -Other Correction

It is recommended that the Sheffield-Sheffield Lake Board of Education award and employ **Christine Oravets**, as Brookside High Interim Assistant Principal, retroactive to April 2, 2025 through **June 5, 2025**, at the per diem rate per the Administrative Schedule.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

F. Tutors

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

- a. **David Baughman**, Homebound Tutor, effective for the 2025-26 school year.
- b. **Karen Coffey**, Homebound Tutor, effective for the 2025-26 school year.
- c. **Brenna Demers**, Homebound Tutor, effective for the 2025-26 school year.
- d. **Tandi Fritz**, Homebound Tutor, effective for the 2025-26 school year.
- e. **Amy Kitzberger**, Homebound Tutor, effective for the 2025-26 school year.
- f. **Lisa Montgomery**, Homebound Tutor, effective for the 2025-26 school year.
- g. **Morgan Traine**, Homebound Tutor, effective for the 2025-26 school year.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

G. 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. **Tim Adkins**, Bus Driver, Step 1, 4 hrs./day, 181 days/year plus contracted holidays (pro-rated), upon completion of all driving requirements, licensure, and background checks.



Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

H. Summer Help- Painting

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following 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**, Summer Help- Painting, effective June 9, 2025. Not to exceed 100 hours.
- b. **Cathleen Emmerling**, Summer Help- Painting, effective June 9, 2025. Not to exceed 100 hours.
- c. **Hayley Hamby**, Summer Help- Painting, effective June 9, 2025. Not to exceed 100 hours.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

VI. BUSINESS OPERATIONS

A. Lorain County Board of Developmental Disabilities -Preschool Agreement

It is recommended that the Sheffield- Sheffield Lake Board of Education enter a contract with the Lorain County Board of Developmental Disabilities for services for the 2025-26 school year as per the attached.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

B. Lorain County ESC Primary Service Agreement

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Lorain County ESC Primary Service Agreement for specialized district services for the school year 2025-26.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

C. Interagency Service Agreement, Lorain County

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Lorain County Interagency Agreement between the following: Lorain County Head Start/Early Head Start, Lorain County Board of Developmental Disabilities and Local Agencies including the Sheffield-Sheffield Lake School District effective July 1, 2025, to June 30, 2026, as per the attached.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____



D. Acceptable Use Policy

It is recommended that the Sheffield-Sheffield Lake Board of Education approve and adopt the attached Acceptable Use Policy.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

E. TransFinder Proposal

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the TransFinder Proposal for products and services as per the attached.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

F. Griffith Paving Inc., Contract A

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Griffith Paving Contract for Brookside High School Lot overlay repair.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

G. Griffith Paving, Inc. Contract B

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Griffith Paving Contract for Brookside High School Lot structural repair.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

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 desires to speak has 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."

VIII. STANDING COMMITTEE REPORT

- A. Joint Vocational School
- B. Athletic Counsel
- C. Legislative Liaison
- D. Endowment Fund



- E. S.A.L.T. – Student Achievement Leadership Team
- F. Finance

IX. ADJOURNMENT

Time: _____

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

The next regular meeting will be on July 24, 2025, at 5:30 PM at the Administrative Center.