

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools
Administration Center

Regular Meeting
August 14, 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. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller
Absent: None

- C. Pledge of Allegiance

II. AGENDA

- A. Motion to approve the agenda with addendum and corrections.

25-134 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. Lopez, Mrs. Miller
No: None
Motion Carried: 5-0

III. INFORMATIONAL ITEMS

- A. Recognition of retirees.
Mila Campo

IV. TREASURER'S BUSINESS

25-135 A. Reports

Mr. Hines shared that both fiscal audits with the Auditor of State's office and the yearly GAAP audits have begun for the 24-25 fiscal year. The county auditors office shared that the Ford plant addition and the Walter's Way homes have been assessed but no values or district revenue has been reported as of now.

- B. Approval of Minutes

25-136 Mrs. Czech moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve the minutes from the following agenda:

Regular Meeting - June 12, 2025

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

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No: None
Abstain: Mrs. DeLuca, Mrs. Lopez
Motion Carried: 3-0

Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve the minutes from the following agenda:

25-137 Regular Meeting – July 24, 2025

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

C. Approval of Financial Statements

25-138 Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves the attached financial statements.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller
No: None
Motion Carried: 5-0

D. AMVETS Post 55 Donation

25-139 Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education accepts and acknowledges the donation from AMVETS Post 55.

- a. \$1,200 to the Cardinal District Video Club (DVC).
- b. \$570 to the Cardinal District Video Club (DVC).

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller
No: None
Motion Carried: 5-0

E. VFW Post 8686 Donation

25-140 Mrs. DeLuca moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education accepts and acknowledges the \$3,000 donation to the BMS Student Incentive Program from VFW Post 8686.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Lopez
No: None
Motion Carried: 5-0

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F. Wellness Stipend

25-141 Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the wellness champion stipend(s) for the 2025-26 academic year.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mr. Miller
No: None
Motion Carried: 5-0

G. FY26 Permanent Appropriations

25-142 Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approves permanent appropriations for fiscal year 2026.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller
No: None
Motion Carried: 5-0

H. Approval of Purchase Orders

25-143 Mrs. Lopez moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves purchase orders above \$3,000 with issues.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller
No: None
Motion Carried: 5-0

I. Transportation Payment in Lieu

25-144 Mrs. Miller moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approves the transportation payment in lieu.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller
No: None
Motion Carried: 5-0

IV. SUPERINTENDENT'S BUSINESS/HUMAN RESOURCES

25-145 Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves Items A-C.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller
No: None
Motion Carried: 5-0

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A. Resignations/Leave Requests/Retirements:

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

- a. **Andrew Smith**, resigning from Varsity Assistant Wrestling Coach at Brookside High School, effective August 6, 2025.
- b. **Denver Jarvis**, resigning from Brookside Intermediate Custodian position effective July 27, 2025, to accept another position in the district.
- c. **William Waddell**, resigning from Murray Ridge Educational Support Paraprofessional position, effective July 25, 2025 to accept another position in another school district.
- d. **Jason Wright**, Brookside Intermediate Head Custodian, resigning effective July 18, 2025.

B. Certified Salary Adjustment

It is recommended that the Sheffield-Sheffield Lake Board of Education approves the salary increases for advanced training for the following certified personnel as per the Master Agreement retro-active to August 1st, 2025.

	<u>FROM</u>	<u>TO</u>
a. Andrea Iacano	MA+12	MA+24

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. **Robin Courtock**, Bus Driver, Step 2 , 4 hrs./day, 181 days/year plus contracted holidays (pro-rated), pending all required documents have been received.
- b. **Denver Jarvis**, Brookside Intermediate School Head Custodian, Step 10, 8 hrs./day, 260 days/year plus contracted holidays (pro-rated), effective July 28, 2025.
- c. **Tracey Menoes**, Brookside High/Middle School SSP Breakfast Monitor, Step 2, 0.5hrs./day, 175 days/year plus contracted holidays.
- d. **Robert Savage**, Bus Driver, Step 2, 4hrs./day, 181 days/year plus contracted holidays (pro-rated), pending all required documents have been received.

D. Educational Service Center of Northeast Ohio

25-146

Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the contract with the Educational Services Center of Northeast Ohio

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for the 2025-2026 school year.

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

No: None

Motion Carried: 5-0

E. Safety Town Payment

25-147 Mrs. Lopez moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the payment to Safety Town 2025 staff.

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

No: None

Motion Carried: 5-0

F. Administrative Assistant Vacation Payout

25-148 Mrs. Miller moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approves the vacation payout for Cyndi Elliott and Michele Arra for the 2024-2025 contract.

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

No: None

Motion Carried: 5-0

G. Activities Purpose/Budget Statements

25-149 Mrs. Czech moved, Mrs. Miller seconded that the Sheffield-Sheffield Lake Board of Education approves the Activities Purpose/Budget Statements for the 2025-2026 school year.

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

No: None

Motion Carried: 5-0

H. Other

25-150 Mrs. DeLuca moved, Mrs. Miller seconded that the Sheffield-Sheffield Lake Board of Education approves the one-time stipend to Andrew Schuster, Bus Driver, for 120 hours of training at \$18.00/hr.

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

No: None

Motion Carried: 5-0

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VI. BUSINESS OPERATIONS

A. Riveon (LCADA)

25-151 Mrs. DeLuca moved, Mrs. Czech seconded that the Sheffield-Sheffield Lake Board of Education approves the agreement between Riveon (LCADA) for prevention supports at Brookside High/Middle School.

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

No: None

Motion Carried: 5-0

B. NEOEA Teacher Professional Organization Agreement

25-152 Mrs. DeLuca moved, Mrs. Czech seconded that the Sheffield-Sheffield Lake Board of Education approves NEOEA Teacher Professional Organization Agreement.

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

No: None

Motion Carried: 5-0

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 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 - N/A Meeting next Thursday, August 21st.
- B. Athletic Counsel - Mrs. Lopez shared the upcoming athletic calendar
- C. Legislative Liaison - Mrs. DeLuca - General Assembly is in recess. The district cell phone policy is up to date. President Trump wants to reinstate the Presidential Fitness Test. Cybersecurity Competitive bidding changes in the new budget that includes any building on school property.
- D. Endowment Fund - Mrs. Miller - First meeting was August 12th to plan for the upcoming year and will keep the grants at the same amount of \$650.
- E. S.A.L.T. – Mrs. Czech

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Brookside High School

Principal: Emily Adkins • Assistant Principal: Brian George

The District Student Services Department held the first ever back to school supply distribution event for district residents. Approximately 125 students received the materials posted on their grade level lists. It is always a pleasure working with our staff and community volunteers who graciously give of their time and money to provide these necessary support and services to our students.

Brookside Middle School

Principal: Heather Pelphey

Come meet your new principal and teacher. Wednesday, August 20, 2025 5:00pm. - 7:00pm.
Reconnect with friends. Receive your class schedule.

Brookside Intermediate School

Principal: Wes Davies • Assistant Principal: Sierra Swanson

Arrival and Dismissal Procedure Reminders and the 2025-2026 School Supply Lists are posted on the BIS website.

Knollwood Elementary School

Principal: Colleen Mudore

Popsicles with the Principal and Meet the staff
Stop in at Knollwood on Thursday, August 14th from 5:30 - 6:30 and enjoy a sweet treat with Principal Mudore. Students will be able to meet other students in your classroom. Please wait for Open House on Tuesday, August 19th to bring any supplies.

Forestlawn Early Learning Center

Principal: Michelle Szczepanski

Class placements will be emailed to families on Friday, August 15th after 3:00pm. Please make sure your information has been updated in Final Forms.

If you didn't receive the email, please call the office at 440-949-4238. Thank you!

Popsicles with the Principal

Tuesday, August 12, 2025 4-5pm at the Forestlawn Early Learning Center playground.

District wide

The school year will begin with the New Teacher Day on Monday, August 18th.

The All Staff Inservice days are Tuesday, August 19th and Wednesday, August 20th.

Freshman Orientation will be on Wednesday, August 20th.

First Day for our first through twelfth graders will be Thursday, August 21st.

The 25th or 26th will be the first day for kindergarten with the 27th for all Kindergarten students. August 28th will be the first day of our PreK

F. Finance - N/A Next meeting will be 8/28/25.

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IX. ADJOURNMENT

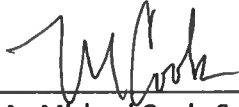
25-153 Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **6:21 PM**

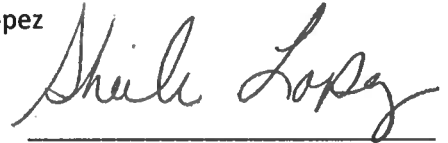
Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez

No: None

Motion Carried: 5-0



Mr. Michael Cook, Superintendent



Mrs. Sheila Lopez, President

The next meeting will be on August 28, 2025, at 5:30 PM at the Administration Center.