

# Sheffield-Sheffield Lake City Schools Regular Board of Education Meeting

1824 Harris Road  
Sheffield, OH 44054

September 11, 2025

5:30 P.M. Regular Meeting

Administration Center

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**

**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 – August 28, 2025**

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**C. AMVETS Post 55 Donation**

It is recommended that the Sheffield -Sheffield Lake Board of Education accept and acknowledge the following donations from AMVETS Post 55.

- a. \$1,500 to the Brookside High School Custodial staff.
- b. \$488 to the Brookside High School Custodial staff.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_



**D. Approval of Purchase Orders**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached purchase orders above \$ 3,000.00 with issues.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**E. 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 \_\_\_\_\_

**F. Approval of Ohio Deferred Compensation - Roth 457 Option Employer Adoption**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the Roth 457 Option Employer Adoption.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**G. Activities Purpose/Budget Statements**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Activities Purpose/Budget Statements for the 2025-2026 school year.

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. **Margaret Anthony**, resigning from Brookside High School Cleaner position, effective December 31, 2025, for the purpose of retirement.
- b. **Kariman Assad**, resigning from Transportation Monitor position, effective August 11, 2025.
- c. **Kiya Hamby**, resigning from the Board of Education Cleaner position, effective September 19, 2025, to accept another position in the district.
- d. **Bryan Evans**, recommended for approval of disability retirements benefits effective August 21, 2025. Pursuant to RC 3307.48 (B), while on STRS approved disability leave, Bryan Evans will be subject to recall for a period of at least five years should the Retirement Board



determine that he is capable of resuming service. During this period, Bryan Evans will be considered on unpaid leave of absence per RC 3307.48 (B). Accordingly, Bryan Evans’s name will remain on the employee rolls of the district, and he will be treated as a leave subject to recall.

- e. **Rachel Morgan**, resigning from SSP Monitor position at BIS, Transportation Monitor AM position, and Transportation Monitor PM position, effective August 18, 2025.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**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.	<b>Cathleen Emmerling</b>	<b>MA+12</b>	<b>MA+24</b>
b.	<b>Becky Meek</b>	<b>BA+12</b>	<b>MA</b>
c.	<b>Mary Beth Morgan</b>	<b>MA+12</b>	<b>MA+24</b>
d.	<b>Morgan Traine</b>	<b>BA+12</b>	<b>MA</b>

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**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. **Joseph DeLuca**, *Classified Substitute* Educational Support Paraprofessional, effective September 12, 2025.
- b. **Kiya Hamby**, Transportation Monitor, Step 1, 4 hrs./day, 180 days/year plus contracted holidays (pro-rated), effective September 22, 2025.
- c. **Rachel Morgan**, Educational Support Paraprofessional at Brookside Intermediate School, Step 1, 7 hrs./day, 181 days/year plus contracted holidays (pro-rated), effective August 19, 2025.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_



**VI. BUSINESS OPERATIONS**

**A. Chancelight Agreement – Westlake Autism Center**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the contract with **Chancelight** for the 2025-2026 school year.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**B. Second Harvest Food Bank of North Central Ohio**

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the contract with **Second Harvest Food Bank of North Central Ohio** to the administration of the School Pantry Program during the program year between July 1, 2025, and June 30, 2026.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**C. Sheffield-Sheffield Lake Board Policy**

It is recommended that the Sheffield-Sheffield Lake Board of Education adopt the following board policy with our board policy manual in accordance with the law.

**9.45 Parents' Bill of Rights**

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**D. Sheffield-Sheffield Lake Board Policy Update**

It is recommended that the Sheffield-Sheffield Lake Board of Education adopt and replace the following board policy with our board policy manual in accordance with the law.

**9.08 Title IX Grievance Procedure**

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**E. Sheffield-Sheffield Lake Board Policy**



It is recommended that the Sheffield-Sheffield Lake Board of Education approve the board policy 7.37 with the option to require mandatory criminal records checks for instructors and volunteers of the sponsoring entity. Cost burden for criminal records requests will be the sponsoring entity.

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**F. Sheffield-Sheffield Lake Board Policy - Rescind 6.09**

It is recommended that the Sheffield-Sheffield Lake Board of Education rescind the Board Policy 6.09 effective September 28, 2025, with our board policy manual in accordance with the law.

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 desire to speak have 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. EXECUTIVE SESSION**

It is recommended that the Sheffield-Sheffield Lake Board of Education adjourn to Executive Session for the reason(s) indicated below with no action to follow:

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

TIME: \_\_\_\_\_

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. X 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 employment.

E. \_\_\_\_ Matters required to be kept confidential by federal law or regulations or state statutes.

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.

**X. ADJOURNMENT**

Time: \_\_\_\_\_

Pat Czech \_\_\_\_\_ Amy DeLuca \_\_\_\_\_ Sandra Jensen \_\_\_\_\_ Sheila Lopez \_\_\_\_\_ Lisa Miller \_\_\_\_\_

**The next regular meeting will be on October 9, 2025, at 5:30 PM at Knollwood Elementary School.**