

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools
Brookside High School

Regular Meeting
June 12, 2025

I. **OPENING ITEMS**

A. Call to Order – 5:31 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. Miller

Absent: Mrs. DeLuca, Mrs. Lopez

C. Pledge of Allegiance

II. **AGENDA**

A. Motion to approve the agenda with a change.

25-087 Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approves the agenda.

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

No: None

Motion Carried: 3-0

II. **INFORMATIONAL ITEMS/BOARD RECOGNITIONS**

Mrs. Val Rion - World Robotics presentation - The Robotics Team earned their way to the World Competition by earning a spot at the State competition. The Middle School team earned their way by scoring high in the Skills Competition and the high school team earned their way as being in the Final Four at the State level. Mrs. Rion and the team raised thousands of dollars to help pay for the travel and competition expenses. High School - Tyler O'Donnell, Elliot Rion,

Mrs. Lisa Rutger - Academic Challenge Team Recognition - the Academic team made the NE Ohio Region semifinal in competition.

Elliot Rion, Simon Grega, Mason Kremp

III. **TREASURER'S BUSINESS**

A. Reports

B. Approval of Minutes

25-088 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

Regular Meeting – May 8, 2025

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

C. Approval of Purchase Orders

25-089 Mrs. Miller moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the attached purchase orders above \$ 3000.00 with issues.

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

D. Approval of Financial Statements

25-090 Mrs. Miller moved seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the enclosed financial statements.

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

E. META Yearly Renewal Agreements

25-091 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the attached META renewal agreements for the 2025-26 school year.

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

F. Elyria Charities, Inc. Donation

25-092 Mrs. Miller moved, seconded by Mrs. Jensen 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.

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

G. Bendix Commercial Vehicle Systems LLC Donation

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25-093 Mrs. Czech moved, seconded by Mrs. Miller 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.

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

No: None

Motion Carried: 3-0

H. Amended FY25 Permanent Appropriations

25-094 Mrs. Miller moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the attached FY25 Permanent Appropriations.

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

No: None

Motion Carried: 3-0

I. FY26 Temporary Appropriations

25-095 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the attached FY26 Temporary Appropriations.

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

No: None

Motion Carried: 3-0

J. Ohio Schools Plan 2025-26 District Liability

25-096 Mrs. Czech moved, seconded by Mrs. Miller 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.

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

No: None

Motion Carried: 3-0

K. Cyber Coverage

25-097 Mrs. Miller moved, seconded by Mrs. Jensen 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.

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

No: None

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Motion Carried: 3-0

L. Junior Class Donation to Sophomore Class

25-098 Mrs. Miller moved, seconded by Mrs. Jensen 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.

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

No: None

Motion Carried: 3-0

M. Central Office Administrative Assistants Memorandum of Understanding

25-099 Mrs. Miller moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the attached Memorandum of Understanding for the Central Office Administrative Assistants effective July 1, 2025.

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

No: None

Motion Carried: 3-0

N. Food Service Fund Advance

25-100 Mrs. Miller moved, seconded by Mrs. Jensen 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.

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

No: None

Motion Carried: 3-0

V. SUPERINTENDENT'S BUSINESS/HUMAN RESOURCES

A. Resignations/Leave Requests/Retirements

25-101 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education honors 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.

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- 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.

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

No: None

Motion Carried: 3-0

B. Certified – Long Term Substitute

25-102

Mrs. Czech moved, seconded by Mrs. Miller 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.

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

No: None

Motion Carried: 3-0

C. Certified

25-103

Mrs. Czech moved, seconded by Mrs. Miller 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.

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

No: None

Motion Carried: 3-0

D. Administrative

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25-104 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education award and employ the following certified personnel:

- a. **Heather Pelphrey** a Two (2) Year Contract as Brookside Middle School Principal, as per the Administrative Schedule effective August 1, 2025-July 31, 2027.
- b. **Michelle Szczepanski** a Two (2) Year Contract as FELC Principal, as per the Administrative Schedule effective August 1, 2025-July 31, 2027.

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

No: None

Motion Carried: 3-0

E. Administrative -Other Correction

25-105 Mrs. Miller moved, seconded by Mrs. Jensen, that the Sheffield-Sheffield Lake Board of Education 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.

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

No: None

Motion Carried: 3-0

F. Tutors

25-106 Mrs. Miller moved, seconded by Mrs. Jensen, that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel at the appropriate salary schedule 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.

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

No: None

Motion Carried: 3-0

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G. Classified

25-107 Mrs. Czech moved, seconded by Mrs. Miller 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. **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.

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

No: None

Motion Carried: 3-0

H. Summer Help- Painting

25-108 Mrs. Czech moved, seconded by Mrs. Miller 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.

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

No: None

Motion Carried: 3-0

VI. BUSINESS OPERATIONS

25-109 Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approves Items A through G.

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.

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.

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.

D. Acceptable Use Policy

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

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.

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.

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.

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

No: None

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 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 – Sandy Jensen**
No report.
- B. Athletic Counsel – Mrs. Lopez**
Avery made it out of the State prelims in hurdles. Jack H. and Dominic L. participated.
- C. Legislative Liaison – Amy DeLuca**
No report.
- D. Endowment Fund – Lisa Miller**
May 14th were senior scholarships awards and many were handed out to assist students with their post-secondary academic pursuits. There will not be any meetings during the summer
- E. S.A.L.T. – Student Achievement Leadership Team- Pat Czech**

Brookside High School

May 7th National Honors Induction Ceremony
May 14th Senior Awards Ceremony
May 14th BHS Gallery of Success inductee Dr. Robert Sinclair
May 16th SSLCSD Special Olympics held at Sevits Stadium
May 31st BHS Commencement
June 7th Band Car and Craft Show 10am-3pm at Sevits Stadium

*Thank you to our Robotics and Academic Challenge teams for their updates on their recent performances. Great Job!

Brookside Middle School

May 7th was the BHS/BMS Art Show
May 27th -29th the Academic Club enjoyed their reward field trip to Chicago
June 2nd was the Cedar Point Field Trip
June 3rd was perfect weather for the BMS Field Day Event

Brookside Intermediate School

May 15th was the Band Concert

Knollwood Elementary School

June 2nd Field Day and Inflatable Race
June 4th Student’s last day
June 5th Staff Last Day

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Forestlawn Early Learning Center

June 2nd Last Day for Kindergarten Students & Kindergarten Celebration
June 3rd and 4th Screening for Incoming Kindergarten

IX. ADJOURNMENT

25-110 Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **6:12 PM**

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

No: None

Motion Carried: 3-0



Mr. Adam Hines, Treasurer



Mrs. Sandra Jensen, Vice President

The next regular meeting will be on June 12, 2025, at 5:30 PM at Brookside High School.