

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
Administration Center

Regular Meeting  
September 11, 2025

**I. OPENING ITEMS**

- A. Call to Order – 5:33 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

- C. Pledge of Allegiance  
Moment of silence for 9/11

**II. AGENDA**

- A. Motion to approve the agenda with a change.

**25-167** 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/BOARD RECOGNITIONS**

Rotary Grant – Mrs. Mudore received a Rotary Grant for a walking train at Knollwood.

**IV. TREASURER'S BUSINESS**

**A. Reports**

- GAAP, Medicaid, Fiscal Audit
- LERC – Voted to grant a premium holiday this December.
- Ford – Walnut Ridge #'s by end of September.

**B. Approval of Minutes**

**25-168** 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 – August 28, 2025**

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

No: None

Motion Carried: 5-0

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**C. AMVETS Post 55 Donation**

**25-169** Mrs. DeLuca moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Boar of Education accepts 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.

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

No: None

Motion Carried: 5-0

**D. Approval of Purchase Orders**

**25-170** Mrs. Czech moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the attached purchase orders above \$ 3,000.00 with issues.

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

No: None

Motion Carried: 5-0

**E. Approval of Financial Statements**

**25-171** Mrs. Miller moved seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the enclosed financial statements.

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

No: None

Motion Carried: 5-0

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

**25-172** Mrs. DeLuca, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the Roth 457 Option Employer Adoption.

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

No: None

Motion Carried: 5-0

**G. Activities Purpose/Budget Statements**

**25-173** Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the attached Activities Purpose/Budget Statements.

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

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

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

**25-174** Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves items A and B.

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, Transportation Monitor PM position, effective August 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.	<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 Trainee</b>	<b>BA+12</b>	<b>MA</b>

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

**C. Classified**

**25-175** Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approves 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.

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.

Yes: Mrs. Czech, Mrs. Jensen, Mrs. Lopez Mrs. Miller  
Abstain: Mrs. DeLuca  
Motion Carried: 4-0

**VI. BUSINESS OPERATIONS**

**25-176** Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the contract with ChanceLight for the 2025-2026 school year.

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

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

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

**25-177** Mrs. Czech moved, seconded by Mrs. Miller that 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.

Board remarked how great this is for the district and community.

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

No: None

Motion Carried: 5-0

**25-178**

Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves items C and D.

**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**

**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**

Mrs. Czech asked if 9.45 applied to students 18 yr. old

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

No: None

Motion Carried: 5-0

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

**25-179**

Mrs. Miller moved, seconded by Mrs. DeLuca 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 requests will be the sponsoring entity.

Mr. Cook remarked that this is the most restrictive the district can be regarding sponsoring entities, i.e. Lifewise.

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

No: None

Motion Carried: 5-0

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

**25-180** Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the rescinding of the Board Policy 6.09 effective September 28, 2025, with our board policy manual in accordance with the law.

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 desire to speak has 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 – N/A Meeting is next week.
- B. Athletic Counsel – N/A
- C. Legislative Liaison – Supreme Court will hear cases on transgender participation in sports.
- D. Endowment Fund – First meeting is September 29<sup>th</sup> at the BHS Media Center. Teacher grants will remain \$650 this year with 9 applications thus far.
- E. S.A.L.T. – Student Achievement Leadership Team-

**Forestlawn Early Learning Center**

- Tomorrow is Cardinal Pride Day, please wear Black and Red
- Our Kindergarten Class of 2038 made their debut before last Friday's football game.
- 

**Knollwood Elementary**

- Monday, September 8<sup>th</sup> MAP testing begins
- Thursday, 9-11 Patriots Day wear Red, White and Blue
- This is Stay in the Game Attendance Awareness Month

**Brookside Intermediate School –**

- N/A

**Brookside Middle School**

- Friday, September 19<sup>th</sup> Annual Sports Dance 2:30- 5:30 pm, BMS Nest
- Thursday, October 9<sup>th</sup>, Parent/Teacher Conferences 3:00-7:00 pm

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### Brookside High School

- Brookside Drama Club grades 7<sup>th</sup> – 12<sup>th</sup> Informational Meeting, September 10<sup>th</sup>, 2:45-3:45 pm  
Choir Room.

### Homecoming Week

#### **SUNDAY SEPTEMBER 21:** Deck the Halls

- Join your class to paint spirit signs for the Cardinal Bowl. It takes place in the NEST between 9am-1pm. Pizza and Pop will be provided by the Class of 2029!

#### **MONDAY SEPTEMBER 22:** Community Bonfire

- **SPIRIT WEEK:** Pajama Day
- **BONFIRE** at Stadium - Gates Open at 6:30pm
  - Community sports teams will be introduced
  - Hot Dogs, Chips and Water will be provided for **FREE**

#### **TUESDAY SEPTEMBER 23:**

- **SPIRIT WEEK:** A night in Rio
  - Wear bright colors, tropical clothes, animal prints

#### **WEDNESDAY SEPTEMBER 24:** Parade and Cardinal Bowl

- **SPIRIT WEEK:** Class Pride Day
  - Wear color of Cardinal Bowl Shirt
- PARADE** starts at 6pm and runs from St. Thomas to Brookside High School
- CARDINAL BOWL** starts at 7pm @ Sevits Stadium
  - Free Admission
  - Cardinal Bowl shirts can be ordered through Google Classroom and **MUST** be ordered by Sept 5, 2025
  - Students who want to participate in the Cardinal Bowl can do so through their Google Classroom Sept 8th-12th
  - Events include Dodgeball, Powder Puff and Tug-of-War

#### **THURSDAY SEPTEMBER 25:**

- **SPIRIT WEEK:** Camo Gear

#### **FRIDAY SEPTEMBER 26:** Pep Assembly and Homecoming Football Game

- JVS students will be bussed back to BHS to attend the Pep Assembly at the end of the day.
- They are expected to attend the assembly and will be considered skipping school if they leave JVS and don't attend the assembly.
- Crowning Ceremony will begin promptly at 6:30pm
- The football game is at 7pm
- **SPIRIT WEEK:** USA Pride (Red, White and Blue)

#### **SATURDAY SEPTEMBER 27:** The BIG Homecoming Dance

- Guest dance forms are **DUE BY** Wednesday Sept 17th
- Homecoming Dance Information
  - Location: Brookside High School NEST

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- Time: 7-10pm
- Attire: Semi-formal - Proper Dress Required
- Tickets are \$15 each and will go on sale during lunch starting on September 18th
- ALL school fees MUST be paid to attend
  - Contact the High School if finances are an issue

F. Finance – N/A

IX. **EXECUTIVE SESSION**

25-181 Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education adjourn to Executive Session for the reason(s) indicated below with **no action to follow**.

**TIME: 6:07 PM**

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

No: None

Motion Carried: 5-0

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.

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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**

**25-182** Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **7:16 PM**

Mrs. Miller left at 7:00 PM.

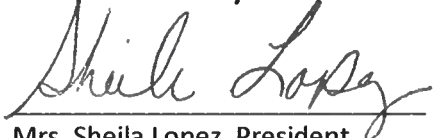
Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez

No: None

Motion Carried: 4-0

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

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

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