

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools
Knollwood Elementary School

Regular Meeting
October 9, 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

- C. Pledge of Allegiance

II. AGENDA

- A. Motion to approve the agenda.
Executive session – employment purposes
Addendum VI. C Lorain City Schools Transportation Agreement

25-183 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

Knollwood Presentation – Colleen Mudore, Principal.
Brenda Svec, Director of Curriculum and Instruction, sharing the results from the State Report Card.

IV. TREASURER’S BUSINESS

- A. Reports
- B. Approval of Minutes

25-184 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 – September 11, 2025

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

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C. Approval of Purchase Orders

25-185 Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield 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

D. Approval of Financial Statements

25-186 Mrs. Miller moved seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the approved the enclosed financial statements.

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

No: None

Motion Carried: 5-0

E. Five-Year Forecast

25-187 Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the Five-Year Forecast.

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

No: None

Motion Carried: 5-0

F. AMVETS Post 55 Donation

25-188 Mrs. Czech, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the donation from AMVETS Post 55:

a. \$6,061.00 to the BHS E-Sports Club.

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

No: None

Motion Carried: 5-0

G. Endowment Committee Donation

25-189 Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the following donation from Endowment Committee to support PBIS initiatives in each grade level (grades PK-12).:

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a. \$7,000 total (\$500 awarded to each grade level).

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

25-190

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

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

a. **Elyse Albugh**, resigning from Forestlawn Breakfast Monitor position, effective September 26, 2025.

b. **Dawn Bobrowski**, resigning from Transportation Bus Driver position, effective August 29, 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. Mary Cogdell	MA	MA+12

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. **Kariman Assad**, BOE Maintenance/Custodial – Cleaner, Step 1, 2.5 hrs./day, 247 days/year plus contracted holidays (pro-rated), effective October 13, 2025.

b. **Savannah Collins**, Noon Monitor at Brookside Intermediate School, Step 1, 2.5 hrs./day, 181 days/year plus contracted holidays (pro-rated), effective October 14, 2025.

c. **Barb Hobart**, Brookside Intermediate School SSP Monitor, Step 5, 2.5 hrs./day, 181 days/year plus contracted holidays (pro-rated), effective October 14, 2025.

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- d. **Nillian Santiago**, Transportation Bus Driver, Step 3, 4hrs./day, 181 days/year plus contracted holidays (pro-rated), effective October 10, 2025.

D. Classified Substitute

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. **Dawn Bobrowski**, Substitute Bus Driver, effective September 16, 2025.
- b. **Madeline Rouhier**, Substitute SSP Monitor, effective October 14, 2025.

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

E. DECAF Proposals

25-191

Mrs. Czech moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the DECAF Proposals to be paid upon completion.

NAME	TITLE	Percentage %
JB Kinser	BIS – Academic Challenge Advisor	2
Mary Cogdell	BIS – Coding Club	2
Amy Baughman	BIS – The Chirp	2.5
Lisa Sheehan	BMS – Cards in the Community	3
Jessica Schremp	BMS – Spelling Bee	2.5
Jessica Schremp	BMS – Academic Challenge Advisor	2
Patty Hicks	KW – Knollwood Garden Club	2.5
Tracy Hoydic	KW - Knollwood Garden Club	2.5
Michelle Lewis	KW – Kindness Club	2.5
Linda Wozniak	KW - Kindness Club	2.5
Pamela Vasquez	BHS – French Honors Society	3
Julie Kinnear	BHS – Model United Nations	2.5
Lisa Sheehan	BHS – HOSA Future Health Professionals	3
Julie Kinnear	BHS – Spanish Honors Society	3
Kevin Landis	BHS – E-Sports	4
Nathan Mack	BHS – E-Sports	4
Heather Carollo	FELC – Kindness Club	5
Chris Glynn	BMS/BHS – FLOAT	1

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

F. Supplemental

25-192 Mrs. Miller moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education awards a Supplemental Contract at the appropriate salary schedule rate as per the Master Agreement to the following personnel contingent upon successful completion of all payroll requirements and current certifications.

a. **Nathan Mack**, BHS Assistant Girls Basketball Coach, Class II, Step 0, effective October 10, 2025.

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

G. Adjusted Bus Routes/Assignments 2025-2026 School Year

25-193 Mrs. Miller moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the attached bus routes and assignments for the 2025-26 school year.

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

VI. BUSINESS OPERATIONS

A. Educational Service Center of Lorain County – Pathways to Success Service Agreement

25-194 Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the contract for the ESCLC to provide an additional Pathways to Success high school slot for the 2025-2026 school year.

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

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B. Letter of Intent with Control Concepts Ohio

25-195 Mrs. Czech moved, seconded by Mrs. DeLuca that that the Sheffield-Sheffield Lake Board of Education approve the contract the Letter of Intent with Controls Concepts Ohio to develop an agreement for the design and installation of energy efficient building systems in the Sheffield-Sheffield Lake City Schools.

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

No: None

Motion Carried: 5-0

C. Lorain City Schools MOU Transportation Agreement

25-196 Mrs. DeLuca moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the Memorandum of Understanding Transportation Service 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 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 – Mrs. Jensen shared that JVS shared staffing projections over the next few years.

B. Athletic Counsel – Mrs. Lopez

C. Legislative Liaison – Mrs. DeLuca shared that the override of substitute levy goes into effect 12/30.

- Senate passed HB 57 which requires districts who keep prescription drugs onsite to create a policy on the supply and maintenance of those drugs. The bill also extended religious release time.
- HB 147 held it's 3rd hearing which would permit districts to withhold it's directory information from public records request.

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- HB 114 also had it's third hearing on preschool age restrictions from 5 or 6 to 6 yrs old. SB 7 would require districts to provide annual education on short/long term effects of substance abuse for grades K-12.
 - HB 485 Would require districts to provide annual education/film on fetal development for grades 3-12.
 - HB 473 Would prohibit districts from contributing to state retirement system.
 - HB 486 Would permit the instruction of Christianity impact on history and culture.
 - SB 247 - Would prohibit any mental health care without the parental consent..
- D. Endowment Fund – Mrs. Miller Endowment discussed fundraising and will be doing the lottery again and April 18th, 2026 will be the dinner at the Hank Center.

E. S.A.L.T. – Student Achievement Leadership Team-
Forestlawn Early Learning Center

- Each week, teachers will recognize one student who is being Card Kind. These Students receive a Proud Principal certificate and get to select a special reward. Check out the Forestlawn Early Learning Center web page for pictures of the little cardinals with their certificates.

Knollwood Elementary

- Attendance is so important! Stay in the Game Attendance Network - Browns Cleveland Browns Students who were at school this past Friday were entered into our random drawing and won some great Browns Swag.
- Chomps, the Cleveland Browns Mascot, was the Mystery Walker yesterday.

Brookside Intermediate School

- On September 17th EVERY third grader in all of the BIS was at school! As a special treat for perfect attendance, they had an extra recess! Way to go third graders!!!!

Brookside Middle School

- Congratulations to our September students of the month! Great job modeling how to Get Better Every Day!
- Several students used their Cards Cash from PBIS (Positive Behavioral Interventions and Supports) to enjoy a VIP lunch!
- Go to the BMS webpage to view pictures of the above events.

Brookside High School

- Congratulations to Megan, a Senior at BHS, for getting selected by the Cleveland Browns for student of the week based on her attendance the last three years in high school!
#StayInTheGame
- Seniors and their parents or guardians are invited to attend our Financial Aid Night presented by College Now on Thursday, October 9, 2025 at 6:30 p.m.

- F. Finance – Mrs. Lopez – Discussed Transportation attraction and retention and the Board of Revisions appeals to the BTA.

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IX. EXECUTIVE SESSION

25-197 Mrs. Lopez 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: 7:21 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) X 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. _____ 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.

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X. ADJOURNMENT

25-198 Mrs. DeLuca moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: 8:55 PM

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

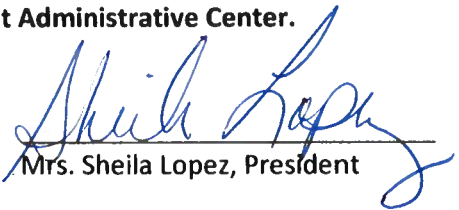
No: None

Motion Carried: 5-0

The next regular meeting will be on November 13, 2025, at 5:30 PM at Administrative Center.



Mr. Adam Hines, Treasurer



Mrs. Sheila Lopez, President