

Sheffield-Sheffield Lake City Schools Regular Board of Education Meeting

1824 Harris Road
Sheffield, OH 44054

December 11, 2025

5:30 P.M. Regular Meeting

Brookside Intermediate School

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

Brookside Intermediate School Student Recognition

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 – November 13, 2025
Special Meeting – November 20, 2025**

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

- C. 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 _____

- D. 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 _____

E. VFW Donation

It is recommended that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the following donation from the VFW:

- a. Internal electronic communication marquee to Brookside Intermediate School

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

F. Holiday Shopping Event Donation

It is recommended that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the donation \$426.84 in purchased items for the **Holiday Helper Pop up Shop** by Kylie Steidel

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. **Scott O’Donnell**, resigning from Head Varsity Football Coach at Brookside High School, effective November 25, 2025.
- b. **Sandra Swearns**, Brookside Middle School Administrator Assistant, resigning effective June 22, 2026, for the purpose of retirement.
- b. **Lauren Hollars**, FELC teacher, requesting unpaid FMLA beginning December 12, 2025 - February 20, 2026.
- c. **Lauren Hollars**, FELC teacher, requesting unpaid leave beginning February 23, 2026 through the remainder of the school year.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

B. Certified - Long Term Substitute

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel at the appropriate salary scheduled rate per the Master Agreement and contingent upon successful completion of all certification and payroll requirements.



- a. **Deziraë Fritz**, Brookside High School LTS English Language Arts teacher, BA, Step 0, effective December 12, 2025.

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. **Lori Clay**, School Support Paraprofessional Breakfast Monitor, Forestlawn ELC, Step 1, 0.5 hrs./day, 175 days/year plus contracted holidays (pro-rated), effective December 12, 2025.
- b. **Melissa Eakins**, Educational Paraprofessional, Knollwood Elementary, Step 1, 7 hrs./day, 181 days/year plus contracted holidays (pro-rated), effective December 1, 2025.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

D. DECAF Proposals

It is that the Sheffield-Sheffield Lake Board of Education approve the following DECAF proposals to be paid upon completion.

NAME	TITLE	Percentage %
Rebecca Meek	BHS – Cards Council	1.25
Jane Bokar	BHS – Cards Council	1.25

Prior approved proposal of **DECAF** and board approval on October 9, 2025, applicant rescind:

NAME	TITLE	Percentage %
Julie Kinnear	BHS – Model UN	2.5

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

E. Supplemental

It is recommended that the Sheffield-Sheffield Lake Board of Education award 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. **Michael McBroom**, BMS Wrestling Coach, Class III, Step 0, effective November 17, 2025.



Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

VI. BUSINESS OPERATIONS

A. Sheffield-Sheffield Lake Board Policy

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

a. 1.04 Membership and Election of Board of Education - Revised

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

B. SSLTA and SSLCEA Memorandum of Understanding

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached Insurance and Wellness Memorandum of Understanding with the Sheffield-Sheffield Lake Teacher Association and Sheffield-Sheffield Lake Classified Employees Association.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

C. A La Carte Food Price Increase

It is recommended that the Sheffield-Sheffield Lake Board of Education approve that the A La Carte prices for meal components increase per the attached prices for Brookside High School and Brookside Middle School, effective January 5, 2026.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

D. Gifted Nurses, LLC DBA Healthcare Agreement

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the agreement with Gifted Nurses, LLC DBA Healthcare to provide placement services for the 2025-26 school year.

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

X. ADJOURNMENT

Time: _____

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

The next regular meeting will be on January 8, 2026, at 5:30 PM at the Administrative Center.