

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools
Administration Center

Regular Meeting
November 13, 2025

I. OPENING ITEMS

- A. Call to Order –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
Absent: Mrs. Miller

- C. Pledge of Allegiance

II. AGENDA

- A. Motion to approve the agenda.

25-199 Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approves the agenda.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

III. INFORMATIONAL ITEMS/BOARD RECOGNITIONS

OSBA Presentation
High School Student Recognition

IV. TREASURER'S BUSINESS

- A. Reports
- B. Approval of Minutes

25-200 Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

Regular Meeting – October 9, 2025

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

- C. Approval of Purchase Orders

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- 25-201** Mrs. Jensen moved, seconded by Mrs. DeLuca 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
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

D. Approval of Financial Statements

- 25-202** Mrs. Czech 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
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

E. Gift Card Donation for Brookside Middle School

- 25-203** Mrs. DeLuca moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the following gift card donations to Brookside Middle School for PBIS student rewards:

- a. \$40 gift card to Starbucks from Ashley Martin
- b. \$10 gift card to Amazon from Ruth Mery Chumpitaz Castillo

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

F. Barnes Wendling CPAS INC Donation

- 25-204** Mrs. Czech moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the donation to Brookside Intermediate School for Thanksgiving Art Program from Barnes Wendling CPAS INC in the amount of \$500.00

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

G. The Sheffield Village Lions Club Donation

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- 25-205** Mrs. DeLuca, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the donation from the Sheffield Village Lions Club for the purpose of organizing a “holiday pop-up shop” for students in need at Knollwood School in the amount of \$3,000.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

H. The AMVETS POST 55 Donation

- 25-206** Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the following donations from the AMVETS POST 55:
- a. \$1,300 to the BIS STEAM.
 - b. \$1,000 to the BMS Girls Basketball team.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

V. SUPERINTENDENT’S BUSINESS/HUMAN RESOURCES

A. Resignations/Leave Requests/Retirements

- 25-207** Mrs. Lopez moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approves items A through E.

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

- a. **Patrick DiBattiste**, resigning from ½ position as the Wrestling Coach at Brookside Middle School, effective October 6, 2025.
- b. **Barb Hobart**, Brookside Intermediate School SSP Monitor, effective October 24, 2025.
- c. **Collin Houpt**, resigning from ½ position as the Wrestling Coach at Brookside Middle School, effective September 25, 2025.

B. Certified Salary Adjustment

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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. Pamela Vasquez	MA	MA+24

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. **George Rasch**, Maintenance/Custodial – Brookside High School Custodian, Step 2, 8 hrs./day, 247 days/year plus contracted holidays (pro-rated), pending results of drug screening.
- b. **Madeline Rouhier**, Brookside Intermediate School SSP Monitor, Step 1, 2.5 hrs./day, 181 days/year plus contracted holidays (pro-rated), effective December 1, 2025.
- c. **Millian Santiago**, Transportation Bus Driver, Step 3, 4 hrs./day, 181 days/year plus contracted holidays (pro-rated), effective October 7, 2025.

D. Certified

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel at the appropriate salary schedule rate as per the Master Agreement and contingent upon successful completion of all certification and payroll requirements. Pay and benefits shall be retroactive to the first day of work in accordance with the MOU.

- a. **Teressa Grega**, Forestlawn Early Learning Center Long Term Substitute, Step 0, BA, effective November 14, 2025.
- b. **Ryan Majercak**, Brookside High School Long-Term Substitute, Step 0, BA, effective 2025-2026 school year.
- c. **Patricia Rogalski**, Knollwood Elementary School Long-Term Substitute, Step 0, BA, effective 2025-2026 school year.
- d. **Mallory Shepard**, Brookside Intermediate School Long-Term Substitute, Step 0, BA, effective 2025-2026 school year.

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.

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- a. **Patrick DiBattiste**, BHS/BMS *Volunteer Wrestling Coach*, at no cost to the district, effective November 14, 2025.
- b. **Collin Houpt**, BHS/BMS *Volunteer Wrestling Coach*, at no cost to the district, effective November 14, 2025.

F. Parent/Community Volunteer

25-208 Mrs. Czech moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the following individual(s) to serve as volunteers at no cost to the district for the 2025-26 school year/season.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez
No: None
Absent: Mrs. Miller
Motion Carried: 4-0

- a. **Lisa Arcuri**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- b. **Nicole Barcellos**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- c. **Patrick DiBattiste**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- d. **Richard DiBattiste**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- e. **Desere Dobson**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- f. **Nicole Furio**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- g. **Ashley Havanec**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- h. **James Herchler**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- i. **Colleen Leighty**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- j. **Robert Malinky**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- k. **Tina Malinky**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- l. **Dawn Smith**, Parent/Community/Band Volunteer, at no cost to the district, effective November 14, 2025.
- m. **Clarissa Dragony**, Parent/Community/ModelUN Volunteer, at no cost to the district, contingent upon successful completion of background check.
- n. **Candace McCool-Gill**, Parent/Community/ModelUN Volunteer, at no cost to the district, contingent upon successful completion of background check.
- o. **Mary Kramp**, Parent/Community/ModelUN Volunteer, at no cost to the district, contingent upon successful completion of background check.

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VI. BUSINESS OPERATIONS

- 25-209** Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve and adopt the following board policies with our board policy manual in accordance with the law.

A. Sheffield-Sheffield Lake Board Policy

- a. 3.10 - Alcohol and Drug Abuse Testing – Revised
- b. 6.31 - Student Health Services and First Aid - Revised
- c. 6.44 - Transportation of Students in Board Owned Vehicles - **NEW**
- d. 6.51 - Overdose Reversal Drugs - Revised
- e. 8.08 - Expense Reimbursement – Revised
- f. 9.40 - Student Meal Charges - Revised
- g. 9.46 - Recording of Academic Instruction, Meetings, and Other Services - **NEW**

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

No: None

Absent: Mrs. Miller

Motion Carried: 4-0

B. Sheffield-Sheffield Lake Teachers Association MOU Agreement

- 25-210** Mrs. DeLuca moved, seconded by Mrs. Czech that that the Sheffield-Sheffield Lake Board of Education approve the Sheffield-Sheffield Lake Teachers Association Long-Term Substitutes Memorandum of Understanding Agreement

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

No: None

Absent: Mrs. Miller

Motion Carried: 4-0

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 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

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- A. **Joint Vocational School -**
- B. **Athletic Counsel –**
- Mrs. Lopez - Middle School girls' basketball has started and the high school basketball and wrestling seasons will begin shortly.
- C. **Legislative Liaison –**
- Ms. DeLuca - SB 19 held a 6th hearing on mathematical improvement and monitoring plans for any student who qualifies for mathematical services.
 - SB 156 - Requirement to have Success Sequence Education Program to be taught in grades 6-12. This is a three-pronged framework that teaches students to complete a high school education, obtain full-time employment, and marriage before having children.
 - HB 371 Would make elected officials mandatory reporters for child abuse.
 - SB 144 introduced to making additional grade band changes (Pre-k - 5th, 4th-8th, 7-12)
 - Dept. of Education has links for open comments on transportation
- D. **Endowment Fund –**
- Mrs. Miller - Pick 3 fundraiser is currently going.
 - Vincent Pabon's family has created an endowment grant scholarship that will be for career-tech graduates of BHS.
- E. **S.A.L.T. – Student Achievement Leadership Team – Mrs. Czech**

Forestlawn Early Learning Center

- Lunch with the Principal continues to be a great reward for both the students and their principal at Forestlawn this year.

Knollwood Elementary

- Knollwood staff and students were treated to a performance of Nutcracker by the North Pointe Ballet. This is always a favorite event.
- A message from Mrs. Mudore

Hello friends and family! 🌲

This year at Knollwood Elementary, we're excited to host our annual Help for the Holidays shopping experience for families in need! ❤️

I am reaching out to see if anyone would like to donate new toys or make a monetary donation to help make the season brighter for our students and their families. Last year, we were able to serve over 100 families — and we're praying and hoping to do the same (or even more!) this year!

Every little bit helps, and we are so grateful for your support!

If you'd like to donate or learn more, please reach out to me directly.

Thank you for helping us spread holiday cheer.

Brookside Intermediate School

- Thanksgiving Break! School will be closed for Thanksgiving Break beginning Wednesday, November 26th. Classes will resume on Monday, December 1st. We wish all our students, staff and families a safe and happy holiday!

Brookside Middle School

- Seventh graders Skylar and Brianna participated in a sock drive that collected nearly 18,000 pairs of socks in 1 hour to break the Guinness Book of World Records!
- Eighth grader Jovie is collecting donations for people who are homeless. The requested items include travel-size shampoo, conditioner, body wash, unscented deodorant,

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toothpaste and toothbrushes (individually wrapped), towels/ blankets, and other necessary items. Donations will be accepted through November 25, at which time Jovie will deliver the items to her church, Saint Joseph.

Brookside High School

- Congratulations to the November Students of the Month for Mayor Markovich's radio segment. Kaitlyn Burns & Alex Arra were recognized for their accomplishments in extracurricular activities and their academic achievements!
- Congratulations to North Coast Rotary Student of the Month for November, Bella Weiss. She was nominated by administration for her strong academics and leadership in extracurricular activities!
- BHS had a successful start to the school year. Administration has met with all grade levels to go over behavior expectations for the year as well as the fun events ahead!
- Approximately 30 students painted their senior parking spots from the Class of 2026.
- Mrs. Adkins, Mr. George, & Mrs. McNichols delivered 19 students their AP Scholar yard signs for passing their AP exam last spring.
- Open House was a success. The Student Services Dept provided a lot of resources for families.
- Freshmen Orientation for the Class of 2029 went smoothly; students all made their time capsules they will open when they graduate in four years!

F. Finance - N/A

IX. EXECUTIVE SESSION

25-211 Mrs. DeLuca moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education adjourns to Executive Session for the reason(s) indicated below with **no action to follow**.

TIME: 7:45 PM

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

No: None

Absent: Mrs. Miller

Motion Carried: 4-0

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;

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- 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.

X. ADJOURNMENT

25-212 Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **7:45 PM**

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

No: None

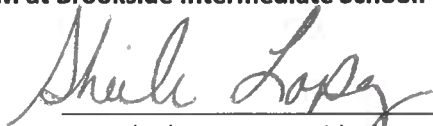
Absent: Mrs. Miller

Motion Carried: 4-0

The next regular meeting will be on December 11, 2025, at 5:30 PM at Brookside Intermediate School.



Mr. Adam Hines, Treasurer



Mrs. Sheila Lopez, President

