

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools
Brookside Intermediate School

Regular Meeting
December 11, 2025

I. **OPENING ITEMS**

A. Call to Order – 5:35 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.

25-217 Mrs. Miller 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, Mrs. Miller

No: None

Motion Carried: 5-0

III. **INFORMATIONAL ITEMS/BOARD RECOGNITIONS**

Brookside Intermediate School Student Recognition

IV. **TREASURER'S BUSINESS**

A. Reports

- GAAP Audit is finished
- Legislative Updates

B. Approval of Minutes

25-218 Mrs. Lopez moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

Regular Meeting – November 13, 2025

Special Meeting – November 20, 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

- 25-219** Mrs. Miller moved, seconded by Mrs. Lopez 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

- 25-220** Mrs. Miller moved, seconded by Mrs. Lopez 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

E. VFW Donation

- 25-221** Mrs. Miller moved, seconded by Mrs. Lopez 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.

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

No: None

Motion Carried: 5-0

F. Holiday Shopping Event Donation

- 25-222** Mrs. Miller moved, seconded by Mrs. Lopez 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.

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

- 25-223** Mrs. Miller moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approves items A through C.

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

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.

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

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.

D. Certified

25-224 Mrs. Miller moved, seconded by Mrs. Lopez, that the Sheffield-Sheffield Lake Board of Education approve the following DECAF proposals to be paid upon completion.

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

| 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 |

E. Supplemental

25-225 Mrs. Lopez moved, seconded by Mrs. Miller 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.

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

a. **Michael McBroom**, BMS Wrestling Coach, Class III, Step 0, effective November 17, 2025.

VI. BUSINESS OPERATIONS

25-226 Mrs. Miller 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.

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

A. Sheffield-Sheffield Lake Board Policy

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

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B. SSLTA and SSLCEA Memorandum of Understanding

- 25-227 Mrs. Lopez moved, seconded by Mrs. Miller that 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.

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

No: None

Motion Carried: 5-0

C. A La Carte Food Price Increase

- 25-228 Mrs. Miller moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve 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.

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

No: None

Motion Carried: 5-0

D. Gifted Nurses, LLC DBA Healthcare Agreement

- 25-229 Mrs. Miller moved, seconded by Mrs. Lopez 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.

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

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."

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VIII. STANDING COMMITTEE REPORT

A. Joint Vocational School –

- Annual Christmas dinner tonight

B. Athletic Counsel – Mrs. Lopez

- **Boys Basketball**

- Varsity: 2-1 overall (2-0 in the LC8)
- JV: 1-2 overall (1-1 LC8)
- Next game at Oberlin tomorrow
- BMS – tryouts going on this week
 - First game is on January 5th.

- **Girls Basketball**

- Varsity: 2-3 overall (2-1 LC8)
 - Next game Saturday at home vs. Wellington
- JV: 0-4 overall (0-2 LC8)
 - Next game tomorrow is at Cuyahoga Heights
- BMS
 - 8th Grade:
 - 8-5 overall & LC8
 - Final regular season game tonight at Keystone
 - We are the 4th-seed and play 5th-seed Columbia in the LC8 tournament at Columbia starting on Saturday,
 - 7th grade:
 - 4-9 overall & LC8
 - final game tonight at Keystone
 - we are the 6th-seed and play 3rd-seed Columbia in the LC8 tournament on Saturday at Black River

- **Girls Bowling:**

- Varsity: 1-4 overall
- Next match is also Monday vs. Columbia at AMF Lanes in North Ridgeville

- **Boys Bowling:**

- Varsity 3-2 overall
- JV: 4-1 overall
- Next match for both groups is this Monday at AMF Lanes in North Ridgeville vs. Columbia

- **Wrestling**

- Varsity - Finished 7th (out of 14 teams) at the Lorain Titan Classic last weekend.
- Next match is this Saturday as they will compete at the Pinter Memorial Classic at Cuyahoga Heights
- BMS:
 - Finished 13th (out of 17 teams) at the Huron Tier Pool Tournament.

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- Next match is Saturday at the Mansfield Madison Invitational.
- Mr. Adkins has a committee to assist in the search for the next football coach.

C. **Legislative Liaison –**

- Ms. DeLuca - General Assembly on recess
- HB 96 requires every district to adopt an AI policy
- The Olentangy School District pronoun lawsuit involves a [federal appeals court ruling](#) in November 2025 that sided with parents, determining the district's policy requiring students to use transgender classmates' preferred pronouns violated the First Amendment's free speech rights. Filed by [Parents Defending Education](#), the lawsuit challenged the district's anti-harassment rule that treated purposeful misgendering as discrimination, with the Sixth Circuit Court finding the district failed to prove such speech would "materially and substantially disrupt" school, striking down the policy.

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** **Brookside High School**

a. **Health & Wellness Discovery Day at LCCC** - Brookside students participated in Health & Wellness Discovery Day at Lorain County Community College, where they explored a wide range of in-demand health careers. LCCC faculty and students led engaging sessions aligned with each student's personal interests. Participants also received an overview of additional high-demand programs such as Physical Therapy, Occupational Therapy, Dental Hygiene, and Surgical Technology. Throughout the day, students learned about LCCC's University Partnership program as well as the career services and support available to help them pursue their future goals. The experience provided valuable insight into health-related pathways and the many opportunities available through LCCC.

b. **HOSA Health & Wellness Day with the Cavs** - Brookside HOSA students spent the day immersed in an exciting and educational experience at the Cleveland Cavaliers HOSA Health & Wellness Day, held at Rocket Mortgage Field House and Cleveland State University. Students were engaged in dynamic presentations highlighting in-demand health careers both inside and outside the sports industry. They also toured CSU's College of Health, where they met faculty and current students while exploring a variety of majors that lead to high-demand professions—including physical therapy, nursing, occupational therapy, music therapy, exercise science, and speech-language pathology. The day concluded with a special behind-the-scenes opportunity to watch the Cavaliers warm up, followed by attending the CAVS game.

c. **Second Annual Turkey Bowl & Cardinal Connections Day** - During November, we enjoyed our Cardinal Connections Day, the day in the life of a Brookside Staff Member. Mrs. Meek's ELA classes designed ELA activities to enrich the elementary aged family members visiting. Mrs. Macke's cooking class baked cookies, and the Turkey Bowl was a huge success! (especially for those staff members who got pied in the face!)

d. Mrs. Macke's cooking class prepared a Thanksgiving Feast for the workers Hospitality Room during our November drive through Food Pantry.

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e. Disney Band Trip – Sixty-six students from the High School Band traveled to Florida the week before Thanksgiving to perform at Disney World. The students had 3 days in Disney parks and 1 day at Universal Studios. On Saturday, November 22, the band performed in their own parade at 5:25 pm at Magic Kingdom, which was the 5th student parade of the day- a great finale! The students did a wonderful job and represented Brookside High School and our community incredibly. Just 13 hours later (6:30AM), the band arrived backstage at EPCOT for their workshop with a Disney Musician and Sound Engineer. The ensemble spent 2 1/2 hours sight reading music working together and listening to improve. During the second half of the workshop, they worked on a piece from Moana which they recorded to align with clips from the movie. The band used Bluetooth headphones, and a click track along with drum backup just like a professional group would use. That recording will be played at tonight's band concert. We appreciate your support of our trip!

f. Robotics - Our robotics season is off to a great start! Two of our high school teams have won a tournament and three of the teams have been finalists at tournaments. All levels (high school, middle school and elementary) have won numerous awards for their performance at the tournaments, their engineering notebooks and their sportsmanship and attitudes at the tournaments. We will be hosting two more elementary tournaments on January 17 and February 21.

g. There are many concerts at BHS's Nest this month. Last Thursday there was the Brookside Middle School 7th and 8th grade band concert. This evening there is the Brookside High School band concert at 7pm

Brookside Middle School

Academic Rewards Trip / Bowling is tomorrow, December 12th from 9:45-1:30.

Next Week is spirit week.

- a. **Monday is Candy Cane Day with students wearing red and white.**
- b. **Tuesday is Holiday PJ Day**
- c. **Wednesday is Bring your own sleigh day (anything but a backpack day)**
- d. **Thursday is Holiday Character Day**
- e. **Friday is Ugly Sweater Contest at the Reindeer Games.**

Brookside Intermediate School

- **Next Thursday, December 18th is the Brookside Intermediate Band and Choir Concert at BIS starting at 7pm in the Nest.**

Knollwood Elementary School

- **Holiday Toy extravaganza at Knollwood helped over 200 children have a better Christmas. Each child got a stocking, a small toy, 2 large toys and an outfit.**
- **Knollwood staff works all year to craft gifts for students to buy for their families.**
- **Mrs. Mudore has started a school newspaper. Students help write articles. They follow the writing process of brainstorming, rough draft, editing and final copy.**
- **The Walk on Wednesday path is done, including the fence.**
- **Movers and Shakers are happening 2 times a day. First thing in the morning and after lunch Mrs. Mudore does four minutes of cardio followed by a brief yoga workout for students that need to get out some wiggles.**

Forestlawn Early Learning Center

Early Literacy

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Our teachers and support staff are working hard to build early literacy skills in our little cardinals. Soon, Kindergarten families will receive fall benchmarking assessment results. As noted in last month's newsletter, these tests inform our instructions and identify where some students may need additional support. Your child's teacher will be able to answer any questions you have about your child's early reading skills at conference time.

Strong reading skills are the foundation for learning in every subject and your support at home plays a crucial part in your child's reading development. This tip sheet gives families practical ideas to support literacy at home, whether your child is just starting to learn sounds and letters or already showing the beginning skills of reading independently.

Districtwide

The Student Services Department of Sheffield-Sheffield Lake City Schools is hosting a clothing distribution for any student, staff, or community members in need.

The distribution will be held from 2 p.m. to 4 p.m. on Sunday, December 14, 2025, at Brookside High School. Distribution will be in The Nest (cafeteria).

- Clothing is available for youth and adults
- Sizes and types of clothing vary
- Coats and shoes available
- All clothing has been washed and ready for use
- We will have shopping bags for community member use
- We will raffle off two frozen turkeys and laundry detergent
- Complimentary hot dogs and water will be available in a cafe area

This distribution is organized by the student services department and funded through Sheffield-Sheffield Lake School Endowment grants, Sheffield Village Lions Club, staff, and community donations.

Winter Break!

All Schools will be closed for Winter Break from **Monday, December 22 through Friday, January 2.** Classes resume on **Monday, January 5.**

F. **Finance - N/A**

IX. EXECUTIVE SESSION

25-230 Mrs. Lopez moved, seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education adjourns to Executive Session for the reason(s) indicated below with **no action to follow.**

TIME: 6:57 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:

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- 1) _____ Appointment;
- 2) _____ Employment;
- 3) _____ Dismissal;
- 4) X Discipline;
- 5) _____ Promotion;
- 6) _____ Demotion;
- 7) _____ Compensation;

A. X 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

25-231 Mrs. DeLuca moved, seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: 7:21 PM

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

No: None

Motion Carried: 5-0

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



Mrs. Sandy Jensen, Vice President

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Mr. Adam Hines, Treasurer

