

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
Administration Center

Regular Meeting  
January 8, 2026

**I. OPENING ITEMS**

- A. Call to Order – 5:57 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: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

- C. Pledge of Allegiance

**II. AGENDA**

- A. Motion to approve the agenda with corrections Section V(A)(b).

**26-009** Mr. Brusnahan moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approves the agenda.

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

No: None

Motion Carried: 5-0

**III. INFORMATIONAL ITEMS/BOARD RECOGNITIONS**

**IV. TREASURER'S BUSINESS**

- A. Reports
- B. Approval of Minutes

**26-010** Mrs. Jensen moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

**Organizational Meeting – January 8, 2026**

**Regular Meeting – January 8, 2026**

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

No: None

Motion Carried: 5-0

- C. Approval of Financial Statements

**26-011** Mrs. Jensen moved, seconded by Mr. Brusnahan that the Sheffield-Sheffield Lake Board of Education approve the enclosed financial statements.

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

No: None

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Motion Carried: 5-0

**D. VFW Post 8686 Donation**

- 26-012** Mrs. Czech moved, seconded by Mr. Brusnahan that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the \$3,000 donation to the Seventh Grade Teaching Team from VFW Post 8686.

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

No: None

Motion Carried: 5-0

**E. AMVETS POST 55 Donation**

- 26-013** Mr. Brusnahan moved, seconded by Mr. Petrucci that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the following donations from AMBVETS POST 55:

- a. \$2,000 for BHS Wrestling
- b. \$2,000 for BHS Boys Basketball
- c. \$2,000 for BHS Wrestling

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

No: None

Motion Carried: 5-0

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

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

- 26-014** Mrs. Jensen moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approves items A through D.

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

No: None

Motion Carried: 5-0

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

- a. **Martha Horton**, Brookside High School Teacher, accept the separation agreement between Mrs. Horton and the Board of Education.
- b. **Carol Phillips**, Bus Driver and Brookside Middle/High School, School Support Paraprofessional, resigning effective January 31, 2026, for the purpose of retirement.

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**B. Certified**

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. **Maxwell Wilson**, Brookside High School Long-Term Substitute teacher, BA, Step 0, retroactive to December 1, 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. **Caitlyn Kiss**, School Support Paraprofessional Noont Monitor, Knollwood, Step 1, 2.5 hrs./day, 175 days/year plus contracted holidays (pro-rated), effective January 9, 2026.
- b. **Caitlyn Kiss**, School Support Paraprofessional Crossing Guard, Knollwood Elementary, Step 1, 1.75 hrs./day, 179 days/year plus contracted holidays (pro-rated), effective January 9, 2026.
- c. **Melissa Rush**, Maintenance/Custodial – Cleaner, Brookside High School, Step 1, 8hrs./day, 247 days/year plus contracted holidays (pro-rated) effective January 9, 2026.

**D. Classified Salary Adjustments**

- 26-015** It is recommended that the Sheffield-Sheffield Lake Board of Education approve the salary increase for advance training for the following classified personnel as per the Negotiated Agreement retroactive to January 1, 2026.

- a. **Barbara Krogg** Base Salary + 4%
- b. **Jessica Jackson** Base Salary + 10%
- c. **Diane Stottlemire** Base Salary + 6%
- d. **Tiffany Williams** Base Salary + 4%

**E. BMS Academic Club End of Year Field Trip**

- 26-016** Mrs. Czech moved, seconded by Mr. Brusnahan that the Sheffield-Sheffield Lake Board of Education approve the BMS Academic Club end of year field trip to Philadelphia, Pennsylvania, May 26-28, 2026, as per attached.

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci  
No: None  
Motion Carried: 5-0

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VI. **BUSINESS OPERATIONS**

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

IX. **ADJOURNMENT**

**26-017** Mrs. Czech moved, seconded by Mr. Petrucci that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **6:46 PM**

Yes: Mr. Brusnahan, Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mr. Petrucci

No: None

Motion Carried: 5-0

The next regular meeting will be on **February 12, 2026**, at 5:30 PM at the Forestlawn Early Learning Center.

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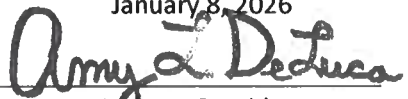
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Mr. Adam Hines, Treasurer



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Mrs. Amy DeLuca, President

