

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools
Administration Center

Organizational Meeting
January 8, 2026

I. 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

II. CALL TO ORDER – 5:31 PM

III. ELECTION OF OFFICERS FOR 2026

26-001 Mrs. Jensen moved, seconded by Mr. Brusnahan that the Sheffield-Sheffield Lake Board of Education approve Mrs. DeLuca as Board President.

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

No: None.

Motion Carried: 5-0

26-002 Mrs. Jensen moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve Mrs. Czech as Board Vice President.

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

No: None.

Motion Carried: 5-0

IV. ORGANIZATIONAL AND STANDING AUTHORIZATIONS

26-003 A. ELECTION OF BOARD REPRESENTATIVES

1. It is moved that Sandy Jensen be appointed as Sheffield-Sheffield Lake Board of Education's representative to the Lorain County Joint Vocational School District's Board of Education.
2. It is moved that Jack Petrucci be appointed as the Sheffield-Sheffield Lake Board of Education's representative to the Sheffield-Sheffield Lake City Schools Athletic Council.
3. It is moved that Amy DeLuca be appointed as the Sheffield-Sheffield Lake Board of Education's Legislative Liaison.

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4. It is moved that **Kreig Brusnahan** be appointed as Sheffield-Sheffield Lake Board of Education representative to Project S.A.L.T. (Student Achievement Liaison Team).
5. It is moved that **Pat Czech** be appointed as Sheffield-Sheffield Lake Board of Education's representative to the Endowment Fund.
6. It is moved that **Kreig Brusnahan** be appointed as Sheffield-Sheffield Lake Board of Education's Finance representative.

Mr. Brusnahan moved, seconded by Mr. Petrucci to approve the appointments.

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

No: None.

Motion Carried: 5-0

26-004

B. ADOPTION OF TIMES/DATES/LOCATION/FORMAT OF REGULAR MEETINGS

A. Discussion

B. Action

2026 Regular Meeting Schedule (all meetings will start at 5:30 PM unless otherwise noted)

February 12, 2026	FELC
March 12, 2026	BMS
April 9, 2026	BOE Conference Room
May 14, 2026	BOE Conference Room
June 11, 2026	BHS
July 23, 2026	BOE Conference Room
August 13, 2026	BOE Conference Room
August 27, 2026	BOE Conference Room
September 10, 2026	BOE Conference Room
October 8, 2026	Knollwood
November 12, 2026	BOE Conference
December 10, 2026	BIS
January 14, 2027	BOE Conference Room

Mr. Brusnahan moved, seconded by Mr. Petrucci to approve the schedule of meetings.

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

No: None.

Motion Carried: 5-0

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C. SUPERINTENDENT'S AUTHORIZATION

26-005

It is recommended that the Superintendent be authorized to:

1. Act as agent to approve the use of school buses for field trips and athletic events.
2. Approve admission of students under Open Enrollment, Tuition and Grandparent Status.
3. Employ such temporary personnel as is needed for emergency situations as prescribed by Ohio Revised Code 3319.18. Such employment is to be presented for approval by the Board at the next regular meeting.
4. Approve all expenditures except those over \$10,000.00, which must have Board approval.
5. Enter and/or participate in Federal, State or Local Grants or agreements.

Mr. Brusnahan moved, seconded by Mr. Petrucci to approve the Superintendent's authorizations.

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

No: None.

Motion Carried: 5-0

D. FISCAL ISSUES

26-006

It is recommended that the following fiscal authorizations be approved:

1. For the Treasurer to pay all bills within limits of the appropriations resolution as prescribed by Ohio Revised Code 3313.18 as bills are received.
2. For the Treasurer to establish a Board Service Fund as prescribed by Ohio Revised Codes 3315.15.
3. That the Board authorize the Treasurer to request advances on tax settlements from the county Auditor during the calendar year 2026 in the amounts and times deemed necessary and advisable.
4. To make fund to fund advances, advance returns, and transfers as needed throughout the year with ratification as part of the financial reports at the next regular meeting.
5. For the Treasurer to invest interim and inactive funds in permissible investments pursuant to Board Policy and as prescribed by the Ohio Revised Code 133.01.
6. For the Treasurer to borrow funds in anticipation of future tax receipts as permitted by Ohio Revised Code 113.01.
7. For the Treasurer to attend public records training on the Board behalf.
8. For the Treasurer to convene meetings of the Records Commission not limited to but at minimum annually.

Mrs. Czech moved, seconded by Mrs. Jensen, to approve fiscal authorization for the Treasurer.

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

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No: None.
Motion Carried: 5-0

V. TAX BUDGET HEARING AND APPROVAL

26-007 Mr. Brusnahan moved, seconded by Mrs. DeLuca to approve the Tax Budget for the Fiscal Year 27(26-27).

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

VI. ADJOURNMENT

26-008 Mrs. Czech moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education adjourns.

Time: 5:57 PM

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



Mr. Adam Hines, Treasurer



Mrs. Amy DeLuca, President