

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting

w/Addendum

Administration Center

July 23, 2026

I. OPENING ITEMS

A. Call to Order – 4:02 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.

26-101 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

Capital Conference

IV. TREASURER'S BUSINESS

A. Reports

B. Approval of Minutes

26-102 Mr. Brusnahan moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

Regular Meeting – June 11, 2026

Emergency Meeting – June 15, 2026

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

No: None

Motion Carried: 5-0

C. Approval of Financial Statements

26-103 Mr. Brusnahan moved, seconded by Mr. Petrucci that the Sheffield-Sheffield Board of Education approve the enclosed financial statements.

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting
w/Addendum

Administration Center

July 23, 2026

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

No: None

Motion Carried: 5-0

D. AMVETS Post 55 Donation

- 26-104** Mrs. Czech moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education accept and acknowledge the following donation(s) from AMVETS Post 55:

a. \$7,384.00 BHS E-Sports

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

No: None

Motion Carried: 5-0

26-105 E. K-12 Business Consulting, Inc. Agreement

Mr. Brusnahan moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the attached K-12 Business Consulting, Inc. Ohio Five-Year Forecasting Program Customer for the 2026-2027 school year as presented.

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

No: None

Motion Carried: 5-0

F. Activities Purpose/Budget Statements

- 26-106** Mr. Brusnahan moved, seconded by Mr. Petrucci that the Sheffield-Sheffield Lake Board of Education approve the attached Activities Purpose/Budget Statements for the 2026-2027 school year.

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

No: None

Motion Carried: 5-0

G. Approval of Purchase Orders

- 26-107** Mrs. Jensen moved, seconded by Mr. Brusnahan Sheffield-Sheffield Lake Board of Education approve the attached purchase orders above \$3,000.00 with issues.

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

No: None

Motion Carried: 5-0

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Administration Center

Regular Meeting
w/Addendum
July 23, 2026

VI. SUPERINTENDENT'S BUSINESS/HUMAN RESOURCES

A. Resignations/Leave Requests/Retirements

26-108 Mrs. Czech moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approves items **A through H**.

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

Abstain: Mrs. DeLuca

Motion Carried: 4-0

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

- a. **Darlene Clapp**, Brookside Middle School, Educational School Support Paraprofessional, resigning effective June 29, 2026, to accept another position in the district.
- b. **Lori Clay**, Forestlawn Early Learning Center, School Support Paraprofessional – Breakfast Monitor, resigning effective June 30, 2026.
- c. **Alicia Miller**, Brookside Middle School, Teacher, resigning effective July 1, 2026, for the purpose of retirement.
- d. **Lisa Rutger**, Brookside High School Academic Challenge Advisor and Scholastic Challenge Advisor, resigning effective at the end of the 2025-2026 school year.

B. Certified

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

- a. **Lindsey Opper**, District School Psychologist (PT .4 FTE), MA+24, Step 8, effective August 14, 2026.
- b. **Emilee Sheldon**, Knollwood Elementary School, 2nd Grade Teacher, BA, Step 0, effective August 14, 2026.

C. Certified - Long Term Substitute

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

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting
w/Addendum

Administration Center

July 23, 2026

- a. **Jessica Jones**, Knollwood Elementary School Long Term Substitute Intervention Specialist, BA, Step 0, effective August 14, 2026.
- b. **Rachael Seekins**, Brookside Intermediate School Long Term Substitute 4th grade Teacher, BA, Step 0, effective August 14, 2026.

D. TUTORS

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.

- a. **Sarah Besida**, Title I Tutor, 6 ½ hrs./day, 175 days/yr., effective August 17, 2026, for the 2026-2027 school year.
- b. **Skye Casey**, Title I Tutor, 6 ½ hrs./day, 175 days/yr., effective August 17, 2026, for the 2026-2027 school year.
- c. **Sarah DeFranco**, Title I Tutor, 6 ½ hrs./day, 175 days/yr., effective August 17, 2026, for the 2026-2027 school year.

E. 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. **Darlene Clapp**, Brookside High School, School Secretary, Step 1, 8hrs./day, 215 days/year (including 10 holidays), effective August 3, 2026.

F. Classified – ESY Summer Program

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. **Chara Brown**, Educational Support Paraprofessional, 2026-2027 hourly rate of pay, not to exceed 40 hours, effective July 7-30th, 2026.
- b. **Melissa Eakins**, Educational Support Paraprofessional, 2026-2027 hourly rate of pay, not to exceed 40 hours, effective July 7-30th, 2026.
- c. **Savannah Forcier**, Educational Support Paraprofessional, 2026-2027 hourly rate of pay, not to exceed 40 hours, effective July 7-30th, 2026.
- d. **Desiree Llado**, Educational Support Paraprofessional, 2026-2027 hourly rate of pay, not to exceed 40 hours, effective July 7-30th, 2026.

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Administration Center

Regular Meeting
w/Addendum
July 23, 2026

G. 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. **Andrew Brennan**, Brookside High School Scholastic Challenge Advisor, Class VI, Step 0, effective for July 24, 2026.
- b. **Shannon Brennan**, Brookside High School Academic Challenge Advisor, Class VI, Step 0, effective for July 24, 2026.
- c. **Mark Grife**, Brookside Middle School Girls Basketball Coach, Class III, Step 4, effective August 1, 2026.
- d. **Kaylynn Hannan**, Brookside High School Volleyball Assistant Coach (0.5), Class III, Step 0, effective August 1, 2026.
- e. **Eric Saddler**, Brookside High School Assistant Boys Soccer Coach, Class IV, Step 0, effective August 1, 2026.
- f. **McKenna Saterlee**, Brookside High School Volleyball Assistant Coach (0.5), Class III, Step 0, effective August 1, 2026.
- g. **Rachael Seekins**, Brookside Middle School Girls Volleyball Coach, Class III, Step 1, effective August 1, 2026.

H. Safety Town Payment

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached for payment to Safety Town 2026 staff.

VI. BUSINESS OPERATIONS

A. Approval of Inventory Disposal

26-109 Mrs. Czech moved, seconded by Mr. Brusnahan that the Sheffield-Sheffield Lake Board of Education approve the attached disposal of obsolete or no longer needed materials identified on the attached Inventory Disposal Sheet in accordance with Board Policy and applicable Ohio law.

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

No: None

Motion Carried: 5-0

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting
w/Addendum

Administration Center

July 23, 2026

B. Lorain County Educational Service Center Primary Service Agreement

- 26-110** Mrs. Jensen moved, seconded by Mr. Brusnahan that the Sheffield-Sheffield Lake Board of Education approve the attached Lorain County Educational Service Center (ESC) Primary Service Agreement for the 2026-2027 school year.

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

No: None

Motion Carried: 5-0

C. NEOEA Teacher Professional Organization Agreement

- 26-111** Mr. Brusnahan moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake It is recommended that the Sheffield-Sheffield Lake Board of Education approve the attached NEOEA Teacher Professional Organization Agreement.

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

No: None

Motion Carried: 5-0

D. Phoenix Learning Center Agreement

- 26-112** Mr. Brusnahan moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the attached Phoenix Learning Center LLC contract for provision of special education and related services for the 2026-2027 school year.

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

No: None

Motion Carried: 5-0

E. Lorain County Interagency Agreement

- 26-113** Mrs. Jensen moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the attached Lorain County Interagency Agreement between the following: Lorain County Head Start/Early Head Start, Lorain County Board of Developmental Disabilities and Local Agencies including the Sheffield-Sheffield Lake School District effective July 1, 2026, to June 30, 2027, as per the attached.

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

No: None

Motion Carried: 5-0

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting

w/Addendum

Administration Center

July 23, 2026

F. Wood County Educational Service Center Education Program

- 26-114** Mr. Brusnahan moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the attached Wood County Educational Service Center Education Program for the 2026-2027 school year.

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

No: None

Motion Carried: 5-0

G. Ohio Substitute Teacher Service

- 26-115** Mr. Brusnahan moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the attached Ohio Substitute Teacher Services Daily and Billable Rates for the 2026-2027 school year.

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

No: None

Motion Carried: 5-0

H. Meal Prices for 2026-2027

- 26-116** Mr. Brusnahan moved, seconded by Mr. Petrucci that the Sheffield-Sheffield Lake Board of Education approves the increase in breakfast and lunch prices in the amount of 25 cents for the 2026-2027 school year.

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

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 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."

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting

w/Addendum

Administration Center

July 23, 2026

VIII. STANDING COMMITTEE REPORT

- A. **Joint Vocational School – Mrs. Jensen:**
- The JVS Board has hired a firm to help establish a fund that would produce revenue to cover the students' tool kits for their programs.
 - The JVS will be transitioning to a new superintendent.
 - Discussion on how well the JVS students presented at BIS and to have this tool-kit fund advertised in the home districts.
- B. **Athletic Counsel – Mr. Petrucci**
- Fall sports is starting up with football workouts happening.
 - Baseball is participating in the Amherst Classic this weekend.
- C. **Legislative Liaison – Mrs. DeLuca**
- General Assembly is on break.
 - Governor signed SB 19 before break.
- D. **Endowment Fund – Mrs. Czech**
- The Endowment Committee will begin to meet again once the school year has begun. Committee members will be joining in with the Cardinal Athletic Boosters (CAB) on Saturday August 15th in the "Cardinal Kickoff". This is new event to kick off the school year. It will be held at Seivts Stadium from 11am to 1pm. We consider this a great opportunity to meet and greet our community members and let them know about the Endowment Committee and what we do for our district. CAB will be handing out free hot dogs; Endowment will be handing out free chips and water. We will also be holding a 50/50 raffle.
- E. **S.A.L.T. – Student Achievement Leadership Team – Mr. Brusnahan**
- **BHS** - 12 seniors earned an associate's degree. 552 seals awarded, +200 Community
 - **BIS** - Outstanding Students 6th Graders were rewarded with a pizza luncheon. Special Olympics raffles were sold to put pie in the face of a teacher. Eighth Annual Cardinal Cookout was held.
 - **Forestlawn** - Kindergarten Signing Day was a success. Mrs. Szczepanski is co-presenting at the Ohio Association of Elementary Administrators on Influence that Last - Building Staff Buy-in Without Burnout.
 - **BMS** - Three students won awards from the North Coast Rotary for the essay Contest. Eligible students went on a field trip to Gettysburg and Philadelphia on May 26-28
- F. **Finance – N/A**

IX. EXECUTIVE SESSION

26-117 Mr. Brusnahan moved, seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education adjourn to Executive Session for the reason(s) indicated below with no action to follow:

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

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting

w/Addendum

July 23, 2026

Administration Center

No: None

Motion Carried: 5-0

TIME: 4:54 PM

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;

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.

Reconvene from executive session by consent at 5:53 p.m.

X. ADJOURNMENT

26-118 Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education adjourn.

Time: **5:53PM**

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools

Regular Meeting

w/Addendum

Administration Center

July 23, 2026

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

No: None

Motion Carried: 5-0

The next regular meeting will be on August 13, 2026, at 5:30 PM at Brookside High School
Media Center.



Mr. Adam Hines, Treasurer



Mrs. Amy DeLuca, President