

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
BHS/BMS Media Center

Regular Meeting w/Addendum  
August 27, 2018

1. **CALL TO ORDER**

2. **ROLL CALL**

Notice of this meeting was given in accordance with the provisions of Policy 1.450 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

3. **OPENING CEREMONIES**

A. Pledge of Allegiance.

4. **INFORMATIONAL ITEMS**

POW Chair

5. **REVIEW OF OPEN QUESTIONS**

None.

6. **COMMENTS FROM THE PUBLIC**

7. **APPROVAL OF THE AGENDA W/ CHANGES TO ADDENDUM**

**18-197** Mrs. Miller moved seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves the agenda with changes to the addendum.

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

No: None.

Motion Carried: 5-0

8. **TREASURER'S BUSINESS**

A. **REPORTS**

B. **BOARD MINUTES**

**18-198** Mrs. DeLuca moved, seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

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**Regular Meeting w/Addendum – August 13, 2018**

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

No: None.

Motion Carried: 5-0

**C. PAYMENTS OF BILLS AND FINANCIAL STATEMENTS**

**18-199** Mrs. Czech moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the enclosed bills and financial statements.

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

No: None.

Motion Carried: 5-0

**D. RECORDS RETENTION SCHEDULE**

**18-200** Mrs. Miller moved seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve the attached updated records retention schedule.

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

No: None.

Motion Carried: 5-0

**E. PARENT TRANSPORTATION PAYMENT IN LIEU**

**18-201** Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the following parent transportation in lieu.

**WHEREAS** this Board does determine that the students listed below are legally entitled to transportation; and

**WHEREAS** the State Board of Education approved alternatives to Board owned buses are not reasonable available; now, therefore

**BE IT RESOLVED** that this Board of Education does approve "payment in lieu" contracts for the following students, payable to the parent or guardian.

<u>PARENT/GUARDIAN</u>	<u>STUDENT</u>	<u>GRADE</u>	<u>SCHOOL</u>
Danielle Stanaczyk	Noah	1	Bethany Lutheran

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

No: None.

Motion Carried: 5-0

9. **SUPERINTENDENT'S BUSINESS**

A. **REPORTS**

B. **PERSONNEL**

**RESIGNATIONS/LEAVE REQUESTS/RETIREMENTS**

**18-202** Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board honor the following employee(s) request:

- a. **Lori Clay**, resigning as Forestlawn Noon Aide, effective August 15, 2018 to accept another position in the district.
- b. **Roger Ebner**, resigning as Knollwood Custodian, effective August 27, 2018 to accept another position in the district.
- c. **Kelly Flaherty**, resigning as BIS SSP Monitor effective August 16, 2018 to accept another position in the district.
- d. **Rebecca Hastings**, resigning as Murray Ridge Paraprofessional effective August 24, 2018 to accept another position in the district.
- e. **Christina Raeke**, resigning as BHS Art teacher effective August 28, 2018.
- f. **Candice Zilch**, resigning as Bus Driver, effective August 28, 2018.

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

No: None.

Motion Carried: 5-0

**CERTIFIED TUTOR(S)**

**18-203** Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel as per the Master Agreement for the 2018-19 school year.

- a. **David Baughman**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.
- b. **Claire Fisher**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.
- c. **Tandi Fritz**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.
- d. **Amy Kitzberger**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.
- e. **Lisa Montgomery**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.
- f. **Brittany Rosso**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.
- g. **Patricia Spence**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.
- h. **Kelly Zana**, Homebound Tutor, \$ 23.83 per hour, effective August 28, 2018.

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

No: None.

Motion Carried: 5-0

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**CERTIFIED**

**18-204**

Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel as per the Master Agreement and contingent upon successful completion of all certification and payroll requirements.

- a. **Brenna Demers**, BIS 4<sup>th</sup> Grade Intervention Specialist, BA, Step 3, \$ 40,512.00, effective August 28, 2018.
- b. **Lori Kendrick**, Substitute District Psychologist, M+20, \$ 50.00 per hour, not to exceed 10 working days between August 28 and October 5, 2018, effective August 28, 2018.

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

No: None.

Motion Carried: 5-0

**CLASSIFIED**

**18-205**

Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake approve the following classified personnel per the Master Agreement and contingent upon successful completion of all payroll requirements.

- a. **Lori Clay**, BIS Server, 2.5 hrs./day, 176 days (minimum) plus contracted holidays, Step 1, \$ 12.54/hr., effective August 28, 2018.
- b. **Roger Ebner**, District Maintenance, 8 hrs./day, 260 days plus contracted holidays, Step 10-11, \$ 21.04/hr., effective August 28, 2018.
- c. **Kelly Flaherty**, BHS/BMS Server, 2.5 hrs./day, 181 days (minimum) plus contracted holidays, Step 5, \$ 13.82/hr., effective August 28, 2018.
- d. **Donna Martin**, BHS/BMS School Support Personnel/Monitor, .5hrs./day, 175 days (minimum) plus contracted holidays, Step 3, \$ 12.82/hr., effective August 28, 2018.

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

No: None.

Motion Carried: 5-0

**CLASSIFIED SUBSTITUTE**

**18-206**

Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the following personnel contingent upon completion of all payroll requirements and current certifications.

- a. **Sandy Roser**, Classified Substitute, \$ 10.00/hr., effective August 27, 2018.
- b. **Candice Zilch**, Classified Substitute Bus Driver, \$ 14.00/hr., effective August 28, 2018.



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

**ADMINISTRATIVE CLERICAL PERSONNEL**

**18-207** Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education employ the following administrative personnel contingent upon successful completion of all payroll requirements.

- a. **Debra Blackburn**, Payroll Administrator, 8 hrs./day, 248 days per year plus 12 holidays, Step 5, \$ 41,314.03, (pro-rated) effective August 27, 2018.

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

**SUPPLEMENTAL**

**18-208** Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education award a Supplemental Contract to the following personnel effective for the **2018-19** school year/season contingent upon successful completion of all payroll requirements and current certifications.

- a. **Kim Basinski**, BHS Assistant Cheerleading Coach, Class V, Step 0, \$ 2528.00.
- b. **Dale Gainer**, BHS Assistant Football Coach, Class II, Step 0, \$ 4515.00.
- c. **Bryan Szczepanski**, BMS Boys Basketball Coach, Class III, Step 0, \$ 3612.00.

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

**PARENT/COMMUNITY VOLUNTEER**

**18-209** Mrs. DeLuca moved seconded by Mrs. Czech 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 2018-19 school year/season.

- a. **Dan Fleming**, Parent/Community/Band Volunteer, at no cost to the district, effective August 28, 2018.
- b. **Marcia Fleming**, Parent/Community/Band Volunteer, at no cost to the district, effective August 28, 2018.
- c. **Johnathan Monacelli**, Parent/Community/Band Volunteer, at no cost to the district, effective August 28, 2018.

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

**C. OTHER**

**DONATION**

- 18-210** Mrs. DeLuca moved seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education acknowledge and accept the **NORTH COAST DESIGN BUILD, LLC. DONATION** in the amount of \$ 2500.00 for the purchase of football equipment/supplies.

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

**SHEFFIELD-SHEFFIELD LAKE SCHOOL BUS ROUTES**

- 18-211** Mrs. Miller moved seconded Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the attached **SHEFFIELD-SHEFFIELD LAKE SCHOOL BUS ROUTES** for the 2018-19 school year.

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

**BOARD POLICY MANUAL CHANGES AND ADDITIONS**

- 18-212** Mrs. Jensen moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve and adopt the attached **BOARD POLICY MANUAL CHANGES AND ADDITIONS** and waive the three readings.

- a. Website Accessibility Policy – ACBA
- b. Plan for Functionality/Accessibility - ACBC
- c. Strategy for Identifying of Inaccessible Content and Functionality- ACBB
- d. Notice to Persons with Disabilities – ACBA-R2
- e. Process for Ensuring Accessibility and Functionality – ACBA-R

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

**10. STANDING COMMITTEE REPORT**

1. Joint Vocational School –James Schillens  
No report.

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2. Athletic Counsel – Lisa Miller  
Boys and girls' soccer 2-1, Girls VB beat Parma, Football had a tough loss.
3. Legislative Liaison – Amy DeLuca  
Currently on summer recess.
4. Endowment Fund – Pat Czech  
Meetings will be on the third Tuesday. Next meeting date September 18<sup>th</sup>.
5. S.A.L.T. – Sandra Jensen  
No report.
6. Finance Committee – Sheila Lopez  
Focusing on key areas of the budget. Looking at demos of software for forms and registrations.

11. **EXECUTIVE SESSION**

**18-213** Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education adjourn to Executive Session for the reason(s) indicated below with no action to follow:

**TIME: 6:05 PM**

A. 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

C. ☐ an unfair competitive or bargaining advantage to a person whose personal, private interest is averse to the public interest.

D. ☐ Conferences with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action.

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- E. \_\_\_\_\_ Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- F. \_\_\_\_\_ Matters required to be kept confidential by federal law or regulations or state statutes.
- G. \_\_\_\_\_ Details relative to security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education reconvene from executive session by consent at **8:00 PM.**

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

No: None.

Motion Carried: 5-0

12. **ADJOURNMENT**

**18-214** Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education adjourns.

**Time: 8:00 PM**

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

No: None.

Motion Carried: 5-0

**ADDENDUM ITEMS**

**\*9. SUPERINTENDENT'S BUSINESS**

**B. PERSONNEL**

**CERTIFIED**

**18-215** Mrs. Miller moved seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the following certified personnel as per the Master Agreement and contingent upon successful completion of all certification and payroll requirements.

- c. **Dunya Abraham**, BHS Long Term Substitute Art Teacher, BA, Step 0, \$ 36, 120.00



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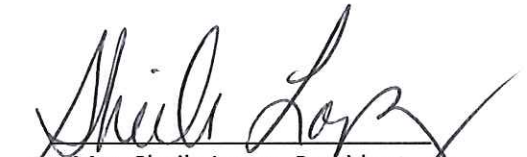
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Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez, Mrs. Miller

No: None.

Motion Carried: 5-0

***\*DENOTES ADDENDUM ITEM***

  
Michael A. Pissini, Treasurer  
Mrs. Sheila Lopez, President

**\*Next Regular Meeting: September 24, 2018 at the Administration Center at 5:30 PM\***

