

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
Forestlawn Elementary

Regular Meeting  
October 22, 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**— Forestlawn presentation.

5. **REVIEW OF OPEN QUESTIONS**

None.

6. **COMMENTS FROM THE PUBLIC**

Brittani Houpt – Freshmen baseball

7. **APPROVAL OF THE AGENDA**

**18-235** Mrs. Miller moved seconded by Mrs. DeLuca 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

8. **TREASURER'S BUSINESS**

A. **REPORTS**

B. **BOARD MINUTES**

**18-236** Mrs. Czech moved, seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approves the minutes from the following agenda(s).

**Regular Meeting**– September 24, 2018  
**Work Session Meeting** – October 16, 2018

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Lopez  
No: None.  
Abstain: Mrs. Miller  
Motion Carried: 4-0

**C. FIVE YEAR FORECAST AND ASSUMPTIONS**

**18-237** Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the attached **October 2018 Five Year Forecast and Assumptions.**

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

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

**18-238** Mrs. DeLuca 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

**E. BOARD POLICY UPDATES/CHANGES/ADDITIONS**

**18-239** It is recommended that the Sheffield-Sheffield Lake Board of Education approve and adopt the attached **Second Reading** of the **BOARD POLICY MANUAL CHANGES AND ADDITIONS** with no action to follow.

- a. Board Minutes – BDDG
- b. Budget Planning – DBD
- c. Administration of Grant Funds – DECA
- d. Inventories (Fixed Assets) – DID
- e. Bidding Requirements – DJC
- f. Purchasing Procedures – DJF
- g. Purchasing Procedures – DJF-R
- h. Credit Cards – DJH
- i. Personnel Policies Goals – GA
- j. Staff Gifts and Solicitations – GBI
- k. Add New Online Fundraising Campaigns/Crowdfunding – GBIA (Also IGDFA)
- l. Professional Staff Contracts and Compensation Plans - GCB-1
- m. Professional Staff Contracts and Compensation Plans - GCB-2
- n. Professional Staff Hiring – GCD

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- o. Student Fundraising – IGDF
- p. Add New Online Fundraising Campaigns/Crowdfunding – IGDFA (Also GBIA)
- q. REMOVE Credit Cards – DJH-R
- r. REMOVE Petty Cash Accounts – DJB

**F. NORDSON CORPORATION FOUNDATION GRANT**

- 18-240** Mrs. Miller moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education acknowledge and accept GRANT FUNDING FOR “NEED TO READ” PROJECT in the amount of \$ 200.00.

Yes: Mrs. Czech, Mrs. DeLuca, Mrs. Jensen, Mrs. Miller  
No: None.  
Abstain: Mrs. Lopez  
Motion Carried: 4-0

**G. OHIO ATTORNEY GENERAL GRANT**

- 18-241** Mrs. DeLuca moved seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education acknowledge and accept the SCHOOL SAFETY TRAINING GRANT in the amount of \$ 9,599.35.

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

**9. SUPERINTENDENT’S BUSINESS**

**A. REPORTS**

**B. OTHER**

- 18-242** 1. Mrs. Jensen moved seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the attached EDUCATIONAL ALTERNATIVES SERVICE AGREEMENT for the 2018-19 school year which provides separate school facility placements and student transportation for selected students with disabilities.

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

- 18-243** 2. Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education accept the attached CHANGES AND ADDITIONS TO THE SUPPLEMENTAL SCHEDULE effective retroactively to July 1, 2018 as part of the Master Agreement July 1, 2018-June 30, 2021.

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

- 18-244**      3.      Mrs. Miller moved seconded by Mrs. Lopez that the Sheffield-Sheffield Lake Board of Education approve the attached **ENERGY CONTRACT** which will become the energy supplier for the Sheffield-Sheffield Lake CSD commencing on January 1, 2020.

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

- 18-245**      4.      Mrs. DeLuca moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the attached **VINSON CHECKPOINT SOFTWARE PROPOSAL** which provides pre-submission verification, improved data integrity and auditable accountability in conjunction with the current Student Information System.

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

**C.      PERSONNEL**

**RESIGNATIONS/LEAVE REQUESTS/RETIREMENTS**

- 18-246**      Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education honor the following employee(s) request:

- a.      **Jeffrey Keith**, resigning as BHS Varsity Girls Basketball Assistant Coach, effective immediately.

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

**CERTIFIED TUTOR(S)**

- 18-247**      Mrs. DeLuca moved seconded by Mrs. Miller 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.      **Kim Basinski**, Homebound Tutor, \$ 23.83 per hour, effective October 23, 2018.



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

**CLASSIFIED**

**18-248**

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

- a. **Tiffany Williams**, SSP Paraprofessional/Monitor- Forestlawn, Step 1, \$ 12.21/hr., 1.5 hrs./day, effective October 23, 2018.
- b. **Angela Wright**, ESP-Pre-school Kindergarten (Temporary)-Knollwood, Step 1, \$ 12.54/hr., 3 hrs./day, 4 days/wk., not to exceed 180 days, effective October 23, 2018.

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

**CLASSIFIED SUBSTITUTE**

**18-249**

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

- a. **Mary Diamond**, Classified Substitute, \$ 10.00/hr., effective October 23, 2018.
- b. **Pamela Ferry**, Classified Substitute Bus Driver, \$ 14.00/hr., effective October 23, 2018.

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

**SUPPLEMENTAL**

**18-250**

Mrs. DeLuca moved seconded by Mrs. Miller 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 school year/season contingent upon successful completion of all payroll requirements and current certifications.

- a. **Devan Brown**, BHS Assistant Basketball Coach, Class II, Step 0, \$ 4515.00.
- b. **Jeff Keith**, BHS Assistant Basketball Coach, Class II, Step 4, \$ 5237.00.

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- c. **Lydia Markovich**, BHS Assistant Girls Basketball Coach, Class II, Step 0, \$ 4515.00.
- d. **Val Rion**, BHS Winter Faculty Manager, Class III, Step 1, \$ 3793.00.

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

No: None.

Motion Carried: 5-0

**PARENT/COMMUNITY VOLUNTEER**

**18-251**

Mrs. DeLuca moved seconded by Mrs. Miller 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. **Nancy Duffin**, BIS Parent/Community Volunteer, at no cost to the district, effective October 23, 2018.
- b. **Jessica Fairweather**, Parent/Community Volunteer (Band), at no cost to the district.
- c. **Crystallynn Figueroa**, Parent/Community/Classroom Volunteer (KW), at no cost to the district.
- d. **Dan Zagorsky**, Parent/Community/Grounds keeping Volunteer, at no cost to the district.

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
- 2. Athletic Counsel – Lisa Miller
- 3. Legislative Liaison – Amy DeLuca
- 4. Endowment Fund – Pat Czech
- 5. S.A.L.T. – Sandra Jensen
- 6. Finance Committee – Sheila Lopez

**11. ADJOURNMENT**

**18-252**

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

**Time: 6:35 PM**

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

No: None.

Motion Carried: 5-0

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Mrs. Sheila Lopez, President



Michael A. Pissini, Treasurer

The next regular meeting will be on November 26, 2018 at the Administration Center at 5:30 PM.

