

RECORD OF PROCEEDINGS

Sheffield-Sheffield Lake City Schools  
Administration Center

Regular Meeting  
September 24, 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**

5. **REVIEW OF OPEN QUESTIONS**

None.

6. **COMMENTS FROM THE PUBLIC**

7. **APPROVAL OF THE AGENDA**

**18-216** Mrs. DeLuca moved seconded by Mrs. Miller 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**

**18-217** Mrs. Miller moved, seconded by Mrs. Lopez 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 27, 2018**

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

No: None.

Motion Carried: 5-0

**C. PERMANENT APPROPRIATIONS**

- 18-218** Mrs. Czech moved seconded by Mrs. DeLuca that the Sheffield-Sheffield Lake Board of Education approve the attached permanent appropriations for FY 2019.

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

No: None.

Motion Carried: 5-0

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

- 18-219** Mrs. Miller moved seconded by Mrs. Czech 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**

- 18-220** It is recommended that the Sheffield-Sheffield Lake Board of Education approve and adopt the attached **First Reading** of the **BOARD POLICY MANUAL CHANGES AND ADDITIONS** with no action to follow.

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

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- o. Update Professional Staff Hiring – GCD
- p. Update Student Fundraising – IGDF
- q. Add New Online Fundraising Campaigns/Crowdfunding – IGDA (Also GBIA)
- r. Remove Credit Cards – DJH-R

**F. ESC SERVICE AGREEMENT**

- 18-221** Mrs. DeLuca moved seconded by Mrs. Jensen that the Sheffield-Sheffield Lake Board of Education approve the attached **SERVICE AGREEMENT FOR THE PREPARATION AND TRANSMISSION OF REPORTS FOR EMPLOYEES**, (background checks).

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**

- 18-222** Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board honor the following employee(s) request:

- a. **Paul Ferguson**, BHS Intervention Specialist, requesting Family Medical Leave, effective October 29-November 26, 2018.
- b. **Barb Krogg**, resigning as Van Driver, effective September 25, 2018 to accept another position in the district.
- c. **Carolyn Main**, resigning as SSP-Monitor BIS, effective August 27, 2018 to accept another position in the district.

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

**ADMINISTRATIVE SALARY ADJUSTMENT**

- 18-223** Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the salary increase for advance training for the following Administrator per the Master Agreement between the Administrators and the Sheffield-Sheffield Lake Board of Education.

- a. **Joy Morgan**      **FROM: M**      **TO: M+10**

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

## **CERTIFIED SALARY ADJUSTMENT**

**18-224**

Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake Board of Education approve the salary increase for advance training for the following certified personnel as per the Master Agreement retro-active to the first work day of the 2018-19 school year.

		<b><u>FROM</u></b>	<b><u>TO</u></b>
a.	<b>Mary Berner</b>	<b>M+12</b>	<b>M+24</b>
b.	<b>Christopher Chidlaw</b>	<b>M</b>	<b>M+12</b>
c.	<b>Martha Horton</b>	<b>M+12</b>	<b>M+24</b>
d.	<b>Tracy Hoydic</b>	<b>M+12</b>	<b>M+24</b>
e.	<b>Julie Keller</b>	<b>M+12</b>	<b>M+24</b>
f.	<b>Colette Lubertozzi</b>	<b>M</b>	<b>M+12</b>
g.	<b>Lisa Montgomery</b>	<b>BA+12</b>	<b>BA+24</b>
h.	<b>Brenda Svec</b>	<b>BA+24</b>	<b>M</b>

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

## **CLASSIFIED SALARY ADJUSTMENT**

**18-225**

Mrs. DeLuca moved seconded by Mrs. Miller that the Sheffield-Sheffield Lake approve the salary increase for advance training for the following classified personnel as per the Negotiated Agreement retro-active to the first work day of the 2018-19 school year.

a.	<b>Michelle Arra</b>	Base Salary+2%
b.	<b>Amber Blankenship</b>	Base Salary+2%
c.	<b>Tracey Glass</b>	Base Salary +6%
d.	<b>Tina Hastings</b>	Base Salary +10%
e.	<b>Emily Kinser</b>	Base Salary +2%
f.	<b>Stacy Knight</b>	Base Salary +2%
g.	<b>Denise Lococo</b>	Base Salary +10%
h.	<b>Ashley Martin</b>	Base Salary +2%
i.	<b>Brad Rauscher</b>	Base Salary +8%
j.	<b>Jerry Roelke</b>	Base Salary +6%
k.	<b>Kim Santoro</b>	Base Salary +4%
l.	<b>Britt Vilevac</b>	Base Salary +2%

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



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**CLASSIFIED**

**18-226**

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. **Hayley Hamby**, SSP Monitor- BIS, Step 1, \$ 12.21/hr., 2.5 hrs./day, effective September 25, 2018.
- b. **Barb Krogg**, Transportation-Bus Driver, Step 2, \$ 17.13/hr., 4 hrs./day, effective September 25, 2018.
- c. **Helen Lawson**, Knollwood SSP Monitor-Knollwood, Step 1, \$ 12.21/hr., 1.5 hrs./day, effective September 25, 2018.
- d. **Carolyn Main**, ESP Pupil Personnel Paraprofessional-BIS, Step 1, \$ 12.54/hr., 7 hrs./day, effective September 25, 2018.
- e. **Sandy Roser**, SSP Monitor-BIS, Step 1, \$ 12.21/hr., 2.5 hrs./day, effective September 25, 2018.
- f. **Sandy Roser**, Transportation-Van Driver, Step 1, \$ 12.54/hr., 2.5 hrs./day, effective September 25, 2018.
- g. **Scott Schmiermund**, Maintenance/Custodial-Custodian, Step 1, \$ 16.66/hr., 8 hrs./day, effective September 25, 2018.
- h. **Rose Meness-Seiler**, SSP Monitor (breakfast)-BIS, Step 19, \$ 16.42 + 8%/hr., .5 hrs./day, effective September 25, 2018.

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

No: None.

Motion Carried: 5-0

**CLASSIFIED SUBSTITUTE**

**18-227**

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

- a. **Barbara Amantea**, Classified Substitute, \$ 10.00/hr., effective September 25, 2018.
- b. **Tiffany Williams**, Classified Substitute, \$ 10.00/hr., effective September 25, 2018.

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

No: None.

Motion Carried: 5-0

**SUPPLEMENTAL**

**18-228** 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.

- b. **Casey Pierson**, BMS Volunteer Basketball Coach, Class III, Step 0, at no cost to the district.
- c. **Mary Pokrywka**, BHS Drama Club Advisor, Class V, Step 4, \$ 3251.00.

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

No: None.

Motion Carried: 5-0

**18-229** Mrs. Czech 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.

- a. **Brad DeLuca**, BHS Volunteer Basketball Coach, Class II, Step 0, at no cost to the district.
- d. **Brittany Rosso**, BMS Memory Book Advisor, Class VI, Step 0, \$ 1987.00.

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

Abstain: Mrs. DeLuca, Mrs. Lopez

No: None.

Motion Carried: 3-0

**DECAF PROPOSALS**

**18-230** Mrs. Jensen moved seconded by Mrs. Czech that the Sheffield-Sheffield Lake Board of Education approve the following DECAF proposals.

NAME	TITLE	Percentage %	TERM
Ashley Falencki	BHS Game Club	2.5	1 <sup>st</sup> Semester
Tandi Fritz	Cards Connect	4	All Year
Maggie Hartman	Sociedad Hispania	4	All Year
Martha Horton	BHS Bonus Period	3.5	1 <sup>st</sup> Semester
Pamela Vasquez	Société Honora ire de François	2	1 <sup>st</sup> Semester
Kim Basinski	Cardinal Gaming Club	2	1 <sup>st</sup> Semester
Kim Basinski	BMS Bonus Period	1.5	1 <sup>st</sup> Semester
Kellie Palmer	BMS Bonus Period	1.5	1 <sup>st</sup> Semester
Jessica Schremp	BMS Academic Challenge	2	1 <sup>st</sup> Semester

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Jessica Schremp	BMS Spelling Bee	2.5	All Year
Chris Glynn	F.L.O.A.T.	1.5	1 <sup>st</sup> Semester
Elizabeth Ambrosio	BIS After School Tutor Club	1.5	1 <sup>st</sup> Semester
Kim Pajor	BIS After School Tutor Club	1.5	1 <sup>st</sup> Semester
Bridgette Boehm	BIS Young Authors	1.5	1 <sup>st</sup> Semester
Melissa Fedak	BIS Young Authors	1.5	1 <sup>st</sup> Semester
Mary Cogdell	BIS Morning Announcements	4	All Year
Rachel Feimer	BIS PBIS	2	All Year
JB Kinser	BIS PBIS	2	All Year
Rachel Feimer	BIS Student Council	3	All Year
Deb Raesler	BIS Student Council	3	All Year
Michelle Lewis	KW Kindness Club	2.5	All Year
Deb Raesler	KW Kindness Club	2.5	All Year

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

No: None.

Motion Carried: 5-0

## PARENT/COMMUNITY VOLUNTEER

18-231

Mrs. Miller 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. **Sondra Cole**, Parent/Community Volunteer (Cheer), at no cost to the district, effective September 25, 2018.

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

No: None.

Motion Carried: 5-0

## C. OTHER

### 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

18-232

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

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**Time: 6:40 PM**

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

No: None.

Motion Carried: 5-0

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

**The next regular meeting will be on October 22, 2018 at Forestlawn Elementary at 5:30 PM.**