

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Room 208
On Monday, July 24, 2023, at 6:00 PM

The Williamsburg Board of Education met for a Regular Business Meeting at 6:00 PM on Monday, July 24, 2023, at the Middle/High Building, Room 208, with the following members present and answering roll call: Charlie Maklem, Brandon Lindsey, Jeff Cummins and Daniel Knapke. Sue Madsen was absent. Matt Earley, Superintendent, and Greg Wells, Treasurer, were also present along with several staff and community members.

Mr. Maklem led us in the Pledge of Allegiance.

EDITS / ADDITIONS TO THE AGENDA

None

COMMUNICATIONS

None

SUPERINTENDENT'S REPORT

- Mr. Earley offered news from around the district:
 - Interparish Ministries will be conducting another food distribution this Wednesday, July 26, to help disadvantaged families in our community. Many of our student athletes have volunteered to assist.
 - August 1 is National Night Out, 6-8pm, at Community Park. This is an annual event aimed at enhancing relationships between community and law enforcement.
 - The annual Brewer Foundation Flag Football Game fundraiser will take place Friday evening, August 4, at Osborne Stadium.
 - August 9 the Farmers Market at Community Park will be raising money to help offset any unpaid meal charges from families that qualify for Free & Reduced.
 - Finally, just a friendly reminder the August Business Meeting will be held on Monday, August 14. The Board will do their usual walk through of the buildings starting at 4:45pm at WES, with the Business Meeting starting at 6:00pm as normal.
- Mr. Earley then gave the floor to Mr. Tackett, who introduced the proposed new hires on tonight's agenda: Adam Breeze, Assistant AD, and Tracey Coffey, Middle/High Admin.

REPORT FROM U.S. GRANT CAREER CENTER

- None

TREASURER'S REPORT

Mr. Wells highlighted matters impacting the district's finances, including:

- Fiscal year 2023 was successfully closed and fiscal year 2024 opened. We are back to business as usual.
- As follow-up to our last meeting, all end of fiscal year advances (\$790K) have been repaid to the General Fund.
- In conjunction with many of those advances we have received almost \$550K from ODE for Federal Grants and ESSER funds owed to the district. No reason was given for the reimbursements not being paid before the end of the fiscal year.
- On 7/12 we received our first advance of Clermont County taxes totaling \$1.3M.
- We recently received the latest projections regarding the biennial foundation funding included in the final version of HB33. WLSD is slated to receive an additional \$728K in

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FY24, as well as another \$222K in FY25. We are still waiting to see if ODE designates any portion of the funds to restricted uses.

- HB33 legislation also included a mandate requiring public schools to accept cash for admissions and concession stand sales at all "school-affiliated events" effective October 2023. We are dusting off our policies and procedures for taking cash again.
- Save the date: OSBA Capital Conference NOV 12-14.
- Have contacted legal counsel to see how District can deploy unused proceeds of M/H Roof Project COPs loan (\$92,641.15 balance).
- New Wheelchair Accessible Van is being delivered Thursday. New bus is being prepped and inspected to begin service at beginning of school year. Obsolete buses taken out of service are slated to be picked up by Rush. Salvage value = \$5100 total for the three.

APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES

Motion by Cummins, second by Lindsey, to approve Minutes for Regular Business Meeting, Tuesday, June 27, 2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

Motion by Cummins, second by Lindsey, to approve Financial Statements for June 2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

PUBLIC PARTICIPATION

- Josh Clifton asked if FY23 meeting minutes were moved or deleted from the district website? Mr. Maklem was already logged onto the website and navigated to screen in question. The website defaults to current fiscal year, which just changed over. Past fiscal year documents are available via the fiscal year drop-down menu.

DISCUSSION ITEMS

- Facilities Committee – Mr. Cummins reported the team met earlier today (7/24). WHS Media Center demolition is underway and permits are in progress. New epoxy flooring in Auditoria and surrounding areas is complete and contractor has been given punch list. Team is exploring additional flooring improvements. Getting quotes for stainless steel door kick plates to replace the old plastic ones. Abrams Field is 2/3 covered in new field turf and contractor is addressing drainage issues with new curbs. That project continues to pace ahead of due date. Facilities team is also working with SHP to explore options for redesigning our Athletic and Academic Halls of Fame. Getting quotes for re-wrapping our concession trailer. Last, the team is organizing a Board field trip to Warren Schools to see their innovative building design and CTE program. Mr. Maklem asked if the team could explore fresh wrap for M/H sign, and installation of perforated wrap on Abrams concessions windows (similar to M/H windows)? Mr. Cummins said they would certainly look into it.
- Student Achievement – Mr. Cummins reported the team intends to talk with HS administrators to explore having the class officers set-up and run the Spirit Store. This would provide real-life business management experience to those students, in addition to making the Spirit Store a viable operation.
- Mr. Maklem then presented an overview of the major funding needs facing the district and encouraged public participation during the presentation:

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
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- Reviewed Master Plan #2 for new Williamsburg Elementary School. This plan passed by the Board entails a total new build at the Main Street site with 68% funded by Ohio Facilities Construction Commission (OFCC).
- We currently project a local cost estimate of \$12,707,787 which includes our local 32% share of the base building cost plus locally funded initiatives (LFI's) of three preschool classrooms, full-size gym, two-campus premium, improved playground, upgraded fencing, upgraded flooring, Middle School gym (needed to accommodate all the middle school, junior athletics, and community programs that will be displaced when the Old High School is razed), and new Administrative Building (also being displaced). The estimated local cost is \$18.5M.
- Based on a 30-year bond at 5%, we would need a 7.23 mill bond levy to service the debt plus an additional 0.5 mill permanent improvement (PI) levy required by the state for maintaining the new facility. This would equate to an estimated \$270.58 annually per \$100,000 of home value.
- Current projected revenues from the South Afton Commerce Park are not sufficient to cover the entire project, including all LFI's.
- However, if we trim off the MS Gym and Admin Office the estimated local cost drops to a more manageable \$12.5M, which would equate to 4.89 mills + 0.5 mills PI costing homeowners an estimated \$188.68 annually per \$100,000 of home value. Projected cash flow from current South Afton Commerce Park could potentially cover that amount, but that would obviously give us no flexibility to use those funds for other projects in the future.
- A bond levy on just the MS Gym and Admin Office would require an estimate 2.34 mill bond + 0.5 mill PI, costing homeowners an estimated \$100 annually per \$100,000 of home value. This project could be financed using a 30-year Certificate of Participation (COPs) loan with \$365k annual debt service.
- Regarding the 0.5 mill PI, state law does allow us to use other revenues to fund that reserve. We could potentially set aside other unrestricted revenues to cover that \$76k annual requirement versus including it on a levy.
- Aside from the new WES funding, the District must also consider our current Emergency Operating Levy. This fixed amount levy, with a current effective millage of 6.58 mills, generates just under \$997k in annual taxes. This revenue stream is crucial to our long-term financial health. However, being a fixed amount levy, it does not keep pace with inflation. We collect the same amount today as we did when it first passed in 2009 (and two subsequent renewals). This levy must be renewed every five years, and the current levy expires in 2024.
- The Finance Committee has explored alternatives to the Emergency Operating Levy and recommends we replace it with a Substitute Continuing Levy. This levy protects current homeowners and businesses, locking in their current annual amount paid on the Emergency Operating Levy. But unlike the Emergency Operating Levy, it also has a growth component. Future homes and businesses built in the District will be assessed the same millage rate as existing taxpayers, providing much needed incremental revenue growth. No new taxes for existing homeowners and businesses, while future new home and business owners pay a fair share for our schools. As a continuing levy it also stops the five-year election cycles consuming time, resources.
- Mr. Maklem opened the floor to questions or comments from the public gallery. After some brief discussion both Sherri Kissinger and Josh Clifton supported the idea of converting to a Substitute Levy.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Room 208
On Monday, July 24, 2023, at 6:00 PM

- Ms. Kissinger also urged the District to utilize South Afton revenues to fund the new WES and consider holding off on the Middle School Gym and Administrative Office pending additional South Afton development or other funding options.

** Meeting was then forced into recess due to a fire alarm at 7:18pm. Our thanks to Williamsburg Township Emergency Services for their fast response. After thorough inspection of the building WTES determined the alarm was a system error and the building was cleared for occupancy. The Board meeting reconvened at 7:43pm. **

DISCUSSION ITEMS (continued)

- Mr. Maklem resumed his presentation and discussion regarding the major funding needs facing the district.
 - After discussion the Board reached consensus to proceed with a Substitute Continuing Levy. They asked Superintendent Earley to contact legal counsel to confirm timing and legal requirements to place the Substitute Levy on the November ballot. A special business meeting to start the resolution process was tentatively scheduled for 10:00am, July 28, at the Board Office.

MAJOR ITEMS OF BUSINESS

023-2452 APPROVAL OF FY24 CERTIFICATES OF AVAILABLE RESOURCES:

Motion by Knapke, second by Lindsey, to approve the *Certificate of the Total Amount From All Sources Available For Expenditures and Balances* and the *Amended Official Certificate of Estimated Resources*, per attachments 11A-1 and 11A-2, for submittal to the Budget Commission of Clermont County. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2453 APPROVAL OF SHARED SERVICES CONTRACT:

Motion by Cummins, second by Lindsey, to approve the EMIS Coordinator Shared Services contract with Felicity-Franklin Local School District for fiscal year 2023-2024. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2454 APPROVAL OF COLLABORATION AGREEMENT:

Motion by Maklem, second by Cummins, to authorize a Collaboration Agreement with Varsity Brands Impact to serve as the District's preferred provider of athletic and physical education supplies and equipment, team sports uniforms, apparel, accessories, and facility branding products. The duration of this agreement is five (5) years. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2455 APPROVAL OF CONTRACT:

Motion by Maklem, second by Cummins, to approve a contract with BSN Sports for the BSN Reward Program. The duration of this agreement is five (5) years from 7/1/2023 to 6/30/2028. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2456 APPROVAL OF CONTRACT:

Motion by Lindsey, second by Maklem, to approve a contract with Millhuff-Stang for preparing the annual GAAP audit, Compilation, and Federal Schedule. The duration of this agreement is

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Room 208
On Monday, July 24, 2023, at 6:00 PM

five (5) years for fiscal years 2023-2027. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2457 RESOLUTION TO AMEND PRIOR RESOLUTION:

Motion by Cummins, second by Knapke, to amend the funding provisions of Resolution# 022-2228, passed on 4/18/2022. Amended resolution would strike original funding provisions "...purchased from the ESSER II fund 507-9222" and replace with "...purchased from Bus Grant 499-9223 (\$52,965.62) and ARP ESSER 507-9323 (\$39,062.38)." This action would be retroactive to 3/7/2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2458 RESOLUTION TO AMEND PRIOR RESOLUTION:

Motion by Cummins, second by Knapke, to amend the funding provisions of Resolution# 023-2339, passed on 12/19/2022. Amended resolution would strike original funding provisions "...purchase a bus from Bus Grant 499-9223 (\$52,965.62) and Permanent Improvement fund 003 (\$56,414.38.00)" and replace with "...purchase a bus using funds from ARP ESSER 507-9323." Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2459 APPROVAL OF DONATIONS:

Motion by Knapke, second by Lindsey, to approve and accept the following donations:

CONTRIBUTOR:	DONATION FOR:	AMOUNT:
Sue & Michael Madsen	In Memory of Dexter Bastin "Student Lunches for Needy Children"	\$100.00
William & Donna Dowdney	In Memory of Dexter Bastin "Student Lunches for Needy Children"	\$50.00
Carl & Lesley Zugelger	In Memory of Dexter Bastin "Student Lunches for Needy Children"	\$30.00
The McMurray Family	In Memory of Dexter Bastin "Student Lunches for Needy Children"	\$50.00
Clermont Co. VFW Post	In Memory of Dexter Bastin "Student Lunches for Needy Children"	\$100.00
Wilson & Maureen Weisenfelder	In Memory of Dexter Bastin "Student Lunches for Needy Children"	\$100.00
James & Gloria Glassman	In Memory of Dexter Bastin "Student Lunches for Needy Children"	\$100.00

Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2460 APPROVAL OF TRANSFER:

Motion by Cummins, second by Lindsey, to approve the following cash transfers from the General Fund (001-0000) to the following funds/purposes:

FUND#	FUND NAME	AMOUNT OF TRANSFER
035-0000	Severance Reserve	\$100,000.00
200-9004	Student Activity Salaries & Benefits	\$50,000.00
300-0000	Athletic Fund	\$50,000.00

Voting aye on roll call: Lindsey, Cummins, and Knapke. Nays: Maklem. Motion carried.

EXECUTIVE SESSION

Motion by Lindsey, second by Knapke, to move into Executive Session, per Ohio Revised Code 121.22. to discuss:

- Certain Personnel Matters - To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; and to consider the

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
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On Monday, July 24, 2023, at 6:00 PM

investigation of charges or complaints against a public employee, official, licensee, or regulated individual.

- Purchase or Sale of Property, Real, Personal, Tangible, or Intangible.
- Pending or Imminent Court Action
- Collective Bargaining Matters
- Security Matters
- Economic Development
- Matters Required to be Kept Confidential

Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

The Board moved into Executive Session at 8:07pm and returned at 9:56pm.

PERSONNEL MATTERS

023-2461 APPROVAL OF RESIGNATION:

Motion by Knapke, second by Lindsey, to accept the resignation of Holly Young from her Administrative Assistant position effective July 31, 2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2462 APPROVAL OF RESIGNATION:

Motion by Knapke, second by Lindsey, to accept the resignation of Lindsey Stith from her Annual Advisor: MS/HS position. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2463 APPROVAL OF RESIGNATION:

Motion by Knapke, second by Lindsey, to accept accept the resignation of Eileen Sipple from her Assistant Athletic Director position. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2464 APPROVAL OF SHARED SERVICES COMPENSATION:

Motion by Cummins, second by Lindsey, to approve a temporary pay increase for Michelle Ewing, in the amount of \$800.00 per month, for a period of twelve (12) months from August 1, 2023 through July 31, 2024, as part of the District's Shared Services Agreement providing EMIS services for Felicity Franklin Local School District. Voting aye on roll call to motion as amended: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2465 APPROVAL TO EMPLOY INDIVIDUALS FOR SUPPLEMENTAL POSITIONS FOR THE 2023-2024 SCHOOL YEAR:

Motion by Lindsey, second by Knapke, to employ the following individuals for a period of one (1) year pending satisfactory background checks (BCI & FBI) and completion of all requirements for employment at the board adopted salary schedule for the supplemental positions as listed for the 2023-2024 school year. Employment is contingent upon obtaining all necessary certificates, background checks and completion of required paperwork. All contracts will expire on June 30, 2024.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Room 208
On Monday, July 24, 2023, at 6:00 PM

INDIVIDUAL	SUPPLEMENTAL POSITION
Ali Arnett	Annual Advisor: MS/HS
Adam Breeze	Assistant Athletic Director

Voting aye on roll: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2466 APPROVAL TO EMPLOY CLASSIFIED STAFF:

Motion by Cummins, second by Lindsey, to employ the following individuals as a classified employee on a one (1) year contract (2023/2024 school year) at the position outlined below pending successful background checks:

INDIVIDUAL	POSITION	STEP	EFFECTIVE DATE
Tracy Coffey	Administrative Assistant MS/HS	10	08/01/2023

Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

023-2467 APPROVAL TO EMPLOY EXEMPT STAFF:

Motion by Lindsey, second by Knapke, to employ Michael Glenn on a two (2) year exempt contract effective August 1, 2023 to the full time position of Safety/Security Officer. Employment is contingent upon maintaining proper certification and pending successful completion of background checks. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

COMMENTS BY THE BOARD PRESIDENT

Mr. Maklem thanked Holly Young, Lindsey Stith, and Eileen Sipple for their service to our students and district in their previous positions. Welcome to Tracy Coffey and Adam Breeze to the Wildcat Family. Finally, a special thank you to all the donors who honor Dexter Bastin by supporting a cause he was so passionate about. Your support is greatly appreciated.

ADJOURNMENT

Motion by Knapke, second by Cummins, to adjourn. Voting aye: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried. Board adjourned 10:00 pm.

Board President

Treasurer