

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 20, 2023, at 6:00 PM

The Williamsburg Board of Education met for a Regular Business Meeting at 6:00 PM on Monday, November 20, 2023, at the Middle/High Media Center, with the following members present and answering roll call: Charlie Maklem, Brandon Lindsey, Jeff Cummins, and Daniel Knapke. Beth McManus 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 gave the floor to Kevin Dunn, Elementary School Principal. Mr. Dunn proudly introduced Kase Cribbet, this month's Moment of Excellence recipient from Williamsburg Elementary School. Kase is an outstanding student and embodies the Wildcat Way in every possible manner. In addition to standing out academically, Kase displays tremendous character on a day-to-day basis. At our last home playoff football game, Kase was observed picking up trash that others left behind. He did this on his own accord without prompting from anyone. Our character trait for October was responsibility and one of our learning points was finding ways to take care of our school and community. Kase demonstrated this trait on that Friday night and has done so every day this school year.
- Mr. Earley then offered news from around the district:
 - The district conducted our annual Veterans Day Salute on NOV 10. Hundreds of students treated their veteran parents, grandparents, relatives, and neighbors to breakfast, then joined every student and staff member in the district to celebrate their honor and sacrifice to our community, and our nation. This is a K-12 student-led event, and the kids did a great job. This event was complimented by the Kiwanis Stars & Stripes display at the old high school. Thanks again to all our veterans!
 - National Honor Society held their Tapping Ceremony OCT 24, and the district is proud of our 20 new inductees. NHS induction was historically held in spring but we moved to fall going forward so members can enjoy several more months of participation opportunities.
 - The district held our Honor Roll Breakfast with over 250 students qualifying.
 - Excellent engagement at Parent-Teacher Conferences conducted OCT 30 with 94% of the available slots filled.
 - Third Grade fall reading tests are completed and we look forward to those results.
 - Winter sports have officially kicked off. Wrapping up fall sports, JJ Miller and Avery Neth were both recognized for their exceptional seasons. More importantly, the district recognized 87 scholar athletes and had 6 representatives at the SBAAC Leadership Conference.
 - Elementary School had their Math Night last week and will host their Literacy Night on NOV 28.
 - Shout out to Judy Arnold and our Transportation Team. Doing a great job of juggling all the events this time of year, ensuring everyone arrives safe and on-time.

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- OSBA Capital Conference was held NOV 12-14. Several Board Members and staff attended, gaining great insight at the many learning sessions.
- The annual Williamsburg Christmas Walk will be held DEC 1. Many of our staff and students will be participating.
- Big thanks to our Food Service Team for a wonderful Thanksgiving Meal served to all our students and staff. We have much to truly be thankful for.

REPORT FROM U.S. GRANT CAREER CENTER

None

TREASURER'S REPORT

Mr. Wells presented the November Five Year Forecast for the district:

- Local Real Estate taxes comprise 43% of the district's General Fund revenues.
 - Those revenues were originally projected to increase over 24% in calendar year 2024 due to strong increases in home values.
 - However, due to House Bill 187 currently under consideration in the Ohio Senate, the District is only forecasting 15.4% increase.
- The district's Emergency Operating Levy is 7.5% of that 43%, generating almost \$997K of General Fund revenue annually.
 - If that levy is not renewed before end of calendar year 2024, the district will begin experiencing operating deficits starting in FY25.
- About one-fifth of those Local Real Estate taxes come from South Afton Industrial Park TIF and PILOT payments.
 - Those revenues have been committed to paying for the Middle/High Roof and local share of the new Elementary School.
 - While this takes the burden off local taxpayers to fund those projects, it also means those funds cannot support daily operations.
- State Foundation revenues make up 57% of the district's General Fund revenues.
 - The State's current biennial budget (House Bill 33) projected to add another \$701K this fiscal year, plus \$298K next fiscal year.
 - No guarantees beyond the current biennial budget / fiscal year 2025. If economy softens, state funding could reduce in kind.
- For the past few years federal Elementary and Secondary School Emergency Relief (ESSER) has provided almost \$3.5M of financial support.
 - ESSER is set to expire at the end of this fiscal year, shifting all those expenses back to General Fund.
- Schools are a "People Business". Over 79% of our annual expenses come from salaries and benefits for teachers and staff.
 - Wage and benefit inflation is the major driver of increasing expenses for the next five years.
 - Like all other organizations, the rising cost of healthcare is a long-term concern (6.5% - 8.0% annual average increases).
 - Delicate balance: the district must maintain competitive wages and benefits to attract and retain talent. Great talent = great schools.
- Like all of us, the district is also experiencing double-digit inflation in goods and services the past few years.

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- The district is always looking for competitive bids and other creative ways to reduce costs, but much of the inflation cannot be avoided.
- **BOTTOM LINE:** Burg Schools currently stand on strong financial footing. The district is well-positioned to absorb the inflationary increases forecast through FY2028, provided we renew the Emergency Operating Levy. If, however, the Operating Levy is not renewed the district will have an operating deficit, cutting our operating capital reserves (carryover) in half by the end of FY2028. Renewal of the Emergency Operating Levy is crucial to our long-term financial health.

APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES

Motion by Knapke, second by Cummins, to approve the Minutes for Business Meeting held on Monday, October 16, 2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

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

PUBLIC PARTICIPATION

- Rebekah Royer expressed concerns about the Substitute Operating Levy not passing. Feels that the Board communicated the ballot issue poorly, and the ballot language seemed confusing. Teachers in the district understand the importance of the levy and want to help.
- Josh Tucker, regarding the failed Operating Levy, asked if the Board received any concerns prior to the election? Mr. Maklem responded the district did not receive much feedback on social media, or the two Town Halls conducted. Feedback was largely after the election.
- Sherri Kissinger stated she still supports the Substitute Levy, and its benefits. However, believes we will need to communicate it like a new levy, not a renewal.
- Jon Wilson, on behalf of the Williamsburg Education Association, stressed the staff fully supports the Operating Levy and wants to help.
- Samantha Cribbet “echoed what Rebekah (Royer) stated”. Feels strongly that community will support the levy but we must do a better job of communicating.

DISCUSSION ITEMS

- Facilities Committee: Working on Facilities Master Plan with associated cost estimates. Meeting with Band Boosters to coordinate Spirit Shop space needs. Next meeting 12/1.
- Tech Committee: Next meeting scheduled for 11/28 with heavy focus on district’s Communications Strategy.
- Finance Committee: Met on 11/6 to review Five Year Forecast and proposed Reserve Account restructuring.
- Student Achievement: Met with High School Guidance Counselor, Morgan Eilerman, to explore CTE opportunities, and cost analysis, including IT, Engineering/Construction, Allied Health, and Digital Design. Plan to meet with Grant Career Center in an effort to build a program that compliments, not competes, with Grant. Also discussed UC Clermont bilateral courses.
- Mr. Maklem led a Board discussion about scheduling and conducting a Board Retreat to conduct strategic planning.

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Elementary Principal, Kevin Dunn, then reviewed the 2022-2023 Ohio Report Card for Williamsburg Elementary School. Ohio schools receive an overall rating of 1 to 5 stars in half-star increments. Kevin was proud to report W.E.S. earned a 4.5 star overall rating on the most recent local report card.

- W.E.S. earned 5 stars on the *Achievement component rating*, which means W.E.S. significantly exceeds state standards in academic achievement.
- W.E.S. earned 4 stars on the *Gap Closing component rating*, which means W.E.S. exceeds state standards in closing educational gaps.
- W.E.S. earned 4 stars on the *Early Literacy component rating*, which means W.E.S. exceeds state standards in early literacy (K-3).
- W.E.S. earned 3 stars on the *Progress component rating*, which means there's evidence that W.E.S. met student growth expectations.

MAJOR ITEMS OF BUSINESS

024-2511 APPROVAL OF FIVE-YEAR FORECAST AND ASSUMPTIONS:

Motion by Cummins, second by Lindsey, to approve the November 2023 FY24 Five-Year Forecast and Assumptions as presented, per Attachment 11A. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

024-2512 APPROVAL TO ESTABLISH FUND ACCOUNTS:

Motion by Lindsey, second by Knapke, to establish and appropriate the following funds:

FUND	FUND NAME
003-9218	Technology Reserve
009-9219	Tech Protection Plan
003-9644	Special Projects

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

024-2513 APPROVAL OF TRANSFERS:

Motion by Cummins, second by Lindsey, to approve of the following cash transfers:

TRANSFER FROM FUND:	TO FUND:	AMOUNT:
001-9218	003-9218	\$337,395.08
001-9219	009-9219	\$2,482.40
001-9644	003-9644	\$95,905.98

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

024-2514 APPROVAL OF TRANSFER:

Motion by Knapke, second by Lindsey, to approve the following cash transfer, in accordance with ORC Section 3315.18 (HB412 Set-Aside) requiring school districts to set-aside funds for capital improvement and maintenance of facilities.

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TRANFER FROM FUND:	TO FUND:	AMOUNT:
001-0000	001-9640	\$210,645.22

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

024-2515 APPROVAL OF DONATIONS:

Motion by Cummins, second by Knapke, to accept the following donations:

CONTRIBUTOR:	DONATIONS:	AMOUNT:
Dove Carpet Care	Donation of Services	\$160.00 (WES Rug Cleaning)
Athletic Boosters	MS/HS 018 account from Split the Pot	\$255.32
Savion LLC	Needy Kids Fund	\$5,0000.00

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

024-2516 APPROVAL OF AGREEMENT:

Motion by Cummins, second by Lindsey, to approve an agreement with Strategic Management Solutions to provide Category One E-Rate filing services for the FY24 year per Attachment 11F.

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

024-2517 APPROVAL OF PURCHASE IN EXCESS OF \$25,000:

Motion by Cummins, second by Lindsey, to approve a purchase from Cintas for \$61,708.96 to purchase HS Fire Sprinkler Pump System. This purchase shall be funded from COPS loan proceeds, account 003-9221. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

FURTHER DISCUSSION / PUBLIC PARTICIPATION

Before moving onto the next item on the agenda, Resolution of Necessity for an operating levy to avoid an operating deficit, the Board opened another session of discussion to debate the pros and cons of a five-year renewal of the current Emergency Operating Levy versus the Substitute Operating Levy that failed on November 7th. In lieu of the earlier comments made during Public Participation, the Board opened this session to public comments as well. Several Board members felt a five-year renewal of the current Emergency Operating Levy would be the best option, providing the community a “known commodity” and allowing the district to focus more time and energy on the new elementary school and other high priority projects. The general consensus of the people in attendance concurred with this recommendation.

024-2518 APPROVAL OF RESOLUTION DECLARING IT NECESSARY TO LEVY

A RENEWAL TAX IN EXCESS OF THE TEN MILL LIMITATION:

Motion by Maklem, second by Knapke, to approve a resolution declaring it necessary that a renewal tax be levied in excess of the ten mill limitation for the benefit of this school district, for the purpose of avoiding an operating deficit, in the amount of \$996,826 per year for a five (5) year period, per Attachment 11H. Said renewal tax levy shall be submitted to the electors of the entire territory of the school district at an election to be held on March 19, 2024. If approved by the electors, said tax levy shall first be placed upon the 2024 tax list and duplicate, for first collection in calendar year 2025. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

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024-2519 APPROVAL OF DONATIONS:

Motion by Knapke, second by Cummins, to approve provisional changes to Board Policies to comply with HB 33, per Attachment 11I. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

024-2519 APPROVAL OF POLICY REVISIONS:

Motion by Lindsey, second by Knapke, to approve changes to the following revised policies as recommended by the district's policy provider, NEOLA of OHIO, so that policies reflect the current state of law and comply with state and federal educational mandates.

Section – 1000 Administration	Book	Status
0141.2 - CONFLICT OF INTEREST	Policy	Revised
Section – 2000 Program	Book	Status
2623.02 - THIRD GRADE READING GUARANTEE	Policy	Revised
Section – 3000 Professional Staff	Book	Status
3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES	Policy	Revised
Section - 4000 Classified Staff	Book	Status
4120.08 – EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES	Policy	Revised
Section - 5000 Students	Book	Status
5320 - IMMUNIZATION	Policy	Revised
5337 - CARE OF STUDENTS WITH ACTIVE SEIZURE DISORDERS	Policy	New
Section - 6000 Finances	Book	Status
6240 - BOARD OF REVISION COMPLAINTS AND COUNTERCOMPLAINTS	Policy	New
6700 - FAIR LABOR STANDARDS ACT (FLSA)	Policy	Revised
Section - 7000 Property	Book	Status
7440 - FACILITY SECURITY	Policy	Revised
Section - 8000 Operations	Book	Status
8120 - VOLUNTEERS	Policy	Revised
8210 – SCHOOL CALENDAR	Policy	Revised
8330 - STUDENT RECORDS	Policy	Revised
8600 – TRANSPORTATION	Policy	Revised
8650 - TRANSPORTATION BY SCHOOL VAN	Policy	Revised
Section - 9000 Relations	Book	Status
9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS	Policy	Revised
9270 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS & PARTICIPATION IN EXTRA-CURRICULAR FOR STUDENTS NOT ENROLLED IN THE DISTRICT	Policy	Revised

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

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EXECUTIVE SESSION

Motion by Lindsey, second by Cummins, 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 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 8:50 pm and returned at 10:52 pm.

PERSONNEL MATTERS

024-2521 APPROVAL OF RESIGNATION:

Motion by Knapke, second by Lindsey, to accept the resignation of Connie Scott from her 7th Grade Girls Basketball coaching position effective October 20,2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

024-2522 APPROVAL OF RESIGNATION:

Motion by Knapke, second by Lindsey, to accept the resignation of Nate Bogan from his 7th Grade Boys Basketball coaching position effective October 23,2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

024-2523 APPROVAL OF RESIGNATION:

Motion by Knapke, second by Lindsey, to accept the resignation of Kevin Lockwood from his Director High School Musical position effective 11/10/2023. Voting aye on roll call: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried.

024-2524 APPROVAL TO EMPLOY INDIVIDUALS FOR SUPPLEMENTAL POSITIONS FOR THE 2023-2024 SCHOOL YEAR:

Motion by Cummins, second by Lindsey, 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.

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Individual:	Supplemental Position(s):
Beth Kellerman	RESA Mentor Teacher
Scot Young	Baseball: Varsity Coach
Trevor Grant	Baseball: Reserve Coach
Rick Healey	Softball: Varsity Coach
Chris Rolph	Track: Boys' Varsity Coach
Karen Healey	Track: Girls' Varsity Coach
Tony Stidham	Basketball: 7th Grade Girls' Coach
Tim Boland	Basketball: 7th Grade Boys' Coach
Nick Ayers	Strength Training/Weight Room
Christi Cleaver	Director: High School Musical

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

024-2525 APPROVAL OF INDIVIDUALS FOR VOLUNTEER POSITIONS FOR THE 2023-2024 SCHOOL YEAR:

Motion by Lindsey, second by Knapke, to approve the following individuals for a period of one (1) year pending satisfactory background checks (BCI & FBI) and completion of all requirements for the volunteer supplemental position as listed for the 2023-2024 school year. All volunteer positions will expire on June 30, 2024.

INDIVIDUAL:	Volunteer Position(s):
Wade Posey	Wrestling
Jeremy Artrip	Wrestling
Mark Isaac	Wrestling
Garret Kenneda	Wrestling
Corey Stith	Wrestling
William Sefton	Swimming
Jonah Karschnick	Swimming
Donnie Donohoo	Boys' Basketball
Abel Mickles	Drill Team
Sarah Negley	Drill Team
Kevin Lockwood	High School Musical

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

COMMENTS BY THE BOARD PRESIDENT

Mr. Maklem congratulated Kase Cribbet as our November Moment of Excellence recipient, and encouraged him to continue putting his positive character traits to work as a student leader in our district. Mr. Maklem also applauded the K-12 student leaders who made our Veterans Day Salute such a great event, and thanked all the veterans in attendance for their service to our country and community. He also thanked everyone in attendance who gave of their time to attend tonight's meeting and provide valuable feedback on our operating levy. Finally, Mr. Maklem thanked all our donors for their generous financial support of our students, and our school district.

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ADJOURNMENT

Motion by Knapke, second by Cummins, to adjourn. Voting aye: Maklem, Lindsey, Cummins, and Knapke. Nays: none. Motion carried. Board adjourned 10:55 pm.

Board President

Treasurer