

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, July 15, 2024, at 6:00 PM

The Williamsburg Board of Education met for a Regular Business Meeting at 6:00 PM on Monday, July 15, 2024, at the Middle/High Media Center, with the following members present and answering roll call: Jeff Cummins, Brandon Lindsey, Charlie Maklem, Daniel Knapke, and Josh Clifton. Matt Earley, Superintendent, and Greg Wells, Treasurer, were also present along with several staff and community members.

Mr. Cummins led us in the Pledge of Allegiance.

EDITS / ADDITIONS TO THE AGENDA

Items 11G & H, 13D & E.

COMMUNICATIONS

Thank you note from Williamsburg Garden Club thanking the District for our hospitality hosting their sale. They especially appreciated the efforts of Randy Jermer and Aiden Hess.

SUPERINTENDENT'S REPORT

Mr. Earley reviewed news from around the district, including:

- Introduced Katie Chandler, on the docket tonight to join our bus driver team. Katie brings years of experience to our District and will be a great addition to the team.
- Earlier today we received the fully executed OFCC Project Agreement. This is a crucial milestone, allowing the District to receive state share of the project funding.
- School year 2023-2024 test scores continue to come down from the state, and they continue to look favorable. The building administrators are pouring over the data and will present outcomes in the fall.
- Plans for the new Middle School Gym are progressing, as well as the STEM Room.
- The first Interparish Food Pantry of the summer was conducted at the Old High School last week. Proud of all the students who volunteered at the event, serving many members of our community and beyond.
- "Meet The Team" night will be August 2nd at Abrams Stadium, as well as annual "National Night Out" scheduled for August 6th.

REPORT FROM U.S. GRANT CAREER CENTER

None

TREASURER'S REPORT

Mr. Wells reviewed recent financial highlights of the district, including:

- Chase Building Acquisition: We received the fully executed Purchase Agreement back from Chase on July 8th and officially started the 30-day Inspection Period. Since then we have had a flurry of activity. The 5% (\$11,750) Earnest Money escrow deposit was issued to the Title Company. We had our commercial real estate inspection performed this afternoon (7/12/24). Matt reached out to the surveyor who performed the "Meets & Bounds" for the MS Gym financing to do the same thing for the Chase parcels. Amy is developing the tech checklist for moving the offices. Randy has a laundry list of tasks to perform when he returns from vacation next week. Our attorney, Bill Deters, is sending us a checklist of due diligence tasks to make sure we cover all the bases. Finally, today there were work crews at the Chase building removing the ATM, as well as all the signage.
- Wonders curriculum contract was signed and order placed.

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- Over two-thirds of Burg teachers have already completed the SOR training and were subsequently paid their stipends on July 15 payroll. Next week I will be applying for reimbursement from the state for those stipends (and the employer portion of retirement and Medicare stemming from them).
- July 15 payroll we processed over \$58K in Severance payments to three of our retired teachers. Another \$18K will be dispersed in SEP and \$3K in OCT for other FY24 retirees.
- Today we received our first advance on TY2023 H2 real estate taxes for \$1.4M.
- Finally, the District ended FY24 with excellent forecast accuracy. From a General Fund Cash Flow perspective we had less than 1% absolute variance on revenues, expenses, and ending cash balance. Best yet, ending cash balance ended \$41K FAV (+0.92% vs Forecast). Strong FY24 finish for our District financially.

APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES

Motion by Knapke, second by Lindsey, to approve the meeting minutes for the Regular Business Meeting held Monday, June 24, 2024. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

Motion by Knapke, second by Lindsey, to approve the Financial Statements for June 2024. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

PUBLIC PARTICIPATION

None

DISCUSSION ITEMS

- Facilities Committee: July 1 conducted SHP walk through of STEM Room. Also continuing work on MS Gym design. Next meeting 7/18.
- Student Achievement: Next meeting August 2nd.
- Student Life: Next meeting July 25th.
- Economic Development: Conducted telcon with attorney, Brenda Wehmer, to better understand the tax options for solar projects. Research is ongoing.

MAJOR ITEMS OF BUSINESS

024-2656 APPROVAL OF FY2025 CERTIFICATE OF AVAILABLE RESOURCES AND AMENDED PERMANENT APPROPRIATIONS:

Motion by Lindsey, second by Maklem, to approve the initial FY2025 Certificate of the Total Amount From All Sources Available For Expenditures, and Amended Permanent Appropriations Resolution for submittal to the Clermont County Budget Commission, per Attachment 11A. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

024-2657 APPROVAL OF TRANSFERS:

Motion by Cummins, second by Clifton, to approve the following FY2025 start of year transfers from 001-0000 General Fund to the following:

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FUND:	FUND NAME:	AMOUNT OF THE TRANSFER:
001-9213	Legal Reserve	\$25,000.00
003-0000	Permanent Improvement	\$225,000.00
003-9218	Tech Reserve	\$100,000.00
035-0000	Severance Reserve	\$100,000.00
200-9004	Student Activity Payroll & Benefits	\$50,500.00
300-9004	Athletic Payroll & Benefits	\$331,482.00.

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

024-2658 APPROVAL OF TRANSFER:

Motion by Knapke, second by Maklem, to approve the following transfer of funds in accordance with revised guidance from OFCC regarding preferred account structure for the upcoming OFCC New Elementary School project:

FROM:	TO:	AMOUNT:
010-9102	010-9101	\$175,683.60
010-9103	010-9101	\$230,761.86

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

024-2659 APPROVAL OF CONTRACT:

Motion by Lindsey, second by Cummins, to approve contract with K-12 Business Consulting and the Williamsburg Local School District for Five-Year Forecasting Program service from July 1, 2024, to June 30, 2025, per Attachment 11D. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

024-2660 APPROVAL OF CONTRACT:

Motion by Lindsey, second by Cummins, to approve to approve contract for transportation shared services between Batavia Local School District and Williamsburg Local School District, per Attachment 11E. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

024-2661 APPROVAL OF FIELD TRIP:

Motion by Clifton, second by Lindsey, approve an educational field trip to YMCA Camp Campbell Gard to be taken October 23-24, 2025 under the supervision of school representatives, per Attachment 11F. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

024-2662 APPROVAL OF CONTRACT:

Motion by Maklem, second by Cummins, to approve contract with Clermont County Board of Developmental Disabilities and the Williamsburg Local School District for the 2024-2025 school year, per Attachment 11G. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

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024-2663 APPROVAL OF CONTRACT:

Motion by Lindsey, second by Knapke, to approve a contract for shared EMIS Coordination services between Felicity Franklin Local School District and Williamsburg Local School District, per Attachment 11H. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

EXECUTIVE SESSION

Motion by Clifton, 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.
- Purchase or Sale of Property, Real, Personal, Tangible, or Intangible.
- Collective Bargaining Matters.
- Matters Required to be Kept Confidential
- Security Matters
- Economic Development Matters

Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried. The Board moved into Executive Session at 6:25 PM and returned at 9:04 PM

024-2664 APPROVAL TO EMPLOY CLASSIFIED STAFF:

Motion by Maklem, second by Knapke, to employ the following personnel as classified employees for a period of one (1) school years; (2024-2025) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and successful completion of background checks.

Individual(s):	Position(s):	Step:
Katie Chandler	Transportation (Bus Driver)	7

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

024-2665 APPROVAL TO EMPLOY SUBSTITUTE CLASSIFIED STAFF FOR THE 2024-2025 SCHOOL YEAR:

Motion by Knapke, second by Cummins, to employ the following classified staff member(s) as substitute employee for the 2024-2025 school year. Employment is contingent upon maintaining proper certification and pending successful completion of BCI & FBI background checks.

Individual:
Fredrick Brown
Jason Madden

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

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024-2666 APPROVAL OF INDIVIDUALS FOR VOLUNTEER POSITIONS FOR THE 2024-2025 SCHOOL YEAR:

Motion by Maklem, second by Lindsey, 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 2024-2025 school year. All volunteer positions will expire on June 30, 2025.

Individual:	Volunteer Position:
Jadel Donohoo	Golf

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

024-2667 APPROVAL OF SHARED SERVICES COMPENSATION:

Motion by Maklem, second by Knapke, to approve the temporary shared service compensation of Michelle Ewing from August 1, 2024, through July 31, 2025, for EMIS services for Felicity Franklin Local School District. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

024-2668 APPROVAL OF ADMINISTRATIVE CONTRACT:

Motion by Maklem, second by Cummins, to approve an administrative contract with Matthew Earley to serve as Superintendent for Williamsburg Local School District, for a four year period beginning August 1, 2025, and continuing through July 31, 2029. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

COMMENTS BY THE BOARD PRESIDENT

On behalf of the District, Mr. Cummins thanked all the custodial and administrative staff for all their hard work over the summer getting our facilities prepared for another school year. Thank you to all our coaches who have conducted camps and workouts over the summer, building strong student-athletes for today and tomorrow. Mr. Cummins also welcomed our new staff members to the Wildcat Family. It's great to have you as part of our team!

ADJOURNMENT

Motion by Knapke, second by Clifton, to adjourn. Voting aye: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried. Board adjourned 9:12 PM.

Board President

Treasurer