

Record of Proceedings  
Minutes of the Williamsburg Local School Board Regular Business Meeting  
Held at the Middle/High School, Media Center  
On Wednesday, August 7, 2024, at 6:00 PM

The Williamsburg Board of Education met for a Regular Business Meeting at 6:00 PM on Wednesday, August 7, 2024, at the Middle/High Media Center, with the following members present and answering roll call: Jeff Cummins, Brandon Lindsey, Charlie Maklem, and Josh Clifton. Matt Earley, Superintendent, and Greg Wells, Treasurer, were also present along with three staff and community members.

Mr. Cummins led us in the Pledge of Allegiance.

EDITS / ADDITIONS TO THE AGENDA

None

COMMUNICATIONS

None

SUPERINTENDENT'S REPORT

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

- We are ready to start the 2024-2025 school year next week.
- Thank you to facilities and technology staff members for great job getting district prepared.
- New Teacher Orientation tomorrow.
- Friday orientation for 6<sup>th</sup> and 9<sup>th</sup> graders to welcome them to their respective new buildings.
- Staff report Monday. Students Thursday.
- The district had a sharp increase in resident students—over 50 new students. As a result we had to deny several open enrollment applications for lack of capacity in specific grades.
- Next Wednesday the Farmers Market will hold their annual “Stuff The Bus” event to collect school supplies for needy students. Erin Lagrange will also be a great resource for our students again.
- “Meet The Team” night held August 2<sup>nd</sup> at Abrams Stadium. Our students, staff, and community are excited for another fall sports season.

REPORT FROM U.S. GRANT CAREER CENTER

None

TREASURER'S REPORT

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

- Since wrapping up FY24 the Treasurer's Office has been heavily engaged in state reporting including the fiscal year wrap ups on Disadvantaged Pupil Impact Aid (DPIA), Student Wellness & Success Funds (SWSF), and the annual T-2 Transportation Report. This reporting is not only crucial to compliance, but also to ensuring appropriate funding in FY25.
- We also reviewed DPIA and SWSF funding during our monthly Administrative Staff meeting earlier today. These are restricted state funds with limited uses, and we have substantial carry-over balances for both . We will be collaborating in upcoming weeks to identify creative ways to put these under-utilized resources to good use in FY25.
- Friday, 8/9, is the expiration of the 30-day due diligence period for the Chase building purchase. We need to make final GO/NO-GO decision tonight.
- In an effort to improve understanding and compliance with Fundraising policies, we have created a new effective and efficient *Fundraising Guidelines* document. This tool condenses a large amount of information into a user-friendly format. We have reviewed the

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new Guidelines document with all three of our official affiliate organizations, as well as our SY24-25 coaches, and received very favorable feedback.

**APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES**

Motion by Maklem, second by Lindsey, to approve the meeting minutes for the Regular Business Meeting held Monday, July 15, 2024. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

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

**PUBLIC PARTICIPATION**

None

**DISCUSSION ITEMS**

- Facilities: Team met 8/2 and 8/7. Work included:
  - Completing the due diligence on track resurfacing—red compound finally in stock so contract should be on SEP BOE agenda, with completion by MAR 2025.
  - Middle School Gym design work still progressing including concessions, exterior façade, and storage room options.
  - New Elementary School due diligence continuing, now with Fanning Howey fully engaged. Next step is search and selection of Commissioning Agent.
  - Final Floor completed the artwork for “Ed Stewart Court”. Opening Ceremony is 8/22 at 6pm.
  - Committee is working with Strength & Conditioning Coach, Nick Ayers, to develop an efficient workout layout. Ayers procured several donated cardio machines and which require dedicated 20A service. Also working on staff access, TV’s, etc.
  - Chase Building Purchase - the Board reviewed quotes and estimates for making the building fully functional as our new Board Office. After review the Board urged the Superintendent, Facilities Director, and Treasurer to continue sharpening the quotes to keep renovation costs to a minimum, but agreed the overall value proposition is still solid so we will proceed with the purchase (previously approved via Resolution# 024-2637). Closing will be mid September or sooner.
- Student Life: Met 7/25. Agenda was mostly standard fare, nothing relevant for full Board.
- Technology: Met 8/2. Work included SY25 planning for Cybersecurity, equipping new BOE Office, New Teacher communication, and potentially adding a part-time position to assist with the workload associated with 1,000+ end users.
- Finance: As our appointed representative, Mr. Maklem attended the annual TIRC meeting. The commission reviewed all county tax incentive agreements and no enterprise zones were terminated. On a positive note, DWR is employing more than originally slated in their agreement. Next Finance Committee meeting scheduled for 8/30.

**MAJOR ITEMS OF BUSINESS**

**024-2668 APPOINTMENT OF DELEGATES TO OHIO SCHOOL BOARD ASSOCIATION:**

Motion by Cummins, second by Maklem, to appoint Daniel Knapke as the district delegate, and Jeff Cummins as alternate delegate, to the annual business meeting of the Ohio School Board

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Association Capital Conference meeting to be held November 10-12, 2024. Voting aye on roll call: Cummins, Lindsey, Maklem, Clifton. Nays: none. Motion carried.

024-2669 APPROVAL OF BUS STOPS AND PRELIMINARY ROUTE TIMES:

Motion by Clifton, second by Maklem, to approve eight (8) bus routes per Attachment 11B, effective for the 2024-2025 school year as presented, and further grant authority to the superintendent, or his designee, to amend routes or add routes as needed throughout the school year in order to maintain the most efficient bus service possible. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

024-2670 APPROVAL OF MEMORDANDIUM OF UNDERSTANDING:

Motion by Clifton, second by Lindsey, to approve a Memorandum of Understanding between Lighthouse Driving Academy and the Williamsburg Local School District for driver training program, per Attachment 11C. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

024-2671 APPROVAL OF DONATIONS:

Motion by Lindsey, second by Clifton, to accept the following donations:

CONTRIBUTOR:	DONATIONS:	AMOUNT:
Savion LLC	After Prom	\$500.00
OHSAA	Athletic Enrichment Fund	\$2,000.00

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

EXECUTIVE SESSION

Motion by Maklem, second by Lindsey, 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

Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried. The Board moved into Executive Session at 7:25 PM and returned at 8:44 PM

024-2672 APPROVAL OF TEACHER FOR TUTORING:

Motion by Maklem, second by Cummins, to approve to approve the employment of the current Williamsburg LSD certified staff to be eligible for tutoring during the 2024-2025 School year at the stipulated board approved contractual rate of compensation of Twenty- Eight Dollars (\$28.00) per hour. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

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024-2673 APPROVAL OF STIPENDS:

Motion by Maklem, second by Lindsey, to approve stipends of \$7,000.00 for the following members of the certified staff who are teaching during their plan period during the 2024-2025 school year. The stipend is equal to \$40 per class per day for the entire 2024-2025 school year.

Individual(s):  
Rebekah Royer  
Robyn Futhey  
Hayley Blue

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

024-2674 APPROVAL OF RESIGNATION:

Motion by Lindsey, second by Clifton, to accept the resignation of Rebekah Royer from her Volleyball Coaching Position effective August 1, 2024. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

024-2675 APPROVAL TO EMPLOY CLASSIFIED STAFF:

Motion by Maklem, second by Lindsey, to employ the following personnel as classified staff for a period of one (1) school year (2024-2025) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and pending successful completion of BCI & FBI background checks.

Individual(s):	Position(s):	Step:
April Cadwallader	Head Cook - Elementary	12
Lynda Sannes	Cook – Elementary	1
Kandace Williams	Cook - MS/HS	1
Erika Klein	Educational Aide (Full-Time)	4
Melisa Smith	Educational Aide (Full-Time)	1
Julie Clifton	Educational Aide (Full-Time)	7
Vanessa Scott	Educational Aide (Part-Time)	0
Ernest Campbell	Educational Aide (Part-Time)	1
Tabitha Chirco	Educational Aide (Part-Time)	2

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

024-2676 APPROVAL TO EMPLOY SUBSTITUTE CLASSIFIED STAFF FOR THE 2024-2025 SCHOOL YEAR:

Motion by Clifton, 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(s):  
Amy Raymond  
Bryce Lillie  
Angela Walls  
Shayla Harbottle  
Jason Tackett

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Minutes of the Williamsburg Local School Board Regular Business Meeting  
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Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

024-2677 APPROVAL TO EMPLOY INDIVIDUALS FOR FALL SUPPLEMENTAL 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 BCII check and completion of all requirements for employment at the board adopted salary schedule for the supplemental position as listed for the 2024-2025 school year. Employment is contingent upon obtaining all necessary certificates, background checks, and completion of required paperwork prior to working with students. All contracts will expire on June 30, 2025.

Individual(s):	FALL Supplemental Position(s):
Tim Pelletier	Soccer: Girls' Reserve Coach
Sarah Clark	Volleyball: Reserve Coach

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

024-2678 APPROVAL TO EMPLOY INDIVIDUALS FOR ACADEMIC SUPPLEMENTAL POSITIONS FOR THE 2024-2025 SCHOOL YEAR:

Motion by Lindsey, second by Maklem, to approve the following individual for a period of one (1) year pending satisfactory BCII check and completion of all requirements for employment at the board adopted salary schedule for the supplemental position as listed for the 2024-2025 school year. Employment is contingent upon obtaining all necessary certificates, background checks, and completion of required paperwork prior to working with students. All contracts will expire on June 30, 2025.

Individual(s):	ACADEMIC Supplemental Position(s):
Candice Mechlin	CO-Student Council Advisor: HS

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

024-2679 APPROVAL OF INDIVIDUALS FOR VOLUNTEER POSITIONS FOR THE 2024-2025 SCHOOL YEAR:

Motion by Clifton, 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(s):	Volunteer Position(s):
Jason Pollitt	Football
Bryce Lillie	Football
Ken Ayers	Football
Rebekah Royer	Volleyball

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

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COMMENTS BY THE BOARD PRESIDENT

Mr. Cummins recognized the excitement around the district and community as another school year is ready to start. It's great to see all the students all over the campus again. The social media posts really portray the school spirit. He thanked all the custodial and administrative staff for all their hard work over the summer getting the district prepared for another school year. Great job! On behalf of the district he welcomed back all the staff, and a special welcome to all our new team members. Finally, Mr. Cummins wished all our fall sports the best of luck as they start their seasons. Go Wildcats!

ADJOURNMENT

Motion by Lindsey, second by Maklem, to adjourn. Voting aye: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried. Board adjourned 8:49 PM.

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Board President

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Treasurer