

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, September 16, 2024, at 6:00 PM

The Williamsburg Board of Education met for a Regular Business Meeting at 6:00 PM on Monday, September 16, 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 large audience of staff, students, and community members.

Mr. Cummins led us in the Pledge of Allegiance.

EDITS / ADDITIONS TO THE AGENDA

11M Europe Field Trip

COMMUNICATIONS

None

SUPERINTENDENT'S REPORT

Mr. Earley gave the floor to Elementary Principal, Kevin Dunn, to present this month's Moment of Excellence. Mr. Dunn then introduced Monica Carter to recognize the winners of the Fourth Grade "Read-Write-Ride" Competition. Fourth grade students participated in a writing contest in May of 2024. The East Fork Region Rotary and Williamsburg Schools awarded new bicycles to two winners and helmets to all winners and honorable mentions. The students were assigned the task to write using the prompt, "I am a ten year old in Williamsburg, Ohio in ____." They were given a list of dates that represented important events in our town's history. Some choices were, The Battle of Grassy Run in 1792, Morgan's Raiders ride through town in 1863, all the way to our "new" elementary school being built in 1958 and the creation of East Fork Lake in 1978. Audrey Scott was the winner of the competition, with honorable mentions going to Hope Cunningham, Avangeling Gambrel, Everly Henning, Willa Hickey, and Tommy Middendorf.

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

- Thank you to the entire staff for a successful launch of 2024-2025 school. This could arguably be the smoothest start to a school year in our history.
- This school year the state has put special emphasis on attendance. While our district doesn't have significant issues with attendance we can always improve, so administrators will be working to identify and employ creative improvement strategies.
- Thank you to our Guidance Counselors, Nurse Sutton, and Erin Lagrange for their exceptional support for our students who need extra support.
- Fall athletics are off to a hot start with several teams in first or second place in league standings. Our annual Cross Country meet is this week.
- Facilities has lots of "behind the scenes" work taking place. Great progress taking place.
- State Report Card was released Friday and our District was honored to be rated at 4.5 out of 5 stars. This is the best score in the county, along with two of our peers, and one of the best in the entire region! Administrators are pouring the data and will present our findings in an upcoming BOE meeting.
- Finally, Mr. Earley and Mr. Wells recently attended a Legislative Roundtable involving all the county's officials serving in the Ohio General Assembly, as well as the two candidates to replace Congressman Wenstrup in the US House. Several hot topics were discussed. They all stressed the importance of local feedback in shaping their policy positions.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, September 16, 2024, at 6:00 PM

REPORT FROM U.S. GRANT CAREER CENTER

None

TREASURER'S REPORT

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

- Flurry of activity at our new BOE Office. New Roof is installed (cupola gone, along with all the antennas). Big shout out to sub custodian Sam Berger (with an assist or two from Randy J) for all her work cleaning up the landscaping-- it truly looks like a different place. Next week the work continues with internal renovations, along with tuck pointing the facade cleaning out the perimeter drainage (both needed to prevent water from getting in). We continue seeking quotes for the required improvements to keep us at or under budget. We are pacing well to be out of the current BOE NLT end of January so we're not impeding demolition of the OHS campus and subsequent start of new WES construction.
- As a follow-up to my meeting with the three district affiliated organizations regarding fundraising, on 9/3 I met with the outgoing Treasurer of the PTA to conduct a review of their internal controls, along with a high level discussion about their fiscal health. They are electing new officers at their SEP meeting and will provide their contact info with me so we can continue maintaining good oversight in accordance with BOE policy. We will schedule similar reviews with the other two affiliated orgs.
- After a bit of a delay, the district has officially received our second half real estate taxes from the County Auditor.
- We have officially started our GAAP Audit. This is a precursor to the state audit, converting our financial statements to GAAP format. Goal is to have GAAP completed by end of OCT so we can kickoff State Audit in NOV, hopefully being complete by end of DEC or mid JAN.

APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES

Motion by Knapke, second by Maklem, to approve the meeting minutes for:

- Regular Business Meeting held Wednesday, August 7, 2024.
- Special Business Meeting held Wednesday, September 4, 2024.

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

Motion by Knapke, second by Maklem, to approve the Financial Statements for August 2024.

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

PUBLIC PARTICIPATION

- Representatives from the Williamsburg Farmers Market reported the results of their annual "Stuff The Bus" campaign. After another successful drive, they were proud to present the District with a \$182 donation to benefit needy kids.
- Sherri Kissinger reminded everyone the Scarecrow event is this Wednesday. The Christmas Walk planning team is finalizing the slate of activities for our annual community event and asked if a porta-let could be placed at the new BOE Office parking lot. She also asked if the District is monitoring and/or responding to Facebook chatter of community members wanting to know how the District is funding the new elementary, MS gym, and new BOE office.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, September 16, 2024, at 6:00 PM

DISCUSSION ITEMS

Committee Reports:

- Facilities: has had multiple meetings recently, including Fanning Howey (new WES), SHP (CTE Room, new MS gym), and new BOE office. The latest cost estimate on CTE Room is approximately \$600K. Employing staff and coaches feedback the team is incorporating features into the MS gym design to make function as more of a fieldhouse to service a wider range of activities.
- Student Life: No meetings but normal activities around branding approvals. The Band has postponed purchase of new uniforms.
- Finance: met 8/30. Topics included 10-year Capital Plan, Fundraising Guidelines, preliminary conversation about upcoming CBA negotiations, standardizing Facility Use policy, and FY24 wrap up.
- Student Achievement: Met 9/6. Reviewed CTE VM program launch— 5 teachers, 10 courses, around 90 students. 100% of our M/H teachers are certified to teach VM putting us in a strong position to expand offerings going forward. 20 students also signed up for early IT program, and we are working with some Burg alumni of the program to mentor this new group of participants. All these activities are focused on improving our College, Career, and Military Readiness. Career Day scheduled for 10/24.
- Technology: Met 9/6. Topics included IT needs for new facilities, Abrams Stadium TV service, development of new Communications Assistant position (on agenda tonight), Cybersecurity, Emergency Recovery Plan, and potentially streaming BOE meetings.

Other Discussion:

- Facilities Use Policy: As mentioned in the Finance Committee report, does the Board need to review and refine district policies regarding facilities usage? For example, how do we decide who should be reimbursing the district for custodial services necessary to clean up after an event? The discussion also touched on district's official affiliate organizations, and potential expansion of that list. Mr. Earley will research best practice regionally.
- Competing junior athletic programs: There has been some community concern about a separate junior wrestling program, started by a district coach, competing with the long-established WJAA program. Some parents have expressed concern, feeling that they're being pulled in two different directions. The question was posed to the Board: does the District have standing or obligation to intervene? After a period of discussion the Board came to consensus—if the staff member is operating outside the scope of their District duties, then the District has no involvement. Both programs should be subject to the same rules/policies for facility use (liability insurance, etc.). This could be a subject for future Board strategic planning retreat.

MAJOR ITEMS OF BUSINESS

025-2683 APPROVAL OF STUDENT ACTIVITY BUDGETS:

Motion by Lindsey, second by Cummins, to approve student activity budgets for the 2024-2025 school year per Attachment 11A. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, September 16, 2024, at 6:00 PM

025-2684 APPROVAL OF DONATIONS:

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

CONTRIBUTOR:	DONATIONS:	AMOUNT:
Clermont Sports Development Corp.	Cross Country Program	\$500.00
Williamsburg BP	Community Pump Program	\$357.92
OHSAA	Athletic Enrichment Fund	\$2,000.00
Kona Ice	Athletics	\$246.75
Fisher Chiropractic	M/H Principal's Fund	\$125.00
Williamsburg Athletic Boosters	Athletics	\$500.00

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

025-2685 APPROVAL OF TRANSFER:

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

TRANFER FROM FUND:	TO FUND:	AMOUNT:
001-0000	001-9640	\$230,007.25

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

025-2686 APPROVAL OF CONTRACT:

Motion by Lindsey, second by Knapke, to approve a contract with Hamilton County ESC and Williamsburg Local School District for Behavior Coaching and Consultation, per Attachment 11D. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2687 APPROVAL OF MEMORDANDIUM OF UNDERSTANDING:

Motion by Cummins, second by Maklem, to approve a Memorandum of Understanding between Child Focus and the Williamsburg Local School District for preschool services, per Attachment 11E. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2688 APPROVAL OF MEMORDANDIUM OF UNDERSTANDING:

Motion by Knapke, second by Maklem, to approve a Memorandum of Understanding between Child Focus and the Williamsburg Local School District for head start services, per Attachment 11F. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2689 APPROVAL OF CONTRACT:

Motion by Lindsey, second by Cummins, to approve a contract for MS Gymnasium project between SHP and Williamsburg Local School District, per Attachment 11G. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, September 16, 2024, at 6:00 PM

025-2690 APPROVAL OF CONTRACT:

Motion by Lindsey, second by Cummins, to approve a contract for MS/HS Stem Career-Tech Classroom project between SHP and Williamsburg Local School District, per Attachment 11H. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: Knapke. Motion carried.

025-2691 APPROVAL OF CONTRACT:

Motion by Cummins, second by Clifton, to approve a contract for MS/HS Track Resurfacing between FieldTurf USA, Inc. and Williamsburg Local School District, per Attachment 11I, not to exceed \$160,000 (one hundred sixty thousand dollars). Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

025-2692 APPROVAL OF CONTRACT:

Motion by Knapke, second by Cummins, to approve an Elementary Architect / Engineer Agreement between Fanning Howey Associates, Inc. and Williamsburg Local School District, per Attachment 11J. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

025-2693 APPROVAL OF PROPOSED POSITION:

Motion by Maklem, second by Lindsey, to approve newly created Communication Assistant position, per Attachment 11K. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

025-2694 APPROVAL OF FIELD TRIP:

Motion by Lindsey, second by Knapke, to approve an educational field trip to Europe, per attachment 11M, with a focus on history: WWII and the Western Front. Trip will be taken in July 2026 (7/2/2026 – 7/15/2026) under the supervision of Dan McKibben and other Williamsburg MS/HS school representative. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

EXECUTIVE SESSION

Motion by Knapke, second by Clifton, 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.
- Collective Bargaining Matters.
- Matters Required to be Kept Confidential

Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried. The Board moved into Executive Session at 9:14 PM and returned at 9:49 PM

025-2695 APPROVAL OF PROPOSED POSITION:

Motion by Lindsey, second by Cummins, to approve a newly created Student Wellness and Resource Liaison position, per Attachment 11L. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, September 16, 2024, at 6:00 PM

025-2696 APPROVAL TO EMPLOY INDIVIDUALS FOR 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 Peyton Fisher	Position(s): Volleyball: 7th Grade Coach
Individual(s):	ACADEMIC Supplemental Laura Prescott	Position(s): Advisor: Sophomore Class Advisor

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

025-2697 APPROVAL TO EMPLOY INDIVIDUALS FOR VOLUNTEER POSITIONS FOR THE 2024-2025 SCHOOL YEAR:

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

Individual(s):	Volunteer Position(s):
Jade Moberly	Photo/Videographer
Darrel Sanders	Wrestling
Mark Isaac	Wrestling
Garret Kenneda	Wrestling
Wade Posey	Wrestling
Richard Sanders	Wrestling

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

025-2698 APPROVAL OF EXEMPT STAFF SALARY:

Motion by Maklem, second by Lindsey, to approve increase the salary of the following Exempt employee based on percentage increase recommendation of direct supervisor retroactive to July 1, 2024.

Individual: Stephanie Sutton

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

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, September 16, 2024, at 6:00 PM

COMMENTS BY THE BOARD PRESIDENT

Mr. Cummins first organized a special Board meeting for planning purposes. Everyone agreed on 9/23/2024, 5pm, at the Board Office Conference Room.

Mr. Cummins thanked and congratulated staff, administrators, and board on achieving back-to-back 4.5 Star ratings on our Ohio Report Card. "Influence, opportunity, and purpose—when these things come together, great things happen." Mr. Cummins also congratulated the MOE recipients tonight, and felt the winning paper was "absolutely moving". He also thanked the Farmers Market, as well as our other donors, for their unwavering support of our kids.

ADJOURNMENT

Motion by Knapke, second by Clifton, to adjourn. Voting aye: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried. Board adjourned 10:02 PM.

Board President

Treasurer