

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

The Williamsburg Board of Education met for a Regular Business Meeting at 6:00 PM on Monday, November 18, 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 a large audience of staff, students, and community members.

Mr. Cummins led us in the Pledge of Allegiance.

EDITS / ADDITIONS TO THE AGENDA

11H revised to "...rate of \$0.05942/kwh".

COMMUNICATIONS

None

SUPERINTENDENT'S REPORT

Mr. Earley gave the floor to Middle/High Assistant Principal, Kirk, to present this month's Moment of Excellence. Mr. Kirk recognized the members of the Middle School Student Council: President - Elaina Naegel, Vice President - Eli Thompson, Treasurer - Kora Beckwith, Secretary - Willow Watson, Marketing Manager - Brantley Wilson, Teddy Bauer, Lyndon Senior, Emmalee Rice, Emerson Smith, Beckett Moore, Reagan Attinger, Jay Sheppard, Lillian Daulton, Jordynn Pence, Laylan McNichols, Natali Bittinger, Elliott Wahl, Penelope Wesley, Reilie Carver, Katie Washam, Eli Thompson, Ivy Kelch-Weinkam, Elaina Naegel, Brantley Wilson, Kora Beckwith, Willow Watson, Joey Wendel, and Snowden Moore. These Wildcat leaders, along with their Advisor, Mrs. Vuyancih, hit the ground running in SY2024-2025 already completing multiple service projects including Recycling Collection, Boo Grams fundraiser, the District's annual Veterans Day assembly. Moving forward they will be writing and distributing Christmas Cards for our community members in assisted living, as well as Puppy Madness in March to collect pet supplies for the Clermont County Humane Society. These Williamsburg students are making an impact in our schools, and in our community. They truly embody the #WildcatWay.

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

- Thank you to everyone who made our 2024 Veterans Day Assembly a smashing success. This is one of the district's best events each year and great opportunity to show gratitude to all our local veterans.
- Winter Sports are in full swing with scrimmages. Games start next week.
- Some great holiday events happening throughout the district. Be sure to check the December District Calendar and participate in the festivities.
- Conducted our quarterly Honor Roll Breakfast. Our thanks to PTA for sponsoring.
- SBAAC Awards- kudos to our 1st and 2nd team honorees.
- Field of Honor- Kiwanis and Rotary sponsored.
- Last week several staff and BOE members attended the annual OSBA Capital Conference. Lots of informative sessions on a variety of timely topics. The Vendor Trade Show provided several leads on flooring, gyms, tracks, architects, etc. The General Session featured local legend Boomer Esiason discussing how public education was crucial to his success. Overall a great event.
- Finally, Mr. Earley wanted to wish everyone a Happy Thanksgiving!

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

Mr. Earley then gave the floor to Director of Technology, Amy Attinger, who proudly introduced Kelsey Book, our candidate for Communication Assistant on the tonight's agenda. Kelsey is excited to be back in her hometown and looks forward to telling our community about the great things happening at Burg Schools.

REPORT FROM U.S. GRANT CAREER CENTER

Beth McManus, Burg Schools' Representative to U.S. Grant Career Center Board of Education, highlighted several events and achievements at USGCC, including:

- The Grant Board is composed of one representative from each of the four "feeder" districts, with one district annually providing a second rep on a rotating basis for a one-year term. Beth's three-year term expires end of year so the District needs to appoint our next representative. She is willing to serve again or make way for a new representative.
- Student Trends: Allied Health, Welding, Veterinary Science, Construction Technology and IT are the five largest programs.
- Grant's annual "Give Back Day" took place 10/11/2024 involving over 40 community service projects. They wished to thank all their generous donors for providing over \$11K in funding.
- Large crowd on hand for Groundbreaking Ceremony for new CTE Facilities Expansion.
- The last couple years the Board has put special emphasis on getting their Adult Ed program to breakeven or better. In FY24 the program finished in the black!
- Mrs. McManus then ended her presentation with a Q&A session for Board and community members in attendance.
- Mr. Cummins thanked Mrs. McManus for her update, and more importantly for her many years of serving as our District Representative to the Grant Board. She's done a great job of representing our interests, and her leadership has truly made a huge, positive, impact.

TREASURER'S REPORT

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

- FY24 Audits: Every year the District conducts two financial audits. The first is our GAAP Audit, publishing all our financial reports in GAAP format. That audit is almost complete and will be filed with Auditor of State Hinkle System before end of month. We have also begun some preliminary due diligence to get a jump on our second, the FY24 State Audit. The State Audit will hit full speed in January and should be completed by end of February.
- This week we processed payments for both our Middle/High Roof loan, and the first installment on our COPs financing for the new Fieldhouse and Elementary School. As a reminder, the debt service on these projects is funded by the PILOT and TIF proceeds from the South Afton Commerce Park, with no tax burden on the homeowners of our community.
- Last week we received word from the County Auditor that the Purina plant is 90% complete, pacing ahead of our previous projections. The District should receive our annual PILOT payment by end of January. The proceeds are deposited to a special fund to service the debt on the M/H Roof, the new Fieldhouse, and the new Williamsburg Elementary School with no tax burden on the homeowners of our community.

APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES

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

- Regular Business Meeting held Monday, October 21, 2024.
- Special Meeting held Wednesday, October 30, 2024.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

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

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

PUBLIC PARTICIPATION

- Teresa Maham posed questions to the Board:
 - Will the new elementary school have a third floor? Mr. Cummins responded the design work is ongoing and number of floors still under discussion.
 - The current board office furniture is in poor condition. Will the new Board Office include new office furniture for the support staff? Mr. Wells responded yes, the new board office budget includes a modest investment in new cubicles for the four administrative support staff.
 - What is the district's open enrollment policy? Mr. Earley responded open enrollment availability varies year-to-year depending on several variables. He offered to personally meet with anyone needing information regarding open enrollment.

DISCUSSION ITEMS

Committee Reports:

- Facilities: Fieldhouse/MS Gym and STEM Lab Renovation projects combined bid was very successful, coming in 37% below projections. Team has met multiple times recently as new elementary school design work is progressing at strong pace.
- Technology: Next meeting scheduled 11/26. Look forward to collaborating with our new Communication Assistant.
- Student Achievement: Met 11/8. Reviewed early results of new CTE VM program. Mr. Tackett gave a preliminary review of student scores. Discussed potential addition of CTE staff position. Next meeting 12/6.
- Student Life: No meetings but normal activities around branding approvals.
 - Mr. Cummins requested the team begin discussing branding at new WES.
- OFCC New WES: Team recently interviewed Owner Agent candidates and unanimously selected Skanska to serve in this crucial role. Contract will be on DEC agenda.
- Finance: met 11/4. Key topics included new electric supplier contract, new Board Office renovation budget management, and finalizing the assumptions for Five Year Forecast.
 - In conjunction with the Five Year Forecast, Mr. Maklem and Mr. Knapke presented the District's inaugural 10-year Capital Plan.
 - This project has been a key focus of the Finance Committee for months.
 - The 10YCP is a critical planning tool, providing a snapshot of available resources alongside current, mid, and long-term capital needs of the District.
 - Those capital requirements encompass every facet of our operations, including facilities maintenance and improvements, technology, retirement severance commitments, and PILOT/TIF reinvestment in our new elementary school, middle/high roof, and fieldhouse.
 - Includes creating new "Earmark PI" account, allowing the district to set aside committed funds for approved projects, reserve funds for recurring expenses (e.g. roofs, HVAC, field turf), and know available PI funds for new proposals.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

FIVE YEAR FORECAST

Mr. Wells presented the Five Year Forecast for November 2024. Highlights include:

- O.R.C. 5705.391 and O.A.C. 3301-92-04 require every Board of Education to submit a five-year projection of operational revenues and expenditures, along with assumptions, twice a year in November and May.
- The forecast is largely focused on General Fund revenues and expenses.
- Currently, 54% of District revenues come from State sources, and 46% from Local sources.
- Within those local sources, 7.5% of the District's resources are generated by the Emergency Operating Levy. We sincerely appreciate the support of our community, renewing the Emergency Levy, providing this crucial piece of our funding for another five years.
- Education is a "people business" thus 78% of our annual expenses are Salaries and Benefits. Purchased Services (15%), Supplies/Miscellaneous (7%) comprise the balance.
- Pandemic relief in the form of Elementary and Secondary School Emergency Relief (ESSER) funds expired at the end of FY24 (6/30/24). While many schools are experiencing shortfalls from the "ESSER cliff", Williamsburg Schools are well prepared for the transition and anticipate no issues.
- As discussed earlier, the district's Finance Team has developed a comprehensive 10-year Capital Plan. This vital tool will help us better forecast and manage annual transfers into reserves, necessary for meeting our current, mid, and long-term capital needs/commitments.
- The forecast is well balanced over the five-year term, with projected year-end cash balances just over \$4M, or approximately 100 days of working capital. These capital reserves are absolutely crucial for weathering the "low water marks" of annual cashflow, ensuring we have the funds necessary to meet our commitments.
- That working capital will become even more crucial if we experience housing growth, as many are forecasting. The District must have ample working capital to bridge the gap between the arrival of more students and receiving full tax revenue from those new homes.
- For the full Five Year Forecast document, please visit our website.

MAJOR ITEMS OF BUSINESS

025-2713 APPROVAL OF FIVE-YEAR FORECAST AND ASSUMPTIONS:

Motion by Knapke, second by Maklem, to approve the November 2024 FY25 Five-Year Forecast and Assumptions as presented, per Attachment 11A. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2714 APPROVAL TO ESTABLISH FUND ACCOUNT:

Motion by Knapke, second by Cummins, to establish the following funds:

FUND	FUND NAME
003-9001	Earmark Permanent Improvement

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

[This space intentionally left blank]

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

025-2715 APPROVAL OF TRANSFER:

Motion by Maklem, second by Lindsey, to approve of the following cash transfer:

TRANSFER FROM FUND:	TO FUND:	AMOUNT:
003-0000	003-9001	\$538,900.00

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

025-2716 APPROVAL OF DONATIONS:

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

CONTRIBUTOR:	DONATIONS:	AMOUNT:
Kona Ice of East Cincinnati	Athletic Account	\$173.10
Order of the Eastern Star Celestine Chapter #185	Scholarships	\$600.00

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

025-2717 APPROVAL OF BID RESOLUTION:

Motion by Cummins, second by Maklem, to adopt the following resolution:

Whereas the Williamsburg Board of Education wishes to advertise and receive bids for the purchase of 1 or more school buses Therefore, be it resolved the Williamsburg Board of Education wishes to participate and authorize the Southwestern Ohio Educational Purchasing Council to advertise and receive bids on said Boards' behalf as per the specifications submitted for the cooperative purchase of 1-2 school bus(es). Board adoption of this resolution does not obligate the district.

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

025-2718 ACCEPTANCE OF CONSULTING AGREEMENT:

Motion by Clifton, second by Lindsey, to accept the following agreement for Commissioning New Elementary School between Four Seasons Environmental Inc. and Williamsburg Local School District, per Attachment 11F. The total compensation for the Consultant's Services is \$65,902.49 (of which \$59,144.49 is co-funded and \$6,758.00 is Locally Funded Initiative (LFI)).
Voting aye on roll call for motion as amended: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2719 APPROVAL OF POLICY REVISIONS:

Motion by Cummins, second by Maklem, 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 – 0000 Bylaws	Book	Status
0100 – DEFINITIONS	Policy	Revised
0142.1 – OATH	Policy	Revised

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

0151 - ORGANIZATIONAL MEETING	Policy	Revised
0152 – OFFICERS	Policy	Revised
0155 – COMMITTEES	Policy	Revised
0163 - PRESIDING OFFICER	Policy	Revised
0164 - NOTICE OF MEETINGS	Policy	Revised
0165 - BOARD MEETINGS	Policy	New
0165.1 - REGULAR MEETINGS	Policy	Rescind
0165.2 - SPECIAL MEETINGS	Policy	Rescind
0166 – AGENDAS	Policy	Replacement
0167.2 - EXECUTIVE SESSION	Policy	Renumbered
0167.7 - USE OF PERSONAL COMMUNICATION DEVICES	Policy	Renumbered/Revised
0173 - BOARD OFFICERS	Policy	Rescind
Section – 1000 Administration	Book	Status
1130 - CONFLICT OF INTEREST	Policy	Revised
Section – 3000 Professional Staff	Book	Status
3113- CONFLICT OF INTEREST	Policy	Revised
Section - 4000 Classified Staff	Book	Status
4113 - CONFLICT OF INTEREST	Policy	Revised
4120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/ EXTRA-CURRICULAR ACTIVITIES	Policy	Revised
4121 - CRIMINAL HISTORY RECORD CHECK	Policy	Revised
Section - 5000 Students	Book	Status
5131 - STUDENT TRANSFERS	Policy	Revised
5136 - PERSONAL COMMUNICATION DEVICES	Policy	Revised
5200 – ATTENDANCE	Policy	Revised
5500 - STUDENT CONDUCT	Policy	Revised
5780 - STUDENT/PARENT RIGHTS	Policy	Revised
Section - 6000 Finances	Book	Status
6110 - GRANT FUNDS	Policy	Revised
6111 - INTERNAL CONTROLS	Policy	Revised
6112 - CASH MANAGEMENT OF GRANTS	Policy	Revised
6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS	Policy	Revised
6320 - PURCHASING AND BIDDING	Policy	Revised
6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS	Policy	Revised
6460 - VENDOR RELATIONS	Policy	Revised
6550 - TRAVEL PAYMENT & REIMBURSEMENT/ RELOCATION COSTS	Policy	Revised
Section - 7000 Property	Book	Status
7310 - DISPOSITION OF SURPLUS PROPERTY	Policy	Revised
7450 - PROPERTY INVENTORY	Policy	Revised
7530.01 V1- CELLULAR TELEPHONE ALLOWANCE	Policy	Revised

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

7530.01 V2 - BOARD-OWNED TECHNOLOGY RESOURCES USED FOR COMMUNICATION	Policy	Revised
7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES	Policy	Revised
7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY	Policy	Revised
7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY	Policy	Revised
7540.09 - ARTIFICIAL INTELLIGENCE ("AI")	Policy	New

Section - 8000 Operations	Book	Status
8310 - PUBLIC RECORDS	Policy	Revised

Section - 9000 Relations	Book	Status
9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS	Policy	Revised

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

025-2720 APPROVAL OF CONTRACT:

Motion by Maklem, second by Cummins, to approve a contract between Williamsburg Local School District and ENGIE Resources LLC ("ENGIE") for purchase of electric energy, for the period of 1/1/2025 through 6/30/2025, at a Contract Price (\$/KWh) of \$.05942 per KWh. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

EXECUTIVE SESSION

Motion by Cummins, 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.
- Collective Bargaining Matters.
- Matters Required to be Kept Confidential
- Economic Development

Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried. The Board moved into Executive Session at 8:49 PM and returned at 9:45 PM.

025-2721 APPROVAL OF RESIGNATION:

Motion by Clifton, second by Lindsey, to accept the resignation of Jennifer Evans from her Varsity Cheerleading coaching position effective completion of football season. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

025-2722 APPROVAL OF RESIGNATION:

Motion by Maklem, second by Cummins, to accept the resignation of Jill Holden from her Educational Aide position effective January 6, 2025. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

[This space intentionally left blank]

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

025-2723 APPROVAL TO EMPLOY EXEMPT STAFF:

Motion by Lindsey, second by Maklem, to employ the following individual on a one (1) year exempt contract. Employment is contingent upon maintaining proper certification and pending successful completion of BCI & FBI background checks.

INDIVIDUAL:

Kelsey Book

POSITION:

Communication Assistant

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

025-2724 APPROVAL TO EMPLOY INDIVIDUALS FOR SUPPLEMENTAL POSITIONS FOR THE 2024-2025 SCHOOL YEAR:

Motion by Clifton, second by Knapke, 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):

Olivia Lewis

Jaden Watts

Brian Cunningham

WINTER Supplemental Position(s):

Basketball: Varsity Cheerleading Advisor

Basketball: Reserve Cheerleading Advisor

Basketball: 8th Grade Girls' Coach

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

025-2725 APPROVAL TO EMPLOY SUBSTITUTE CLASSIFIED STAFF FOR THE 2024-2025 SCHOOL YEAR:

Motion by Cummins, second by Lindsey, 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):

Jordan Davidson

Madison Grubb

Cindy Yeary

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

FURTHER DISCUSSION ITEMS

- Board discussed various Locally Funded Initiative (LFI) options for new elementary school based on latest cost estimates provided by our architect, Fanning Howey.
- The Board also discussed the possibility of including Board Member photos on class composites. Many school districts do this. Could assign to a committee to explore.

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Monday, November 18, 2024, at 6:00 PM

COMMENTS BY THE BOARD PRESIDENT

Mr. Cummins congratulated and thanked the exceptional group of Middle School Student Council leaders recognized at tonight's Moment of Excellence. He welcomed all the new staff members approved on tonight's agenda—welcome to the team! He thanked all the donors on tonight's agenda for their generous financial support of our students and our district. Finally, Mr. Cummins thanked Treasurer Wells for his work on the Five Year Forecast and the presentation at tonight's meeting. He wished all our students, staff, and community Happy Thanksgiving.

ADJOURNMENT

Motion by Knapke, second by Cummins, to adjourn. Voting aye: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried. Board adjourned 10:33 PM.

Board President

Treasurer