

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

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

Mr. Cummins led us in the Pledge of Allegiance.

EDITS / ADDITIONS TO THE AGENDA

None

COMMUNICATIONS

The District has received a large number of Christmas cards.

SUPERINTENDENT'S REPORT

Mr. Earley gave the floor to Elementary Principal, Kevin Dunn, to present this month's Moment of Excellence. Mr. Dunn recognized 15 WES Wildcats that participated in the 2024 Girls On The Run 5K. Led by Mrs. Stith and several volunteer coaches, these young ladies trained for long hours to build up their endurance to run the 5K. In addition to fitness, they also learned about proper nutrition, hydration, rest, and mental health. Several of the girls shared the great life lessons they learned along the way. For their hard work and dedication, these Burg Girls On The Run truly embody the #WildcatWay.

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

- Academics are going strong as we finish out the first semester. Midterms exams at the High School this Thursday and Friday. All schools will be released two hours early Friday.
- The Elementary and Middle/High School Choirs held their Winter Choir Concerts last week. The Middle/High School Band will have a performance on Wednesday, December 18. Great job to all who decorated, directed, and participated in the performances!
- Many of our students and staff members have found ways to give back this year - initiatives include a canned food drive, a toy drive, a collection of warm weather wear, and a giving tree. The Elementary Choir will also be going to the Senior Services Center this week.
- On behalf of the District, we want to thank Beth McManus for her years of service as our representative on the Grant Board.
- The annual Williamsburg Rotary Raffle raised almost \$3,000 this year! Thanks to all who donated. The broad majority of these funds come back to the students of Williamsburg in the form of scholarships and other donations.
- In closing, Mr. Earley wished our students, staff, and community a Merry Christmas and a Happy New Year!

REPORT FROM U.S. GRANT CAREER CENTER

None

TREASURER'S REPORT

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

- OFCC Update: Treasurer Wells has completed training on OFCC's project management accounting platform. The review/approval process flow has been finalized, everyone in the

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flow has their profiles set, the state co-financed funds have been received, and we are ready to begin processing payments. We have two invoices from Fanning Howey in the queue.

- South Afton Update: We have received confirmation on our TIF (Tax Incremental Financing) and PILOT (Payments In Lieu Of Taxes) payments for this fiscal year. Next week we should receive our TIF payment for Design Within Reach and Purina I PILOT payment should be received by end of JAN. At the FEB business meeting there will be a resolution to subsequently transfer those funds to the Special Projects reserve so those funds can be used for debt service on the new elementary school, new Middle School Gym / Fieldhouse, and Middle/High Roof.
- Annual Audits: The FY24 GAAP Audit was completed in late November and filed with the Auditor of State. We have also started preliminary work on the FY2024 State Audit, and it will kick into full gear in early January.

APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES

Motion by Maklem, second by Clifton, to approve the meeting minutes for Regular Business Meeting held Monday, November 18, 2024. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

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

PUBLIC PARTICIPATION

None

DISCUSSION ITEMS

Committee Reports:

- Technology: Met 11/26. Discussions included a new cycle of e-Rate funding for various projects, Communications Assistant onboarding/activity, evaluating Huddle vs NFHS for streaming games/events, cybersecurity, Incident Response Plan, Tech Budget, and the pros/cons/requirements for effectively streaming Board meetings.
- OFCC New WES: Discussions included utilities, supplies, checklists, mechanicals “mindset” meeting with Kleiningers. Toured Mason High School/Intermediate “Dream Centers”.
- Student Achievement: Meeting scheduled for 12/6 was cancelled as Mrs. Eilerman welcomed her second child. Team got some great ideas from Mason Dream Centers.
- Student Life: Next meeting 12/18 to discuss graphic ideas for new MS Gym/Fieldhouse and upcoming M/H STEM renovation.
 - Question was posed: should the District establish guidelines for naming venues (e.g. Ed Stewart Court, Osborne Field)? Would be helpful for future considerations.
- Finance: met 12/9. Key topics included OFCC financing / OAKS-CI process (project financial management platform), enhancements to annual budgeting process, audit updates, prep and resources needed for upcoming CBA negotiations, and status of tabled items.
- Facilities: Met 12/4, 12/6, and 12/12. Activities include introductory meeting with Commissioning Agent, New WES VRF versus VAV HVAC systems, concept drawing reviews, reviewing feedback from staff and Mr. Dunn. Will take a short break over the holidays and resume activities in January.

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MAJOR ITEMS OF BUSINESS

025-2726 APPROVAL OF JANUARY 2025 MEETING DATE:

Motion by Cummins, second by Maklem, to establish the date of January 9, 2025, to hold an organizational meeting and business board meeting. Organizational meeting starts at 5:30 PM. Business meeting starts at 6:00 PM. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2727 APPOINTMENT OF PROTEMPORE BOARD PRESIDENT:

Motion by Lindsey, second by Clifton, to appoint Jeff Cummins as President Pro Tempore to preside over the January 2025 meeting until such time as the Board President is elected. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2728 APPROVAL OF DONATIONS:

Motion by Maklem, second by Lindsey, to approve the following donations.

CONTRIBUTOR:	DONATIONS:	AMOUNT:
Mr. and Mrs. Julius M. Louiso	2026 Europe Trip Scholarship Fund	\$1500.00
Pitcher, Enders & Drohan, CPAs Inc.	2026 Europe Trip Scholarship Fund	\$1500.00
Williamsburg Athletic Boosters	Honor Society (concession sales)	\$200.00
American Legion Post 288	Donation to Band	\$1000.00
Williamsburg Athletic Boosters	Scoreboard	\$12,500.00
Anonymous Donation	Student Meal Debt	\$2,000.00
CKVK, LLC	HS 018	\$382.00
Williamsburg BP	Q3 Community Fuel Pump to Elem and HS 018	\$530.00

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

025-2729 APPOINTMENT OF GRANT CARRER CENTER BOARD REPRESENTATIVE:

Motion by Cummins, second by Knapke, to appoint Charlie Maklem as Williamsburg Representative to serve on the Grant Career Center Board for a 3-year term, commencing January 1, 2025, through December 31, 2027. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2730 APPROVAL OF MEMBERSHIP:

Motion by Knapke, second by Maklem, to renew the District's membership in Ohio School Board Association for the 2025 calendar year, at a cost of \$4503.00 (includes the annual Legal Assistance Fund premium of \$250). OSBA provides school boards with support, training and advocacy during the year. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

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025-2731 APPROVAL OF CONTRACT:

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Motion by Cummins, second by Lindsey, to approve a contract with Alt & Witzig Engineering, Inc. and Williamsburg Local School District in the amount of \$49,500.00 to perform construction quality control testing and special inspections on the MS gym, per Attachment 11F. Voting aye on roll call for motion as amended: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2732 APPROVAL OF AGREEMENT:

Motion by Maklem, second by Lindsey, to approve the Owner Agent agreement with Skanska USA Building Inc. and Williamsburg Local School District in co-funded amount of \$283,895.00 in conjunction with Ohio Facilities Construction Commission, per Attachment 11G. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2733 APPROVAL OF AGREEMENT:

Motion by Lindsey, second by Cummins, to approve the Program of Requirements for the new Elementary school project in conjunction with Fanning Howey and the Ohio Facility Construction Commission, per Attachment 11H. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

DISCUSSION

Treasurer Wells asked for process clarification regarding pay applications in conjunction with the contracts approved for OFCC (new WES), MS Gym/Fieldhouse, and STEM renovation. Does the Board wish to review and formally approve all pay applications prior to the Treasurer processing payment?

- Upon discussion, the Board unanimously agreed the approval paths, internal controls, and full funding on deposit do not necessitate the Board requiring an additional review and approval step. Treasurer is authorized to proceed within approved contract amounts.

EXECUTIVE SESSION

Motion by Lindsey, 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.
 - To consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.
- 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 7:21 PM and returned at 9:57 PM.

025-2734 APPROVAL OF RESIGNATION:

Motion by Knapke, second by Lindsey, to accept the resignation of Aiden Hess from his Custodial Position effective December 30, 2024. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried.

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025-2735 APPROVAL OF INDIVIDUALS FOR VOLUNTEER POSITIONS FOR THE 2024-2025 SCHOOL YEAR:

Motion by Clifton, second by Maklem, 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(s):
Kelsey Bauer	HS Cheerleading
Jacob Simpson	MS Basketball
Trinity Wainscott	HS Musical
Amy Combs	HS Musical

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

025-2736 APPROVAL TO EMPLOY SUBSTITUTE CLASSIFIED STAFF FOR THE 2024-2025 SCHOOL YEAR:

Motion by Lindsey, 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):
Jamie Hinds
Jerry Cunningham

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

025-2737 APPROVAL OF EXEMPT STAFF SALARIES:

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

INDIVIDUAL:
Michelle Ewing, EMIS/Superintendent Administrative Assistant
Eileen Sipple, Assistant Treasurer
Tammy Jermer, Treasurer's Assistant
Ryan Vasconcellos, Technology
Shelby Wright, Psychologist

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

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025-2738 APPROVAL OF ADMINISTRATION SALARIES:

Motion by Maklem, second by Cummins, to approve salary increases for the following Administrative Staff based on percentage increase recommendation of direct supervisor effective retroactive to August 1, 2024.

INDIVIDUAL:

Jason Tackett, Middle/High School Principal
Kevin Dunn, Elementary Principal
Mike Kirk, Middle/High School Assistant Principal
Amy Attinger, Technology Director
Tina Reichert, Director of Student Services
Randy Jermer, Director of Facility Operations
Jason Moberly, Athletic Director

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

025-2739 APPROVAL OF ADMINISTRATIVE CONTRACT:

Motion by Cummins, second by Knapke, to approve an administrative contract with Greg A. Wells to serve as Treasurer/CFO for Williamsburg Local School District, for a three-year period beginning August 1, 2025, and continuing through July 31, 2028. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

COMMENTS BY THE BOARD PRESIDENT

Mr. Cummins thanked all the donors on tonight's agenda for their incredible generosity, and continued support. Congratulations to all our staff for successfully reaching the halfway point of the year. Congratulations to all the Lady Wildcats at the elementary school who participated in the Girls On The Run 5K, and all the servant leaders who worked with them to accomplish their goal. On behalf of the District, we thank Beth McManus for 20 years of service on this Board, and the Board at Grant Career Center. Thanks also to Aiden Hess for your service and best wishes for your college and career goals. Thank you to our Administrative Team and staff for another great academic performance in SY2023-2024. In closing, Mr. Cummins encouraged the Board and district to keep challenging ourselves, to keep raising the bar. Best wishes to everyone for a Merry Christmas.

ADJOURNMENT

Motion by Knapke, second by Lindsey, to adjourn. Voting aye: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: None. Motion carried. Board adjourned 10:04 PM.

Board President

Treasurer