

Record of Proceedings
Minutes of the Williamsburg Local School Board Regular Business Meeting
Held at the Middle/High School, Media Center
On Wednesday, May 14, 2025, at 8:00 AM

The Williamsburg Board of Education met for a Regular Business Meeting at 8:00 AM on Wednesday, May 14, 2025, 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 several staff, students, and community members.

The Pledge of Allegiance was conducted in tandem with the Middle/High staff and students.

Daniel Knapke reported at 8:02 AM.

EDITS / ADDITIONS TO THE AGENDA

Items 11F-K were added to the agenda.

COMMUNICATIONS

None

SUPERINTENDENT'S REPORT

Mr. Earley gave the floor to Middle-High Assistant Principal, Mike Kirk, to present this month's Moment of Excellence. Mr. Kirk recognized two students who achieved a perfect score on US History Test 2024 - Hailey McKibben and Caleb Neth, both from the Class of '26. Hailey is the "complete student" taking a full honors schedule with CCP and AP classes, as well as participating in Student Council, NHS, Hope Squad, Wildcat Lead, sports, and the spring musical. Caleb is also a well rounded, taking a mix of honors, CCP, and AP classes as participating in football and track. Both spent long hours studying for the US History Test, and praised Mr. McKibben for helping them be fully prepared. Hailey and Caleb are two of Williamsburg's Finest, and they exemplify the "Wildcat Way".

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

- Graduation is Sunday, 2pm, at Abrams Stadium. Weather forecast looks great.
- Legacy Walk for Seniors at WES is this Friday. Always a great event.
- Last day for students is 5/22, and for staff that Friday.
- Annual Alumni Dinner 6/7.
- Senior Awards was special once again. Thanks again to the donors of our 33 scholarships providing thousands of dollars to our students pursuing post secondary education.
- Spring Musical "Singing In The Rain" was a huge success. Congratulations to all the students, staff, and community members that made it an extraordinary production.
- Prom and After Prom were also a great event this year, and safe. Shout out to Jill Holden and all her volunteers who made this special night so memorable for our students.
- Parent/Guardian emails have been sent regarding Kindergarten Registration.
- WES "Step Up Day" was yesterday, preparing and celebrating the fifth graders moving to Middle School next year.
- Congratulations to Softball, Boys Track, and Girls Track for winning league, as well as all our other teams for having a fantastic spring campaign! Also congrats to all the student athletes who earned individual honors, especially the new recordholders in track events.
- Thanks to our strong finish with spring sports, Burg has secured the SBAAC All-Sports Award in back-to-back years.
- Thank you to the first responders for our recent bus accident on SR 133. Great job!

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REPORT FROM U.S. GRANT CAREER CENTER

Mr. Maklem gave a Grant update, including:

- GCC Graduation tonight at NKU.
- Two major building projects underway at Grant expanding Allied Health, as well as the Mechanical building.
- Congratulations to all the winners of the Skills events.

TREASURER'S REPORT

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

- The state biennial budget has now moved to the state Senate. On a positive note, the Senate has kicked certain provisions back to the House for review, including the 30% Carryover Cap. They are also reported to be leaning toward greater funding than the draconian House bill. Lots of work yet to be done.
- For months ODEW and Ohio Auditor of State have been working on a proposed account coding "update" that was supposed to take effect FY26. In early May they conducted a joint Zoom conference to review the changes. There were over 450 treasurers on the Zoom, and it quickly became apparent this was not a simple update-- it was a major overhaul. And they weren't planning to release the new manual until late May! Thankfully common sense prevailed and they have postponed the rollout. The development team will now be planning a gradual phase-in that will (hopefully) break the work into smaller, manageable phases to be completed throughout FY26 for full implementation by FY27.
- Last week we received a surprise visit from Ryan Holiday, Southwest Regional Liaison for Ohio Auditor of State. He came by to personally present our district with the Auditor of State Award, presented to government entities who achieve a perfect annual state audit. In order to earn this award, entities must have best-in-class processes, accountability, internal controls, and compliance. Ohio has over 6,000 government entities and less than 13% earned the award for FY24, putting Williamsburg Schools in elite company.

Mr. Wells then presented the May 2025 Five Year Forecast. Highlights include:

- The May 5YF reflects a \$2M cumulative funding decrease from FY26-FY29 versus the November Forecast due to HB96 biennial budget severely cutting state funding.
- CY2023 property value updates and subsequent revenue increases are even more crucial to the district's long-term financial health in lieu of state cuts.
- PILOT and TIF revenues from South Afton Industrial Park are committed to funding the new Elementary School, Athletic Center, and M/H roof.
- The district recently secured new Collective Bargaining Agreements with both our teachers and support staff. Both are four year agreements starting 7/1/2025.
- Both CBA's included wage increases, and subsequently benefits as well. While these increases were necessary to attract and retain talent, it has significant impact on the P&L.
- Purchased services and supplies are flat plus average inflation.
- The district's 10-year Capital Plan also requires increased transfers from General Fund in order to effectively save for future known capital needs.
- Bottom line:
 - The combination of reduced state funding and increased wages/benefits will push the district into deficit spending.
 - As a result, cash balance steadily declines through FY29.
 - Without other revenue streams, declining cash balance could initiate adjustments.

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APPROVAL OF FINANCIAL STATEMENTS AND BOARD MINUTES

Motion by Maklem, second by Clifton, to approve the meeting minutes for Regular Business Meeting held Monday, April 21, 2025. 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 April 2025. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

PUBLIC PARTICIPATION

- Parent, Sam Cribbet, asked if the district is planning to pull CTE programming inhouse? Also asked how the district administers open enrollment? She's concerned that her son's class has 86 students overall.
- Parent, Stephanie Lewis, had a follow-up question, asking what happens if move-ins exceed the physical class size.
- Mr. Earley and members of the Board responded to both, explaining how the district administers Open Enrollment and meters class size.

DISCUSSION ITEMS

Committee Meeting highlights:

- Finance: Met Monday with main focus on May Five Year Forecast assumptions, especially Earmark reserve and other transfers. BOE needs to review and prioritize the "wish list" for Permanent Improvement reserve.
- Technology: No formal meeting since last BOE meeting but team is having dialogue regarding Chromebook and laptop replacement cycle purchases before end of fiscal year.
- Student Life: No formal meeting since last BOE meeting but team is having dialogue about Marching Band uniforms and other branding approvals.
- Student Achievement: Met last week with discussion centered on new Career Coordinator position to focus more attention on career readiness and pathways. On tonight's agenda.
- Facilities: Met multiple times, largely focused on new WES interior design. WES teachers are heavily involved in this planning and design so they have a voice in the process to create a 21st Century learning environment. Also monitoring progress on new BOE Office, Athletic Center, and STEM renovation.
- Economic Development: continued conversations with Savion regarding Compensation Agreement. Looking to include a partnership for financial support of CTE programming.

MAJOR ITEMS OF BUSINESS

025-2809 APPROVAL OF REVISED FIVE-YEAR FORECAST AND ASSUMPTIONS:

Motion by Maklem, second by Knapke, to approve the Five-Year Forecast and Assumptions to be submitted to the Department of Education and Workforce no later than May 31, 2025, per Attachment 11A. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2810 APPROVAL OF DONATIONS:

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

Record of Proceedings
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CONTRIBUTOR:	PURPOSE:	AMOUNT:
Mark Herron	Europe Trip Travel Scholarships	\$3000.00
Matthew Risley	Williamsburg Elem (Prin Fund)	\$250.00
Auxier	Williamsburg M/H (Prin Fund)	\$300.00
Croswell	Prom/After Prom	\$200.00
Rob Nicely Insurance	Sponsorship -boys youth basketball camp	\$500.00
Keith and Regina Neer	Band Program	\$1000.00

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

025-2811 APPROVAL OF CANDIDATES FOR GRADUATION IN THE CLASS OF 2025:

Motion by Clifton, second by Lindsey, to approve the following list of candidates for graduation in the Class of 2025 on Sunday, May 18, 2025, per Attachment 11C. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2812 APPROVAL OF POLICY REVISIONS:

Motion by Maklem, second by Cummins, to approve the following revised policies, per Attachment 11E, as recommended by the district's policy provider, NEOLA of OHIO, so that policies reflect current state of law and comply with state and federal educational mandates,.

Section – 0000 Bylaws	Book	Status
0131.1 - TECHNICAL CORRECTIONS	Policy	New
0171 - REVIEW OF POLICY	Policy	Rescind
Section – 1000 Administration	Book	Status
1422.01 - DRUG-FREE WORKPLACE	Policy	New
Section – 2000 Program	Book	Status
2260.02 - SINGLE GENDER CLASSES AND ACTIVITIES	Policy	Revised
2271 - COLLEGE CREDIT PLUS PROGRAM	Policy	Revised
2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS	Policy	Revised
2430.02 - PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN EXTRA-CURRICULAR ACTIVITIES	Policy	Revised
2431 - INTERSCHOLASTIC ATHLETICS	Policy	Revised
2460 - SPECIAL EDUCATION	Policy	Revised
Section - 5000 Students	Book	Status
5113 - INTER-DISTRICT OPEN ENROLLMENT	Policy	Revised
5120 - ASSIGNMENT WITHIN DISTRICT	Policy	Revised
5131 - STUDENT TRANSFERS	Policy	Revised
5223 - RELEASED TIME FOR RELIGIOUS INSTRUCTION DURING THE SCHOOL DAY	Policy	Revised
5330 - USE OF MEDICATIONS	Policy	Revised
5350 - STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION	Policy	Revised
5460 - GRADUATION REQUIREMENTS	Policy	Revised
5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENT	Policy	Revised
5751 - PARENTAL STATUS OF STUDENTS	Policy	Revised
5780.01 - PARENTS' BILL OF RIGHTS	Policy	New
Section - 6000 Finances	Book	Status
6151 - INSUFFICIENT FUNDS/BAD CHECKS	Policy	Revised
6460 - VENDOR RELATIONS	Policy	Revised
Section - 7000 Property	Book	Status
7421 - RESTROOMS, LOCKER ROOMS, SHOWER ROOMS & CHANGING ROOM	Policy	New
7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING	Policy	Revised

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Section - 8000 Operations

8142 - CRIMINAL HISTORY RECORD CHECK FOR CONTRACTED SCHOOL SERVICES
8452 - AUTOMATED EXTERNAL DEFIBRILLATORS ("AED") AND CARDIOPULMONARY
RESUSCITATION
8500 - FOOD SERVICES

Book **Status**
Policy Revised

Policy Revised
Policy Revised

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

025-2813 APPROVAL OF PURCHASE IN EXCESS OF \$25,000.00:

Motion by Maklem, second by Lindsey, to approve a purchase in excess of \$25,000.00 from Insight for \$72,777.00 to purchase computers and chrome books, per Attachment 11F. Voting aye on roll call: Cummins, Lindsey, Maklem, Knapke, and Clifton. Nays: none. Motion carried.

025-2814 APPROVAL OF CHANGE ORDER:

Motion by Lindsey, second by Cummins, to approve the following change order for the W.A.C. Project, per Attachment 11G:

COR-011 PR-07 & RFI-020 Wall Return, Lintel, CJ Clarifications \$4,927.18

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

025-2815 APPROVAL OF CHANGE ORDER:

Motion by Lindsey, second by Cummins, to approve the following change order for the W.A.C. Project, per Attachment 11I:

COR-014 PR-08 Wrestling Room OCD \$4,304.13

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

025-2816 APPROVAL OF CHANGE ORDER:

Motion by Lindsey, second by Cummins, to approve the following change order for the W.A.C. Project, per Attachment 11K:

COR-017 PR-13 Door 1107C to OCD-2 \$3,725.37

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

025-2817 APPROVAL OF CHANGE ORDER:

Motion by Lindsey, second by Cummins, to approve the following change order for the W.A.C. Project, per Attachment 11H:

COR-012 PR-09 Gym Striping & Equipment \$7,492.78

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

Record of Proceedings
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On Wednesday, May 14, 2025, at 8:00 AM

025-2818 APPROVAL OF CHANGE ORDER:

Motion by Lindsey, second by Cummins, to approve the following change order for the W.A.C. Project, per Attachment 11J:

COR-016 Additional Floor Striping	\$2,881.88
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Voting aye on roll call: Cummins, Lindsey, and Maklem. Nays: Knapke and Clifton. 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.
- 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 11:00 AM and returned at 11:37 PM.

NOTE: Daniel Knapke left the meeting during Executive Session at 11:35 AM.

025-2819 APPROVAL OF MASTER CONTRACT:

Motion by Maklem, second by Lindsey, to approve the agreement between Williamsburg Local Schools, Board of Education and the Williamsburg OAPSE on all aspects of the Master Agreement, effective July 1, 2025 – June 30, 2029, per Attachment 11D. The Board is also approving the related 412 certificate. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

025-2820 APPROVAL OF UNPAID LEAVE:

Motion by Clifton, second by Maklem, to accept the unpaid medical leave of absence not to exceed two (2) years of Rhonda Justice, per Attachment 13A. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

025-2821 APPROVAL OF RESIGNATION:

Motion by Maklem, second by Cummins, to accept the resignation of Zak Taylor from his educational aide position effective August 31, 2025. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

025-2822 APPROVAL OF RESIGNATION:

Motion by Maklem, second by Cummins, to accept the resignation of Tabytha Cooper from her teaching position effective August 31, 2025. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

Record of Proceedings
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025-2823 APPROVAL TO EMPLOY CLASSIFIED STAFF:

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

Individual(s):	Position(s):	Step:
Brandon Bush	Custodian	2

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

025-2824 APPROVAL TO EMPLOY EXEMPT STAFF:

Motion by Cummins, second by Clifton, to employ the following individual on a one (1) year exempt contract as listed below starting July 1, 2025 – June 30, 2026. Employment is contingent upon maintaining proper certification and pending successful completion of background checks.

Individual:	Position:	Contract Term:
Morgan Eilerman	Coordinator-Career and College Readiness	220 Days

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

025-2825 APPROVAL TO EMPLOY CERTIFICATED STAFF:

Motion by Lindsey, second by Clifton, to employ the following personnel as a certificated teacher for a period of one (1) school year (2025-2026) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and pending successful completion of BCI & FBI background checks.

Individual:	Degree:	Step:
Sharon Nehls	BA +150	8
Logan Minning	MA +30	15

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

025-2826 APPROVAL TO EMPLOY CLASSIFIED STAFF:

Motion by Lindsey, second by Clifton, to employ the following personnel as a classified staff for a period of one (1) school year (2025-2026) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and pending successful completion of background checks.

Individual(s):	Position(s):
Rachel Wright	Educational Aide
Amy Raymond	Educational Aide
Jennifer Couch	Educational Aide

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

Record of Proceedings
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On Wednesday, May 14, 2025, at 8:00 AM

025-2827 APPROVAL TO RENEW CLASSIFIED STAFF:

Motion by Maklem, second by Cummins, to employ the following personnel as an administrative assistant under a continuing contract, starting with school year 2025-2026 at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and successful completion of background checks.

Individual:
Jenny Kritzwiser

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

025-2828 APPROVAL TO RENEW EXEMPT STAFF:

Motion by Maklem, second by Lindsey, to employ the following personnel as exempt employees for a period of two (2) school years; (2025-2026 and 2026-2027) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and successful completion of background checks.

Individual(s):	Position(s):
Ryan Vasconcellos	Computer Technician
Kelsey Book	Communication Assistant (part-time)

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

025-2829 APPROVAL TO RENEW CLASSIFIED STAFF:

Motion by Maklem, second by Lindsey, to employ the following personnel as classified employees for a period of two (2) school years; (2025-2026 and 2026-2027) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and successful completion of background checks.

Individual(s):	Position(s):
Ali Kritzwiser	Educational Aide
Michael Bishop	Custodian
April Cadwallader	Food Service
Brittany Canter	Educational Aide
Katie Chandler	Bus Driver
Tabitha Chirco	Bus Driver
Julie Clifton	Educational Aide
Erika Trainor	Educational Aide
Lynda Sannes	Food Service
Kacie Schunk	Educational Aide
Vanessa Scott	Educational Aide
Auree Senior	Educational Aide
Melissa Smith	Educational Aide
Kandace Williams	Food Service

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

Record of Proceedings
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025-2830 APPROVAL TO RENEW CERTIFICATED STAFF:

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

Individual(s):	Degree:
Kristin Dalton	MA 30
Tracey Dick	MA 15
Candice Mechlin	BA 150
Laura Prescott	MA 30
Alisha Rader	BA
Amanda Watson	MA
Stephanie Mote	BA
Samantha Williams	MA

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

025-2831 APPROVAL TO RENEW CERTIFICATED STAFF:

Motion by Lindsey, second by Maklem, to employ the following personnel as a certificated teacher for a period of two (2) school years; (2025-2026 and 2026-2027) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and successful completion of background checks.

Individual(s):	Degree:
Olivia Lewis	BA
Megan Bradford	BA

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

025-2832 APPROVAL TO RENEW CERTIFICATED STAFF:

Motion by Lindsey, second by Maklem, to employ the following personnel as a certificated teacher for a period of three (3) school years; (2025-2026, 2026-2027 and 2027-2028) at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and successful completion of background checks.

Individual(s):	Degree:
Crystal Meyer	BA

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

Record of Proceedings
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On Wednesday, May 14, 2025, at 8:00 AM

025-2833 APPROVAL TO RENEW CERTIFIED STAFF:

Motion by Clifton, second by Cummins, to employ the following personnel as a teacher under a continuing contract, starting with school year 2025-2026 at the board adopted salary schedule. Employment is contingent upon maintaining proper certification and successful completion of background checks.

Individual:
Holly Kopcha

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

025-2834 APPROVAL TO EMPLOY SUBSTITUTE CLASSIFIED STAFF FOR THE 2024-2025 SCHOOL YEAR:

Motion by Lindsey, second by Maklem, 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):
Zachary Prescott

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

025-2835 APPROVAL TO EMPLOY EXEMPT STAFF:

Motion by Lindsey, second by Clifton, to employ Shelby Wright, PhD on a three (3) year exempt contract effective August 1, 2025, to the full time position of District School Psychologist. Voting aye on roll call: Cummins, Lindsey, Maklem, and Clifton. Nays: none. Motion carried.

COMMENTS BY THE BOARD PRESIDENT

Mr. Cummins thanked the Moment of Excellence recipients tonight for their hard work and exemplary performance, acing the US History Test. Congratulations to Greg Wells and the entire Treasurer's Office team on their perfect state audit, earning the Auditor of State Award. Thank you to all the donors on tonight's agenda, and to the various scholarship donors for their ongoing support of our students and our district. Thank you to all staff for another great school year—you are the reason for our success. To the staff members leaving the district, we thank you for your service to our students and wish you the best in your future endeavors. Welcome to all the new staff members—we're excited to have you join the Wildcat Team. Finally, Mr. Cummins congratulated all the graduates of the Class of 2025!

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ADJOURNMENT

Motion by Lindsey, second by Maklem, to adjourn. Voting aye: Cummins, Lindsey, Maklem, and Clifton. Nays: None. Motion carried. Board adjourned 11:49 AM.

Board President

Treasurer