

**WILLIAMSBURG BOARD OF EDUCATION  
MEETING RECORD OF BOARD PROCEEDINGS  
JUNE 17, 2025**

**I. CALL TO ORDER: Members present**

A.	Call to Order	-	Kim White, Chair
B	Roll Call	-	Donnie Patrick
C.	Pledge of Allegiance	-	Kim Williams
D.	Moment of Silence	-	Kim Williams

*\*Board Member Allan Steely was not present.*

*\*\*Copies of all documents referred to in the following meeting minutes are filed in the Williamsburg Independent Superintendent's Office for Public Viewing upon request.*

**II. SETTING THE FINAL MEETING AGENDA:**

*Superintendent Housekeeper requested to add Special Speaker, David Livingston, to the board agenda. Additionally, two Action items (#7 and #8) were added to the agenda.*

**III. SPECIAL RECOGNITION:**

*There were no special recognitions for the June 17, 2025, regular called meeting.*

**IV: STAFF RECOGNITION:**

*There were no staff recognitions for the June 17, 2025, regular called meeting.*

**V: STUDENT RECOGNITION:**

*There were no student recognitions for the June 17, 2025, regular called meeting.*

**VII: PUBLIC MATTERS:**

**Hearing of Delegations:**

*There were no members of the public present to address the Board of Education.*

**VIII: SUPERINTENDENT/PRINCIPAL COMMENTS:**

*Superintendent Housekeeper shared her appreciation for the support of the Board members. She provided an overview and evidence to show growth on her 2024-2025 Professional Growth Plan. Her goals focused on Instructional Leadership and Collaborative Leadership for the year, and she gave evidence from the school year to show her intentional steps to grow in both standards. Mrs. Housekeeper also discussed that she plans to continue focusing on the same two Superintendent Standards for the 2025-2026 school year, including action steps such as: attending local cooperative extension board meetings, collaborating with local leaders to work toward the local accountability model, and identifying specific instructional goals for the 25-26 school year.*

**VIII: SPECIAL SPEAKER:**

*David Livingston from Houchens Insurance Group shared the updated premium schedule for*

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*Williamsburg Independent School. He discussed that the proposed agreement will increase approximately \$23,000 for the 2025-2026 school year when compared to the 2024-2025 premiums. Mr. Livingston explained that the increase is due to several factors. One reason for the increase is due to a rise in building/construction costs throughout the state. In addition to statewide building costs, Williamsburg Independent Schools reported two insurance claims for the 2024-2025 school year, resulting in a 23% premium increase for the upcoming school year. Mr. Livingston shared that Liberty Mutual will conduct an appraisal of WISD buildings and grounds at no additional cost to ensure and verify the total square footage of district-owned property. This appraisal could change the tentative premium schedule. Once the assessment is completed, a report will be shared with the board members to communicate any adjustments to the premium.*

**WEA REPRESENTATIVE:**

*The WEA representative was not present during the June 17, 2025, regular scheduled board meeting.*

**VIII: Finance Office Update:**

*Finance Officer Dalton Sizemore discussed the April tax update and how this year's taxes compared to last year's tax collection to date.*

**IX: Staff Update:**

*Mrs. Hamblin, Director of Human Resources, shared the new hires and position changes within the district over the last month.*

**X: CONSENT AGENDA:**

**ORDER NO. 3212 APPROVAL OF CONSENT AGENDA:**

*Superintendent Housekeeper shared all documents for Board members to review prior to the meeting. Approval of May 22, 2025, Minutes, Monthly Bills, Treasurer's Report, Monthly Financial Report, Board Travel, Surplus/Recycle list, and the first reading of proposed revisions to KSBA Board policies. The motion to approve was made by Roger Faulkner and seconded by Kim Williams. The motion carried 4-0.*

**XI: ACTION AGENDA:**

**ORDER No. 3313 Approval of fidelity bonds for Dalton Sizemore, Kari Hamblin, and Michele King through the Commonwealth of Kentucky Department of Education Division of District Operations**

*Superintendent Housekeeper recommended, and the board approved fidelity bonds for Dalton Sizemore, Kari Hamblin, and Michelle King. The motion was made by Kim Williams and seconded by Donnie Patrick. The motion carried 4-0.*

**Rationale:**

*The approval of this action item ensures our district is in compliance with the following statute:*

*KRS 160.560: (1) requires each board of education to elect a treasurer. The statute also requires the treasurer to execute an official bond for the faithful performance of the duties of their office. The amount of the bond is established by section 2 of the statute stating "...shall be in an amount determined by the*

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*board of education in accordance with the administrative regulations promulgated by the Kentucky Board of Education." Further, 702 KAR 3:080 expands the requirement beyond the treasurer, requiring the bond to be submitted to Kentucky Department of Education and establishes minimum bond amounts based upon an exposure factor.*

**ORDER No. 3314 Approval of the FY26 service contract with Whitley County Health Department.:**  
*The motion to approve the contract was made by Roger Faulkner and seconded by Donnie Patrick. The motion carried 4-0.*

**Rationale:**

*Each year, WISD enters into a contract with the local Health Department to ensure our staff members receive a discounted rate for TB Skin Tests and to have access to programs offered to our students and staff.*

**ORDER No. 3315 Approval of the Memorandum of Agreement between Williamsburg Independent Schools and Somerset Community College.**

*The motion to approve the MOA was made by Kim Williams and seconded by Roger Faulkner. The motion carried 4-0.*

**Rationale:**

*Past partnerships with Somerset Community College have provided our students with opportunities to participate in Dual Credit courses, work-based learning, and vocational experiences. Superintendent Housekeeper, proposes the approval of this agreement because it offers vibrant, relevant learning experiences for WISD students that are not provided within the high school schedule and current curriculum.*

**ORDER No. 3316 Approval to add a stipend for a District Safety Coordinator for \$3000 to the 2025-2026 approved salary schedule.**

*The motion to approve a revision to the 2025-2026 salary schedule and to add a stipend for the District Safety Coordinator was made by Kim Williams and seconded by Roger Faulkner. The motion carried 4-0.*

**Rationale:**

*A district Safety Coordinator is expected to ensure all school-level safety procedures and protocols are followed with fidelity, attend specific training related to School Safety, and conduct meetings with local Emergency Management teams to revise the District Emergency Management Plan for each school year. A stipend is necessary because this is an additional responsibility beyond the scope of a typical workday.*

**ORDER No. 3317 Approval to pay out the total contract with Appalachian Wireless for District Cellular phones and replace the contract with \$50 stipends added to District-level positions: Director of Pupil Personnel, Director of Special Education, Director of Facilities, Family Resource Coordinator, Director of Transportation, and Substitute Coordinator.**

*The motion to approve additional stipends for selected district-level positions as an allowance for cellular phone service instead of continued payment for total cell phone lines through Appalachian*

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*Wireless was made by Kim Williams and seconded by Donnie Patrick. The motion carried 4-0.*

**Rationale:**

*For the past three to five years, our district has paid an estimated \$1500 each month to Appalachian Wireless for up to 16 cellular phone lines. Several positions in our district were provided with a phone to ensure they were reachable during and outside of school hours. After consulting with our Chief Information Officer and the District Finance Officer, it would be a more financially prudent decision for the district to pay selected employees a \$50 monthly stipend to help cover work-related expenses, rather than paying a monthly bill for 16 phone lines. The total financial benefit is estimated to be \$15,000 per year.*

*\*\*\* WISD board members requested that the discussion of two additional \$50 monthly stipends for the positions of superintendent and principal to assist with cellular phone services be added to the July 2025 regular scheduled board meeting.*

**ORDER No. 3318 Approval of district-wide mandatory traceable communication tool for the 2025-2026 school year.**

*The motion to approve Apptegy Rooms as the district-wide traceable communication software for the 2025-2026 school year was made by Donnie Patrick and seconded by Roger Faulkner. The motion carried 4-0.*

**Rationale:**

*Senate Bill 181 requires each local school district to designate official programs or applications as the exclusive means for school staff and volunteers to communicate electronically with students to enhance student safety and to create traceable communication between school/district employees and volunteers. The proposed communication tool is cost-effective and serves as an add-on to our current communication system. District leaders proposed this tool because parents and staff are already familiar with the platform and use it for communication.*

**ORDER No. 3319 Approval of contract between Williamsburg Independent Schools and Houchens Insurance Group for coverage during the 2025-2026 school year.**

*The motion was made to approve the Houchens Insurance contract by Roger Faulkner and seconded by Donnie Patrick. The motion carried 4-0.*

**Rationale:**

*The contract between Houchens Insurance Group and WISD will provide coverage for district-owned property for the upcoming school year. Superintendent Housekeeper shared the positive relationships WISD has made with the Houchens Insurance Group during the 2024-2025 school year. She explained her future plans to collaborate with Mr. Livingston and his team to schedule safety training sessions for staff members and to ensure the safety of all district employees.*

**ORDER No. 3320 Approval to add an optional Wind/Hail Buy Down to the current contract between Houchens Insurance Group and Williamsburg Independent Schools.**

*No motion was made to approve an additional buy-down plan to be added to the current 2025-2026*

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*Houchens contract. However, board member Kim Williams requested that the board revisit the possibility of the additional plan after the appraisal through KEMI is completed and after further discussion with the Board Attorney.*

**Rationale:**

*WISD Board did not approve this agenda item because they want further clarification on the necessity of the additional coverage before agreeing to increase premiums.*

**ORDER No. 3321 Approval to enter Executive Closed Session to discuss Superintendent Housekeeper's 2024-2025 evaluation.**

*The motion was made by Roger Faulkner and seconded by Donnie Patrick. The motion carried 4-0.*

**Rationale:**

*Each year the superintendent will receive an annual evaluation using the Next Gen Superintendent Standards ILP rubric. Per Board Policy 02.14,*

*“Any preliminary discussions relating to the evaluation of the Superintendent by the Board or between the Board and the Superintendent prior to the summative evaluation shall be conducted in closed session.*

*The summative evaluation of the Superintendent shall be discussed and adopted in an open meeting of the Board and reflected in the minutes.”*

*WISD Board entered into Executive Closed Session at 1:11 pm.*

**ORDER No. 3322 Approval to exit Executive/Closed Session.**

*The motion to exit Executive/Closed Session was made at 3:16 pm by Kim Williams and seconded by Donnie Patrick. The motion carried 4-0.*

**Rationale:**

*WISD Board Chair, Kim White, shared the following statement regarding decisions made during Executive/Closed Session:*

*The Board of Education of the Williamsburg Independent School District (WISD) has completed the annual evaluation of **Superintendent Tabettha Housekeeper** for the 2024-2025 school year. The evaluation focused on seven areas of performance: **Strategic Leadership, Instructional Leadership, Cultural Leadership, Human Resource Leadership, Managerial Leadership, Collaborative Leadership, and Influential Leadership**. Superintendent Housekeeper received exemplary in all areas. School Board Meeting Minutes and Mrs. Housekeeper's Individual Leadership Plan document many of her accomplishments of this past year and serve as evidence for the exemplary evaluation.*

*The board is pleased with Superintendent Housekeeper's leadership during this past school year.*

**XII: BOARD COMMENTS:**

*No further board comments were made.*

**ORDER No. 3323 Approval to Adjourn at 3:20 PM:**

*The motion to adjourn was made by Kim Williams and seconded by Donnie Patrick. The motion carried 4-0.*

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*The meeting was adjourned at 3:20 PM.*

-----*Board Chairman*

-----*Board Secretary*