

MINUTES
Regular Meeting
Governing Board of the
Greene County Educational Service Center
Thursday, April 14, 2022 – 9:30 AM

Call to Order/Roll Call

The Meeting was called to order at 9:31 AM with the following in attendance: Mrs. Phipps, Mrs. Lowstetter, Mrs. Betz and Mr. Eppers.

Also in attendance: Mrs. Terry Strieter, Superintendent, Mr. Arledge, Treasurer.

Tribute to Rita Canty on her sudden passing from Mr. Eppers.

I would like to take a few minutes at the top of the meeting here to recognize the passing of our colleague and friend Rita Canty.

It was a pleasure to work with her closely over these last few years. I wish we would've had more time together. There is no telling what she would have done.

Rita was the quintessential definition of a citizen servant, giving back for the good of the community and service to others as a requirement of being a member of society.

She had a fierce passion that lurked just below the surface of her calm and friendly demeanor. Anyone that spent more than a few minutes with her would know that she was passionate about her career, her community, her friends, her family and especially her children and her husband.

This passion carried over into her work here at the ESC. This wasn't just something to do in retirement or an offhanded way to give back.

She wanted to make a real difference and she knew she could. She believed deep down in all the things that the ESC does and she cared immensely for the children that we support. She was an inspiration to all of us who serve quietly in these sometimes thankless roles.

Today is a sad day. It is our first meeting without Rita but in her honor we need to pick up the candle that she lit and carry forward in the spirit and grace and passion that Rita displayed everyday.

We will miss her. I will miss her.

Adoption of Agenda

2022-41

Moved by Mrs. Betz, seconded by Mrs. Phipps that the Agenda be approved.

Revisions and Additions were noted.

Vote: Mrs. Lowstetter, aye; Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Phipps, aye.
Motion carried.

Approve Minutes of the March 10, 2022 Regular Board Meeting

2022-42

Moved by Mrs. Phipps, seconded by Mrs. Lowstetter that the Minutes of March 10, 2022, Regular Board Meeting be approved.

Vote: Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.
Motion carried.

Open Communications

None

Public Participation

Mrs. Rhea Young, a retired teacher with 35 years for the Greeneview Local Schools, and current Jamestown resident, was introduced by Mrs. Lowstetter as a potential and hopeful appointee to the ESC Board.

Treasurer's Report

2022-43

The Treasurer presented the list of Bills paid for the month of March 2022 (summary below) for the Board's approval.

List of Bills Paid during March 2022	
General Fund "001"	\$1,085,663.77
Local Grants "019"	\$216,784.30
Staff Development "020"	\$553.91
Agency Fund "027"	\$4,939.36
INC Student Activity "200"	\$76.34
State Grants "400"	\$235,894.40
Federal Grants "500"	\$60,727.99
Total	\$1,604,640.07

The Treasurer reviewed the monthly financial reports for the Board. He spent time discussing the "negative cash" status of the Mental Health related grants, and the ESSER related grants as of the end of March. He stated that Project Cash requests had been submitted on all 12 of these reimbursement style grants. He also discussed the recent completion and submission of the FY23 Annual Allocation Request "AAR" to the MHRB of Clark, Greene and Madison counties to secure the amount of funding they provide for Mental Health and Prevention Services. As of the submission, the allocation is the same amount as the previous year. There was also a discussion regarding the FY23 Liability Insurance Renewal to hopefully be approved at the May Meeting.

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that the Treasurers Report be approved.

Vote: Mr. Eppers, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye; Mrs. Betz, aye.
Motion carried.

Superintendent's Report

The Superintendent spoke of a recent Grant meeting with the Program heads of SAMHSA providing funding for the ECMH programs. She spoke of the planned ESSER Funds “spend down” over the final months of this current fiscal year. Regarding the Strategic Plan, she spoke of the intentions to work through a new plan with the current one expiring at the end of 2022. She spoke of the current Legislative Issue where they may require Preschools to have two certified teachers in each classroom instead of just one. She reviewed the status of FY23 District Contracts. Also reviewed was the appointment process of Board Members.

Personnel Recommendations

2022-44

The Superintendent recommended the following Personnel Recommendations.

Classified Staff – Courier Services

Courier services @ \$15.43 per hour plus mileage for 2021-22 school year, payable by timesheet.

Steve Harris

Darrell Doyle

Additional Days/Hours

Jake Mahaffey - Home Instruction Tutor, for up to 5 hours per week, by timesheet, payable at \$30/hour, for Yellow Springs Schools.

Melanie Estopp - Cedar Cliff Nurse, up to three additional days, at daily rate, by timesheet.

Elizabeth Wagner - ECMH Consultant, add up to 6 extra days, payable by timesheet, at daily rate, from ECMH SST fund for ECMHC Training.

Kathy Harper - Coordinator of Professional Learning and Outreach, add up to 10 days, payable by timesheet, at daily rate, from ECMH SST fund.

Substitute Teachers/Aides

Joseph Torres – Approve for Substitute Aide pending BCI/FBI and ODE licensure approval.

Steven Napier – Approve for Long Term Substitute Teacher to cover leave at \$150/day.

Resignation

Bernice Davis - Speech Language Pathologist, resigning end of SY 2021-2022

Substitute Teachers/Aides for 2022-23 – the following substitute teachers/aides will be eligible for rehire as subs for 2022-23 school year pending fingerprinting, recertification/ licensure for those that expire June 30, 2022:

Sara Bourgeois, Jeff Burke, Andrea Chaffin, Alison Corry, Kristy Evans, Amanda Fles, Marcia Griffin, Steve Harris, Eric Hutton, Caroline Lovelady, Cheyenne Lutz, Velda Martin, Diana McGlothen, Steven Napier, Tony Paglione, Eric Slover, Anya Tassy, Karen Tobias, Joseph Torres, Heather Weaver

Stipends – Stipend and accompanying payroll benefits paid from \$5,000 Head Start funding

Beth Smith	\$1509.00
Lindsay Green	\$1940.00
Grace Schoessow	\$862.00

Moved by Mrs. Betz, seconded by Mrs. Phipps that the Personnel Recommendations be approved.

Vote: Mrs. Phipps, aye; Mrs. Lowstetter, aye; Mrs. Betz, aye; Mr. Eppers, aye.
Motion carried.

Approve District Service Contracts for FY23 and FY22

2022-45

FY23 Contracts

Xenia City Schools	\$1,000,000.00
Beavercreek City Schools	\$3,000,000.00
Bellbrook-Sugarcreek Local Schools	\$2,100,000.00
Greeneview Local	\$1,000,000.00
CedarCliff Local	\$700,000.00

FY22 Contracts “Revised”

Beavercreek City Schools	\$3,350,000.00
Initially \$3,750,000.00	

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that the new Service Contracts for FY23 and the Revised Contract for FY22 be approved.

Vote: Mrs. Lowstetter, aye; Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Phipps, aye.
Motion carried.

Approve Job Description for Grant Manager for Mental Health Grants

2022-46

Moved by Mrs. Betz, seconded by Mrs. Phipps that the Job Description for Grant Manager for Mental Health Grants be approved.

Vote: Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.
Motion carried.

Mental Health Policies – Second Reading and Approval

2022-47

The Director of Mental Health has requested approval of the following Mental Health Policies. All are related to “HIPAA/Privacy”.

MH-043 Permitted Use and Disclosures of Protected Health Information “PHI”
MH-044 Notice of Privacy Practices`
MH-045 Authorizations

- MH-046 Access to PHI
- MH-047 Accounting of Disclosures of PHI
- MH-048 Verification of Identity and Authorization of PHI
- MH-049 Notification of Breach of PHI
- MH-050 Mitigation and Sanctions
- MH-051 Complaints
- MH-052 Restrictions to Permitted Uses and Disclosure of PHI
- MH-053 Amendment of PHI
- MH-054 Opportunity to Agree or Object to Use/Disclosure of PHI
- MH-055 De-Identification of PHI
- MH-056 Personal Representative
- MH-057 Disclosures of PHI for Law Enforcement
- MH-058 Business Associates
- MH-059 Retention of PHI
- MH-060 Destruction of PHI
- MH-061 Use and Disclosure of PHI for Research
- MH-062 Use and Disclosure of PHI for Government Functions

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the Second Reading is recognized and Approval be made for the above Mental Health Policies.

Vote: Mr. Eppers, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye; Mrs. Betz, aye.
Motion carried.

Approve Reimbursement for Personal Liability Insurance – ECMH Staff

2022-48

The Superintendent requested for the following ECMH staff, be reimbursed for Personal Liability Insurance, paid through the ECMH SST funds.

Elizabeth Smith, Carrie Taylor, Lindsay Green, Grace Schoessow, Catherine Guimaraes, Kayla Hairston, Linda Richmond, Mindy Nickles, Kelly Schumann, Elizabeth Wagner, Melanie Estes and Audrey Shirk

Moved by Mrs. Phipps, seconded by Mrs. Lowstetter that the Personal Liability Insurance Costs for the above ECMH staff be approved.

Vote: Mrs. Phipps, aye; Mrs. Lowstetter, aye; Mrs. Betz, aye; Mr. Eppers, aye.
Motion carried.

Approve 2022-2023 Calendars

2022-49

The Superintendent recommended the following 2022-2023 school year calendars be approved.

- General GCESC Calendar
- Bellbrook-Sugarcreek Preschool Calendar
- Greeneview Preschool Calendar
- Friends Preschool Calendar

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the 2022-2023 school calendars be approved as presented.

Vote: Mrs. Lowstetter, aye; Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Phipps, aye.
Motion carried.

Approve Preschool Handbooks for 2021-2022 School Year

#2022-50

The Superintendent recommended the following 2022-2023 Preschool Handbooks be approved.

Friends Preschool
Greeneview Preschool
Itinerant Preschool

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that the above 2022-2023 Preschool Handbooks be approved as presented.

Vote: Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.
Motion carried.

Approve Woodhull Copier Lease Agreement

2022-51

With the current “Five Year” Woodhull Copier Lease expiring, the Treasurer summarized the new “Five Year” agreement with the “change out” of the current copiers occurring this summer. The four copiers located at the ESC (2), the GCLC (1) and the Academy/INC (1) will be replaced, with 2 additional copiers being placed at Greeneview Preschool and the “Well” Mental Health offices located at the ESC. The current monthly cost of the four was \$3,112.00 per month allowing for 31,806 black and white copies and 13,501 color copies. The new monthly cost of the six will be reduced to \$2,381.57 and allowing for the same number of copies as the current lease. This will result in a five year savings of \$43,825. Also incorporated into the new lease is the use of “Paper Cut” software that will result in further savings of paper and monthly copy numbers due to fewer wasted/lost copying.

Moved by Mrs. Lowstetter, seconded by Mrs. Phipps that the Copier Lease Agreement be approved.

Vote: Mr. Eppers, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye; Mrs. Betz, aye.
Motion carried.

Executive Session - Specified Employment Matter of Public Employee

2022-52

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the Board go into Executive Session at 10:57 AM to discuss a Specified Employment Matter of a Public Employee.

Vote: Mrs. Phipps, aye; Mrs. Lowstetter, aye; Mrs. Betz, aye; Mr. Eppers, aye.
Motion carried.

Following a discussion of a Specified Employment Matter of Public Employee, the Board returned to Regular Session at 11:12 AM.

Adjourn

There being no further business to come before the Board, Mr. Eppers adjourned the Meeting at 11:13 AM.

Attest

Erik Eppers, President

Robert L. Arledge Jr., Treasurer

Upcoming Events

Governing Board meeting – May 10, 2022 at 9:30 a.m.

Retirement and Awards Recognition – Monday, May 16, 2022 from 4:00pm to 6:00pm