

MINUTES  
Organizational and Regular Meeting  
Governing Board of the  
Greene County Educational Service Center  
Thursday, January 4, 2024 – 9:30 AM

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Call to Order/Roll Call

The Meeting was called to order at 9:30 AM with the following in attendance: Mrs. Liz Betz, Mrs. Judy Lowstetter, and Mrs. Pat Phipps.

Also in attendance: Mrs. Terry Graves-Strieter, Superintendent, and Mr. Chad Hill, Treasurer.

- I. Call to Order/Roll Call for Organizational Meeting – President Pro-Temp Liz Betz presiding
- II. Oath of Office of Elected Board Members  
The Treasurer administered the Oath of Office to newly elected Mrs. Lowstetter and the re-elected Mrs. Phipps.

- III. Adoption of Agenda

# 2024-1

Moved by Mrs. Lowstetter, seconded by Mrs. Phipps that the Adoption of Agenda be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

- IV. Election of Governing Board Officers 2024

# 2024-2

President - Nominations

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that Mrs. Patricia Phipps be nominated for Board President.

Vice President - Nominations

Moved by Mrs. Betz, seconded by Mrs. Phipps that Mrs. Judy Lowstetter be nominated for Board Vice President.

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that the nominations be closed.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

# 2024-3

President 2024

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that Mrs. Patricia Phipps be Board President.

Vice President 2024

Moved by Mrs. Phipps, seconded by Mrs. Betz that Mrs. Judy Lowstetter be Board Vice President.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

V. Establish Regular Board Meeting Dates, Times and Location for Calendar Year 2024

# 2024-4

After discussion, the 2024 Meeting schedule was set as follows, with all Meetings held at the Greene County ESC.

The second Thursday of each month at 9:30 am:

January 4, 2024 (first Thursday)

February 8, 2024

March 14, 2024

April 11, 2024

May 9, 2024

June 13, 2024

July 11, 2024

August 8, 2024

September 12, 2024

October 10, 2024

November 14, 2024

December 12, 2024

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the 2024 Meeting Dates be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

VI. Establish the Governing Board of the Greene County Educational Service Center Fund at \$20,000 for calendar year 2024

# 2024-5

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the Service Center Fund for the Governing Board be set at \$20,000.00 for 2024 be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

VII. Appoint Board Committee and Liaison Assignments for 2024

After discussion, Mrs. Phipps, Board President, appointed the following for 2024

- A. Policy Liaison - \_\_ Tabled until next meeting\_\_\_\_\_
- B. Business Advisory Representative - \_\_\_\_ Tabled until next meeting \_\_\_\_\_
- C. Legislative Liaison - \_\_ Tabled until next meeting \_\_\_\_\_
- D. Student Achievement Liaison - \_\_\_\_ Tabled until next meeting \_\_\_\_\_
- E. Public Records Custodian – Chad Hill, Treasurer

VIII. Establish Financial /Audit Committee for 2024

# 2024-6

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the 2024 Financial/Audit Committee include the Treasurer, Superintendent and Governing Board President be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

IX. Approve Expenditures and Procedures for Calendar Year 2024

# 2024-7

The Superintendent recommended the following be approved.

- A. Permission for the Board, Superintendent, Treasurer, Administrators, and Staff Members to attend professional meetings
- B. Permission to allow Treasurer to pay bills as they are received within the limits of established appropriations;
- C. Permission to allow Treasurer to invest all available funds in a timely and effective manner;
- D. Permission to allow the Superintendent to employ and accept resignations of personnel on behalf of the Board during time when the Board is not in session subject to ratification by the Board. Upon ratification by the Board, the

employment or resignation shall be deemed effective as of the date of the Superintendent's acceptance of said event.

- E. Permission to allow Treasurer to establish Special Appropriation Accounts for State, Federal, and Private Source Grants; and
- F. Permission to renew office maintenance contracts as they come due.

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that the Expenditures and Procedures for Calendar Year 2024 be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

- X. Approve Ohio School Boards Association Dues for 2024 Dues of \$4,071 + \$150 (School Management News – email delivery)

# 2023-8

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the dues to the Ohio School Boards Association for 2024 in the amount of \$4,071.00, with the "Free" electronic version of the OSBA Briefcase, and the \$150.00 electronic version of the School Management News be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

- XI. Approve continued use of Legal Services from both Bricker & Graydon and Ennis Britton Co. for GCESC legal representation.

# 2024-9

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that both Bricker & Graydon and Ennis Britton Co. be used for GCESC legal representation be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

- XII. Review Board Goals 2024

- Mrs. Lowstetter and Mrs. Graves-Strieter will meet to craft language for the following additions to Personnel Goal:
  - Update the evaluation instruments for the Superintendent and Treasurer.
  - Superintendent Search Plan for during 2024-2025 school year for the 2025-2026 school employment
  - Staff retention/morale from the Board
- Review of goals monthly will be added to the Board Consent Agenda section for Regular meetings.

XIII. Adjourn Organizational Meeting

There being no further business to come before the Board, Mrs. Phipps, President adjourned the Meeting at 9:51 AM.

XIV. Call to Order/Roll Call Regular Meeting - President Patricia Phipps presiding

The Meeting was called to order at 9:51 AM with the following in attendance: Mrs. Liz Betz, Mrs. Judy Lowstetter, and Mrs. Pat Phipps.

XV. Approve Minutes of the December 14, 2023, Regular Board Meeting

# 2024-10

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the Minutes of December 14, 2023, Regular Board Meeting be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

XVI. Open Communications

- A. Board Recognition Month – January 2024
  - i. Each Board Member received a certificate
- B. Policy Liaison Update – N/A
- C. Business Advisory Representative Update – N/A
- D. Legislative Liaison Update– N/A
- E. Student Achievement Liaison Update – N/A

XVII. Public Participation – N/A

XVIII. Superintendent's Report

- A. Superintendent Update
  - Board Tours of GCESC programs to be scheduled for March/April
  - Staff presentations at Board meetings throughout the year
  - Website Redesign continues
  - Public Schoolworks Site has been down with an investigation concerning a Data Breach

B. Strategic Plan Update: Programs and Services Guide

Two additional Agencies have been contacted to provide proposals for the Board to review

C. Architect Update

Jim Voohris, Architect shared

- Review of process through accepting the bid in December
- The bid documents were not precise lineal footage needing repair. Base Bid allowed for 27% of mortar joint repair and the alternative #2 would cover up to an additional 18%
- With the contingency money, approximately 69% of the mortar joint could be repaired if necessary.
- Very positive regarding the Contractor – Quality Masonry Co. Inc
- Very positive regarding the cost of the project

XIX. Financial Consent Agenda

1. To approve the treasurer's report for the month ended December 31, 2023

Bills Paid December 2023

|                         |                |
|-------------------------|----------------|
| General Fund "001"      | \$1,273,328.98 |
| Local Grants "019"      | \$130,823.18   |
| Staff Development "020" | \$-14.00       |
| Agency "027"            | \$2,355.23     |
| Student Activity "200"  | \$-95.00       |
| State Grants "400"      | \$4,827.88     |
| Federal Grants "500"    | \$110,365.35   |

|       |                |
|-------|----------------|
| Total | \$1,521,591.62 |
|-------|----------------|

# 2024-11

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the Financial Consent Items 1 be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

2. Update to the progress of the yearly audit. They will be on-site beginning January 8, 2024.

XX. Personnel Consent Agenda

The Superintendent recommended the following Personnel Recommendations for approval.

1. Retirements

2. Resignations
3. Administrator
4. Certified Staff

Additional Hours 2023-2024 school year

**5. Professional Non-Teaching**

- a. Samantha Vanderhoff, Mental Health Therapist and Outreach Consultant, 1 Year contract, 84 days, Step 6, Independently Licensed Master's Degree, Credentialed Mental Health Therapists Salary Schedule, totaling \$25,787.54 for the 2023-2024 school year, pending ODE Licensure paid through CHRI grant.

Additional Days for the 2023-2024 school year

Supplemental

- b. Samantha Vanderhoff, additional responsibilities as a Mental Health Therapist and Outreach Consultant, \$6,75.78, payable in 13 equal payments of \$519.53 for the 2023-2024 school year paid through CHRI grant.

**6. Classified Staff**

- a. Natasha Francis, Classroom Aide, 1 Year contract, 5 days per week, 7 hours per day, 94 work days plus 4 Holidays for a total of 98 days, Step 12, Associates Degree, Classroom Aide Salary Schedule, @ \$23.43 per hour effective January 8, for the 2023-2024 school year, pending ODE Licensure and background check

Additional Hours for the 2023-2024 school year

**7. Substitute Staff**

- a. Steavey Marie Wildenhaus - approved for substitute teacher/aide effective January 8, 2024.

# 2024-12

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that the Personnel Consent Items 1-7a. be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

XXI. Fairborn Digital Academy - per Fairborn Digital Academy Board Approval

1. Resignations

2. New Contracts

- a. Approve contracted pay through GCESC for Heather D'Agostino as Secretary for \$34,311.11 for 210 days prorated to \$17,155.55 for 105 days starting January 16, 2024, for FY 2023-24

### 3. Supplemental

#### # 2024-13

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the Fairborn Digital Academy Consent Items 2a. be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

#### XXII. Business Consent Agenda

#### XXIII. Mental Health Business Consent Agenda

##### **1. Mental Health Policies- Second Reading and Approval**

MH- 001 Purpose

MH-003 Supervision

MH-005 Staff Qualifications

MH-009 Consumer Treatment & Safety

MH-041 Succession Planning

#### # 2024-14

Moved by Mrs. Betz, seconded by Mrs. Lowstetter that the Mental Health Business Consent Items 1a. be approved.

Vote: Mrs. Betz, aye; Mrs. Phipps, aye; Mrs. Lowstetter, aye.

Motion carried.

#### XXIV. Board Business Consent

Review Goals:

1. Personnel
2. Facilities
3. Fiscal Management
4. Programs & Services
5. Marketing & Promotion
6. Collaborative Relationships & Partnerships
7. Legislative & Educational Impact Issues

#### XXV. Executive Session

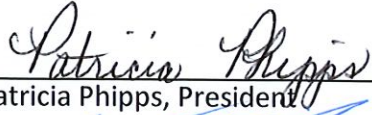
#### XXVI. Additions to the Agenda

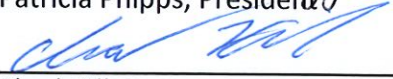


XXVII. Adjourn

There being no further business to come before the Board, Mrs. Phipps adjourned the Meeting at 10:36 AM.

Attest

  
\_\_\_\_\_  
Patricia Phipps, President

  
\_\_\_\_\_  
Chad Hill, Treasurer

Upcoming Events

1. Martin Luther King, Jr., Day Observance – Office and School Closed – January 15, 2024
2. Board Meeting – February 8, 2024, 9:30 AM in Curriculum Room