

MINUTES  
Organizational and Regular Meeting  
Governing Board of the  
Greene County Educational Service Center  
Thursday, March 14, 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, Mr. Erik Eppers, Mrs. Judy Lowstetter, Mrs. Pat Phipps, and Mrs. Rhea Young.

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

- I. Call to Order/Roll Call for Organizational Meeting – President Pat Phipps presiding
- II. Oath of Office of Appointed Board Members  
The Treasurer administered the Oath of Office to newly appointed, by Greene County Probate Court on February 5, 2024, Board member Mr. Erik Eppers.
- III. Adoption of Agenda  
With addition of Resignation of Patricia Phipps as President and Voting on New President  
# 2024-21  
  
Moved by Mrs. Phipps, seconded by Mrs. Lowstetter that the Adoption of Agenda be approved.  
  
Vote: Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Lowstetter, aye; Mrs. Young, aye; Mrs. Phipps, aye.  
  
Motion carried.
- IV. Approve the Resignation of Patricia Phipps as President of the Greene County Educational Service Center Governing Board.  
# 2024-22  
  
Moved by Mrs. Betz, seconded by Mr. Eppers that the resignation of Patricia Phipps as Board President.  
  
Vote: Mrs. Betz, aye; Mr. Eppers, aye; Mrs. Lowstetter, aye; Mrs. Young, aye; Mrs. Phipps, aye.  
  
Motion carried.
- V. Election of Governing Board President for 2024  
  
President - Nominations

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that Mr. Erik Eppers be nominated for Board President.

# 2024-23

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

Motion carried.

#### President 2024

Moved by Mrs. Young, seconded by Mrs. Betz that Mr. Erik Eppers be Board President.

# 2024-24

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

Motion carried.

#### VI. Approve Minutes of the February 8, 2024, Regular Board Meeting

# 2024-25

Moved by Mrs. Lowstetter, seconded by Mrs. Betz that the Minutes of February 8, 2024, Regular Board Meeting be approved with the addition to Superintendent Report E b (GCESC sill use a calamity day).

Vote: Mrs. Betz, aye; Mr. Eppers, abstain; Mrs. Lowstetter, aye; Mrs. Young, aye; Mrs. Phipps, aye.

Motion carried.

#### VII. Open Communications

- A. Policy Liaison Update
- B. Business Advisory Representative Update
- C. Legislative Liaison Update
- D. Student Achievement Liaison Update
- E. Student Cellphone use in the classroom – Roundtable discussion in Dublin. Superintendent Graves-Strieter participated.

#### VIII. Public Participation – N/A

#### IX. Director Presentation – Cassie Darr, Related and Specialized Services - Powerpoint

X. Executive Session

A motion to enter into executive session for the purpose listed below.

WHEREAS, boards of education and other governmental bodies are required by statute "to take official action and to conduct all deliberations upon official business only in open meetings, unless the subject matter is specifically excepted by law," and  
 WHEREAS, "the minutes need only reflect the general subject matter of discussions in executive session;" and  
 WHEREAS the members of a public body may hold an executive session only at a regular or special meeting for the sole purpose of consideration of any of the matters set forth below.  
 NOW THEREFORE BE IT RESOLVED under the provisions of ORC 121.22, the board hereby enters executive session for the reason(s) herein stated:

<u>  X  </u>	Personnel matters of a public employee or public official, pursuant to R.C. 121.22(G)(1)
<u>  X  </u>	Appointment of employee(s) (reemployment)
<u>  X  </u>	Promotion or compensation
<u>      </u>	Dismissal, discipline, or demotion of employee(s) or students (s)
<u>      </u>	Investigation of charges or complaints of employee(s) or students (s)
<u>      </u>	Consider the purchase of property or sale of property, pursuant to R.C. 121.22(G)(2)
<u>  X  </u>	Conference with an attorney to discuss pending or imminent court action, pursuant to R.C. 121.22(G)(3)
<u>      </u>	Preparing for, conducting, or reviewing negotiations or bargaining, pursuant to R.C. 121.22(G)(4)
<u>      </u>	Matters required to be kept confidential by federal or state law, pursuant to R.C. 121.22(G)(5)
<u>      </u>	Details related to security arrangements and emergency response where disclosure might jeopardize the security of the District, pursuant to R.C. 121.22(G)(6)

# 2024-26

Moved by Mr. Eppers, seconded by Mrs. Phipps that the Board go into Executive Session at 10:05 AM to discuss matters as determined above.

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

Motion carried.

Following a discussion of personnel matters and Conference with Attorney the Board returned to Regular Session at 11:05 AM.

XI. Discussion of the FY23 Audit Management Letter for Sunshine Law and Dayton Daily News Report Contact GCESC

XII. Executive Session

A motion to enter into executive session for the purpose listed below.

WHEREAS, boards of education and other governmental bodies are required by statute "to take official action and to conduct all deliberations upon official business only in open meetings, unless the subject matter is specifically excepted by law," and

WHEREAS, "the minutes need only reflect the general subject matter of discussions in executive session;" and

WHEREAS the members of a public body may hold an executive session only at a regular or special meeting for the sole purpose of consideration of any of the matters set forth below.

NOW THEREFORE BE IT RESOLVED under the provisions of ORC 121.22, the board hereby enters executive session for the reason(s) herein stated:

<input checked="" type="checkbox"/>	Personnel matters of a public employee or public official, pursuant to R.C. 121.22(G)(1)
<input type="checkbox"/>	Appointment of employee(s) (reemployment)
<input type="checkbox"/>	Promotion or compensation
<input type="checkbox"/>	Dismissal, discipline, or demotion of employee(s) or students (s)
<input checked="" type="checkbox"/>	Investigation of charges or complaints of employee(s) or students (s)
<input type="checkbox"/>	Consider the purchase of property or sale of property, pursuant to R.C. 121.22(G)(2)
<input type="checkbox"/>	Conference with an attorney to discuss pending or imminent court action, pursuant to R.C. 121.22(G)(3)
<input type="checkbox"/>	Preparing for, conducting, or reviewing negotiations or bargaining, pursuant to R.C. 121.22(G)(4)
<input type="checkbox"/>	Matters required to be kept confidential by federal or state law, pursuant to R.C. 121.22(G)(5)
<input type="checkbox"/>	Details related to security arrangements and emergency response where disclosure might jeopardize the security of the District, pursuant to R.C. 121.22(G)(6)

# 2024-27

Moved by Mr. Eppers, seconded by Mrs. Betz that the Board go into Executive Session at 11:11 AM to discuss matters as determined above.

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

Motion carried.

Following a discussion of personnel matters the Board returned to Regular Session at 11:37 AM.  
Board Recessed

XIII. Executive Session

A motion to enter into executive session for the purpose listed below.

WHEREAS, boards of education and other governmental bodies are required by statute "to take official action and to conduct all deliberations upon official business only in open meetings, unless the subject matter is specifically excepted by law," and  
 WHEREAS, "the minutes need only reflect the general subject matter of discussions in executive session;" and  
 WHEREAS the members of a public body may hold an executive session only at a regular or special meeting for the sole purpose of consideration of any of the matters set forth below.  
 NOW THEREFORE BE IT RESOLVED under the provisions of ORC 121.22, the board hereby enters executive session for the reason(s) herein stated:

<input checked="" type="checkbox"/>	Personnel matters of a public employee or public official, pursuant to R.C. 121.22(G)(1)
<input type="checkbox"/>	Appointment of employee(s) (reemployment)
<input checked="" type="checkbox"/>	Promotion or compensation
<input type="checkbox"/>	Dismissal, discipline, or demotion of employee(s) or students (s)
<input type="checkbox"/>	Investigation of charges or complaints of employee(s) or students (s)
<input type="checkbox"/>	Consider the purchase of property or sale of property, pursuant to R.C. 121.22(G)(2)
<input type="checkbox"/>	Conference with an attorney to discuss pending or imminent court action, pursuant to R.C. 121.22(G)(3)
<input type="checkbox"/>	Preparing for, conducting, or reviewing negotiations or bargaining, pursuant to R.C. 121.22(G)(4)
<input type="checkbox"/>	Matters required to be kept confidential by federal or state law, pursuant to R.C. 121.22(G)(5)
<input type="checkbox"/>	Details related to security arrangements and emergency response where disclosure might jeopardize the security of the District, pursuant to R.C. 121.22(G)(6)

# 2024-28

Moved by Mr. Eppers, seconded by Mrs. Young that the Board go into Executive Session at 11:42 AM to discuss matters as determined above.

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

Motion carried.

Following a discussion of personnel matters the Board returned to Regular Session at 11:50 AM.

XIV. Superintendent's Report

A. BAC Joint Statement – Copy in packet

B. District Contract Meetings for 2024-2025 have been completed. Districts will take contract for Board action in April for GCESC to take action in May.

- C. Strategic Plan quotes for review will be moved out a few months
- D. Exterior Work on Building is under way. There will be a change order for \$12,000 for additional mortar work that was necessary.
- E. Location Possibility for HS Programming
  - GCESC visited Emerge (Greene County) as a possible site for the Learning Center Program beginning 2024-2025 school year
  - Breakfast and Lunch for students can be provided by Xenia Community City Schools
  - Furnishings for the classrooms are being reviewed
  - This may eliminate the site at the Greene County Career Center

XV. Financial Consent Agenda

1. To Approve the treasurer’s report for the month ending February 29, 2024

Bills Paid February 2024

General Fund “001”	1,134,359.17
Local Grants “019’s”	167,332.55
Enterprise Funds “020”	222.50
Agency Funds “027”	2,355.23
Student Activity “200”	0.00
State Grants “400’s”	152,760.28
Federal Grants “500’s”	20,505.96
<b>Total</b>	<b>1,564,412.04</b>

Approve Treasurer Report

# 2024-29

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

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

2. Ohio Ethics Commission Financial Disclosure Filing – May 15, 2024
  - a. Newly appointed members have 15 days after being sworn in.

XVI. Business Consent Agenda

1. Approve revised 2024-2025 General GCESC Calendar
2. Approve Administrative Assistant Evaluation Tool
3. Approve HR Coordinator and Executive Assistant Evaluation Tool
4. Approve 36 month Sheehan Brothers water cooler contract at a rate of \$77.50 per month

5. Approve 60 month Pitney Bowes mail contract at a rate of \$219.68 per month
6. Approve 2024-2025 Instructional Support Services Contract with Xenia Community Schools
7. Approve 2024-2025 Greene County Career Center Services Contract
8. Approve 2023-2024 (FY24) United Way Grant addition - \$20,000

# 2024-30

Moved by Mrs. Phipps, seconded by Mrs. Betz that the Business Consent Items 2-8. be approved.

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

Motion carried.

XVII. Personnel Consent Agenda

The Superintendent recommended the following Personnel Recommendations for approval.

**1. Retirements**

- a. Rebecca Gleason, Occupational Therapist, Retirement effective July 31, 2024

**2. Resignations**

**3. Administrator**

**4. Certified Staff**

- a. Rebecca (Becky) Eakins, request to extend unpaid Leave of Absence from April 3, 2024 to May 24, 2024
- b. Susan Campbell, Vision and Hearing Supervisor, Revised one-year contract, Step 9 Master's+15, Supervisor Salary Schedule, from up to 40 days to up to 53 days, for the 2023-2024 school year, payable by timesheet.

**2024-2025 School Year Certified**

- c. Kristen Hopkins, Occupational Therapist, one-year contract, 183 days, Step 1, Doctorate, SLP, OT, PT and Audiologist Salary Schedule, @ \$65,895.00, based on the 2023-2024 salary schedule, for the 2024-2025 school year, pending FBI/BCI and issuance of ODE Licensure
- d. Grace Werzinger, Speech and Language Pathologist, one-year contract, 183 days, Step 2, Master's, SLP, OT, PT and Audiologist Salary Schedule, @ \$64,782.00, based on the 2023-2024 salary schedule, for the 2024-2025 school year, pending FBI/BCI and issuance of ODE Licensure
- e. David Simpson, Occupational Therapist, one-year contract, 183 days, Step 4, Master's Degree, SLP, OT, PT and Audiologist Salary Schedule, @ \$68,556, based on the 2023-2024 salary schedule, for the 2024-2025 school year, pending FBI/BCI and issuance of ODE Licensure

**Additional Hours 2023-2024 school year**

**5. Professional Non-Teaching**

- a. Correction to June Board Report - Kristin Brown, Job Development Coordinator, revised continuing contract from Step 15 to Step 16, salary information and contract correct

Additional Days for the 2023-2024 school year

Supplemental

**6. Classified Staff**

- a. Amanda Arnold, Preschool Aide, Unpaid Child Care leave, March 1 - March 22, 2024
- b. Cara Dues, COTA, revised continuing contract from hourly to salary, 146 work days plus 9 holidays for a total of 155 days, Step 9 Associate Degree, COTA Salary Schedule @ \$42,222.00, effective August 15, 2023 for the 2023-2024 school year
- c. Melanie Estepp, Nurse Cedar Cliff, Revised two-year contract from hourly to salary, 181 days, Step 2 Bachelors, COTA Salary Schedule, @\$50,318.00, effective August 15, 2023 for the 2023-24, school year
- d. Bethany Finkbeiner, Billing Manager and Administrative Assistant, revised continuing contract from hourly to salary, 201 work days plus 9 holidays for a total of 210 days, Step 18, Administrative Salary Schedule, @ \$48,350.40, effective August 15, 2023, for the 2023-2024 school year
- e. Janet Glass, COTA, revised continuing contract from hourly to salary, 183 work days plus 9 holidays for a total of 192 days, Step 12 Associate Degree, COTA Salary Schedule @ \$56,102.40, effective August 15, 2023, for the 2023-2024 school year
- f. Amy Leach, Receptionist/Clerical Administrative Assistant, revised one-year contract from hourly to salary, 209 work days plus 11 holidays for a total of 220 days, Step 11, Administrative Assistant Salary Schedule, @ \$43,613.00, effective August 15, 2023 for the 2023-2024 school year
- g. Marnie Mangan, EMIS/Therapy Services Assistant, revised continuing contract from hourly to salary, 239 work days plus 11 holidays for a total of 250 days, Step 12, EMIS Salary Schedule @ \$64,660.00, effective August 15, 2023 for the 2023-2024 school year
- h. Melissa Raisch, Interpreter, Bellbrook-Sugarcreek Schools, Revised Two Year contract from hourly to salary, 174 days, COTA Salary Schedule, Step 4 Associates Degree, @\$41,688.65, effective August 15, 2023 for the 2023-2024 school year
- i. Shawna Reed, COTA, revised continuing contract from hourly to salary, 183 work days plus 9 holidays for a total of 192 days, Step 6 Associate Degree, COTA Salary Schedule @ \$55,872.00, effective August 15, 2023 for the 2023-2024 school year
- j. Tina Saunders, Assistant to the Treasurer/Administrative Assistant revised continuing contract from hourly to salary, 239 work days plus 11 holidays for a total of 250 days, Step 13, Administrative Assistant Salary Schedule @ \$60,040.00, effective August 15, 2023 for the 2023-2024 school year
- k. Wendy Wooten, Mental Health Clinical Records Control Officer/Administrative Assistant, revised continuing contract from hourly to salary, 239 work days plus 11 holidays for a total of 250 days, Step 13, Administrative Assistant Salary Schedule @ \$56,980.00, effective August 15, 2023 for the 2023-2024 school year



Additional Hours for the 2023-2024 school year

**7. Substitute Staff**

- a. Heather Livingston
- b. Heather Tabor

# 2024-31

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

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

Motion carried.

XVIII. Resolutions

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

- 2. Resignations
- 3. New Contracts
- 4. Supplemental

XX. Mental Health Business Consent Agenda

- 1. Mental Health Policies- Second Reading and approval of the following policies
  - a. MH-026 Billing
  - b. MH-028 Health & Safety
  - c. MH-034 Seclusion & Restraint

# 2024-32

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

Vote: Mrs. Betz, aye; Mr. Eppers, abstain; Mrs. Lowstetter, aye; Mrs. Young, aye; Mrs. Phipps, aye.

Motion carried.

XXI. Board Business Consent

- 1. Board Policies – First Reading
  - a. 1544 Retire/Rehire for Administrative Staff
  - b. 3144 Retire/Rehire for Professional Staff
  - c. 4144 Retire/Rehire for Classified Staff

Discussion regarding Policy 1544 note.

2. Appoint Board Committee and Liaison Assignments for 2024

After discussion, Mr. Eppers, Board President, appointed the following for 2024

- a. Policy Liaison – Mrs. Rhea Young
- b. Business Advisory Representative – Mrs. Pat Phipps (appointed February 8, 2024)
- c. Legislative Liaison – Mrs. Liz Betz (appointed February 8, 2024)
- d. Student Achievement Liaison – Mrs. Judy Lowstetter (appointed February 8, 2024)
- e. Public Records Custodian – Chad Hill, Treasurer (appointed January 4, 2024)

3. Review Goals:

- i. Personnel
- ii. Facilities
- iii. Fiscal Management
- iv. Programs & Services
- v. Marketing & Promotion
- vi. Collaborative Relationships & Partnerships
- vii. Legislative & Educational Impact Issues

Mrs. Lowstetter using the July 2023 original goals, starred items in Personnel, Facilities, Fiscal Management, Programs & Services, and Collaborative Relationships & Partnerships. Marketing & Promotion and Legislative & Educational Impact Issues still need to be worked towards.

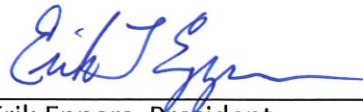
Mr. Eppers asked each Board member to send him their assessment of the progress of the goals independently. He will compile the information to present to the Board at a later meeting for a discussion that will adjust the Goals for July 2025.

XXII. Additions to the Agenda

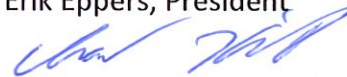
XXIII. Adjourn

There being no further business to come before the Board, Mr. Eppers adjourned the Meeting at 12:46 PM.

Attest



\_\_\_\_\_  
Erik Eppers, President



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

Upcoming Events

1. Good Friday – Office and School Closed – March 29, 2024
2. GCESC Governing Board Meeting – April 11, 2024, 9:30 AM
3. Excellence in Education – May 7, 2024 at 6:30 PM