

**Minutes
of the Executive Board
(Special Session)**

East Central Educational Service Center
June 2, 2021

The Executive Board of the East Central Educational Service Center held a virtual meeting via Zoom on Wednesday, June 2, 2021, at 10:00 A.M.

**Executive Board
Members Present**

Executive Board members present were Mr. Aaron Black, Randolph Eastern School Corporation; Mr. Tom Hunter, Greensburg Community Schools; Mr. Matt Vance, Rush County Schools; Mr. Wes Hammond, South Henry School Corporation; and Mr. Paul Garrison, Daleville Community School Corporation. Mr. Scott Collins, Fayette County School Corporation; and Dr. Melissa Brisco, Alexandria Community School Corporation were not present.

ECESC Staff

Present from the East Central ESC were Mrs. Katie Lash, Executive Director; Mr. Larry Williams, Technology Coordinator; and Mrs. Teresa Amick, Administrative Assistant.

Call to Order

The meeting was called to order by Board Vice President Mr. Aaron Black at 10:01 A.M.

New Business

Executive Director

The board recognized the grant awarded to the ECESC.

- Grant Overview - Mrs. Lash stated that we received everything that was asked for in the grant. She is excited about the project for the service center and believes it will have a positive impact for the school districts.
- New Positions
 1. Job Descriptions – The members reviewed and revised the job descriptions that Mrs. Lash presented (attachment 1).

A motion was made by Mr. Garrison, seconded by Mr. Hammond, to approve the hiring of the two grant-based employee positions. The motion carried unanimously.

2. Board member on interview committee – The board agreed with Mrs. Lash handling the interview process.

- Guiding Team – Mrs. Lash explained that this group will be for checks and balances. She will be consulting with the guiding team before making any unilateral decision.
 1. Mention current collaborators – Mike Bush and Laura Miller
 2. Board member participation – The board agreed with Mrs. Lash handling the guiding team.
- Data Sharing Agreement – Mrs. Lash will check with Jim Hamilton about a data share agreement with schools.
- Quorum for Annual Meeting – Mrs. Lash asked the board who will be attending the Annual Meeting. There should be a quorum at the meeting with Mr. Black, Mr. Garrison, Dr. Brisco, and Mr. Hammond attending.

Next scheduled Meeting The next scheduled meeting is Friday, June 18, 2021, at Willie and Red's in Hagerstown. All member superintendents or their designees are welcome to come.

Adjournment A motion was made by Mr. Hammond, seconded by Mr. Garrison, to adjourn the meeting. The meeting adjourned at 10:49 P.M.

SEE ATTACHED SIGNATURE PAGE

SIGNATURE PAGE FOR MINUTES OF June 2, 2021

Mr. Aaron Black

Mr. Tom Hunter

Dr. Matt Vance

Mr. Wes Hammond

Mr. Paul Garrison

Date: _____

East Central Educational Service Center

Connersville, Indiana

Serving School Corporations and Associate Members in 14 Counties



POSITION: Instructional Specialist (2 positions available)

PURPOSE:

The Instructional Specialist position is grant funded for two years to consult with member school districts in identifying and implementing strategies for learning recovery. This position will focus on goal setting with districts, identifying and building community partnerships, and creating additional collaborative opportunities for the 14 county region. Renewal of the position beyond two years will depend on the effectiveness of the project.

MINIMUM QUALIFICATIONS:

- Licensed teacher
- 5+ years of classroom/building experience
- Exceptional presentation skills
- Skilled using instructional technology
- Life-long learner and self-starter
- Collaborative, creative and innovative
- Highly organized with the ability to communicate effectively

PREFERRED QUALIFICATIONS

- Specialized expertise (may include literacy, math, dual credit, or work based learning)
- Master's Degree or higher
- Previous demonstrated success in grant writing/monitoring
- Previous experience in identifying and measuring SMART goals

PERFORMANCE RESPONSIBILITIES:

- Assist in the development/monitoring of ECESC grant implementation
- Assist with financial components of grant implementation as needed
- Consult with various district leaders to aid in individualized plans
- Assist districts in data collection and interpretation of data
- Lead professional development as aligned with grant needs and individual expertise
- Actively pursue growth opportunities for the ECESC
- Remain current in the latest educational research
- Assist and coordinate collaboration events (current and future including reading specialist network, instructional coaches network, media specialist network, and others as identified as a need by districts)
- Travel on-site to school districts
- Collaborate effectively with identified partners (Ball State University, Ivy Tech, IU East, Bowen Center, Fayette County Economic Development) and pursue new partnerships
- Serve as a coordinator for relationships between listed partners and school districts
- Perform other related duties as assigned
- Report to ECESC Executive Director

East Central Educational Service Center

Connersville, Indiana

Serving School Corporations and Associate Members in 14 Counties



Salary Package

195 day contract (requires some summer dates)

\$55,000-\$60,000 salary range, dependent upon qualifications

Medical Insurance Contribution

Qualification for TRF

Flexible working environment (a balance of main office/remote/onsite for districts)

Date Posted: June 2 until filled

Start date: Target date of July 1 or until filled

Contact information:

Katie Lash, Ed.S.

Executive Director

klash@ecesc.k12.in.us

765-825-1247

Interested individuals should apply at this link: <https://forms.gle/eLZZ98MOFCFSwfrF9>

In addition to completing this form, submit a current cover letter and resume to klash@ecesc.k12.in.us.