

**Minutes  
of the Executive Board  
East Central Educational Service Center  
November 12, 2021**

The Executive Board of the East Central Educational Service Center held a virtual meeting via Zoom on Friday, November 12, 2021, at 10:00 A.M.

**Executive Board  
Members Present**

Executive Board members present were Mr. Aaron Black, Randolph Eastern School Corporation; Dr. Melissa Briso, Alexandria Community School Corporation; Dr. Matthew Hicks, Northeastern Wayne Schools; Mr. Tom Hunter, Greensburg Community Schools; Mr. Scott Collins, Fayette County School Corporation; Ms. Tammy Chavis, Franklin County Community School Corporation; and Dr. Kyle Barrentine, Nettle Creek School Corporation.

**ECESC Staff**

Present from the East Central ESC were Mrs. Katie Lash, Executive Director; Mr. Larry Williams, Technology Coordinator; and Mrs. Mandi Isaacs, Instructional Specialist.

**Call to Order**

The meeting was called to order by Board President Mr. Black at 10:05 A.M.

**Consent Agenda**

A motion was made by Mr. Hunter, seconded by Dr. Barrentine, to approve the Consent Agenda consisting of the Minutes of September 10, 2021, and the Financial Reports/Claims Dockets from September and October 2021. The motion carried unanimously.

**Unfinished Business**

*Credit card resolution*

Mr. Hunter will share with Mrs. Lash a policy their school adopted about 4 to 5 months ago, and Mrs. Lash will share out to the board at next meeting.

*Evaluation procedure*

Mrs. Lash shared with the board a draft staff performance evaluation (Attachment 1). She will start this evaluation procedure in January.

**Program Directors'  
Updates**

*Technology Coordinator (Larry Williams)*

Mr. Williams reported that SpendBridge spending for last year (Jan.-November 8, 2020) was \$450,522.00 and this year (Jan.-November 8,

2021) is \$621,950.00. He updated the board on the bus driver course the Service Center would like to provide to member schools.

*Instructional Specialists (Mandi Isaacs and Jo Ann McCowan)*

Mrs. Isaacs reported that all schools' goals are created and moving into Phase 2. Moving into implementation of schools' goals and grant partners are working with schools based on their goals.

*Executive Director*

Katie Lash presented to the board on the following reports:

*Instructional Programs Report*

Mrs. Lash reported on regional and on-site professional development for schools, Science of Reading/Keep Indiana Learning, workforce roundtables (grad pathways), and GEER projects (IU East and CIESC).

*Executive Director Report*

Mrs. Lash updated the board on ECESC finances, non-profit association discussion (regional leadership), McKinney-Vento, teacher share (well rounded course access framework-RFP), shared food service director with current dietician, and legal & policy support.

**Next Scheduled Meeting**

The next scheduled meeting is Friday, January 14, 2022, at the East Central Educational Service Center. All member superintendents or their designees are welcome to attend.

**Adjournment**

The meeting was adjourned at 11:35 A.M.

**SEE ATTACHED SIGNATURE PAGE**

**SIGNATURE PAGE FOR MINUTES OF November 12, 2021**

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**Mr. Aaron Black**

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**Dr. Melissa Brisco**

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**Dr. Matthew Hicks**

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**Mr. Tom Hunter**

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**Mr. Scott Collins**

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**Ms. Tammy Chavis**

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**Dr. Kyle Barrentine**

**Date:** \_\_\_\_\_

## East Central Educational Service Center

### Staff Performance Evaluation

Employee's Name:

Position:

Evaluator's Name:

Position:

Review Period: 2021 - 2022

Date of Goal Conference:

Date of Evaluation Conference:

#### SECTION A. Evaluation of position responsibilities and performance for review period:

- ☐ 1. Annual goals for this review period are attached.
- ☐ Due September 15th Date submitted:
- ☐ Meet in September/October
- ☐ 2. Goals are reviewed. Date reviewed:
- ☐ Meet in January/February
- ☐ 3. Report on accomplishments for this review period is attached.
- ☐ Due May 1st / Date submitted:
- ☐ Meet in May

20

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Identify goals established at beginning of review period.	Fully Completed	Partially Completed	Not Completed
<p>1. <b>Goal:</b></p> <p><b>Action:</b></p> <p><b>Evidence:</b></p>			

2. <b>Goal:</b>  <b>Action:</b>  <b>Evidence:</b>			
3. <b>Goal:</b>  <b>Action:</b>  <b>Evidence:</b>			

Total Points Available: 60

Points Assigned:

SECTION B. Evaluation of professional skills (where appropriate to position). (Please refer to the attached rubric for clarification of each category.)

	4 pts.	3 pts.	2 pts.	1 pt.
	Highly Effective	Effective	Needs Improvement	Ineffective
1. <b>DECISION-MAKING:</b> Exercises sound judgment. Sets a positive example. Maintains high ethical standards; supports ECESC mission and policies.				
2. <b>QUALITY OF WORK:</b> Plans and executes work in a high quality and timely manner.				
3. <b>PROBLEM SOLVING AND INNOVATION:</b> When faced with a new challenge, produces creative, innovative, workable solutions.				
4. <b>INITIATIVE:</b> Generates ideas and initiates action to complete job responsibilities with minimal supervision. Actively pursues learning opportunities to improve practice.				

5. <b>TEAMWORK:</b> Works effectively in a team environment. Interacts with coworkers in a positive and cooperative manner. Asks for help when needed, and offers assistance to others.				
6. <b>JOB KNOWLEDGE:</b> Demonstrates competence in skills and knowledge of functional areas. Understands job requirements, internal and external procedures and regulations, and how position interacts with and supports other areas of ECESC.				
7. <b>COMMUNICATION:</b> Speaks, writes and presents effectively. Listens well and clarifies questions. Interacts professionally with students and staff. Keeps appropriate people informed on status of projects and key issues.				
8. <b>INTERPERSONAL SKILLS:</b> Is aware of and sensitive to needs of others. Considers both sides of an issue. Maintains cooperative and effective working relationships.				
9. <b>ACCOUNTABILITY:</b> Is results-oriented and assumes responsibility and accountability for own work. Responds appropriately to internal and/or external requests for assistance.				
10. <b>VISIBILITY:</b> Is highly visible in the workplace. Is accessible and responsive to team members and stakeholders.				

Total Points Available: 40

Points Assigned:

**Overall Performance Rating and Point Total Assigned:**

Points

Section A:

Section B:

Total:

Effectiveness Rating (out of 4):

STRENGTHS:
AREA(S) FOR IMPROVEMENT:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date