

**Minutes
of the Executive Board
East Central Educational Service Center
January 14, 2022**

The Executive Board of the East Central Educational Service Center met on Friday, January 14, 2022, at 10:00 A.M., at the East Central Educational Service Center.

**Executive Board
Members Present**

Executive Board members present were Mr. Aaron Black, Randolph Eastern School Corporation; Dr. Melissa Brisco, Alexandria Community School Corporation; Dr. Matthew Hicks, Northeastern Wayne Schools; Tom Hunter, Greensburg Community Schools; Ms. Tammy Chavis, Franklin County Community School Corporation; and Dr. Kyle Barrentine, Nettle Creek School Corporation. Mr. Scott Collins, Fayette County School Corporation was not present.

ECESC Staff

Present from the East Central ESC were Mrs. Katie Lash, Executive Director; Mr. Larry Williams, Technology Coordinator; Mrs. Mandi Isaacs, Instructional Specialist; Mrs. Jo Ann McCowan, Instructional Specialist; and Mrs. Teresa Amick, Administrative Assistant/Treasurer.

Call to Order

The meeting was called to order by Board President Mr. Black at 10:03 A.M.

Consent Agenda

A motion was made by Mr. Hunter, seconded by Ms. Chavis, to approve the Consent Agenda consisting of the September Executive Session and minutes of November 12, 2021, financial reports/claims dockets from November and December 2021. The motion carried unanimously.

Approval of Bond

A motion was made by Dr. Hicks, seconded by Dr. Barrentine, to approve renewal of bond for the treasurer. The motion carried unanimously.

Approval of Transfers

A motion was made by Dr. Brisco, seconded by Dr. Barrentine, to approve the Transfer of Appropriation request (see Attachment 1). The motion carried unanimously.

Approval of Outstanding Check

A motion was made by Dr. Hicks, seconded by Ms. Chavis, to approve check to be voided (see Attachment 2). The motion carried unanimously.

Action Item

Credit Card Resolution

A motion was made by Ms. Chavis, seconded by Dr. Hicks, to approve the credit card resolution (see Attachment 3). The motion carried unanimously.

Job Descriptions

A motion was made by Dr. Barrentine, seconded by Dr. Hicks, to approve the Teacher Share Instructional Coach, Career Coach, and Teacher Share Coordinator job descriptions (see Attachment 4). The motion carried unanimously.

**Program Director's
Updates**

Technology Coordinator (Larry Williams)

Mr. Williams presented to the board SpendBridge reports on spending for 2020 (\$483,206) and 2021 (\$672,837), current paper prices through Office Depot (\$29.99/case) and CMP (\$32.95/case/skid & \$31.52/case/truckload). He also provided updates on bus driver training, and Aunt Millie's about providing or bidding on fresh bread.

Instructional Specialists (Mandi Isaacs)

Mrs. Isaacs reported on HB 1008 updates (implementing partner services), broadening communications for service center (website updates, social media, video hosting for resources, online learning platform, and Constant Contact), and Program Coordinator updates (Science of Reading/Keep Indiana Learning).

Instructional Specialists (Jo Ann McCowan)

Mrs. McCowan reported on HB 1008 updates (focus areas: improvement in reading and math, SAT preparations, SEL screener and interventions, career readiness programming) McKinney-Vento Grant (consortium of 147 schools, schools who have identified 0 to 10+ homeless children or youth in the last two years), and CTE Work-Workforce Roundtables (purpose is to support with increasing workforce partnerships including implementing work-based learning opportunities for schools/students and connections to NLPS pathways).

Executive Director (Katie Lash)

Mrs. Lash reported on the current fiscal position, budget appropriations adjustment (made the board aware of moving a portion of the two Instructional Specialist salaries to Operations Fund to free them up for other projects), legal and policy support (working with legislators and state organizations), grants (GEER- IU East and CIESC, Title III, HB 1008, McKinney-Veto, EARN updates, well rounded course access framework-IU, STEM and Literacy RFP, and Regional Grant) strategic planning (identify board members to serve on committee to help map out future plans for service center), non-profit association discussion, and the shared food service director/dietician.

Next Scheduled Meeting

The next scheduled meeting is Friday, March 11, 2022, at the East Central Educational Service Center. All member superintendents or their designees are welcome to attend.

Adjournment

A motion was made by Dr. Barrentine, seconded by Dr. Hicks, to adjourn the meeting. The meeting was adjourned at 11:45 A.M.

SEE ATTACHED SIGNATURE PAGE

SIGNATURE PAGE FOR MINUTES OF January 14, 2022

Mr. Aaron Black

Dr. Melissa Brisco

Dr. Matthew Hicks

Mr. Tom Hunter

Ms. Tammy Chavis

Dr. Kyle Barrentine

Date: _____



EAST CENTRAL EDUCATIONAL SERVICE CENTER

705 W 21st STREET · CONNERSVILLE, IN 47331 · (765) 825-1247 · FAX (765) 825-2532

KATIE LASH—Executive Director

LARRY WILLIAMS—Educational Technology Coordinator

TRANSFER OF APPROPRIATIONS

Fund 0300

<u>Account</u>		<u>Account</u>	<u>Amount</u>
23210.00-110.01-9530	to	23210.00-121.01-9530	\$ 38,000.00
23210.00-230.00-9530	to	23210.00-241.01-9530	\$ 1,500.00
23210.00-490.00-9530	to	23210.00-530.00-9530	\$ 9,000.00

ALLOWANCE OF TRANSFERS

MR. AARON BLACK

MR. SCOTT COLLINS

DR. MELISSA BRISCO

MS. TAMMY CHAVIS

DR. MATTHEW HICKS

DR. KYLE BARRENTINE

MR. TOM HUNTER

01/14/2022

12/31/21

B U D G E T T R A N S A C T I O N E D I T

BD315/TERESA

11:17:20

PAGE 1

LINE	COST				TRANS		PURCHASE				INVOICE NUMBER				
NUMB	FUND	PROGRAM	OBJECT	CTR	LOC	NUMBER	DATE	CHECK	ORDER	VEND	VOUCH	BK	REFERENCE	TRANSFER	
									EXPENDED	ENCUMBERED		LIQUIDATED		ADJUSTMENT	
1	300	23210.00	110.01	9530	0	2396	12/31/21	0		0	0	0	2021 TRANSFER OF APPROPRIATI	.00	38,000.00-
									.00	.00		.00		.00	
2	300	23210.00	121.01	9530	0	2397	12/31/21	0		0	0	0	2021 TRANSFER OF APPROPRIATI	.00	38,000.00
									.00	.00		.00		.00	
3	300	23210.00	230.00	9530	0	2398	12/31/21	0		0	0	0	2021 TRANSFER OF APPROPRIATI	.00	1,500.00-
									.00	.00		.00		.00	
4	300	23210.00	241.01	9530	0	2399	12/31/21	0		0	0	0	2021 TRANSFER OF APPROPRIATI	.00	1,500.00
									.00	.00		.00		.00	
5	300	23210.00	490.00	9530	0	2400	12/31/21	0		0	0	0	2021 TRANSFER OF APPROPRIATI	.00	9,000.00
									.00	.00		.00		.00	
6	300	23210.00	530.00	9530	0	2401	12/31/21	0		0	0	0	2021 TRANSFER OF APPROPRIATI	.00	9,000.00
									.00	.00		.00		.00	



EAST CENTRAL EDUCATIONAL SERVICE CENTER

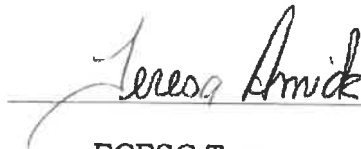
705 W 21st STREET · CONNERSVILLE, IN 47331 · (765) 825-1247 · FAX (765) 825-2532

KATIE LASH—Executive Director

LARRY WILLIAMS—Educational Technology Coordinator

Following is a list of outstanding checks for two (2) or more years as of December 31, 2021 that shall be declared void.

<u>Check#</u>	<u>Date</u>	<u>Vendor</u>	<u>Fund</u>	<u>Amount</u>
9512	4/12/19	Culligan Richmond, IN	0300	\$44.95


ECESC Treasurer

DATE	REFERENCE / INVOICE NO.	APV NUMBER	INVOICE AMOUNT	BALANCE
4/12/19	WATER UNIT	9570		
	510292		44.95	44.95

CULLIGAN RICHMOND, IN
BOYCE FORMS • SYSTEMS 1-800-382-8702 **VENDOR 00630** DETACH AND RETAIN FOR YOUR RECORDS **CHECK 09512** KOMPUTROL SOFTWARE

EAST CENTRAL EDUCATIONAL SERVICE CENTER **VENDOR 00630** **CHECK 09512**
CULLIGAN RICHMOND, IN

009512

DATE	REFERENCE / INVOICE NO.	APV NUMBER	INVOICE AMOUNT	BALANCE
4/12/19	WATER UNIT	9570		
	510292		44.95	44.95

DETACH AND RETAIN FOR YOUR RECORDS

D-0059

THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK ON REVERSE SIDE AND MICRO PRINTING IN THE SIGNATURE LINE

THIS WARRANT VOID TWO (2)
YEARS AFTER DEC. 31 OF
THE YEAR OF ISSUE.



FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR EAST CENTRAL EDUCATIONAL SERVICE CENTER - 2007

EAST CENTRAL EDUCATIONAL SERVICE CENTER

009512

FIFTH THIRD BANK
CONNERSVILLE, INDIANA
71-859/749

1601 INDIANA AVENUE
CONNERSVILLE, INDIANA 47331

DATE	CHECK NUMBER	FUND	PAY EXACTLY
4/12/19	9512	0300	\$*****44.95**
			** FORTY-FOUR AND 95/100*

PAY TO
THE
ORDER OF:

CULLIGAN RICHMOND, IN
3900 WILMINGTON PIKE
KETTERING OH 45429-5053

Aracelis M. Rios
TREASURER

MP

Electronic Fund Transfer Resolution

Whereas, IC 36-1-8-11.5 allows the method of Electronic Funds Transfer (EFT) in compliance with other requirements for payment of claims by the Indiana State Board of Accounts.

NOW THEREFORE BE IT RESOLVED, the East Central Educational Service Center will additionally utilize the payment of claims via means of Electronic Funds Transfer (EFT) for payments of various claims across the district.

THIS RESOLUTION adopted this 14th day of January, 2022 by at least a majority vote of the Board in a public meeting.

Aaron Black

Tom Hunter

Kyle Barrentine

Melissa Brisco

Scott Collins

Tammy Chavis

Matthew Hicks

Attest:

Secretary of Board of Trustees

East Central Educational Service Center

Connersville, Indiana

Serving School Corporations and Associate Members in 14 Counties



POSITION: Teacher Share Instructional Coach- Contracted/Part-time

PURPOSE:

The Teacher Share Instructional Coach is partially grant funded for a year to consult with member school districts in the ECESC service region to support a teacher sharing effort. This person will work closely with the Teacher Sharing Coordinator to ensure our schools have an excellent experience. This position will interact with districts, grant partners, IDOE and future partnerships for the 14 county region.

Renewal of the position will depend on the effectiveness of the project.

MINIMUM QUALIFICATIONS:

Licensed teacher, counselor and/or administrator

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 (not required)

Specialized expertise and passion for online learning

Familiarity Indiana GPS and graduate pathways

Experience in master scheduling and working with higher education partnerships

Master's Degree or higher

Previous demonstrated success in grant writing/monitoring

PERFORMANCE RESPONSIBILITIES:

Assist in the development/monitoring of grant implementation

Consult with various district/building leaders to aid in individualized needs

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)

Collaborate effectively with identified partners (IU as fiscal agent, Ivy Tech for dual credit, IDOE, employer partnerships, and future needs)

Perform other related duties as assigned

East Central Educational Service Center

Connersville, Indiana

Serving School Corporations and Associate Members in 14 Counties



Report to ECESC Executive Director and collaborate closely with Teacher Share Coordinator

Contracted or part-time position based on selected candidate's availability

Mileage reimbursement to school districts and events if needed

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

Date Posted: January 14 until filled

Start date: As soon as possible

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/rxLHsgJNijNKcsuU8>

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

East Central Educational Service Center

Connersville, Indiana

Serving School Corporations and Associate Members in 14 Counties



POSITION: Career Coach

PURPOSE:

The Career Coach position is primarily grant funded for two years to consult with member school districts in the ECESC service region to coordinate programming to support students and school districts in planning for after the K-12 experience. A focus will be on youth internships and apprenticeships. This position will focus the coordination of districts, grant partners, IDOE and future partnerships for the 14 county region. Renewal of the position beyond two years will depend on the effectiveness of the project.

MINIMUM QUALIFICATIONS:

Licensed teacher, counselor and/or administrator

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

An exceptional ability to convene employers and build relationships with schools

PREFERRED QUALIFICATIONS (not required)

Specialized expertise and passion for skills-based coaching

Familiarity Indiana GPS and graduate pathways

Master's Degree or higher

PERFORMANCE RESPONSIBILITIES:

Assist in the development/monitoring of grant implementation related to the role

Fulfill any grant responsibilities in reporting and meetings and actively pursue new opportunities

Assist with financial components of grant implementation as needed, coordinate fiscal needs with schools

Consult with various district/building leaders to aid in individualized plans

Assist districts in data collection and interpretation of data, specifically but not limited to grant efficacy

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)

Travel on-site to school districts as required

Collaborate effectively with identified partners

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

205 day contract (requires summer dates)

\$65,000-\$75,000 salary range, dependent upon qualifications

Medical Insurance Contribution

Qualification for TRF

Mileage reimbursement to school districts and events

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

Date Posted: January 14 until filled

Start date: As soon as possible

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East Central Educational Service Center

Connersville, Indiana

Serving School Corporations and Associate Members in 14 Counties



POSITION: Teacher Share Coordinator

PURPOSE:

The Teacher Share Coordinator position is grant funded for two years to consult with member school districts in the ECESC service region to coordinate teacher sharing programming. This position will focus the coordination of districts, grant partners, IDOE and future partnerships for the 14 county region. Renewal of the position beyond two years will depend on the effectiveness of the project.

MINIMUM QUALIFICATIONS:

Licensed teacher, counselor and/or administrator
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 (not required)

Specialized expertise and passion for online learning
Familiarity Indiana GPS and graduate pathways
Experience in master scheduling and working with higher education partnerships
Master's Degree or higher
Previous demonstrated success in grant writing/monitoring

PERFORMANCE RESPONSIBILITIES:

Assist in the development/monitoring of grant implementation
Fulfill all grant responsibilities in reporting and meetings and actively pursue new opportunities
Assist with financial components of grant implementation as needed, coordinate fiscal needs with schools
Consult with various district/building leaders to aid in individualized plans
Assist districts in data collection and interpretation of data, specifically but not limited to grant efficacy
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)
Travel on-site to school districts as required
Collaborate effectively with identified partners (IU as fiscal agent, Ivy Tech for dual credit, IDOE, employer partnerships, and future needs)
Perform other related duties as assigned
Report to ECESC Executive Director

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Connersville, Indiana

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