

**Goodwill Arkansas Education Initiatives, Inc.**  
**Board Meeting Minutes**  
**January 3, 2018**

**Presiding:** Margaret Ellibee, Chair

**Members Present:** Chris Amsler  
Margaret Bates (via teleconference)  
Jonathan Crossley, Vice-Chair  
Margaret Ellibee  
William Gaddy  
Douglas Jackson (via teleconference)  
Denise Luft  
Brian Marsh

**Members Not Present:** Cassandra Green

**Staff:** Sylvia Murchison  
Cindy Varner  
Carloas Wilson

**Call to Order**

**Chair Margaret Ellibee** called the meeting to order at 5:03 p.m. in the Goodwill Board Room at 7400 Scott Hamilton Road, Little Rock, Arkansas. **Chair Ellibee** called roll and recognized a quorum with eight of nine members present.

**Item 1: Minutes of the November 16, 2017 Meeting**

**William Gaddy** made a motion to approve the minutes. **Brian Marsh** seconded the motion. The motion passed unanimously.

**Item 2: Operations Report**

**Cindy Varner** gave an update on the status of the school as follows.

- Term 2 started on December 12
- Two students have the potential to graduate during the second term, if classes are successfully completed
- Implemented the iReady assessment system
- Hired a second special education teacher – the two teachers have formed a structured tutoring program and outreach to the students
  - Implemented the SEAS special education system license for documenting special education services and student educational plans
  - Met with Special Education staff at the Arkansas Department of Education to ensure a strong special education focus at The Excel Center

- Implemented the Certified Business Professional program
  - Two students enrolled with the potential to earn three industry credentials in Customer Service, Business Communication, and Business Etiquette
- Promising meetings with business and industry to increase the number of industry trainings offered to students and others, including:
  - Construction association interested in pre-apprenticeship training
  - Commercial Driver's License
  - Healthcare Facilities
- Conducted first fire drill with students and the children in the Drop-In Center – out in less than 60 seconds
- Supportive services provided:
  - About 20 receiving transportation services
  - About 30 receiving food from the onsite food bank
  - Averaging 10-12 children in the drop-in center

**Cindy Varner** provided a report of the current enrollment process and informed the board that many individuals on the waiting list that completed the online school application, do not move forward with the steps necessary to enroll in school. She reported that of the individuals that complete the online application, approximately 50 percent respond to contacts for enrollment. Of the 50 percent who respond, only 50 percent commit to attend an iExcel student orientation. Of those who register to attend an iExcel orientation and testing, only 50 to 60 percent actually attend. Of those who attend the iExcel orientation and testing, about 10 to 15 percent do not show up for the first day of class. **Cindy Varner** reported that staff has discussed these issues and will be implementing a new enrollment process to make sure that prospective students are serious about enrolling and fully understand their responsibilities as a student of The Excel Center. She reported that the following process was being implemented:

1. Biweekly information sessions will be held for any interested student to provide information regarding the school structure, school culture, course progression plan, graduation requirements, and student expectations.
2. After attending an information session, the student will be given an enrollment package for completion
3. After completing the enrollment forms and submitting a transcript from former schools, the student is scheduled for placement testing
4. Students completes the iReady assessment
5. Student is enrolled in school or placed on the waiting list

**Cindy Varner** presented a recommendation for professional hires. She explained that the hire of the two drop-in center staff made in October had been overlooked for approval at the October board meeting. **Denise Luft** made a motion to approve the hire of Kim Fox, Childcare Drop-In Center Manager; Chelsea Ganntt, Childcare Drop-In Center attendant; and Tye Smith, Special Education Instructor. **Chris Amsler** seconded the motion. The motion passed unanimously.

**Cindy Varner** reviewed the draft student handbook with members. **Margaret Bates** made a motion to approve the student handbook. **Denise Luft** seconded the motion. The motion passed unanimously. **Chair Ellibee** requested that board members that had not read the handbook in advance of the meeting, to review the handbook and provide any suggested edits to Cindy Varner

within seven days.

**Item 3: Financial Report**

**Sylvia Murchison** provided a financial report for The Excel Center providing the following information: Consolidated Balance Sheet, Statement of Changes in Fund Balances, Summary of Revenue, Summary of Expenditures, and a Bank Reconciliation. As of November 30, 2017, The Excel Center had monthly expenditures of \$124,379.58 and cumulative expenditures totaling \$379,175.73. The financial reports are on file with the official board meeting records.

**Item 4: Advisory Council**

**Brian Marsh** gave an update on the formation of the Advisory Council. He reported that the council would be made up of nine members and one student. He stated that he has had success in getting confirmation from one member (Senator Joyce Elliott) to serve and is awaiting confirmation from eight individuals. He stated that the council would begin meeting in mid- to late-February and then meet quarterly thereafter.

**Item 5: Adjournment**

With no new business being brought forward, **Chair Ellibee** requested a motion to adjourn. **Chris Amsler** made a motion to adjourn the board meeting. **Jonathan Crossley** seconded the motion. The motion passed unanimously, and the meeting was adjourned at 6:06 p.m.

  
Chair Signature

Cindy Varner  
Board Recorder

2-16-18  
Date