

Goodwill Arkansas Education Initiatives, Inc.
Board Meeting Minutes
November 16, 2017

Presiding: Jonathan Crossley, Vice-Chair

Members Present: Chris Amsler
Jonathan Crossley, Vice-Chair
William Gaddy
Denise Luft (via teleconference)
Brian Marsh

Members Not Present: Margaret Bates
Margaret Ellibee
Cassandra Green
Douglas Jackson

Staff: Sylvia Murchison
Cindy Varner

Call to Order

Vice-Chair Jonathan Crossley called the meeting to order at 5:23 p.m. in the Goodwill Board Room at 7400 Scott Hamilton Road, Little Rock, Arkansas. **Vice-Chair Crossley** called roll and recognized a quorum with five of nine members present.

Item 1: Minutes of the October 19, 2017 Meeting

William Gaddy made a motion to approve the minutes. **Chris Amsler** seconded the motion. The motion passed unanimously.

Item 2: Operations Report

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

- 89 active students
- 27 withdrawn
 - 2 – moved out of state
 - 3 – incarcerated
 - 2 – pregnancy or births
 - 6 – could not make it work with job schedules
 - 3 – medical issues
 - 11 – never showed up from day one of classes and unable to contact
- 42 students are productive and only have a few absences

- 8 of those with perfect attendance
- 19 in jeopardy for attendance issues
- 132 on waitlist to fill spots for term two, which starts on December 12
- Supportive Services provided:
 - 34 signed up and served through food bank
 - 19 served with transportation assistance
 - 10 to 12 children served daily in drop in center

Cindy Varner reviewed the final draft annual report with the Board that was included in the agenda packet on pages three and four and five. After Board discussion at the October meeting, the following revisions were made: 1) added information regarding the home school district of students, and 2) added goals related to performance indicators for mastery level of students.

Cindy Varner reported that the Student Handbook has not been completed yet, and will be held for review and consideration at a future meeting.

Cindy Varner reviewed a recommendation for revision to the Employee Handbook, which made a revision to the Inclement Weather Policy. **Chris Amsler** made a motion to revise Section 7.10 of the Employee Handbook to reflect that inclement weather notifications will be made via the Goodwill website and the Excel Center Facebook page, and removed the requirement that employees must use their paid leave when they choose not to attend work due to travel concerns from inclement weather. **William Gaddy** seconded the motion. The motion passed unanimously. A markup of the revision approved is in the official board meeting agenda.

Cindy Varner reviewed a recommendation for revision to the Employee Handbook, which made a revision to the Vacation Leave for Hourly Employees. **Chris Amsler** made a motion to revise Section 4.4 of the Employee Handbook to allow hourly employees to accrue vacation time at the equivalent rate of 10 days per year for employees with less than five continuous years of service and the equivalent of 15 days for employees with five years or more of continuous service. **Brian Marsh** seconded the motion. The motion passed unanimously. A markup of the revision approved is in the official board meeting agenda.

Cindy Varner presented a recommendation for professional hires. **Brian Marsh** made a motion to approve the hire of Heidi Grogg as a Special Education Instructor and promotion of Carloas Wilson to Lead Instructor. **William Gaddy** seconded the motion. The motion passed unanimously.

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 October 31, 2017, The Excel Center had cumulative expenditures totaling \$338,549.47. The financial reports are on file with the official board meeting records.

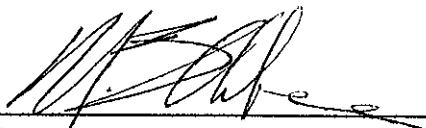
Item 4: Advisory Council

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 a few members to serve and would continue to contact other prospects submitted by board members. He stated that the council would begin meeting in January and then meet quarterly thereafter.

Item 5: Adjournment

With no new business being brought forward, **Vice-Chair Crossley** requested a motion to adjourn. **Denise Luft** made a motion to adjourn the board meeting. **Chris Amsler** seconded the motion. The motion passed unanimously, and the meeting was adjourned at 5:44 p.m.



Chair Signature

1-3-18
Date

Cindy Varner
Board Recorder