

**Goodwill Arkansas Education Initiatives, Inc.**  
**Board Meeting Minutes**  
**February 15, 2018**

**Presiding:** Margaret Ellibee, Chair

**Members Present:** Chris Amsler (via teleconference)  
Margaret Bates (via teleconference)  
Margaret Ellibee  
William Gaddy (via teleconference)  
Denise Luft (via teleconference)  
Brian Marsh

**Members Not Present:** Jonathan Crossley, Vice-Chair  
Cassandra Green  
Douglas Jackson

**Staff:** Sylvia Murchison  
Cindy Varner  
Carloas Wilson (via teleconference)

**Call to Order**

**Chair Margaret Ellibee** called the meeting to order at 5:00 p.m. in the Goodwill Board Room at 7400 Scott Hamilton Road, Little Rock, Arkansas. **Chair Ellibee** called roll and recognized a quorum with six of nine members present.

**Item 1: Minutes of the January 3, 2018 Meeting**

**William Gaddy** made a motion to approve the minutes. **Margaret Bates** seconded the motion. The motion passed unanimously.

**Item 2: Operations Report**

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

- A candidate for the School Director position has been identified. An offer will be made subsequent to a successful background check.
- The new enrollment process has been implemented and has shown positive results. Staff are conducting weekly orientation sessions for prospective students.
- Student Update
  - 70 current students
  - 16 have attended iExcel orientation, completed testing, and are ready to enroll in school
  - 8 students scheduled for testing
  - 7 prospective students scheduled to attend the weekly iExcel orientation

- Attempting to contact an additional 26 former applicants
- The school's leadership team will be attending The Excel Center National Conference and Excel Center Little Rock was chosen to present on the Drop In Center.
- Staff are working to organize an outreach luncheon with high school counselors to better connect with high school drop outs.
- Drop In Center is continuing to focus on parent education and child development activities.

**Cindy Varner** reviewed the recommended revisions to the Employee Handbook that were included on page four of the agenda. The recommended revisions were to change sick leave for salaried employees to paid time off in order to provide flexibility to employees that have legitimate leave reasons that do not fall under sick leave definitions. Additionally, a clarification was recommended that floating holidays are for hourly employees only. **Denise Luft** made a motion to accept the revisions with the additional edits that paid time off balances would not roll to the following calendar year and would not be paid out at the time of termination. **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 for the months of December and January. As of December 31, 2017, The Excel Center had monthly expenditures of \$81,265.45 and cumulative expenditures totaling \$460,441.18. As of January 31, 2018, The Excel Center had monthly expenditures of \$93,068.78 and cumulative expenditures totaling \$553,509.96. The financial reports are on file with the official board meeting records. **Margaret Bates** made a motion to approve the financial reports. **Chris Amsler** seconded the motion. The motion passed unanimously.

### **Item 4: Advisory Council**

**Brian Marsh** gave an update on the formation of the Advisory Council. He reported that the council would be meeting in March. He stated that the following individuals had agreed to serve on the council:

- Senator Joyce Elliott
- Holt McConnell
- Heather Nelson
- Christina Sanders

He reported that there are two other individuals that are interested and will confirm their participation soon.

**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. **Denise Luft** seconded the motion. The motion passed unanimously, and the meeting was adjourned at 5:23 p.m.

  
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Chair Signature

3-15-18  
Date

Cindy Varner  
Board Recorder