

**GOODWILL EDUCATES, INC., OPERATING  
THE EXCEL CENTER® EVANSVILLE SOUTHEAST  
BOARD OF DIRECTORS MEETING  
June 20, 2024**

The Board of Directors of The Excel Center Evansville Southeast met on June 20, 2024 at 10:00 a.m. in Goodwill's headquarters at 500 S. Green River Road, Evansville, IN.

**Board members present:**

Cheryl Kuchna, Chair  
Jared McIntosh  
Carlada Patterson, Vice Chair  
Connie Ralph, President  
Michelle Ramacciotti  
Amanda Simmons, Treasurer  
Michael West, Secretary

**Staff present:**

Kim Bassett  
David Blaize  
Morgan McCray  
Juanita Rager  
Brandy Smith

Board Chair Cheryl Kuchna called the meeting to order at 10:00 a.m. Roll Call was taken. Carlada Patterson was not present for roll call but arrived at 10:03 a.m.

There was no public comment.

The minutes of the May 16, 2024 Board meeting were reviewed. On a motion by Jared McIntosh, seconded by Michelle Ramacciotti, the minutes were approved as written. A roll call vote was taken, all members present voted affirmatively to approve the meeting minutes.

Amanda Simmons presented the treasurer's report for May 2024. Total revenue for May is \$19,589.49 with total expenses of \$59,249.92 for a net income of (\$39,660.43). Payments to Goodwill Educates, Inc., from the State of Indiana will begin in July. On a motion by Michelle Ramacciotti, seconded by Carlada Patterson, the treasurer's report was approved. A roll call vote was taken; all members present voted unanimously to approve the treasurer's report. The report will be filed for audit.

David Blaize gave the Director's Report. There are 208 student enrollments. Enrollee transcripts are being processed. All teaching positions have been filled. Student orientation will begin mid-to late-July. Each student is assigned a life coach to help with barrier removal. The staff went to Indianapolis for training last week. GEI received a grant for childcare furniture and supplies from the Welborn Foundation. Connie Ralph noted that the grant was \$41,850.00.

Connie Ralph and Morgan McCray spoke about the Charter School Program (CSP) Grant Application. The grant is from the Indiana Department of Education. Charter schools may apply for funds to cover a wide range of expenses including equipment and salaries. If the grant is not awarded the school can apply up to five times. GEI will request up to \$2M. After discussion, on a motion by Jared McIntosh, seconded by Michelle Ramacciotti the Board approved the staff to apply for CSP grant funds. A roll call vote was taken; all members present voted unanimously to approve.

Connie Ralph presented the proposed lease agreement between Goodwill Educates, Inc. and Evansville Goodwill Industries, Inc. The lease agreement is based on 150 students. EGI will start collecting rent on November 1, 2024. The monthly rent is \$12,656.25. Rent will increase or decrease depending on the student count. Utilities are included in the rent as the meters are shared and usage cannot be separated. Our legal advisor at Fine & Hatfield has vetted the lease. The lease term is one-year with three two-year extensions to coincide with the charter term of seven years. After discussion, on a motion by Carlada Patterson, seconded by Jared McIntosh, the GEI/EGI lease agreement was approved. A roll call vote was taken; all members present voted unanimously to approve the GEI/EGI lease agreement.

Amanda Simmons reported that the Audit Committee met in April and approved Kemper CPA Group LLC for the audit of The Excel Center. The cost is \$15,500 which includes the audit and filings. An engagement letter goes to the State Board of Accounts; upon their approval GEI can then sign the contract with Kemper. Kemper has extensive experience with charter schools. The first full year audit will be in July 2025. On a motion by Michelle Ramacciotti, seconded by Carlada Patterson, Kemper CPA Group LLC was approved as auditor. A roll call vote was taken, all members present voted affirmatively to approve Kemper as auditor.

Amanda Simmons then reviewed the proposed 2024-2025 School Budget which was emailed to the Board before the meeting. The budget is based on 150 students. Revenue, including private, state, and federal funding, is \$1,432,500. Expenses totaling \$1,558,750 include staff wages and benefits, licensing fees, supplies, student transportation, rent, occupancy, scholarships, other miscellaneous costs, and depreciation. Operating income is (\$126,250). After thorough discussion, on a motion by Jared McIntosh, seconded by Carlada Patterson, the 2024-2025 school budget was approved as presented. A roll call vote was taken, and all members present voted unanimously to approve the school budget.

The Employee Handbook, emailed to the Board before the meeting, was reviewed and discussed. The handbook has been vetted by our legal advisor at Fine & Hatfield. On a motion by Michelle Ramacciotti, seconded by Carlada Patterson, the employee handbook was approved as written. A roll call vote was taken, all members present voted affirmatively to approve the employee handbook.

Connie Ralph reviewed the Emergency Operations Plan. On a motion by Jared McIntosh, seconded by Michelle Ramacciotti, the Emergency Operations Plan was approved. A roll call vote was taken, and all members present voted affirmatively to approve the Emergency Operations Plan.

Connie Ralph reviewed SOPs for Finance, HR, and Programs emailed to Board members before the meeting. The SOPs included the Initial Statement, which is required by ICSB, Payroll Procedures, Payroll Deductions, Credit Card Usage, Travel Policy, Disbursements, Internal Controls, Financial Reporting, Method of Accounting, Background & Credentials Verification, Inclement Weather Reporting, Authorized Childcare Pick Up, Staff Evaluation Plan, ADA Compliant Accommodation, Grievance Procedure, Confidentiality, Safety, Driving on TEC Business, and No Weapons Policy. After discussion, on a motion by Carlada Patterson, seconded by Jared McIntosh, the SOPs were approved. A roll call vote was taken; all members present voted unanimously to approve the SOPs.

Connie Ralph shared an update on the renovations of The Excel Center at the new building. The drywall is up and most of the painting is done. There is an issue with an electrical panel which has been on order but will not arrive until September. We will need to purchase an additional electrical panel to keep operating the HVAC, etc. Connie has requested a meeting with the contractor to discuss this and other issues that have put the project behind schedule. The deadline for the contractor to be finished is July 31.

Juanita Rager spoke about new background checks required on the Board of Directors and staff of The Excel Center. Indiana Department of Child Services requires Expanded Child Protection Index (CPI) history checks because the school will operate a childcare center. A new company, Orange Tree, will be conducting the checks, which can be performed online. Juanita will send a link to Orange Tree to Board members by text or email this afternoon.

Connie Ralph reviewed the Board of Directors Electronic Participation Policy, which was emailed to the Board before the meeting. Electronic board meeting participation is already addressed in GEI's bylaws, but the policy provides more clarification. The ICSB recommends having a separate SOP. On a motion by Jared McIntosh, seconded by Michelle Ramacciotti, the Board of Directors Electronic Participation Policy was approved. A roll call vote was taken, and all members present voted affirmatively to approve the Board of Directors Electronic Participation Policy.

As there was no further business the meeting was adjourned at 10:58 a.m. The next Goodwill Educates, Inc. Board of Directors meeting is scheduled for August 15, 2024 at 10:00 a.m.

Respectfully submitted,



Michael J. West  
Secretary