



OF WEST CENTRAL INDIANA

Goodwill Workforce Enterprises – The Excel Center of West Central Indiana Board Meeting Minutes

Date: February 26, 2025

Time: 2:00pm- 2:30pm

Location: 2702 South Third Street, Terre Haute, IN 47802

Attendees; Ryan Keller, Treasurer; Betsy Peperak, Secretary; Mary Halsted, Board Member; John Lukens, Board Member; Meredith Osburn, President & CEO.

Staff in attendance: Carl Conwell, Michele Nall, Lisa Walker, Dan Davis, Darin May, Michelle Smith from Kemper CPA, Adrian Garcia.

1. Call to Order & Open for Public Comments

The meeting was called to order by Betsy Peperak at 2:00pm. No public was in attendance. With comments remaining open throughout the meeting.

Approval of Minutes

- Motion to approve **December 3, 2024**, and **February 3, 2025** board meeting minutes by Mary Halsted, seconded by Ryan Keller, and all board members approved unanimously.

Student Count Policy & Audit Process

- Meredith Osburn explained how the Eligible **Student Count Policy** was established for Excel Center of West Central Indiana and its inclusion in the **Student Handbook**. Each school can create its own policy and submits it to the charter authorizer for validation. The board of directors also approves the policy and votes to approve it. Once approved, the policy is given to Kemper for auditing purposes as the state board of accounts requires.
 - Note of record: The verbiage of how students are counted was established when the Excel Center model was approved to be funded by the state of Indiana in 2010.
- **Michelle Smith** from **Kemper CPA** detailed the audit process and confirms she is approved by the **State Board of Accounts**. Kemper is currently auditing 2 other charter schools. They also perform audits for other Not-for-Profit organizations. They have been conducting the financial audit for WVG since 2016.
- Motion to approve auditors made by John Lukens and seconded by Ryan Keller and all board members approved unanimously.

Director's Report – Carl Conwell

- Second student count on February 3, 2025, was 141 (target 150).

- 233 adults have applied to the school since opening, with ongoing outreach for orientation.
- New staff hired, and additional classes, including Spanish and Psychology, are now offered.
- Carl discussed new Geometry and honors diploma options, as well as hiring a new CCR Specialist.
- Ashlee Long had been hired as History Teacher and Special Education Coordinator.
- Maggie McDonald was hired full-time to teach English language learning classes.
- Next year we need to hire a teacher for Algebra 2.
- Currently, 2 students have graduated and will receive their diplomas in June!
- Donations for the **food pantry** included **non-perishable items** and **personal hygiene products** to support students. A sponsorship was received to cover the cost of the food pantry for one month.
- We received state special education funding dollars in the amount of \$5,884.00 that will be applied to the salary of the Special Education Coordinator.
- Additional teachers will be needed as enrollment numbers grow.

Facility Update – Meredith Osburn

- Project completion was delayed due the main entry doors. The doors are expected to arrive this week. Installation will be coordinated with Joink and NRK Electrical contractors.
- Inspections and **certificate of occupancy** expected by end of **March**.
- Furniture will be ordered ASAP.
- We will move gradually to the new facility.
- Discussed a **lease agreement** with the **Center for Fathers and Families** for fatherhood services, with **\$500** monthly rent. Terms of sub-lease will be month to month. A vote from the board will be requested if the other agency wishes to lease the space.

Financial Updates & Conclusion

- **Meredith Osburn** announced the **budget and financial updates** for the first year of the **Excel Center** will be presented at the next board meeting.
- Betsy Peperak requested a motion to approve the APV list for November, December, and January motion by Ryan Keller, which is seconded by Mary Halsted and all board members approved unanimously.

2. Other Business

Meredith reminded the board of the need to sign the four annual disclaimers and complete background checks.

3. Adjournment

Last Call for public comment- the meeting was adjourned at 2:30 pm.