

**Goodwill LEADS, Inc.**  
**Board Meeting Minutes**  
June 20, 2024 at 12:00 p.m. EST

The Goodwill LEADS, Inc. Board of Directors met in the Jude Leighton room in The Academy.  
Those Present were:

**LEADS, INC. Board:**

Debie Coble, Goodwill President/CEO  
Anthony Allison, LEADS Chair  
Andrea Pearman, Vice Chair  
Ann Carol Nash  
Wally McQuade  
Jayde Lippert  
Juliann Jankowski, virtually

**Absent:**

Mary Pat Latowski  
Marguerite Taylor  
Dana Trowbridge

**Staff present:**

Shire Kuch, CFO  
James Wiggins, Accounting Manager  
Dr. Chris Alber, Vice President of Excel Centers  
Katie Lowe, School Director Elkhart  
Melissa LaPlace, School Director South Bend  
Dr. Countance Anderson, School Director Hammond  
Aquinas Lewis, School Director Gary  
Jenny Gammage, Early Childhood Services Director  
Kimberly Beck, Student Records and Data Reporting Manager

**NOTES ON THE MINUTES**

Roll call and all votes on measures presented to the board are done via a roll call vote that is reflected in the minutes and performed within the approved measures outlined in the bylaws.

**WELCOME**

The meeting began at 12:06 p.m. Those present were announced by roll call.

Roll Call		
Board Member	Y	N
Debie Coble	Present	
Anthony Allison	Present	
Dana Trowbridge		Not Present
Juliann Jankowski	Present, virtual	
Mary Pat Latowski		Not Present
Ann Carol Nash	Present	
Wally McQuade	Present	
Andrea Pearman	Present	
Jayde Lippert	Present	
Marguerite Taylor		Not Present

**PUBLIC COMMENT**

There being no public present, no comments were made.

**APPROVAL OF THE APRIL 22, 2024 MINUTES**

There were no corrections or questions on the minutes. Ms. Nash moved to approve the April meeting minutes, the motion was seconded by Mr. McQuade.

<b>Approval of April Meeting Minutes</b>		
<b>Board Member</b>	<b>Y</b>	<b>N</b>
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

### **FINANCIAL REVIEW**

Ms. Coble introduced Mr. Kuch to those present as the new CFO.

Mr. Wiggins reviewed the accounts payable with those present. There was nothing unusual to report, and the details were provided in the board packet. There were no questions. A motion was made to approve them by Ms. Jankowski, and seconded by Ms. Nash.

<b>Approval of Accounts Payable</b>		
<b>Board Member</b>	<b>Y</b>	<b>N</b>
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

Mr. Wiggins then reviewed the financials with those present. There were increases in overall gains, particularly due to student count. For the year there was a net income of 22,000 dollars. LEADS was continuing to pay back Goodwill what is owed, as well as increasing revenue. There were no further questions. A motion was made to approve the financials by Mr. McQuade, and seconded by Ms. Nash.

<b>Approval of Financials</b>		
<b>Board Member</b>	<b>Y</b>	<b>N</b>
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

### **2024-2025 Budgets**

Mr. Wiggins reviewed the budgets of each school with those present.

For South Bend, Mr. Wiggins reviewed their estimate for ADM count which is 210 students. Wages included are higher than normal to allow for raises and likely overbudgeted for a 4% increase. As student count is back to normal operating level, marketing is being put back in the budget for South Bend and the other schools. With the budget there is an expected 48,000 dollar net income. Ms. Laplace was asked if she was confident in the 210 student count goal, and she responded with Dr. Alber that with the jail classes, ENL program, and recruitment efforts she believed that South Bend could reach that goal.

There being no further questions a motion was made to approve the 2024-2025 budget for South Bend by Mr. McQuade and seconded by Ms. Nash.

<b>Approval of 2024-2025 South Bend Budget</b>		
<b>Board Member</b>	<b>Y</b>	<b>N</b>
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

Mr. Wiggins then reviewed the budget for Hammond with those present. Their expected student count was 175. Mr. Wiggins did the same budgeting estimates as with South Bend pertaining to staffing and marketing. He shared that Hammond was looking into alternatives for janitorial services to lower that expense in both Hammond and Gary. Dr. Anderson shared that Hammond is confident in the number with their retention and engagement efforts. Dr. Alber shared that the biggest struggle for Hammond would be their high graduate count, as replacing those students would be necessary. It was also shared that Hammond would be looking for alternatives to their current rental situation due to the high cost in the future, as the price of rent was noted in the budget discussion.

A motion was made to approve the 2024-2025 Budget for Hammond by Mr. McQuade and seconded by Ms. Nash.

<b>Approval of 2024-2025 Hammond Budget</b>		
<b>Board Member</b>	<b>Y</b>	<b>N</b>
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

Mr. Wiggins then reviewed the budget for Gary. The student count estimate was 110. It was noted that the current budget did have them operating at a loss, after making the same

adjustments for wages and marketing, but Dr. Alber shared that he and Ms. Lewis were working closely each week to plan to get more than the budgeted number of students in the building.

A motion was made to approve the 2024-2025 Gary budget by Mr. McQuade and seconded by Ms. Nash.

Approval of 2024-2025 Gary Budget		
Board Member	Y	N
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

Mr. Wiggins then reviewed the Elkhart budget with those present. Mr. Wiggins included another staff member's salary in the budget, as it may be necessary with their student count numbers. There are still questions about what the cost of rent will be once Elkhart makes the change to the Sears building. Other expenditures were in line with the other schools.

A motion was made to approve the 2024-2025 Elkhart Budget allowing for an adjustment for the rent cost once that was settled by Mr. McQuade, and seconded by Ms. Nash.

Approval of 2024-2025 Elkhart Budget		
Board Member	Y	N
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

### **2024-2025 Lines of Credit**

Mr. Wiggins shared that to continue the lines of credit, they must be approved for Gary, Hammond, and Elkhart. Goodwill had not yet extended the line of credit in their meeting, but Ms. Coble and Mr. Allison believed that they would.

A motion was made to approve the lines of credit for Gary, Hammond and Elkhart, assuming that Goodwill extended them, by Ms. Nash, and seconded by Mr. McQuade.

Line of Credit Extension		
Board Member	Y	N
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge		Not Present
Juliann Jankowski	X	
Mary Pat Latowski		Not Present

Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		Not Present

### **NOMINATING COMMITTEE**

Ms. Coble reviewed the current slate of board members as well as three applicants for new board members with those present. Details of the recommendations were shared in the board book.

It was recommended that Marguerite Taylor become an Honorary board member with participation in meetings, but no voting or other requirements.

It was recommended that the current officers stay the same:

Anthony Allison, Chairperson  
Andrea Pearman, Vice Chair  
Dana Trowbridge, Treasurer

The following three individuals were appointed as board members:

Audra Peterson, current Director of Porter County Career and Technical Education  
Marcos Rodriguez, Jr., Chancellor at Ivy Tech Community College, Lake County  
Taira Nelson, Vice President of Client Success of Specialized Staffing

### **2024-2025 LEADS MEETING SCHEDULE**

Ms. Coble reviewed the proposed meeting schedule for the 2024-2025 school year with those present. No one had any current issues, and it was determined that Ms. Beck would create the calendar reminders for everyone upon the closure of the meeting.

### **EXCEL SCHOOL GRADUATIONS/SCHOOL VISITS**

Ms. Coble reviewed the graduation events with everyone. She shared that it was being considered to make attending a graduation or a school visit at least once a year a requirement for the board. No determination was made, but it was shared that they are wonderful events to attend for the board.

### **SUPERINTENDENT'S REPORT**

Dr. Alber introduced Ms. Lowe to those present as the new director for Elkhart. He then thanked the directors for their hard work this year. He reviewed the current graduation count, and some annual statistics with those present.

At 1:25 a motion was made to move into Executive Session to review Staff Performance and Raises by Mr. McQuade and seconded by Ms. Nash.

The Executive Session, and the board meeting, was concluded at 1:45 p.m.

Kimberly Beck  
Student Records and Data  
Reporting Manager