



# Northwest Indiana Lighthouse Charter Schools

## Minutes

### June Special Meeting for the NWILCS Board of Directors

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#### Date and Time

Monday June 26, 2023 at 5:30 PM

#### Location

This meeting will be held virtually.

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#### Directors Present

A. Briggs (remote), A. Brown Thirston (remote), A. Payne (remote), J. GEORGE (remote), M. Maldonado (remote), S. Caruthers (remote)

#### Directors Absent

A. Nicholson, M. Swope

#### Ex Officio Members Present

G. Adell (remote)

#### Non Voting Members Present

G. Adell (remote)

#### Guests Present

D. Jones (remote), J. Beasley (remote), J. Tebeleff (remote), M. Platt (remote), Marcus Robinson (remote)

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### I. Opening Items

A.

## Record Attendance

### B. Call the Meeting to Order

A. Payne called a meeting of the board of directors of Northwest Indiana Lighthouse Charter Schools to order on Monday Jun 26, 2023 at 5:43 PM.

## II. Finance

### A. 4th Sector Amendment Contract

S. Caruthers made a motion to Accept the contract proposal and 4% increase for 4sector.

A. Payne seconded the motion.

J George: Can you explain what exactly 4sector does for us?

S Caruthers: 4sector handles all of the accounting for Lighthouse for the last 4 years. All bills, bond reporting, payroll, everything.

J George: Does the 4% increase make them on par with other services?

S Caruthers: We have not bid the service since we have been using them for sometime; I believe the increase makes sense based on the market right now.

A Briggs: Shana, does this contract replace the director of finance in the payroll?

S Caruthers: Yes, they act in that manner and are fulfilling those duties for us.

The board **VOTED** to approve the motion.

#### Roll Call

J. GEORGE	Aye
A. Nicholson	Absent
A. Briggs	Aye
S. Caruthers	Aye
A. Payne	Aye
A. Brown Thirston	Aye
M. Maldonado	Aye
M. Swope	Absent

### B. Sage Intacct Decision

J Beasley: Just a discussion regarding the separation agreement between Blackbaud and Avid with 4sector and Sage Intacct. 4 sector is working on that now. Jonathon is working with Joe in order move to Sage Intacct and away from Avid.

S Caruthers: What is the time table for this?

J Tebeleff: We hopefully will get the agreement out in the next week or two and they say we will roll out in 8-12 weeks. Possibly October 1 instead of July 1.

Avid has a small fee, but it is dependent on the number of payments and should be relatively nothing.

### **C. Vote on Financial Management Manual**

A. Briggs made a motion to I move that we approve the Financial Management Handbook.

S. Caruthers seconded the motion.

S Caruthers: We need to be mindful of the titles in the handbook and setting up the designee of who is currently handling these things.

J Beasley: For now it will be myself and Latrice Franklin. We do have 2 candidates who we will start looking at for Director of Finance next week.

Do we feel this sound or do we need to take an additional look at this?

J George: In reference to teacher reimbursement, there is no amount, but down further, it gives some numbers, does this apply to classroom teachers, is there an amount?

J Beasley: Amounts given are in correlation with the state mandates. As far as teachers and staff members, all amounts for reimbursement must be approved before spending.

J George: If it is an approval process, can that language be stated?

J Beasley: Absolutely

J George: Who is doing these things?

J Beasley: Maybe we need some specification of language.

J George: I would hope that we would approve or deny with the specifications on how to amend the document.

A Briggs: The wording that we use for the board of directors/board of trustees. We should have continuity between the documents.

S Caruthers: Jonathon, do we have PTO accrual on the books?

J Tebeleff: Yes, on June 30th

A Payne: Is \$40,000 the threshold that has been in place to need your approval?

J Beasley: Right now I approve all of them

A Payne : Who is responsible for accountability measures, and language.

David, have you had a chance to review these?

D Jones: I have not seen or looked at them

J Beasley: Is there a board by-law about how to amend policies?

S Caruthers: Those policies govern the board, not the school?

J Beasley: I wonder if it would shift now since things have changed a little bit.

A Payne: There is no hard timeline for this handbook, correct?

I recommend we take a closer look with our attorney before we move forward.

I suggest we table this until the next meeting.

A Briggs: I rescind the motion to approve the motion to approve the Financial Management Handbook.

S Caruthers seconded.  
The motion did not carry.

### III. Governance

#### A. Vote on New Board Member

The next item is the election of a new board member, Marcus Robinson. I need a motion.

J. GEORGE made a motion to I move that we accept Marcus Robinson to the NWILCS Board.

A. Briggs seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

S. Caruthers	No
J. GEORGE	Aye
M. Maldonado	Aye
A. Brown Thirston	Aye
A. Nicholson	Absent

**Roll Call**

A. Payne	Abstain
A. Briggs	Abstain
M. Swope	Absent

Welcome, Marcus. We will be adding you to our group chat as well as invite you to our weekly check-ins after next week since it is the holiday. We will also be having some trainings that will start the week of July 10th.

**B. Vote on Family/Student Handbook**

J. GEORGE made a motion to I move that we approve the family handbook with needed changes as suggested.

S. Caruthers seconded the motion.

A Briggs: I found typos

J Beasley: Send me a list and we will update by tomorrow morning

S Caruthers: Do students and families sign this?

J Beasley: They do

S Caruthers: When do they sign?

J Beasley: With registration and orientation at the beginning of school and the summer

S Caruthers: Do we use DocuSign?

J Beasley: No, in person

A Payne: In one part, it talks about 6 core values, but it is actually 5 core values.

This reads like we are a college bound school? Is that correct?

J Beasley: In terms of?

A Payne: Do we offer other options or other Pathways?

J Beasley: We can take a look and shift some language.

A Payne: Maybe we start a Google Doc with possible changes where we can make comments for the Executive Director to look over and take into consideration.

Is it time sensitive?

J Beasley: We are able to make changes until Friday and we can amend as necessary.

The board **VOTED** to approve the motion.

**Roll Call**

M. Swope	Absent
M. Maldonado	Aye
A. Brown Thirston	Aye
A. Payne	Aye
S. Caruthers	Aye
J. GEORGE	Aye
A. Briggs	Aye
A. Nicholson	Absent

**C. Vote on Personnel Handbook**

S. Caruthers made a motion to I move that we approve the handbook with any chagnes that need to be made.

J. GEORGE seconded the motion.

J George: It seems that all the pages are off by one. Can we bold new sections?

A Briggs: I saw there was a blank page in the printed document

J George: I just wondered if anyone else noticed.

A Briggs: There are no page numbers in the printed document

A Payne: Since we are a new entity, is this going to be put in here? Having information documented better with more accessible information

J Beasley: I just want to mention this is for content, after it is approved, we will have Friday, the company we have been working with, make it nice and shiny.

A Briggs: I can send it to you in another page, but there is a large indent in the section about stolen personal property.

The board **VOTED** to approve the motion.

**Roll Call**

A. Brown Thirston	Aye
J. GEORGE	Aye
M. Maldonado	Aye
A. Payne	Aye
M. Swope	Absent
A. Briggs	Aye
A. Nicholson	Absent
S. Caruthers	Aye

**IV. Closing Items**

**A.**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:23 PM.

Respectfully Submitted,  
M. Platt