APPROVED

Northwest Indiana Lighthouse Charter Schools

Minutes

June Special Meeting for the NWILCS Board of Directors

Date and Time
Monday June 26, 2023 at 5:30 PM

Location
This meeting will be held virtually.

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)

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

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

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

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

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

Roll Call

A. Payne Abstain

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

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

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