

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For

Tuesday, April 14, 2015

Infinity Charter School, 51 Banks Street, Penbrook, PA 17103

Meeting—called meeting to order at 3:35 p.m.

Roll Call—in attendance:

- **Board:** Michelle Coleman (Pres) William Beaver (V.P.)
Joseph Schell (Sec.) Michelle Haring (Parent Rep.)
Matt Blaylock (Treas.)
- **Staff:** Suzanne Gausman (CEO/Prin.) Shelly Fredericks (Bus. Mngr.)

Review and Approval of the March 10, 2015 Meeting Minutes: Motion was made to approve the minutes of the March Board meeting, as submitted. (See Action #1)

Information and Proposals--

A. Announcement of Executive Session: Prior to the regularly scheduled Board meeting for March, the Board met in executive session to discuss personnel matters and the content of the consent agenda.

B. Community/Public Speakers: An ICS parent made a presentation to the Board, expressing her concerns regarding policy, procedures and protocol on bullying, as it relates to both children and staff alike. Coincidentally, her concerns were being reviewed by the Board at this time, and she was assured that her specific issues would be addressed in the immediate future.

Committee Reports--

A. Non-IVO Report: Because of the complexity and diversity of the new building project, Board member Matt Blaylock has volunteered to Chair a newly formed Administrative Committee. A majority of the remaining board membership volunteered to assist him.

B. IVO Report: Because the IVO Committee did not meet, prior to the ICS Board meeting, no report was submitted for consideration.

Business Manager's Report--

- Report was presented by Shelly Fredericks (Bus. Mngr.) and reviewed by the Board (See attached)
- Board discussed various issues in the report related to:

- 1. End-of-Year Audit final review meeting was held with the State's audit team and our management response to the findings will be included in the final report.
- 2. A 2nd draft of the proposed 2015-16 operating budget was presented to the Board for review. It is anticipated that the final budget will be prepared and presented for approval in the June board meeting.
- 3. ICS received communication from PUC, indicating they are still working on the 2015-16 leases and ICS should receive copy of the same by mid-April.
- 4. An RFQ for financing for the new facility was sent and posted before the Spring break and responses to said release were requested to be received by April 10th.
- A motion was made to approve the Business Manager's report, as submitted (See Action #2).

CEO/Prin. Report—

- Report was presented by Suzanne Gausman (CEO/Prin.) and reviewed by the Board (See attached).
- Board discussed various issues in the report related to:
 1. Field Trips and Guest Speakers
 2. PSSA testing
 3. Yearbook: Suzanne expressed a special note of thanks and appreciation to this year's Yearbook Chairperson, Mrs. Melissa Conchilla, for all of her hard work and dedication. She is in the final stages with Yearbook development.

Old Business—

A. Locust Lane Property update: The architects and township Supervisors are working through the 28 different issues to satisfy the application process for occupancy.

New Business--

A. Law Forum Information: Michelle recently attended as well as presented at a State-sponsored law forum conference and provided information to the Board re: environmental studies.

B. Bullying Policy Review: After some discussion the Board decided to postpone action on the approval of the bullying policy until they individually had an opportunity to review and critique both the present, and proposed new policy. It is expected that said action will be taken at the next Board meeting.

C. 2015-16 School Calendar: After some discussion and review, a motion was made to approve the proposed school calendar for the 2015-16 school year (see Action #3).

D. Xerox Copy Proposal: Shelly explained that ICS's copier lease is up in July and a new 5 year lease has been presented for approval. After some discussion, it was determined that a further investigation with another vendor (i.e. KPM out of I.U. 16) would be completed before a final decision was made by the Board.

E. Tuition Reimbursement: Recently a letter was directed to the Board by a faculty member requesting consideration for tuition reimbursement for post-graduate work, to be included as part of the fringe benefit package for ICS professional employees. Recognizing the validity, the Board will include this request in its review of the present salary and compensation package as we develop the budget for next school year.

F. Parent Survey: Recognizing the wealth of information available to the students at ICS by utilizing the parents as guest speakers, the Board has directed our CEO to develop a survey and thus create a data base of interested persons (i.e. parents) willing to share their information and knowledge with our students.

Board Meeting Recess: Having no further business to be addressed at this time, a suggestion was made to recess until April 24, 2015 at which time this meeting will continue, beginning at 9:00 a.m. for the specific purpose of dealing with those issues so noted throughout this report.

Next Regular Meeting is scheduled for Tuesday, May 12, 2015 at 3:30 P.M.

(Executive Session to begin at 2:30 P.M.)

Approved and Accepted:


Joseph Schell, Secretary, ICS Board of Trustees

5-12-15
Date


Michelle Coleman, President, ICS Board of Trustees

5/12/15
Date

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For

Tuesday, April 24, 2015

Infinity Charter School, 51 Banks Street, Penbrook, PA 17103

Meeting—called meeting to order at 9:15 a.m.

Roll Call—in attendance:

- **Board:** Michelle Coleman (Pres) William Beaver (V.P.)
Joseph Schell (Sec.) Michelle Haring (Parent Rep.) Absent
Matt Blaylock (Treas.)
- **Staff:** Suzanne Gausman (CEO/Prin.) Shelly Fredericks (Bus. Mngr.)

Continuation of Business--

A. Bullying Policy Review: After some discussion the Board moved to approve the adoption of a proposed bullying policy drafted by Latsha, Davis and McKenna to replace the existing policy, effectively immediately, as amended (see Action #4).

B. Xerox Copy Proposal: Shelly explained that a revised contract, with WiFi capability is now available with a revised contract proposal from Gold Copy. Additionally, the leaser will be responsible for relocation to the new facility and, further, re-evaluate the appropriateness and functionality within the new setting.

C. Charter Renewal: Suzanne has directed a letter, on behalf of the ICS Board to the President the CDS Board, expressing our interest in initiating an early charter renewal. It is expected that said approval would prove favorable with lending agencies. To date, we have not received a response.

D. Fund-raising Consultants: With the assistance of Charter Choices, ICS will disseminate a RFQ to perspective fund-raising consultants with the hopes of generating additional revenue to offset the overall costs of new facility operations.

E. ICS Solicitor: After an extensive discussion it has been decided that a new legal perspective would be in ICS's best interest and therefore the following decisions were made: (1) Direct a letter of termination to Phil Murren, Esq., (2) Direct a letter to Latsha, Davis and McKenna with notification to close out the contract for services, and (3) Direct a letter to Bob O'Donnell and Associates to provide solicitor services on a fee-for-service basis.

Board Meeting Adjournment: Having no further business to be addressed at this time, a motion was made to adjourn (see Action #5)

Next Regular Meeting is scheduled for Tuesday, May 12, 2015 at 3:30 P.M.

(Executive Session to begin at 2:30 P.M.)

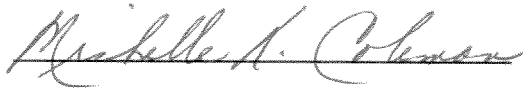
Approved and Accepted:



Joseph Schell, Secretary, ICS Board of Trustees

5-12-15

Date



Michelle Coleman, President, ICS Board of Trustees

5/12/15

Date

Infinity Charter School

Board of Trustees

Action #1

Infinity Charter School, 51 Banks Street, Penbrook, PA 17103

Action Taken: Motion to approve the minutes of the March, 2015 Board meeting, as submitted.

Motion by: MB

Second: MH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
William Beaver	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

Infinity Charter School

Board of Trustees

Action #2

Infinity Charter School, 51 Banks Street, Penbrook, PA 17103

Action Taken: Motion to approve the Business Manager's report for the April '15 Board meeting, as submitted.

Motion by: MB

Second: JS

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	___X___	_____	_____	_____
William Beaver	___X___	_____	_____	_____
Joe Schell	___X___	_____	_____	_____
Michelle Haring	___X___	_____	_____	_____
Matt Blaylock	___X___	_____	_____	_____

Comments:

Infinity Charter School

Board of Trustees

Action #3

Infinity Charter School, 51 Banks Street, Penbrook, PA 17103

Action Taken: Motion to approve the 2015-16 school calendar, as submitted.

Motion by: MB

Second: JS

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
William Beaver	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

Infinity Charter School

Board of Trustees

Action #4

Infinity Charter School, 51 Banks Street, Penbrook, PA 17103

Action Taken: Motion to approve the adoption of a new bullying policy for students and staff

Motion by: MB

Second: WB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
William Beaver	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Matt Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

Infinity Charter School

Board of Trustees

Action #5

Infinity Charter School, 51 Banks Street, Penbrook, PA 17103

Action Taken: Motion to approve the adjournment of the April board meeting.

Motion by: MB

Second: WB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	___X___	_____	_____	_____
William Beaver	___X___	_____	_____	_____
Joe Schell	___X___	_____	_____	_____
Michelle Haring	_____	_____	___X___	_____
Matt Blaylock	___X___	_____	_____	_____

Comments: