

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For

Tuesday, May 12, 2015

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

Meeting—called meeting to order at 3:45 p.m.

Roll Call—in attendance:

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

Review and Approval of the April 14, 2015 Meeting Minutes: Motion was made to approve, with corrections, the minutes of the April Board meeting, as submitted. (See Action #1)

Information and Proposals--

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

B. Community/Public Speakers: No people from the community or general public were in attendance.

Committee Reports--

A. Non-IVO Report: N/A

B. IVO Report: N/A

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:

- A third 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.
- 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. School safety
 3. Early charter renewal: The President of CDS D acknowledged receipt of ICS's request for early charter renewal and informed Suzanne that he has placed it on the June 22, 2015 board agenda for consideration and approval.
 4. Request for an exception to the Lottery application process: As per a parent's request, the board reviewed a situation where an application for continued enrollment failed to meet the posted timelines and thus the vacancy created was filled by a new applicant. Extensive discussion and careful consideration of the parent's written request resulted in the decision to adhere to the guidelines and protocol set forth in the student enrollment process and thus the Board did not grant an exception as was requested.

Old Business—

A. Locust Lane Property update: To date, no updated news has been received by ICS regarding the occupancy permit application.

B. Proposals: A motion was made to send out a "Request for Proposals" to lending agencies, seeking financing to initiate the construction of the new school (see Action #3).

New Business--

A. 2015-16 Proposed Lease Agreement from PUC: The Board had an opportunity to review the proposed lease agreement for next school year for the rental of a portion of the Community Ministry Center facility (I.e. Infinity Charter School). Noted in the proposal was a mathematical miscalculation, as so identified by our Business Manager, and thus it will be returned to PUC for correction, prior to Board approval.

B. 2015-16 CAIU Special Education Contract: After meeting with ICS administrative personnel, the CAIU submitted a "Letter of Intent for Special Education Services", reflecting supplemental special education services that will be provided to our special needs population during the '15-'16 school year. Based on our presently identified population, it is anticipated that ICS will expend \$34,258 for said non-class placement services. A motion was made to approve the contract (see Action #4).

Board Meeting Recess: Having no further business to be addressed at this time, a suggestion was made to recess until Tuesday, May 26, 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, June 9, 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

6-9-15

Date



Michelle Coleman, President, ICS Board of Trustees

6-9-15

Date

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For

Tuesday, May 26, 2015

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

Meeting—called meeting to order at 9:05 a.m.

Roll Call—in attendance:

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

Continuation of Business--

A. Volunteer Handbook: Realizing the complexity of the job, the diversity of services provided, and the responsibility that volunteers assume, the Board has decided to form a committee to review the entire scope of ICS's volunteer program, focusing on the development and/or redrafting of policies and procedures for implementing an effective and efficient volunteer program.

B. Suicide Awareness: Brought to the Board's attention was a need for ICS to develop and approve a suicide awareness, prevention and response policy. Suzanne provided the Board with a draft proposal, with the understanding that the Board would need to take action on a newly created policy during the June board meeting.

C. 2015-16 Lease Agreement: It was brought to the attention of PUCC that a mathematical error appeared in the proposed lease agreement. ICS has been informed that corrections will be shown in a revised proposal, reflecting a 1.7% increase over the 2014-15 lease. It is expected that the Board will take appropriate action on the revised lease agreement during the June Board meeting.

D. Physical Space Limitations: Given the inability for program expansion because of non-existent space availability at PUCC and simultaneously realizing the increase in requests for slots by potential enrollees, the Board has directed Suzanne to investigate some physical space alternatives, until such a time that the new school will be available for occupancy.

E. Summer Work: Recognizing the need for continual summer work that needs to be completed (i.e. Theme updating, library cataloging and instructional materials purging), the Board has directed Shelly to reallocate previously approved '14-'15 SY expenditures to cover the predicted costs

for summer activities.

F. Auxiliary Board Membership: The Board has been exploring for some time the options for Board expansion. Following a recommendation made by our consulting firm (I.e. Charter Choices), the Board moved to create a new non-paid, employee position (see Action #5). At the Board's discretion of a perceived need, an auxiliary, non-voting Board member position can be created and the person expressing an interest in filling that need will be issued a contract accordingly.

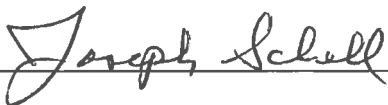
G. Grant money Safeguards: To insure that the Board of Directors, and its individual membership does not find themselves in a conflict of interest situation, the Chief Counsel for DEP has advised ICS to enter into a partnership with an existing foundation when applying for grant money. Therefore, as we move forward in an effort to procure grant money for our environmental education program, Michelle Haring will initiate communication with the Chesapeake Watershed Foundation, investigating their interest in forming a partnership with ICS.

Board Meeting Adjournment: Having no further business to be addressed at this time, a motion was made to adjourn (see Action #6)

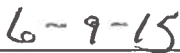
Next Regular Meeting is scheduled for Tuesday, June 9, 2015 at 3:30 P.M.

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

Approved and Accepted:




Joseph Schell, Secretary, ICS Board of Trustees



Date



Michelle Coleman, President, ICS Board of Trustees



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 May, 2015 Board meeting, as corrected.

Motion by: MB

Second: WB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Beaver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Schell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Harding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Blaylock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 of the May, 2015 Board meeting, as submitted.

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 Harding	<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 #3

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

Action Taken: Motion to approve the dissemination of a Request for Proposals to potential lending agencies for financing the construction of a new educational facility to be located on the Locust Lane property.

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 Harding	<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 CAIU generated contract for non-placement services to ICS's special needs population for the 2015-16 school year.

Motion by: JS

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 Harding	<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 #5

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

Action Taken: Motion to approve the creation of a non-paid, non-voting auxiliary Board member position.

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 Harding	<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 #6

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

Action Taken: Motion to approve the adjournment of the regular May, 2015 Board Meeting.

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 Harding	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments: