



Infinity Charter School
51 Banks Street, Penbrook, PA 17103
Board of Trustees Monthly Board Meeting Minutes
Tuesday, October 14, 2014



Meeting—called meeting to order at 7:40 P.M.

Announcement of Executive Session – Executive sessions were held on 9/16/14 and 10/14/14, to discuss personnel and legal issues.

Roll Call—in attendance:

Board:

_____ Michelle Coleman (Pres.)	_____ Joe Schell (Secretary)
_____ William Beaver (V.P.)	_____ Michelle Haring
_____ Matthew Blaylock (Treasurer)	

Staff:

_____ Suzanne Gausman (CEO/Principal)	_____ Shelly Fredericks (Bus. Mgr.)
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Minutes—

- Board moved and approved the ICS Board minutes from September 9, 2014 Board meeting, as submitted. (See Action # 1)

Parent/Community Member Comments: No parents were in attendance. Two nursing students were in attendance to complete a community outreach project.

IVO Report: The fall festival was cancelled, due to the lack of volunteers necessary to chair the event.

Business Manager's Report—

- Report was presented by Shelly Fredericks (Bus. Mgr.) and reviewed by the Board (See attached).
- Board discussed various issues in the report related to: (1) State audit: It is anticipated that the Auditor General's audit will be completed and submitted by the end of the month and (2) Financial Audit: The final report should be completed within the next two weeks and an exit report/conference is available to

board membership, if requested. BSSF will be invited to the November meeting to make a formal presentation of the audit.

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, (2) guest speakers and (3) school safety--Suzanne noted that she is working with the Penbrook Police to update and improve our School Safety plan.

Old Business—

A. Latsha, Davis and McKenna engagement letter: A motion was made to approve the hiring of said law firm to assist the Board in reviewing, revising, and/or amending the By-laws and policies for ICS. (See Action #2)

B. O'Donnell & Associates: A motion was made to approve the hiring of said law firm to assist the Board in bringing closure to the contract between BVFR and ICS. (See Action #3)

C. Insurance Claim: The Board has been notified by our insurance company that the outstanding claim submitted by NJH has been resolved.

New Business—

A. Land Loan Payoff: A motion was made to pay off the outstanding loan with Metro Bank to close the financial indebtedness on the Locust Lane property. (See Action #4)

B. FMLA Request: After some extensive discussion, a motion was made to approve the request for an unpaid leave of absence for a professional employee. (See Action #5)

C. Dauphin County Board of Assessment Appeals Hearing: ICS has been notified that a hearing has been scheduled for 10-30-14 to review our request for tax exemption on the Locust Lane property. Steps have already been taken and documentation has been submitted.

D. Locust Lane Building Committee: After some discussion and review of the Crabtree architectural proposal for the Locust Lane property, it was determined that a letter would be directed to Crabtree, requesting additional changes, the results of which would hopefully reflect additional cost savings to the initial construction design. M. Blaylock plans to start an official committee to clean up the facility so it can be used for meetings, clubs, etc.

E. By-laws Review: Josh Pollak made an initial presentation to the Board regarding the results of his findings after reviewing the existing By-laws for ICS. Several

recommendations for changes were presented to the Board for review and consideration. It was determined that his recommendations would be taken under advisement and after further discussion at a future Board administrative meeting, any considerations for changes would be acted upon at a future Board meeting.

F. ESL Services: As a result of the identification of a newly enrolled student in need of ESL services, Suzanne has contacted the IU, and received a contract for ELL services. A motion was made to approve the contract as written. (See Action #6)

G. Long Term Substitute Approval: A motion was made to approve the hiring of a long term substitute to fill the vacancy created as a result of the Board's approval to a leave of absence for a full-time professional ICS staff member. (See Action #7)

Board Meeting Adjourn--

Having no further business to be brought before the Board, the meeting was officially adjourned at 9:03 P.M.

[**Next Meeting** is scheduled for Tuesday, November 11, 2014 at 3:30 P.M., preceded by an Executive session scheduled 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
51 Banks Street, Penbrook, PA 17103
Tuesday, October 14, 2014
Action #1



Action Taken: Motion to approve the September, 2014 Board minutes, as presented.

Motion by: WB

Second: MC

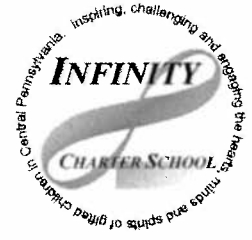
Board Vote:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:



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Action #2



Action Taken: Motion to approve the hiring of the law firm of Latsha, Davis and McKenna to assist in reviewing, revising and/or amending the By-laws for ICS.

Motion by: WB

Second: MB

Board Vote:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:



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Action #3



Action Taken: Motion to approve the hiring of the law firm of O'Donnell and Associates to assist the ICS Board in bringing closure to the contract between BVFR and ICS.

Motion by: JS

Second: MB

Board Vote:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:



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Action #4



Action Taken: Motion to approve paying off the outstanding loan with Metro bank, by November 10, 2014, for the acquisition of the Locust Lane property.

Motion by: MB

Second: JS

Board Vote:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:



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Action #5



Action Taken: Motion to approve the request of Cindy Walker for a leave of absence for a maximum 12 weeks, to begin at a mutually agreed-upon time between the Administration and Mrs. Walker, but only after Mrs. Walker has exhausted her accumulated personal leave for the 2014-15 school year.

Motion by: WB

Second: MB

Board Vote:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:



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Action #6



Action Taken: Motion to approve a contract with Capital Area Intermediate Unit for ESL/ELL (English as a Second Language/English Language Learner) services for the 2014-15 school year.

Motion by: JS

Second: WB

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:



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Action #7



Action Taken: Motion to approve the hiring of Keri Hess as a long term substitute to fill the vacancy of the Board-approved leave of absence request of Mrs. Cindy Walker. Keri will be compensated at the teacher's hourly rate (40 hours/week) with no benefits. This approval is predicated upon the reception of favorable responses for both professional clearances and recommendations. (i.e. references)

Motion by: WB

Second: MH

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments: