

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For

August 11, 2015

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

Meeting—called meeting to order at 3:40 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__ Alexis Schrock (Associate)__abs__
- **Staff:** Suzanne Gausman (CEO/Prin.)_x__ Shelly Fredericks (Bus. Mgr.)__abs__

Review and Approval of the July 14, 2015 Meeting minutes--

A motion was made to approve the Board minutes, as submitted. (See Action #1)

Information and Proposals--

- A. Announcement of Executive Session: Prior to the regularly scheduled Board meeting for August, the Board met in executive session to discuss contracts and personnel matters.
- B. Community/Public Speakers: Nobody from the public was present for the Board meeting.

Committee Reports--

- A. Non-IVO Report: N/A
- B. IVO Report: Michelle Haring and MAC attended the IVO meeting and shared the meeting's contents with the Board. A preliminary proposal of the IVO's activities and events for the 2015-16 school yr. has been submitted to Suzanne for her review and approval.

Business Manager's Report--

- Report was presented by Suzanne in Shelly's absence and reviewed by the Board (See attached). A motion was made to accept the 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:
 - a. Staff and parent handbooks
 - b. Interviewing candidates for the music and paraprofessional positions.

Old Business—

A. Locust Lane Property update: Because of the need for additional storage space, a recommendation was made to have a conversation with our architects to begin deconstruction of the walls in the multipurpose area. A very special note of thanks and appreciation was extended to Matt, by the Board at large, for his endless commitment of time and energy as we work through this transition period between Penbrook and Locust Lane.

B. CRA Drawings and Budget: Revised drawings were submitted for the Board's review (see attached), with an estimated \$4.2 million for the project.

C. Green Apple Day, Growing Greener Grant Update: MAC provided a comprehensive review and update of the efforts (see project description handout) she has put forth to create partnerships and obtain federal and state funds (i.e. grants) to be used to expand and enhance our outdoor environmental education program. Even prior to our move to the new facility, meetings with the architect and construction contractors will be held to ensure that the environmental education goals will be incorporated into the construction plans.

New Business--

A. Charter Choices Business Services: A motion was made to enter into a 22 month contract with Charter Choices to provide support , assistance and services to our Business Manager (see Action #3)

B. Approval of Cleaning Service Price Increase: A motion was made to approve a 3% increase in costs for cleaning services for the 2015-16 school year. (See Action # 4)


C. Budget Transfers: A motion was made to approve the transfer of funds from "Budgetary Reserve" to "Site Acquisition Services" to insure accounting compliance with State accounting protocols. (See Action #5). An additional motion was made to approve the transfer of funds of our special education teacher from the "Pupil Services " account to the "Special Education" account, thus complying with State Accounting regulations. (See Action #6)

D. Xerox Copier Proposal: A motion was made to approve the proposed 48 month lease

Adjournment--

Having no further business to address at this time, a motion was made to adjourn until the next regular scheduled meeting on September 8, 2015. (See Action # 16)

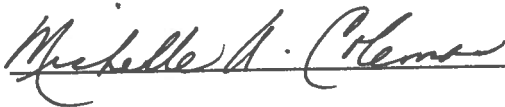
Approved and Accepted:



Joseph Schell, Secretary, ICS Board of Trustees

9-8-15

Date



Michelle Coleman, President, ICS Board of Trustees

9-8-15

Date

Infinity Charter School

Board of Trustees

Action # 1

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

Action Taken: Motion to approve the July 14, 2015 Board minutes, as submitted.

Motion by: MH

Second: MB

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> </u>	<u> </u>	<u> </u>	<u> x </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, as submitted.

Motion by: JS

Second: MB

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 # 3

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

Action Taken: Motion to approve the 22 month business services contract with Charter Choices.

Motion by: JS

Second: MB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	_____	_____	_____
William Beaver	<u> x </u>	_____	_____	_____
Joe Schell	<u> x </u>	_____	_____	_____
Michelle Haring	<u> x </u>	_____	_____	_____
Matt Blaylock	<u> x </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 a 3 % cost increase in cleaning services for the 2015-16 school year.

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> 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 transfer of funds from "Budgetary Reserve" to "Site Acquisition Services" to insure accounting compliance with State accounting protocols

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 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 # 6

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

Action Taken: Motion to approve the transfer of funds for our special education teacher from the "Pupil Services" account to the "Special Education" account, thus complying with the State's accounting regulations.

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 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

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Action # 7

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

Action Taken: Motion to approve the 48 month lease agreement with Gold-n-Copy for the use of a Xerox Work Center 3655X Multifunction Printer to include all parts, labor and supplies. This agreement is contingent upon the toner being included in the lease.

Motion by: MH

Second: WB

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

Comments:

Infinity Charter School

Board of Trustees

Action # 8

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

Action Taken: Motion to approve the Business Manager and CEO as ICS's authorized signers for all business and loan transactions with Mid-Penn Bank .

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> 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 # 9

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

Action Taken: Motion to approve the purchase of 40 Apple I-pads for instructional use.

Motion by: MH

Second: MB

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 # 10

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

Action Taken: Motion to approve the transfer of \$800 from Title II grant monies to cover the cost incurred to purchase the PA Educator.net services.

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 # 11

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

Action Taken: Motion to accept the resignation of the music teacher, Sarah Williams, effective immediately.

Motion by: MH

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> 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 # 12

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

Action Taken: Motion to recess the Board meeting until August 20, 2015

Motion by: MH

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> 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 # 13

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

Action Taken: Motion to approve the appointment of Brian LaForme as an associate member to ICS's Board of Trustees, effective immediately.

Motion by: WB

Second: MB

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 # 14

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

Action Taken: Motion to approve the hiring of Jonathan deSalis as the new music teacher for the 2015-16 school.

Motion by: JS

Second: MH

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

Comments:

Infinity Charter School

Board of Trustees

Action # 15

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

Action Taken: Motion to join the Green Building Council, the latter of whom will provide ICS with curricula materials and activities for a 1 year project, at no cost to the school.

Motion by: WB

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 # 16

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

Action Taken: Motion to adjourn until the next regularly scheduled Board meeting on September 8, 2015.

Motion by: MH

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 Haring	<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: