

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For December 8, 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.)__x__ William Beaver (V.P.)__abs__
Joseph Schell (Sec.)_x__ Michelle Haring (Parent Rep.)_x__
Matt Blaylock (Treas.)__x__ Alexis Schrock (Associate)__abs__
Brian LaForme (Associate) __abs__
- **Staff:** Suzanne Gausman (CEO/Prin.)_x__ Shelly Fredericks (Bus. Mgr.)_x__

Review and Approval of the November 10, 2015 Meeting minutes--

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

2014-15 Financial Audit Presentation--

- John Bonawitz of Brown, Schultz Sheridan and Fritz presented his findings of the fiscal audit completed for the '14-'15 SY. Of special note was the fact that ICS had no deviations, exceptions or disagreements that arose during the course of the audit. Congratulations Shelly, for a job well done!

Information and Proposals--

A. Announcement of Executive Session: Prior to the regularly scheduled Board meeting for November, the Board met in executive session to discuss personnel matters.

B. Community/Public Speakers: No community members were present.

Committee Reports--

A. Non-IVO Report:

(1) Fundraising: Several fundraising committee meetings were held since the last Board meeting. On November 11th the committee met at WITF to see examples of naming opportunities and

ways to acknowledge donors. It is anticipated that a case statement pamphlet will be printed by LifeTouch photos and available for dissemination in January. Additionally, as a result of a fundraising activity sponsored by Michelle Haring, proprietor of Cupboard Books in Enola, PA, a check for \$681 was presented to the Board. Consequently, the Board wishes to extend its thanks and appreciation to Michelle for her thoughtfulness and generosity as we move forward in our commitment to improve programs, services and facilities for our students at ICS.

(2) Curriculum: N/A

B. IVO Report: Gillian Brown has informed the school that IVO will be hosting the annual Holiday Shop for the students on the 16th and 17th of December. Additionally, a special note of thanks goes out to Gillian and her IVO volunteers for the Holiday luncheon being planned for the staff.

Business Manager's Report--

- Report was presented by Shelly and reviewed by the Board (See attached). Highlighted in the report was the meeting between CRA, Mid-Penn Bank representatives, ICS staff and facility committee members to discuss construction timelines and draw schedules. The loan closing is expected to occur approximately 30 days before construction begins. A resolution to commit the funds in ICS's general fund balance to future expansion, operating and capital lease commitments, postemployment benefits and special education commitments was reviewed and approved.
- Discussion was held concerning engaging a new accounting firm. Although the board has been advised that it is good business practice to change periodically, it was decided that we are comfortable and satisfied with the services provided by BSSF and wish to stay with them for the immediate future.
- A motion was made to accept 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). Highlighted in the report was special recognition and congratulations to 8th grader Hannah Chapman for her accomplishments and victory in this year's Spelling Bee Contest. Also noted were the on-going facility committee meetings to discuss planning phases and other issues related to the new construction initiative.

Old Business—

A. Resolution to the Department of Auditor General's Performance Audit: As a result of the completion of the Oct 1, 2010 – Oct 1, 2014 auditor general's performance audit, a resolution was made (see Action #3) to accept the finding and observation and adopt a correction action plan (details of the

resolution appear as an attachment to this report).

New Business--

A. 2016 Lottery Dates and Rules: All enrollment/registration forms for the '16-'17 SY lottery draw must be in the ICS office by 4:00 pm on Monday, April 4, 2016. Adhering to the admission's policy as set forth in Charter School law, the lottery draw will be conducted at 4:00 pm on Friday, April 8, 2016.

B. CAIU Agreement for English as a Second Language (ESL) Services: A motion was made (see Action # 4) to amend the Special Education agreement between the CAIU and ICS in order to provide ESL services to a newly identified enrollee.

C. Keystone Alliance Membership: A motion was made (see Action # 5) supporting Suzanne's recommendation for ICS to apply for membership in the Keystone Alliance for Public Charter Schools. To date, this organization has proven to be a valuable resource of up-to-date legislative information for brick and mortar charter schools.

Next Regular Meeting is scheduled for Tuesday, January 12, 2016 at 4:30 P.M.

(Executive Session to begin at 3:30 P.M.)

Adjournment--Having no further business to address at this time, a motion was made to adjourn. (See Action # 6).

Approved and Accepted:


Matthew E. Blaylock, Treasurer, ICS Board of Trustees
Joseph Schell, Secretary, ICS Board of Trustees

1-12-2016

Date


Michelle Coleman, President, ICS Board of Trustees

1-12-2016

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 November, 2015 Board meeting, as submitted.

Motion by: MB

Second: MH

	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver			X	
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:

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Action # 2

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

Action Taken: Motion to approve the Business Manager's report of the December, 2015, as submitted.

Motion by: MB

Second: JS

	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver			X	
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:

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Action # 3

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

Action Taken: A resolution to approve the Auditor General's Performance Audit report for the 2014-15 school year, as presented.

Motion by: MB

Second: MH

Board Vote:

	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver			X	
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:

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Action # 4

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

Action Taken: A motion to amend a previously approved 2015-16 CAIU Special Education services contract to include ESL services for a newly identified student.

Motion by: MB

Second: MC

	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver			X	
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:

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Action # 5

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

Action Taken: A motion to approve application for membership in the Keystone Alliance for Public Charter Schools.

Motion by: JS

Second: MB

	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver			X	
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:

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Action # 6

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

Action Taken: A motion to approve the adjournment of the December, 2015 Board Meeting.

Motion by: MH

Second: MB

	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver			X	
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Comments:

