

# Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For June 14, 2016

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

**Meeting**—called meeting to order at 3:55 p.m.

**Roll Call**—in attendance:

- **Board:** Michelle Coleman (Pres)  Megan Mines-Hall (Parent Rep.)   
Joseph Schell (Sec.)  Michelle Haring (Board Member)   
Matt Blaylock (Treas.)  Alexis Schrock (Board Member)   
Brian LaForme (Associate)  abs
- **Staff:** Suzanne Gausman (CEO/Prin.)  Shelly Fredericks (Bus. Mgr.)

## Review and Approval of the May 10, 2016 Meeting minutes--

A motion was made (see Action #1) to approve the May minutes, as presented.

## Information and Proposals--

**A. Announcement of Executive Session:** Prior to the regularly scheduled June Board meeting, the Board met in executive session to discuss: personnel matters, contracts and budget issues.

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

## Committee Reports--

### A. Non-IVO Report:

**(1) Fund raising:** The fundraising committee met on 5-9-16 to discuss preliminary plans for the implementation of a capital campaign.

**(2) New Facility:** A new service application has been submitted to Suez for water service to the Locust Lane property. ICS will request a Letter of Credit from Mid Penn Bank for required site improvements once LP Township approves the amount submitted by the engineers.

**B. IVO Report:** No report was submitted.

## Business Manager's Report--

Report was presented by Shelly and reviewed by the Board (See attached).  
A motion was made to accept the report, as submitted. (See Action # 2)

## **CEO/Prin. Report—**

A written report was provided by Suzanne Gausman (CEO/Prin.) and reviewed by the Board in her absence. (See attached). ICS representation was present at the LP Township Planning Commission meeting on 6-1-16. ICS was seeking approval for the land development plan. The decision has been tabled, while we await the decision from PennDOT regarding the need for a turn lane.

## **Old Business--**

- A. Locust Lane Property update:** Our engineers have provided us with updated total project costs, estimating a \$4.88 million expenditure for additions and renovations. We anticipate going out to bid next month for several elements to the new facility.
- B. 2016-17 ICS General Fund Budget Approval:** A motion was made (see Action #3) to approve the submission of the revised draft of the 2016-17 SY general fund budget to PDE for approval. Included in the proposed budget is a 3% increase in salaries for all personnel.

## **New Business—**

- A. 2016-17 Board meeting Dates:** A motion was made (see Action #4) to approve the 16-17 SY Board meeting dates. A general meeting will be held every 2<sup>nd</sup> Tuesday of the month, starting at 3:30 pm with an executive session to begin at 2:30 pm.
- B. Memorandum of Understanding:** A motion was made (see Action #5) to approve a new memorandum of understanding between ICS and the Penbrook Police Department.
- C. 2015-16 Financial Audit Letter of Engagement:** A motion was made (see Action #6) to approve the completion of the annual fiscal audit for this prior school year.
- D. Charter School Lease Reimbursement:** A motion was made (see Action #7) to submit the application for Charter School lease reimbursement for the 2015-16 SY.

## **Personnel—**

- A.** Action was taken (see Action #8) to approve the retirement request submitted by Barbara Eddy, our German teacher, effective at the end of this school year.
- B.** Action was taken (see Action #9) to accept the letter of resignation on behalf of William Beaver. It should be noted that Bill devoted endless time and energy over the past 4 years as a member of the Board of Trustees to insure that the best of services were available to the students at ICS. His presence and input will be sorely missed.

C. Action was taken (see Action #10) to appoint Michelle Haring, formerly the Parent Representative, as the new Board member at large, effectively immediately.

**Next Meeting Confirmation--**

The next regularly scheduled meeting will be held at 3:30 PM on July 12, 2016.  
(Executive Session will be held 1 hour prior to the meeting)

**Adjournment--**

Having no further business to address at this time, a motion was made to adjourn. (See Action # 11)

Approved and Accepted:

  
\_\_\_\_\_  
Joseph Schell, Secretary, ICS Board of Trustees

9-13-16  
Date

  
\_\_\_\_\_  
Michelle Coleman, President, ICS Board of Trustees

9-13-16  
Date

**Infinity Charter School  
Board of Trustees  
Action # 1  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve the May, 2016 Board meeting minutes, as submitted.

Motion by: MB

Second: AS

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x	_____	_____	_____
William Beaver	x	_____	_____	_____
Joe Schell	x	_____	_____	_____
Michelle Harding	_____	_____	_____	x
Matt Blaylock	x	_____	_____	_____
Alexis Schrock	x	_____	_____	_____
Megan Mines-Hall	x	_____	_____	_____

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: MB

Second: AS

<b>Board Vote:</b>	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>
Alexis Schrock	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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 2016-17 General Fund Budget

Motion by: JS

Second: AS

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x	_____	_____	_____
William Beaver	x	_____	_____	_____
Joe Schell	x	_____	_____	_____
Michelle Harding	x	_____	_____	_____
Matt Blaylock	x	_____	_____	_____
Alexis Schrock	x	_____	_____	_____
Megan Mines-Hall	x	_____	_____	_____

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 4  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve the 2016-17 ICS Board meeting schedule

Motion by: MH

Second: MB

<b>Board Vote:</b>	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>
Alexis Schrock	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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 Memorandum of Understanding with the Penbrook Police dept.

Motion by: MB  
Second: AS

<b>Board Vote:</b>	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>
Alexis Schrock	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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 submission of the 2015-16 financial audit Letter of Engagement

Motion by: JS  
Second: WB

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x	_____	_____	_____
William Beaver	x	_____	_____	_____
Joe Schell	x	_____	_____	_____
Michelle Harding	x	_____	_____	_____
Matt Blaylock	x	_____	_____	_____
Alexis Schrock	x	_____	_____	_____
Megan Mines-Hall	x	_____	_____	_____

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 7  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve the submission of the 2015-16 Application for Charter School Lease Reimbursement

Motion by: WB  
Second: MB

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x	_____	_____	_____
William Beaver	x	_____	_____	_____
Joe Schell	x	_____	_____	_____
Michelle Harding	x	_____	_____	_____
Matt Blaylock	x	_____	_____	_____
Alexis Schrock	x	_____	_____	_____
Megan Mines-Hall	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 retirement request for Barbara Eddy, ICS's German teacher, effective at the end of the 2015-16 school year.

Motion by: MB  
Second: AS

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x	_____	_____	_____
William Beaver	x	_____	_____	_____
Joe Schell	x	_____	_____	_____
Michelle Harding	x	_____	_____	_____
Matt Blaylock	x	_____	_____	_____
Alexis Schrock	x	_____	_____	_____
Megan Mines-Hall	x	_____	_____	_____

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 9  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to accept, with regrets, the resignation letter of William Beaver, ICS Board member, effective at the end of the 2015-16 school year.

Motion by: JS  
Second: MB

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x	_____	_____	_____
William Beaver	x	_____	_____	_____
Joe Schell	x	_____	_____	_____
Michelle Harding	x	_____	_____	_____
Matt Blaylock	x	_____	_____	_____
Alexis Schrock	x	_____	_____	_____
Megan Mines-Hall	x	_____	_____	_____

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 10  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve Michelle Haring as William Beaver’s replacement on the ICS Board of Directors, effectively immediately.

Motion by: WB  
Second: JS

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x	_____	_____	_____
William Beaver	x	_____	_____	_____
Joe Schell	x	_____	_____	_____
Michelle Haring	x	_____	_____	_____
Matt Blaylock	x	_____	_____	_____
Alexis Schrock	x	_____	_____	_____
Megan Mines-Hall	x	_____	_____	_____

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 11  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to adjourn the June, 2016 Board meeting.

Motion by: WB

Second: AS

<b>Board Vote:</b>	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>
Alexis Schrock	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>

Comments: