

## Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For March 8, 2016

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

**Meeting**—called meeting to order at 5:12 p.m.

**Roll Call**—in attendance:

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

### Review and Approval of the February 9, 2016 Meeting minutes--

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

### Information and Proposals--

**A. Announcement of Executive Session:** Prior to the regularly scheduled February Board meeting, the Board met in executive session to discuss: personnel matters, fund raising, facilities, financials and construction.

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

### Committee Reports--

#### A. Non-IVO Report:

(1) Facility: An inspection was completed on the water supply system at the new facility.

(2) Curriculum: N/A

(3) Fund raising: A preliminary draft of the case statement was presented to the board for review and some recommendations for change were offered. It is anticipated that a final draft, prepared for public dissemination, will be presented at the next Board meeting.

#### B. IVO Report: N/A

### 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—**

Report was presented by Suzanne Gausman (CEO/Prin.) and reviewed by the Board (See attached).

**Old Business--**

**A. Locust Lane Property update:** N/A

**B. 2016-17 ICS School Calendar:** The final draft of the proposed 16-17 SY calendar was presented to the Board for review. Following some discussion, a motion was made to approve the draft, as presented. (See Action # 3)

**New Business—**

**A. Uniform Grants Guidance (UGG) Policies:** The Board was presented draft copies of the following policies for their review and consideration:

- (1) Conflict of Interest
- (2) Allowability of Costs
- (3) Cash Management
- (4) Travel Reimbursement
- (5) Procurement

After some discussion and recommendations for change were made to some of the documents, a motion was made to accept the policies, as amended. (See Action #4)

**B. Title I Update:** The Board was informed that ICS's Title I policies and procedures are presently being monitored by PDE to insure compliance with Federal regulations.

**C. Construction Consultant:** To insure owner representation and oversight throughout the construction phase of the new facility, a motion was made to hire a third party representative (i.e. construction consultant), for a figure not to exceed \$12,500. (See Action #5)

**D. Employee Expense Reimbursement Policy:** Suzanne presented a revised reimbursement policy for employees of ICS, and after some amendments to said policy, a motion was made to accept the revised policy, to take effect immediately. (See Action #6)

**Next Meeting Confirmation--**

The next regularly scheduled meeting will be held at 3:00 PM on April 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 # 7).

Approved and Accepted:

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

4-12-16  
Date

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

4-12-16  
Date

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

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

Motion by: WB  
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 Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |

Comments:

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**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: JPS

Second: WB

| <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_____ | _____   |

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 ICS school calendar, as submitted.

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 Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </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 Uniform Grant Guidance (UGG) polices, as amended.

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 Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </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 hire a Construction Consultant, at a fee not to exceed \$12,500, to provide owner representation and oversight throughout the construction of the new facility.

Motion by: MB

Second: WB

| <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_____ | _____   |

Comments:



**Infinity Charter School  
Board of Trustees  
Action # 6  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve a revised reimbursement policy for employees of ICS.

Motion by: MB

Second: WB

| <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 Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |

Comments:

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

**Action Taken:** Motion to approve adjournment of the March, 2016 Board meeting.

Motion by: MB

Second: WB

| <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_____ | _____   |

Comments: