

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For January 10, 2017

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

Meeting—called meeting to order at 3:37 PM

Roll Call—in attendance:

- **Board:** Michelle Coleman (Pres) Alexis Schrock (VP.) abs_
Joseph Schell (Sec.) Michelle Haring (Board Member)
Matt Blaylock (Treas.) Megan Mines-Hall (Parent Rep.)
- **Staff:** Suzanne Gausman (CEO/Prin.) Shelly Fredericks (Bus. Mgr.)
Dawn Brotherton (Development)

Review and Approval of the December 13, 2016 Board Meeting minutes--

A motion was made (See Action # 1) to approve the December, 2016 Board meeting minutes, as corrected.

Information and Proposals--

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

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

IVO Committee Report--

Report was presented by Megan Mines-Hall, summarizing the IVO meeting held on 1-03-17. Of particular note was the scheduling of the Valentine's party for February 18th.

Business Manager's Report--

Report was presented by Shelly Fredericks (Bus. Mgr.) and reviewed by the Board. A motion was made (see Action # 2) to approve the report as submitted.

Of particular note was that the tax return was filed electronically prior to the holiday break. Additionally, audit reports were sent to Mid Penn Bank, the CAIU and CD School District, thus completing requirements for the 2015-16 fiscal audit.

In addition, a motion was made (see Action # 3) to approve the staff bonus distribution for the '16-'17 SY.

CEO/Director's Report--

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

Of particular note to the Board was Suzanne sharing information that all of the permits for new construction have been received and it's anticipated Lobar will begin construction by the end of the week.

Director of Development Report--

Report was presented by Dawn Brotherton and reviewed with the Board (See attached).

Old Business--

Locust Lane Property update: Mold and asbestos removal projects have been completed.

New Business--

A. Owner's Rep Letter of Engagement: A motion was made (see Action # 4) for ICS to enter into contract with Capital Construction Management LLC for the latter to serve as spokesperson and advocate (Owner's Rep) regarding construction matters at the Locust Lane property.

B. 2017-18 School Year Lottery Rules: A motion was made (see Action # 5) to approve the dates and times, as submitted by the administration, for the lottery drawing for the 2017-18 SY.

C. Board Membership Assignment: A motion was made (see Action # 6) to approve the interim assignment of Michelle Haring to fulfill the role and duties of Vice-President of the ICS Board of Directors during the temporary absence of Alexis Schrock.

Next Meeting Confirmation--

The next regularly scheduled meeting will be held at 3:30 PM on February 14, 2017
(Executive Session will be held 1 hour prior to the meeting)

Adjournment--

Having no further business to address at this time, a motion (see Action # 7) was made to adjourn.

Approved and Accepted:

Joseph P. Schell
Joseph Schell, Secretary, ICS Board of Trustees

2/14/17
Date

Michelle M. Coleman
Michelle Coleman, President, ICS Board of Trustees

2/14/17
Date

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

Action Taken: Motion to approve the December 2016 Board minutes, with correction.

Motion by: MH
Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	_____	_____	_____	___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 # 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: MH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<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>
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 staff bonus distribution for the '16-'17 SY.

Motion by: MB
Second: JS

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	___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 # 4**

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

Action Taken: Motion to approve the hiring of Capital Construction Management, LLC to function as ICS's construction overseer for the new facility.

Motion by: MB
Second: MH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<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>
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 dates and times, as so identified by the administration, to hold the annual lottery draw for student admission for the 17-18 SY.

Motion by: MH
Second: JS

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	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 # 6
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve the interim appointment of Michelle Haring as acting Vice-President during the absence of Alexis Schrock, effective immediately.

Motion by: JS
Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Alexis Schrock	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </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 adjourn the January, 2017 Board meeting.

Motion by: MH
Second: MB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<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>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments: