

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For June 12, 2017

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

Meeting—called meeting to order at 3:40 PM

Roll Call—in attendance:

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

Review and Approval of the May 9, 2017 Board Meeting minutes--

A motion was made (See Action # 1) to approve the May, 2017 Board meeting 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 funding, fund-raising and personnel matters.

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

Committee report--

IVO Report: Megan reported that the IVO met last week and decided that a new mission statement would be drafted and distributed to parents and staff in the near future; further, a calendar with fiscal activities will be disseminated in the near future. An operating budget is being drafted for the 17-18 SY and it should be noted that the IVO has \$16,586 in its bank account to date.

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: The bank balances as of May 31st were: Mid Penn Bank = \$412,107; PSDMAX = \$32,987; Member's 1st = \$262,712. As soon as Mid Penn releases our land development funds, that money will be transferred to Member's 1st and the Mid-Penn accounts will be officially closed.

CEO/Director's Report--

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

Of particular note was that the construction schedule seemed to be on target with August 14th as the completion date. Further, the moving committee is reporting that they are expecting to have everything except the main office packed and out of Penbrook by the end of June.

Director of Development Report--

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

Of particular note was the request by Dawn for the Board to approve a Gift Acceptance Policy.

Old Business--

A. Locust Lane Property update: Based on feedback it appears that construction is on schedule per the original dates for occupancy. The exterior construction is almost complete and the new roof over the existing building has been replaced.

B. 2017-18 ICS General Fund Budget Approval: A motion was made (see Action # 3) to approve the general operating budget for the 17-18 SY. Built into the budget was a 3 % increase to cover the increase in Health insurance premiums.

New Business--

A. Approval of May construction pay applications: A motion was made (see Action # 4) to approve the pay applications for the general construction, HVAC and Electrical sub-divisions.

B. Approval of the 2017-18 Board Meeting Dates: A motion was made (see Action # 5) to approve the Board meeting dates for the 2017-18 SY.

C. Summer Lease of PUCC: A motion was made (see Action # 6) to approve the month-to month lease for the Community Ministry Center facility offered by Penbrook UCC to ICS for such a time that is necessary to transition into the new facility,

D. Inova Payroll Proposal: A motion was made (see Action # 7) to curtail payroll contracted services with Charter Choices and, effective July 1st, enter into a contractual agreement for said services to be provided by Inova Payroll.

Personnel--

A motion was made (see Action # 8) to hire the following certified professional personnel to assume the following teaching roles for the 2017-18 SY:

Staff member	Assignment
Beth Roberts	K-1
Danielle Rafferty	3-4
Cindy Walker	4-5

Next Meeting Confirmation--

The next regularly scheduled meeting will be held at 3:30 PM on Tuesday July 11, 2017 at 3:30 PM

(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 # 9) was made to adjourn.

Approved and Accepted:



Joseph Schell, Secretary, ICS Board of Trustees

7-11-17
Date



Michelle Coleman, President, ICS Board of Trustees

7-11-17
Date

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

Action Taken: Motion to approve the May, 2017 Board minutes, as submitted.

Motion by: MB

Second: MHH

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: JS
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:

**Infinity Charter School
Board of Trustees
Action # 3
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: A motion to approve the '17-'18 SY General Operating Budget.

Motion by: MB
Second: JS

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 # 4**

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

Action Taken: A motion to approve the pay applications for the general construction, HVAC and Electrical sub-divisions.

Motion by: MH
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 Harding	<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 proposed meeting dates for the monthly Board of Director's meetings for the '17-'18 SY

Motion by: JS
Second: MHH

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 # 6
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve the month-to-month summer lease for the PUC facility, until such a time when the new facility is ready for occupancy.

Motion by: MB
Second: MH

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 # 7
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve terminating the Charter Choices payroll contract and enter into a new contract with Inova Payroll, effective July 1, 2017.

Motion by: MMH
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:

**Infinity Charter School
Board of Trustees
Action # 8**

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

Action Taken: Motion to approve the hiring of the following professionally certified personnel to fill the following teaching position/assignments for the 2017-18 SY:

Teacher	Teaching Assignment
Beth Roberts	K-1
Danielle Rafferty	3-4
Cindy Walker	4-5

Motion by: MB

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 # 9
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve adjournment.

Motion by: MMH
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: