

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

For May 9, 2017

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

**Meeting**—called meeting to order at 3:45 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 April 4, 2017 Board Meeting minutes--

A motion was made (See Action # 1) to approve the April, 2017 Board meeting minutes, as presented.

### Information and Proposals--

**A. Announcement of Executive Session:** Prior to the regularly scheduled May 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:** Jessica Lane was introduced as the new president of the IVO. She indicated that there would not be an end-of-the-year partnership picnic.

### 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 end-of-the year Audit is scheduled to begin August 1<sup>st</sup> with pre-audit planning scheduled for July 6 and 7.

### CEO/Director's Report--

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

Of particular note was Suzanne sharing Jenny Nwokeji's presentation at the 2017 Charter School Rally. As a graduating 8<sup>th</sup> grader she took this opportunity to highlight her positive experiences at ICS.

### **Director of Development Report--**

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

### **Old Business--**

**Locust Lane Property update:** Based on feedback it appears that construction is on schedule per the original dates for occupancy. The flooring has finally arrived.

### **New Business--**

**A. Members 1<sup>st</sup> Federal Credit Union Company Resolution:** A resolution was made (see Action # 3) to approve the construction loan financing with a loan amount of \$3.92 million, encumbering the property located at 5405 Locust Lane, Hbg., PA. The resolution also authorizes the CEO to execute all documents necessary to complete the financing.

**B. Members 1st Federal Credit Union Business Account Authorization:** A motion was made (see Action # 4) to approve the CEO and the ICS Board Secretary as co-signors for business transactions with Member's 1<sup>st</sup> Federal Credit Union. The CEO and Business Manager are authorized check signers.

**C. CAIU Contract for 17-18 sy Special Education Services:** A motion was made (see Action # 5) to approve the special education contract for speech and language, occupational and physical therapy, and psychological services for the '17-'18 SY.

**D. Approval of Construction Pay Applications:** A motion was made (see Action # 6) to initiate payment for sections 2, 3, and 4 of 10 of the pre-approved contract for construction payments.

**E. 2017-18 ICS Budget:** The first draft of the proposed '17-'18 operating budget was presented to the Board for review. It is anticipated that a final draft will be ready for review and approval by the next Board meeting.

**F. Employment Agreement for Ken Gaudi:** A motion was made (see Action # 7) to have Michelle contact Bob O'Donnell and subsequently draft a contract offering Ken Gaudi financial remuneration for services rendered pertinent to fund-raising for ICS's new school.

**G. Locust Lane Phone System Proposal:** A motion was made (see Action # 8) to approve a contract with Comcast for \$921 per/month to cover phone, internet, fax and elevator services at the new facility.

**H. Re-investment Fund:** Board President, Michelle Coleman, gave a summary of her

investigation into obtaining a grant from the re-investment fund. ICS is not eligible to apply directly because the grants go to large companies; however, the larger companies can gift the money to smaller organizations. Michelle is aware of a company in Philadelphia who is willing to speak to us about this. A motion was made (see Action #9) giving Michelle permission to work on this potential grant opportunity.

**Next Meeting Confirmation--**

The next regularly scheduled meeting will be held at 3:30 PM on Monday, June 12, 2017 at 3:30 PM

(Executive Session will be held 1 hour prior to the meeting)

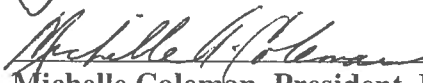
**Adjournment--**

Having no further business to address at this time, a motion (see Action # 10) was made to adjourn.

Approved and Accepted:

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

6/12/17  
Date

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

6/12/17  
Date

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

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

Motion by: MB

Second: MH

<b>Board Vote:</b>	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 # 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

<b>Board Vote:</b>	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 resolution was made to approve the construction loan financing with Member's 1<sup>st</sup> Federal Credit Union in the amount of \$3.92 mil. The resolution also authorizes the CEO to execute all documents necessary to complete the financing.

Motion by: MB

Second: MMH

<b>Board Vote:</b>	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:** Motion was made to authorize the CEO, Business Manager, Board Treasurer, and Board President of ICS to conduct business account transactions on behalf of the school.

Motion by: MH  
Second: JS

<b>Board Vote:</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
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 # 5**

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

**Action Taken:** Motion to approve the proposed CAIU supplemental contract for special education services for the '17-'18 SY

Motion by: JS  
Second: MMH

<b>Board Vote:</b>	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 process payment for sub-sections 2, 3 and 4 of the pre-approved 10 section construction contract at the Locust Lane facility.

Motion by: MH  
Second: MB

<b>Board Vote:</b>	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 approving the ICS Board President to draft a supplemental contract, with the input from the solicitor, to be presented to Ken Gaudi for fund-raising.

Motion by: MB  
Second: MH

<b>Board Vote:</b>	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 # 8  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve Comcast as the service provider for phone, internet, fax and elevator services when ICS occupies the new facility on Locust Lane.

Motion by: MB  
Second: JPS

<b>Board Vote:</b>	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 # 9  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to give Michelle Coleman permission to work on a potential grant opportunity through the Re-Investment Fund.

Motion by: MH  
Second: MB

<b>Board Vote:</b>	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 # 10  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve adjournment.

Motion by: JS

Second: MH

<b>Board Vote:</b>	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:

