

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For November 8, 2016

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

Meeting—called meeting to order at 3:50 PM

Roll Call—in attendance:

- **Board:** Michelle Coleman (Pres.)__x__ Alexis Schrock (VP.)__x__
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 September 13, 2016 and October 11, 2016 Board Meeting minutes--

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

Information and Proposals--

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

B. Community/Public Speakers: One community member, Brian LaForme, was in attendance for most of the meeting.

Committee Reports--

A. Non-IVO Report: N/A

B. IVO Report: After some discussion it was noted that a policy was needed for defining and delineating parameters for requesting IVO activities.

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 our insurance agent's review and recommendations, given the risk management requirements for the new building project. Prior to the awarding of construction bids, the Board needs to review and understand these requirements.

CEO/Prin. Report—

Report was presented by Suzanne Gausman (CEO/Prin.) and reviewed by the Board (See attached). Of particular note was the job sharing roles between our CSN and newly hired school nurse as we work through the process of nurse replacement.

Director of Development Report--

Report was presented by Dawn Brotherton and reviewed with the Board (See attached). Bill Schell, the former Director of the York Library system, was present with Dawn to provide information regarding strategies and protocols for funding-raising.

Old Business--

Locust Lane Property update: An open house/walk through will be provided to potential contractors on November 9, 2016.

New Business--

A. Construction Bids: ICS is anticipating the submission of bids for construction and the Board will need to reconvene in the near future for bid awards and approval.

B. Approval of Comprehensive Plan: A motion was made (see Action # 3) to submit the annual Comprehensive Plan to PDE.

C. Records Policy: To comply with PDE's regulations regarding student records, the administration has revised the policy and a motion (see Action # 4) was made to approve the amendments accordingly.

Personnel--

New Hire: Suzanne noted that she was aggressively looking for a German teacher replacement. A motion was made (see Action #5) to accept the resignation of Petra Rueter, effective December 4, 2016, unless a replacement is found earlier.

Next Meeting Confirmation--

The next regularly scheduled meeting will be held at 3:30 PM on December 13, 2016
(Executive Session will be held 1 hour prior to the meeting)

Recess--

Having no further business to address at this time, a motion was made to recess until

11/17/16 (See Action # 6), thus providing the Board an opportunity to review and award bids for the new facility construction.

Reconvened Session: The Board was reconvened on Nov. 17, 2016 at 4:12 PM and the following matters were addressed:

Personnel: A motion was made (see Action # 7) to hire Lynn Marie Leonard as the new German teacher, effective 1-3-17, for 17 ½ hours per week, at the standard teacher hourly rate.

Bid Awards: A motion was made (see Action # 8) to permit Crabtree, Rohrbaugh and Associates to send the letter of intent to the lowest responsible bidders for (a) General Construction, (b) HVAC Construction, (c) Plumbing Construction, and (d) Electrical Construction.

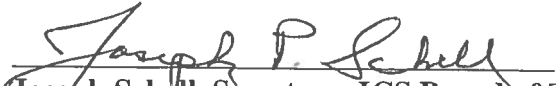
A motion was made (see Action # 9) to permit Crabtree, Rohrbaugh and Associates to draft and send the Contracts to the lowest responsible bidders.

A motion was made (see Action # 10) to permit Crabtree, Rohrbaugh and Associates to send the Notice to Proceed to the lowest responsible bidders for each prime contract for base bid and selected alternates upon execution of the contracts.


Adjournment--

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

Approved and Accepted:


Joseph Schell, Secretary, ICS Board of Trustees

12/13/16
Date


Michelle Coleman, President, ICS Board of Trustees

1-10-17
Date

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

Action Taken: Motion to approve the September and October, 2016 Board meetings' minutes, as submitted.

Motion by: MB
Second: AS

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> 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 # 2
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve the Business Manager's report, as submitted.

Motion by: MM
Second: AS

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> 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 submission of the Comprehensive Plan to PDE.

Motion by: MB

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> 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 # 4
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve the revised Student Records Policy.

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> 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 accept the resignation of Petra Rueter effective December 4, 2016, unless a replacement is found earlier.

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> 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 recess the regularly scheduled November 8, 2016 until November 17, 2016, at which time the Board will re-convene to complete additional monthly Board business.

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

Action Taken: Motion to hire Lynn Marie Leonard as a replacement part-time German teacher, effective 1-03-17, for 17 ½ hours per week, at the standard teacher hourly rate.

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 # 8
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to permit Crabtree, Rohrbaugh and Associates to send the letter of intent to the lowest responsible bidder (lowest base bid plus selected alternates) for each prime contract as follows: General Construction [Lobar, Inc.], HVAC Construction [Midstate Mechanical/Electrical, LLC], Plumbing Construction [WC Eshenaur & Son], Electrical Construction [Midstate Mechanical/Electrical, LLC]

Motion by: MB
Second: MH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	_____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 permit Crabtree, Rohrbaugh and Associates to draft and send the contracts to the lowest responsible bidder, for base bids and selected alternates, for each prime contract and permit the Board designated official to sign the contracts upon review of the Solicitor.

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 # 10
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to permit Crabtree, Rohrbaugh and Associates to draft and send the Notice to Proceed to the lowest responsible bidder for each prime contract, including base bid and selected alternatives, upon execution of contracts.

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:

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

Action Taken: Motion for adjournment of the November, 2016 Board meeting at 5:45 PM

Motion by: MH

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 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: