

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For July 11, 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 June 12, 2017 Board Meeting minutes--

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

Information and Proposals--

A. Announcement of Executive Session: Prior to the regularly scheduled July 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, the new IVO President, was present to offer an overview of the proposed '17-'18 IVO operating budget as well as an Events and Activities calendar for the fiscal year. A parent information handout has been prepared for distribution at "Back to School" night. A monthly IVO Meeting will be held on the 1st Thursday of each month at the East Shore library. The meeting will be held in the afternoon one month and in the evening the next month in hopes of accommodating more parents and their schedules.

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: Effective July 1, 2017, Inova Payroll (replacing Charter Choices) processed payroll for the new fiscal year.

In addition, the signed lease agreement with PUCC has been returned; it is anticipated that we will pay monthly for leasing the office and library space until our move to the new location.

CEO/Director's Report--

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

Of particular note: School Health Services have adopted a new set of immunization regulations which are requiring parents to have all single dose vaccines administered to their children prior to initial school entry and all series completed within five days of entry. Presently ICS does not have any written guidelines to address this regulation and it is being recommended that the Policy committee put the on their September agenda for consideration.

Director of Development Report--

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

Of particular note: A motion was made (see Action # 3) to approve a policy which clearly defines ICS's position on gift acceptance. In addition, Dawn reported meeting with the Board President of the Crain Kunkel Foundation and subsequently will be submitting an application for grant monies from the Foundation.

Old Business--

A. Locust Lane Property update: Based on feedback it appears that construction is on schedule per the original dates for occupancy.

B. 2017-18 ICS School Calendar: A motion was made (see Action # 4) to accept a revised school calendar for ICS which reflects a change in the opening date for the '17-'18 SY. It is anticipated that this change will provide the construction contractors with a safely window for job completion and thus provide the students with a smooth transition from summer vacation to school operations within the new facility.

New Business--

A. 2016-17 Financial Audit-Letter of Engagement: A motion was made (see Action # 5) to enter into an agreement with the law firm of Brown, Schultz, Sheridan and Fritz to complete the PDE required financial audit for the '16-'17 SY.

B. Approval of the Board of Trustees Reorganization: A motion was made (see Action # 6) to approve the re-organization of the Board of Trustees for the 2017-18 SY.

C. 2016-17 Application for Charter School Lease Reimbursement: A motion was made (see Action # 7) to approve the submission of the lease reimbursement application to PDE.

D. Approval of the June Construction Pay Applications: A motion was made (see Action # 8) to approve payment totaling \$968,649, for construction services per the pre-approved pay application schedule.

Next Meeting Confirmation--

The next regularly scheduled meeting will be held at 3:30 PM on Tuesday August 8, 2017 at 3:30 PM.

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

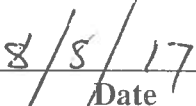
Adjournment--

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



Date



Michelle Coleman, President, ICS Board of Trustees



Date

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

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

Motion by: MB
Second: MMH

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: 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> </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 Gift Acceptance Policy, as amended.

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 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 approve the revised 2017-18 SY calendar, which reflects a change in the start date for all students.

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 # 5
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve the letter of engagement for the law firm of Brown, Schultz, Sheridan and Fritz to complete the financial audit for the '16-'17 SY

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

Action Taken: Motion to approve the re-organization of the ICS Board of Trustees for the 2017-18 SY

Motion by: MMH
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:

- Michelle Coleman – President (Curriculum Committee)
- Alexis Schrock – Vice- President (Policy, By-Laws Committee)
- Michelle Haring – Acting Vice-President, Member at Large (Policy, By-Laws Committee-interim)
- Joseph Schell – Secretary (Personnel Committee)
- Matthew Blaylock – Treasurer (New Construction /Finance Committees)
- Megan Mines-Hall – Parent Rep (IVO /Yearbook Committee)

Infinity Charter School

Board of Trustees

Action # 7

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

Action Taken: Motion to approve the 2016-17 Application for Charter School lease reimbursement

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 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 June construction pay applications.

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 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 approve Board adjournment

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 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: