

**Infinity Charter School**

**Board of Trustees Monthly Board Meeting Minutes**

For

Tuesday, April 8, 2014

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

**Meeting**—called meeting to order at 3:40 p.m.

**Roll Call**—in attendance:

**Board:** Michelle Coleman (Pres.)\_X\_\_\_ William Beaver (V.P.)\_X\_\_\_

Joseph Schell (Sec./Treas.)\_X\_\_\_ Ann Castaniera (Parent Rep.)\_X\_\_\_

Matt Blaylock\_\_\_X\_\_\_

**Staff:** Suzanne Gausman (CEO/Prin.)\_X\_\_\_ Shelly Fredericks (Bus. Mngr.)\_X\_\_\_

**Minutes**—

Board moved and approved the ICS Board minutes, as amended, from the March, 2014 Board meeting . (See motion # 1)

**Parent/Community Member Comments:** N/A

**Non-IVO Committee Reports:** N/A

**IVO Reports:** N/A

**Business Manager's Report**—

Report was presented by Shelly Fredericks (Bus. Mngr.) and reviewed by the Board (See attached).

Board discussed various issues in the report related to: (1) A computer back-up system to be installed to protect and maintain all sensitive data in a central location. Shelly will

communicate with CPI regarding the progress being made to satisfy this need. (2) It is anticipated that the necessary information will be available for the Board to approve the recommended operating budget for the 2014-15 school year at the May board meeting, and (3) our new insurance broker has finalized his review of our insurance policies and has recommended that the Board Treasurer have a separate bonding policy. An application for such has been initiated and will need final approval at the May board meeting.

Finally, a motion was made to have Ann represent the Board as spokesperson to obtain a grace period regarding the settlement date for the Locust Lane property. (see motion # 2)

#### **CEO/Prin. Report—**

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

Board discussed various issues in the report related to: (1) new Prospective Parent orientation meetings--it was determined that more demographic information would be beneficial on the application paperwork. The Administration will re-draft the application form.

#### **Old Business—**

##### **A. Waivers/liability**

Michelle will have conversation with our Board solicitor regarding the appropriateness of the waiver statements in the parent permission forms.

##### **B. Insurance Questions**

See the summation regarding insurance in sec. 3 of the Bus. Mngr.'s report

##### **C. Parent Representative to the Board**

The Board recommended that the administration amend the communication protocol regarding communication to the parents interested in submitting their names as prospective candidates for Board membership. Parents will be notified via e-mail and the Monday newsletter re procedures.

##### **D. FMLA Leave Request**

Action was made to approve an extension request of FMLA for a staff member (see motion #3)

#### **New Business—**

#### **A. Future Board Meeting Protocols**

As a result of the Board's attendance at a seminar in Philadelphia, it was the general consensus that modifications and alterations to the present Board meeting format would result in a more effective communication system as well as a more effective use of time. Changes to this design are forthcoming.

#### **B. Field Trips and Chaperone Policies**

Ann disseminated information and protocols to the Board regarding best practices and procedures used by staff and chaperones when planning/implementing field trips for students. It was determined that a committee made up of the Board membership would be formed to review present ICS policy and re-draft new policy pertaining to field trips. Input from all parties involved would be sought before a final operating policy would be implemented.

#### **Board Meeting Adjourned --**

Having no further business to attend to, this meeting was called to close at 5:30 p.m.

**Next Meeting** is scheduled for Tuesday, May 13, 2014 at 3:30 p.m.

(Executive Session to begin at 2:30 p.m.)

Approved and Accepted:

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

\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

Infinity Charter School

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Action #1

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

**Action Taken:** Motion to approve the March, 2014 Board meeting report, as amended.

Motion by: WB

Second: MC

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
William Beaver	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Joe Schell	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Ann Castaneira	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Matt Blaylock	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>

Comments:

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Action #2

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

**Action Taken:** Motion to approve Ann Castaneira as spokesperson for the Board to obtain a grace period extension for a settlement date.

Motion by: WB

Second: JS

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	_____x_____	_____	_____	_____
William Beaver	_____x_____	_____	_____	_____
Joe Schell	_____x_____	_____	_____	_____
Ann Castaneira	_____x_____	_____	_____	_____
Matt Blaylock	_____x_____	_____	_____	_____

Comments:

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Action #3

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

**Action Taken:** Motion to approve the request of Cindy Walker for an extension of her FMLA leave.

Motion by: MB

Second: WB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
William Beaver	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Joe Schell	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Ann Castaneira	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Matt Blaylock	<u>    x    </u>	<u>          </u>	<u>          </u>	<u>          </u>

Comments: