## **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 BlaylockX
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 concensus 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

Muhelle J. Coleman 5-13-14

Michelle Coleman, President, ICS Board of Trustees Date

## **Board of Trustees**

## Action #1

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

Action Taken: Moti	ion to approve th	ne March, 2014 B	oard meeting rep	oort, as amended.
Motion by: WB				
Second: MC				
Board Vote:	Yes	No	Absent	Abstain
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William Beaver	X		wish-schools devices in account to the schools of t	-turns the visit that of a transfer and a transfer and a transfer a transfer and
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Comments:

# **Board of Trustees**

## Action #2

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

Action Taken	: Motion	to a	approve	Ann	Castaneira	as	spokesperson	for	the	Board	to	obtain	а	grace
period extens	on for a se	ettlei	ment da	te.										

Board Vote:	Yes	No	Absent	Abstain
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Matt Blaylock				- 1904-1900000 COMO TO STANLING CONTRACTOR OF THE STANLING CONTRACTOR OF TH

Comments:

Motion by: WB

Second: JS

## **Board of Trustees**

## 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.							
Yes	No	Absent	Abstain				
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	Yesxxxxx	Yes Nox	Yes  No  Absent   x				

Comments: