

Infinity Charter School

Board of Trustees Monthly Board Meeting Minutes

For

Tuesday, October 8, 2013

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 Fredricks (Bus. Mngr.)_x___

Minutes—

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

Parent/Community Member Comments:

Ms. Gillian Brown, IVO President, was present for the Board meeting. She shared the successes of the Fall Festival and expressed her appreciation to the administration and Board for their support. The Board expressed its appreciation, in like kind, for all the work and effort that was put forth by the IVO membership to make the festival a worthwhile and enjoyable affair. Further, she indicated that Venessa Johnson has come forward to volunteer her services to chair the Yearbook committee. After some discussion regarding our previous contract with a yearbook vendor, the Board suggested to Gillian that the Board would support either the continuation with the same vendor or initiating a new contract with a vendor of IVO's choosing.

Non-IVO Committee Reports: N/A

IVO Reports: (see above)

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) Cash flow (i.e. All districts have satisfied their financial obligations regarding tuition reimbursement for the 2012-13 school), and (2) Budget (i.e. Districts notoriously wait to meet their initial tuition obligations until adjustments are made regarding enrollment changes).

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) Kodu club (i.e. The computer club held its first meeting on Sept. 26th at the East Shore Library. We have been informed that Carpenter, Inc. cannot further assist ICS regarding our request for additional memory and laptop batteries. The Board, in turn, directed the Business Manager to transfer monies within the line items of the existing budget to cover the costs for bringing the computers up to working order.) and (2) School Health Services (i.e. The School Nurse has initiated the health screenings, as required by School law).

Old Business—

a. **2012-13 financial audit:** The Board was provided with a draft copy of the proposed audit report and ICS's Business Manager highlighted errors within the report. Said errors were noted and a written response has been prepared to be forwarded to the auditors, prior to our exit meeting, at a future date, yet to be scheduled.

New Business—

a. **2013-14 Budget Transfers:** After some discussion regarding monies needed to secure property at 5405 Locust Lane, Lower Paxton Township, the Board took action to approve the transfer of funds from ICS's budgetary reserve to a newly created line item account in the 2013-14 SY operating budget. (See motion #2). After some discussion regarding monies needed to enter into a contract with an outside firm to assist ICS in obtaining funding and grants for the furnishings and relocation to the 5405 Locust Lane property, the Board took action to approve the transfer of funds from ICS's budgetary reserve to a newly created account in the 2013-14 SY budget. (See motion #3).

b. **Dialogue with the Solicitor:** Realizing the enormity and complexity involved in the Board's effort to provide a more appropriate learning milieu for staff and students, it was determined that, at this juncture, it was in the Board's best interest to have a meeting with the school's solicitor. It is anticipated that this meeting will provide both parties with an

opportunity to air any questions and/or concerns as we move forward with this endeavor.

c. Board Calendar: After some discussion regarding the Board's goals and objectives, it was determined that a long-range planning calendar may lend assistance to the Board so as not to lose focus on our yearly duties and responsibilities. To that end, Matt has offered to prepare a preliminary working document and forward the same to all Board members for their input.

Board Meeting Adjournment--

Hearing no further business to be addressed the Board meeting was adjourned at 4:55 p.m.

Next Meeting is scheduled for Tuesday, November 12, 2013 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

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Actions

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

Action Taken: Motion to approve the minutes of the September, 2013 Board meeting, as amended

Motion by: MB

Second: AC

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 the transfer of \$50,000 from acc't # 5900-800 to acc't # 4100-710 for the purpose of securing property at 5405 Locust Lane, Harrisburg, PA 17109

Motion by: MB

Second: WB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Beaver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Schell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ann Castaneira	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Blaylock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Action #3

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

Action Taken: Motion to approve the transfer of \$13,500 from acc't # 5900-800 to acc't # 3390-331 for the purpose of retaining BVFR and Associates to assist ICS in obtaining funds and grants for the furnishings and relocation of ICS to the 5405 Locust Lane property.

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: