

**Infinity Charter School**

**Board of Trustees Monthly Board Meeting Minutes**

For

Tuesday, September 10, 2013

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

**Meeting**—called meeting to order at 3:50 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 August 13, 2013 Board meeting (See motion #1)

**Parent/Community Member Comments:**

N/A

**Non-IVO Committee Reports:**

N/A

**IVO Reports:**

IVO provided a handout to the Board, noting several ways to assist IVO in fundraising

Also mentioned, was a reminder of the Fall Festival, scheduled for Saturday, October 5<sup>th</sup> at Seibert Park in Camp Hill.

### **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) Budget issues [I.e. The State's ADM appropriations appear to reflect an average 3% increase over 2012-13 school year allocations, while Central Dauphin's increase is approximately 1.6%. After re-calculating student membership for the 2013-14 school year, we are projecting a \$17,000 increase over last year's revenues.] (2) Insurance issues [I.e. After extensive discussion it was decided to maintain our present fiscal premium payment schedule with Cincinnati Insurance for our medical coverage.]

In addition, action was taken (see motion #2) to approve all Non-contracted employees pay rate for the 2013-14 school.

Further, action was taken (see motion #3) to disperse 2013-14 Staff retention bonuses in the second pay period, with the exception of Cindy Walker, the latter of whom would receive said bonus upon her return from medical leave.

Further, action was taken (see motion #4) to approve a 1% pay raise, across the board, for all staff, for the 2013-14 school.

### **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) Enrollment (2) staff development and (3) protocol for disbursement of Monday newsletter information to parents.

In addition, Theme information for the 2013-14 school year was shared with the Board, as well as notification that we are still waiting to hear from Carpenter, Inc., regarding our request for additional memory and laptop batteries.

## **Old Business—**

UC Appeal Disposition: Having reviewed updated information from our attorney regarding NJH, it was determined by the Board that we would await hearing from her attorney before any further action would be taken. To date, we still have heard nothing from her attorney.

Stevens and Lee Contract: A revised contract has been drafted and a motion was made (see motion #5) to approve and forward said contract, along with a \$1,000 retainer, effective, September 10, 2013.

BVFR contract: Action was taken (see motion #6) to approve the expenditure of \$13,500 to retain the services of BVFR to assist in procuring funding for construction of a new educational facility for ICS.

Purchase of 5405 Locust Lane Property: A resolution was drafted, directing our Business Manager to draft a deposit check for \$50,000 to be forwarded to the escrow account of Clymer, Musser and Conrad, PC, to initiate purchase of said property.

## **New Business—**

New Hires: The Board took action (See motion #7) to approve the hiring of the following individuals to fill professional vacancies for the 2013-14 school year:

Name	Position
Stefanie Moore	Guidance Counselor
Kyle Parrish	Physical Education Teacher
Barbara Eddy	German Teacher

FMLA Request: The Board took action (See motion #8) to approve Cindy Walker's request for medical leave.

Long-term Substitute: The Board took action (See motion #9) to hire Lisa Gongaware as a LTS to replace Cindy Walker during her medical leave.

**Board Meeting Adjourned** at 5:50 p.m.

**Next Meeting** is scheduled for Tuesday, October 8, 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**

**Infinity Charter School**

**Board of Trustees**

**Motion # 1**

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

**Action Taken:** Motion to approve the August, 2013 board meeting minutes, as submitted.

Motion by: WB

Second: MB

<b>Board Vote:</b>	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:

**Infinity Charter School**

**Board of Trustees**

**Motion # 2**

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

**Action Taken:** Motion to approve the pay rate for all non-contracted employees for the 2013-14 school year, as submitted.

Motion by: WB

Second: MB

<b>Board Vote:</b>	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:

**Infinity Charter School**

**Board of Trustees**

**Motion # 3**

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

**Action Taken:** Motion to approve the disbursement of 2013-14 Staff retention bonuses during the second pay period (with the exception of Cindy Walker, the latter of whom would receive said bonus upon her return from medical leave).

Motion by: WB

Second: MB

<b>Board Vote:</b>	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:

**Infinity Charter School**

**Board of Trustees**

**Motion # 4**

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

**Action Taken:** Motion to approve a 1% salary increase for all staff for the 2013-14 school year.

Motion by: MC

Second: JS

<b>Board Vote:</b>	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:



**Infinity Charter School**

**Board of Trustees**

**Motion # 5**

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

**Action Taken:** Motion to approve a revised contract with the law firm of Stevens and Lee to assist in legal matters regarding property acquisition and new building construction.

Motion by: Mc

Second: WB

<b>Board Vote:</b>	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:

**Infinity Charter School**

**Board of Trustees**

**Motion # 6**

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

**Action Taken:** Motion to approve the expenditure of \$13,500 to retain the services of BVFR to assist in procuring funding for construction of a new educational facility.

Motion by: JS

Second: MB

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

Comments:

**Infinity Charter School**

**Board of Trustees**

**Motion # 7**

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

**Action Taken:** Motion to approve the hiring of the following individuals to fill professional vacancies for the 2013-14 school year:

Stefanie Moore--Guidance Counselor

Kyle Parrish--Physical Education Teacher

Barbara Eddy--German Teacher

Motion by: MC

Second: JS

<b>Board Vote:</b>	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:

**Infinity Charter School**

**Board of Trustees**

**Motion # 8**

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

**Action Taken:** Motion to approve the request of Cindy Walker for medical leave, post back surgery.

by: WB

Second: JS

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

Comments:

**Infinity Charter School**

**Board of Trustees**

**Motion # 9**

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

**Action Taken:** It was moved to approve the hiring of LISA Gongaware as a Long-Term-Substitute to replace Cindy Walker during her medical leave.

Motion by: WB

Second: JS

<b>Board Vote:</b>	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: