

Infinity Charter School

Board of Trustees Monthly Board Meeting Minutes

For

Tuesday, August 12, 2014

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

Meeting—called meeting to order at 7:38 P.M.

Roll Call—in attendance:

- **Board:** Michelle Coleman (Pres.)__X__ William Beaver (V.P.)__X__
Joseph Schell (Sec.)_X__ Michelle Haring (Parent Rep.) _X__
Matt Blaylock (Treas.)__X__
- **Staff:** Suzanne Gausman (CEO/Prin.)_abs__ Shelly Fredericks (Bus. Mngr.)_X__

Minutes—

- Board moved and approved the ICS Board minutes from the July 8, 2014 Board meeting, as submitted. (See Action # 1)

Parent/Community Member Comments: No comments or questions were presented.

IVO Reports: In the absence of an IVO rep. Shelly provided the Board with an IVO-generated schedule of proposed activities for the 2014-15 SY. The proposal reflects a continuation of the existing activities and IVO was not asking for additional funds, beyond the \$1000 budgeted for this coming school year. There were no objections noted. It should, in fact, be noted that the Board sincerely appreciates the ongoing effort put forth by the IVO as it works, in concert with the school, for the betterment of staff and students.

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) Website-It was noted that

the General Fund Balance, as well as the Treasurer's report will now be available for perusal. (2) Metro Bank Investment Option: The Bank is offering a 2.23% interest rate on 55 month CD investments over \$500. Given our present financial status it was decided to table any decisions regarding investing until we have a clearer picture of needed revenues for construction/expansion. (3) Management Representation Letter: A letter has been directed to the Dept. of the Auditor General confirming, to the best of our knowledge, compliance with all laws and regulations pertaining to information provided during the fiscal audit completed for the period from July 1, 2008 to July 1, 2012. (4) ICS Approved Budget for 2014-15: It should be noted that, when reviewing the revenue ledger for the new fiscal year, the first payments from districts whose students are attending ICS, do not generally appear in the operating budget until the end of September.

CEO/Prin. Report—

- Report was presented by MAC in Suzanne Gausman's absence and reviewed by the Board (See attached).

Old Business--

- MAC provided feedback to the Board regarding her investigation/inquiry with DCNR/DEP and reported their willingness to provide assistance and support as we generate grant applications, amounting to \$25,000, for growing greener. In addition, two grants are available, amounting to \$1500-\$2000 each, for wetland development. She will spearhead the application process and coordinate efforts with Suzanne to infuse the goals into the themes as they relate to our environmental education objectives.

New Business—

A. Board Elections: Action was taken, in the form of a motion (see Action #2) to elect existing Board members to specific positions on the Board. Further, action was taken, in the form of a motion (see Action #3) to appoint existing Board members to Chair specific committees for the 2014-15 SY.

B. Crabtree Rohrbaugh Presentation: Josh Bower, Sr. Project Mngr., provided a project update of Phase 1 of the new building. The overview consisted of (1) Progress to Date: meetings held with committee members pertaining to the projected # of classrooms and offices needed as well as educational specifications required by law (it is anticipated that the initial estimated costs will be available at the next meeting), and (2) Project Schedule: The project is broken down into three phases with (a) schematic design to be completed by August, '14, (b) land development to be completed by Feb. '15 and © construction to begin in March, '15. Certification options (i.e. Leed and Green Globe)

were discussed. Strong emphasis is being placed on energy costs/savings as it is a big issue in architectural and engineering design considerations. Further, the firm has offered to make a presentation at our Open House in the Fall. Josh noted the need for the land to be re-surveyed and action was taken, in the form of a motion (see Action #4) for Crabtree to hire a surveyor, at a cost not to exceed \$6,000, to complete this task.

C. Classroom Configuration: It has been determined by the Board that it would be financially and educationally prudent to move forward at this juncture and add an additional K/1 class for the 2014-15 SY. The necessary steps are being taken to implement the initial phase of our program expansion.

D. New Policies: Action was taken, in the form of a motion (see Action #5), to accept the proposed new policies (i.e. #103-Volunteers, #331-Field Trips, #503- Public), effective immediately. These policies will be available for review on the website in the very near future.

F. PA Educator.Net Contract: Action was taken, in the form of a motion (see Action #6), to accept the recommendation of the Administration to renew membership in PA Educator. It is a valuable resource for finding perspective candidates for employment.

G. 2013-14 Charter School Annual Report Approval: Action was taken, in the form of a motion (see Action #7), to approve the 2013-14 Charter School Annual Report as submitted.

H. Personnel Issues: Action was taken, in the form of a motion (see Action #8), to accept the letter of resignation, submitted by the music teacher, effective immediately. Action was further taken, in the form of a motion (see Action #9), to hire the following, in the positions so noted, for the 2014-15 SY.

Personnel	Position
Sarah Williams	Music
Michelle McGowan	¾
Vivian Galebach	K/1
Katrina Magaard	Counselor
Beth Roberts	Paraprofessional

I Real-estate Tax Exemption Application: MAC shared with the Board that she and the Administration have submitted an application for tax exempt status for the new property on Locust Lane. The application includes projected educational use of the property this coming school year and, if accepted, will save ICS \$10,000 in tax assessment.

11. Confirmation of Next Board Meeting--

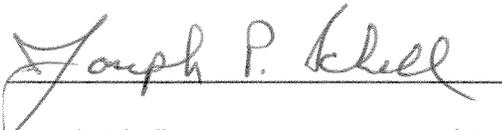
It is expected that the next regularly scheduled Board meeting will be held on Tuesday, September 9, 2014 at 3:30 PM.

(Executive session is scheduled to begin at 2:30 PM)

Board Meeting Adjournment--

Hearing no further business to be addressed by the Board at time, a motion to adjourn was made by Bill Beaver and seconded by Matt Blaylock. With agreement of all members present, MAC closed the meeting at 8:45 PM

Approved and Accepted:



Joseph Schell, Secretary, ICS Board of Trustees

9-9-14

Date



Michelle Coleman, President, ICS Board of Trustees

9-9-14

Date

Infinity Charter School

Board of Trustees

Action #1

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

Action Taken: Motion to approve the July 8, 2014 Board meeting report, as submitted.

Motion by: JS

Second: MB

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"/>
Michelle Harding	<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:

Infinity Charter School

Board of Trustees

Action #2

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

Action Taken: Motion to approve the election of the following Board members to their respective positions on the ICS Board:

Board Member	Position
Michelle Coleman	President
William Beaver	Vice-president
Joseph Schell	Secretary
Matthew Blaylock	Treasurer

Motion by: MH

Second: MB

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>
Michelle Harding	<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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Board of Trustees

Action #3

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

Action Taken: Motion to approve the assignment of the following Board members to their respective Chair positions on the ICS Board:

Board Member	Chair Position
Michelle Coleman	Curricula
William Beaver	Policy/By Laws
Joseph Schell	Personnel
Matthew Blaylock	New Construction/Finance
Michelle Haring	IVO/Yearbook

Motion by: MH

Second: MB

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

Comments:

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Action #4

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

Action Taken: Motion directing Josh Bower, Sr. Project Mangr., to hire a surveyor to re-survey the Locust Lane property, at a cost not to exceed \$6,000.

Motion by: MH

Second: MB

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

Comments:

Infinity Charter School

Board of Trustees

Action #5

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

Action Taken: Motion to accept the new policies pertaining to:

#103-VOLUNTEERS

#331-FIELD TRIPS

#503-PUBLIC PARTICIPATION IN BOARD MEETINGS

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"/>
Michelle Harding	<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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Board of Trustees

Action #6

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

Action Taken: Motion to accept the recommendation to renew membership in PA Educator for the 2014-15 SY

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"/>
Michelle Harding	<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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Board of Trustees

Action #7

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

Action Taken: Motion to approve the 2013-14 Charter School Annual Report as submitted.

Motion by: MB

Second: MH

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>
Michelle Harding	<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 #8

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

Action Taken: Motion to accept the letter of resignation of Olivia Hartlaub from her position as music teacher.

Motion by: JS

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>
Michelle Harding	<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 #9

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

Action Taken: Motion to accept the recommendations by our CEO to hire the following persons and assign them to the following positions for the 2014-15 SY.

STAFF MEMBER	POSITION
Sarah Williams	Music
Michelle McGowan	3/4
Vivian Galebach	K/1
Katrina Magaard	Counselor
Beth Roberts	Paraprofessional

Motion by: JS

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"/>
Michelle Harding	<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:

