

## **Infinity Charter School Board of Trustees Monthly Board Meeting Minutes**

For

Tuesday, February 10, 2015

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

**Meeting**—called meeting to order at 3:45 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.)\_x\_\_\_ Shelly Fredericks (Bus. Mngr.)\_\_\_x\_\_\_

### **Review and Approval of the January 13, 2015 Board Meeting minutes**

- A motion was made to approve the January 13, 2015 Board minutes, as submitted.  
(See Action # 1)

### **Information and Proposals--**

A. Announcement of Executive Session: Prior to the regularly scheduled Board meeting for February, the Board met in executive session to discuss personnel matters.

B. Community/Public Speakers: N/A

### **Committee Reports--**

A. Non-IVO Reports: (1)New Facilities Committee-- Matt reported that water damage in the new facility was minor but resulted in the loss of some instructional materials being stored on the lower level. Further, we are going to need to monitor the humidity levels because of the possibility of a mold problem developing. In addition, the building committee is investigating the procurement of signs to be installed in the existing standard at the Locust Lane property, identifying the site as the future home of ICS. (2) Curriculum Committee-- MAC reported that she has initiated the formation of a curriculum committee, made up of interested parents, staff, and Board members. Their first challenge will be to address the development of an outdoor education curriculum that utilizes the wetlands and wooded area in the rear of the Locust Lane property.

B. IVO Report: A working draft of IVO's mission, goals and assumptions was presented to the Board for consideration.

#### **Business Manager's Report--**

- Report was presented by Shelly Fredericks (Business Manager) and reviewed by the Board (see attached). In addition to clarification provided regarding entries on the check detail report, the Board was also informed that a preliminary draft of the proposed 2015-16 operating budget would be made available at the next Board meeting. A motion was made to approve the report, as submitted. (See Action #2)

#### **CEO/Director's Report--**

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

#### **Old Business—**

A. Locust Lane Property update: As previously noted, the environmental study report was submitted to the architects and they have forwarded the necessary documentation to the Township Supervisors in order to obtain a certificate of occupancy for the Locust Lane property. Given that ICS's tax-exemption status is predicated on the Certificate of Occupancy approval, the Board moved to have MAC sign and submit the application (see Action #3). In addition, future research grants as well as funding of outdoor projects with DCNR and DEP are predicated on occupancy approval.

B. Bylaws, Policy Review update, and Employee Agreement: An administrative meeting of the Board has been scheduled for February 24, 2015 to review the bylaws as well as policies that the CEO deems necessary at this time. Let the minutes reflect that said meeting was held and a motion was made (see Action #4) to approve the amended Bylaws, as submitted.

C. Policy Review/Update: At the Administrative/Board meeting on February 24, 2015, the Board had extensive discussion regarding several policies and a motion was made (See Action #5) to approve the existing and/or amended versions as reviewed. Discussion was held concerning a Special Purpose Funds policy, but it was determined that since ICS does not have any special funds, it is not necessary to have a policy at this time.

#### **New Business--**

A. Special Education Contract: The Administration has determined that the initial 2014-15 special education contract between the CAIU and ICS has insufficient services budgeted to meet the unexpected needs of ICS's special education population. A motion was made (see Action #6) to address this problem.

B. Fundraising: An exploratory meeting has been scheduled on March 10, 2015 at 10:00 a.m. with the Board and Administration to investigate the feasibility of a fundraising campaign to supplement revenues deemed necessary for the expansion plans for ICS.

C. Personnel: A motion was made, with regrets, to accept the resignation of ICS's special education teacher (See Action #7). Further, a motion was made to hire a special education certified teacher to fill the vacancy created by the resignation of our present special education staff member (See Action #8).


**Board Meeting Recess--**

Having no further business to be addressed at this time, a motion was made (see Action #9) to recess until February 24, 2015 at which time this meeting will continue, beginning at 9:00 a.m. for the specific purpose of dealing with those issues so noted under old business.

**Next Regular Meeting** is scheduled for Tuesday, March 10, 2015 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**

**Action # 1**

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

**Action Taken:** Motion to approve the minutes of the January 13, 2015 Board meeting, 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>
Michelle Harding	<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**

**Action # 2**

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

**Action Taken:** Motion to approve the Business Manager's report of the January 13, 2015 Board meeting, as submitted.

Motion by: MB

Second: JPS

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

Comments:

**Infinity Charter School**

**Board of Trustees**

**Action # 3**

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

**Action Taken:** Motion directing the Board President to sign and submit the Certificate of Occupancy application to the Lower Paxton township Board of Supervisors for approval.

Motion by: MB

Second: JPS

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

Comments:

**Infinity Charter School**

**Board of Trustees**

**Action # 4**

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

**Action Taken:** A motion to accept the amended ICS Bylaws, as amended

Motion by: WB

Second: MH

<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>
Michelle Harding	<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

Action # 5

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

**Action Taken:** A motion to approve the following policies,

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 1. Part-time employee contract     | 9. Bank Accounts Policy           |
| 2. Full-time employee contract     | 10. Budget Preparation policy     |
| 3. Maternity contract              | 11. Credit/Debit Card policy      |
| 4. Extended leave                  | 12. Purchases Budgeted policy     |
| 5. Whistleblower Act               | 13. Financial Reporting policy    |
| 6. Clearance Policy for Volunteers | 14. Religious Beliefs and Customs |
| 7. Class Size                      | 15. Petty Cash                    |
| 8. Anti-Discrimination             |                                   |

Motion by: WB

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:



**Infinity Charter School**

**Board of Trustees**

**Action # 6**

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

**Action Taken:** A motion to amend the CAIU special education contract to reflect an additional 25 hours at \$95 per hour to cover the cost of additional services needed to meet the diagnostic needs of ICS's special education population.

Motion by: MB

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>
Michelle Harding	<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**

**Action # 7**

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

**Action Taken:** A motion to accept, with regrets, the resignation of Cindy Walker, effective Feb. 11, 2015

Motion by: JS

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>
Michelle Harding	<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**

**Action # 8**

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

**Action Taken:** A motion to hire Emily Axe, effective Feb. 12, 2015, to fill the vacancy created by the resignation of ICS's former special education teacher.

Motion by: MH

Second: MB

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

Comments:

**Infinity Charter School**

**Board of Trustees**

**Action # 9**

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

**Action Taken:** A motion to recess the regular Board meeting until February 24, 2015, at which time the Board membership and administration will re-convene for the expressed purpose of reviewing policies pertaining to ICS operations.

Motion by: MH

Second: MB

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

Comments: