

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For

Tuesday, January 13, 2015

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

Meeting—called meeting to order at 3:42 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_

Consent Agenda--

- A motion was made to approve the following items listed on the consent agenda:
 1. December 9, 2014 Board minutes, as presented,
 2. Business manager's report, as presented,
 3. Change of Board meeting start times, for the remainder of the 2014-15 SY, to reflect the regular monthly meeting to begin at 3:30 p.m., as originally approved. (See Action # 1)

Information and Proposals--

A. Announcement of Executive Session: Prior to the regularly scheduled Board meeting for January, the Board met in executive session to discuss personnel matters and the content of the consent agenda.

B. Community/Public Speakers: N/A

Committee Reports--

a. Non-IVO Report: An environmental study on the Locust Lane property was completed in late December and the report will be submitted to the architects so that the necessary information can be included on the application for the Certificate of Occupancy.

b. IVO Report: Because the IVO Committee did not meet, prior to the ICS Board meeting, no report was submitted for consideration.

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 procedures and protocol (i.e. Act 168) are now in place to further insure the safety of students. Additional information from prior employers must be gathered, via a questionnaire, prior to a prospective new employee being considered for employment by ICS.
 2. All staff, volunteers and subcontractors in schools must have clearances no less than 36 months old. All personnel have one year to update their clearances if they are presently in non-compliance.

Old Business—

A. Locust Lane Property update: As previously noted, the environmental study report will be submitted to the architects.

B. Bylaws, Policy Review update, and Employee Agreement: An administrative meeting of the Board has been scheduled for January 27, 2015 to review the bylaws as well as policies that the CEO deems necessary at this time.

C. Employment Agreement: A preliminary draft of a new employee agreement (i.e. Professional Contract) will be available for review at the January 27th meeting.

New Business--

A. Personnel matters:

1. A motion was made to hire a professional replacement for a K/1 teaching position (see Action #2)

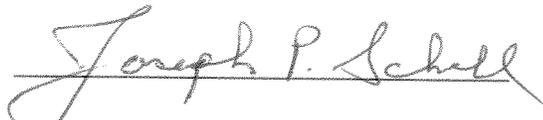
2. A motion was made to hire a long-term substitute for a temporary vacancy in Learning Support. (see Action #3)

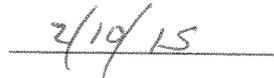
Board Meeting Recess: Having no further business to be addressed at this time, a motion was made (see Action #4) to recess until January 27, 2015 at which time this meeting will continue, beginning at 9:00 a.m. for the specific purpose of dealing with those issues so noted under old business.

Next Regular Meeting is scheduled for Tuesday, February 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 contents of the consent agenda, namely:

A. Board minutes, as presented

B. Business Manager's report, as presented

C. Revised ICS Monthly Board meeting timeframe, to reflect all future meetings to begin at 3:30 P.M. on previously approved dates, for the remainder of the fiscal year.

Motion by: M.B.

Second: W.B.

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 Haring	<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 hiring of Keri Hess to fill the teaching vacancy in the K/1 classroom

Motion by: M.H.

Second: W.B.

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 Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

Infinity Charter School

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Action #3

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

Action Taken: Motion to approve the hiring of Emily Axe as a Long Term Substitute to fill the temporary vacancy in the Learning Support program.

Motion by: M.H.

Second: M.B.

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 Haring	<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 #4

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

Action Taken: Motion to recess until 9:00 A.M. on January 25, 2015, at which time the Board will continue to meet for the purposes of Policy and Bylaw review.

Motion by: W. B.

Second: M.B.

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 Haring	<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 Monthly Board Meeting Minutes

For

Tuesday, January 25, 2015

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

Meeting—called meeting to order at 9:00 a.m.

Roll Call—in attendance:

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

Bylaws, Policy reviews and Employee Agreement--

- After extensive review and discussion a motion was made to approve the following policies. It is expected that said policies will provide the Board and administration with greater clarity, direction and assistance in adhering to the Bylaws of the organization:
 1. Study Trips
 2. Maternity/Paternity Leave of Absence
 3. Leave of Absence (See Action # 5)
- After extensive discussion and review, a motion was made to approve a newly drafted employment agreement between full-time perspective employees and the ICS Board of Trustees. The contents of said agreement are to be reviewed annually (or at the time employment is offered) and a new written agreement is to be signed annually (or at the time employment is offered) by both the Board President and the employee. (See Action # 6)
- Additionally, the Board was also presented with an amended/revised version of the

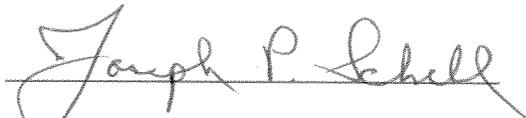
existing Bylaws. It was determined by all members present that time would be better served if each member would personally review and formulate questions and concerns for discussion prior to any further action to be taken on this matter.

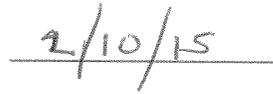
Board Meeting Adjournment: Having no further business to be addressed at this time, a motion was made to adjourn. (See Action # 7).

Next Regular Meeting is scheduled for Tuesday, February 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 # 5

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

Action Taken: Motion to approve the following Board policies:

1. Study Trips
2. Maternity/Paternity Leave
3. Leave of Absence

Motion by: W.B.

Second: M.B.

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> </u>	<u> </u>	<u> </u>	<u> x </u>
Michelle Haring	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments: JS abstained. He felt that there was no need for Board action on policies which served to do no more than detail procedures to implement previously approved Bylaws.

Infinity Charter School

Board of Trustees

Action # 6

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

Action Taken: Motion to approve the development of a revised employment contract for full time employees, with the understanding that said contract would be renewed annually.

Motion by: W.B.

Second: M.B.

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 Haring	<u> </u>	<u> </u>	<u> x </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: Motion to adjourn the January Board meeting.

Motion by: J. S.

Second: M.B.

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 Haring	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments: