Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For

August 11, 2015

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.)_x	Michelle Haring (Parent Rep.) _x
		Matt Blaylock (Treas.)x	Alexis Schrock (Associate)abs
•	Staff:	Suzanne Gausman (CEO/Prin.)_x	Shelly Fredericks (Bus. Mgr.)_abs_

Review and Approval of the July 14, 2015 Meeting minutes--

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

Information and Proposals--

- A. Announcement of Executive Session: Prior to the regularly scheduled Board meeting for August, the Board met in executive session to discuss contracts and personnel matters.
 - B. Community/Public Speakers: Nobody from the public was present for the Board meeting.

Committee Reports--

- A. Non-IVO Report: N/A
- B. IVO Report: Michelle Haring and MAC attended the IVO meeting and shared the meeting's contents with the Board. A preliminary proposal of the IVO's activities and events for the 2015-16 school yr. has been submitted to Suzanne for her review and approval.

Business Manager's Report--

 Report was presented by Suzanne in Shelly's absence and reviewed by the Board (See attached). A motion was made to accept the report, as submitted. (See Action #2)

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:
 - a. Staff and parent handbooks
 - b. Interviewing candidates for the music and paraprofessional positions.

Old Business—

- A. Locust Lane Property update: Because of the need for additional storage space, a recommendation was made to have a conversation with our architects to begin deconstruction of the walls in the multipurpose area. A very special note of thanks and appreciation was extended to Matt, by the Board at large, for his endless commitment of time and energy as we work through this transition period between Penbrook and Locust Lane.
- B. CRA Drawings and Budget: Revised drawings were submitted for the Board's review (see attached), with an estimated \$4.2 million for the project.
- C. Green Apple Day, Growing Greener Grant Update: MAC provided a comprehensive review and update of the efforts (see project description handout) she has put forth to create partnerships and obtain federal and state funds (I.e. grants) to be used to expand and enhance our outdoor environmental education program. Even prior to our move to the new facility, meetings with the architect and construction contractors will be held to ensure that the environmental education goals will be incorporated into the construction plans.

New Business--

- A. Charter Choices Business Services: A motion was made to enter into a 22 month contract with Charter Choices to provide support, assistance and services to our Business Manager (see Action #3)
- B. Approval of Cleaning Service Price Increase: A motion was made to approve a 3% increase in costs for cleaning services for the 2015-16 school year. (See Action # 4)
- C. Budget Transfers: A motion was made to approve the transfer of funds from "Budgetary Reserve" to "Site Acquisition Services" to insure accounting compliance with State accounting protocols. (See Action #5). An additional motion was made to approve the transfer of funds of our special education teacher from the "Pupil Services" account to the "Special Education" account, thus complying with State Accounting regulations. (See Action #6)
 - D. Xerox Copier Proposal: A motion was made to approve the proposed 48 month lease

agreement with Gold-n-Copy for the use of a Xerox Work Center 3655X Multifunction Printer, to include all parts, labor and supplies (excluding paper). This approval is conditional upon the inclusion of toner in the contract. (See Action #7)

- E. Authorized Signers: A motion was made to approve ICS's Business Manager and CEO as authorized signers for Mid-Penn Bank for all business and loan transactions. (See Action #8)
- F. Technology Purchase: A motion was made to approve the purchase of 40 Apple I-pads for instructional use. (See Action #9)
- G. PA-Educator.net Contract: A motion was made to approve the transfer of \$800 from Title II grant monies to cover the cost incurred to purchase the PA-Educator.net services. (See Action #10)

Personnel--

A. A motion was made to approve the resignation of the music teacher, effective immediately. (See Action #11)

Board Meeting Recess: Having no further business to be addressed at this time, a motion was made (see Action #12) to recess until 10:00 AM on August 20, 2015 at which time this meeting will continue for the specific purpose of dealing with personnel matters and contracts.

Next Regular Meeting is scheduled for Tuesday, September 8, 2015 at 3:30 P.M.

(Executive Session to begin at 2:30 P.M.)

August 20, 2015

Meeting Resumption: Meeting was called to order at 10:20 AM.

Personnel --

- A. A motion was made to approve the appointment of Brian Laforme as a new associate member on the Board of Trustees for Infinity Charter School, effective immediately. (See Action # 13)
- B. A motion was made to approve the hiring of Jonathan de Salis as the new music teacher for ICS, effective immediately. (See Action #14)
- C. A motion was made for the ICS to join the US Green Building Council, beginning September, 2015, to be provided with curricula materials and activities, at no cost to the school. (See Action # 15)

Adjournment--

Having no further business to address at this time, a motion was made to adjourn until the next regular scheduled meeting on September 8, 2015. (See Action # 16)

Approved and Accepted:

Joseph Schell, Secretary, ICS Board of Trustees

9-8-15

Date

Michelle Coleman, President, ICS Board of Trustees

Date

Board of Trustees

Action # 1

Action Taken: Motion to approve the July 14, 2015 Board minutes, as submitted.						
Motion by: MH						
Second: MB						
Board Vote:	Yes	No	Absent	Abstain		
Michelle Coleman	X					
William Beaver	X					
Joe Schell	Aug			X		
Michelle Haring	X					
Matt Blaylock	X					
Comments:						

Board of Trustees

Action # 2

Action Taken: Motion to approve the Business Manager's report, as submitted.						
Motion by: JS	9					
Second: MB						
Board Vote:	Yes	No	Absent	Abstain		
Michelle Coleman	x					
William Beaver	X			ego-p		
Joe Schell	x					
Michelle Haring	X					
Matt Blaylock	x	Qu'				
Comments:						

Board of Trustees

Action #3

Action Taken:	Motion to approve the	22 month business servi	ices contract with Cha	arter Choices.
Motion by: JS				
Second: MB				
Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	nx			
William Beaver	X		difference direct	
Joe Schell	xx			
Michelle Haring	X			
Matt Blaylock	x			
Comments:				

Board of Trustees

Action #4

Action Taken: Motion year.	on to approve the a 3 s	% cost increase in clean	ing services for th	e 2015-16 school
Motion by: MB				
Second: WB				
Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver	x			
Joe Schell	X			
Michelle Haring	x			
Matt Blaylock	X			
Comments:				

Board of Trustees

Action # 5

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

		transfer of funds from ce with State accounting		' to "Site Acquisiti	ion
Motion by: JS					
Second: WB					
Board Vote:	Yes	No	Absent	Abstain	
Michelle Coleman	X			-	_
William Beaver	X				-
Joe Schell	x				
Michelle Haring	x				
Matt Blaylock	X				

Board of Trustees

Action # 6

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

	n to approve the transint to the "Special Educat			
Motion by: JS				
Second: WB				
Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	x			

Board of Trustees

Action #7

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

Action Taken: Motion to approve the 48 month lease agreement with Gold-n-Copy for the use of a Xerox Work Center 3655X Multifunction Printer to include all parts, labor and supplies. This agreement is contingent upon the toner being included in the lease.

Motion by: MH				
Second: WB				
Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	x			
William Beaver	X			
Joe Schell	x			
Michelle Harding	x		On the second of	
Matt Blaylock	x			
Comments:				

Board of Trustees

Action #8

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

Action Taken:	Motion to ap	prove the B	usiness	Manager	and	CEO	as	ICS's	authorized	signers	for a	all
business and loa	n transactions	with Mid-Pe	enn Bank	ζ.								

Motion by: MB				
Second: WB				
Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver	X			
Joe Schell	X			
Michelle Haring	X			
Matt Blaylock	X			

Board of Trustees

Action #9

Action Taken: Motion	on to approve th	ie purch	ase of 40 Apple I-p	ads for instructional u	se.
Motion by: MH					
Second: MB					
Board Vote:	Yes	8	No	Absent	Abstain
Michelle Coleman	x				
William Beaver	x				<u> </u>
Joe Schell	x				
Michelle Haring	X				
Matt Blaylock	X				
Comments:					

Board of Trustees

Action # 10

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

Action Taken: Moti incurred to purchase t			Title II grant monies t	co cover the cost			
Motion by: MB							
Second: MH							
Board Vote:	Yes	No	Absent	Abstain			
Michelle Coleman	x			,			
William Beaver	X						
Joe Schell	X						
Michelle Haring	X						
Matt Blaylock	X						

Board of Trustees

Action # 11

Action Taken: immediately.	Motion	to	accept	the	resignation	of	the	music	teach	er,	Sarah	Williams,	effective
Motion by: MH					ē								
Second: WB													
Board Vote:		Yes			No		Abse	ent	Д	bst	ain		
Michelle Colema	n	.x								_			
William Beaver		х								_			
Joe Schell		K											
Michelle Haring	>	<						•		_			
Matt Blaylock	>	(-			
													100
Comments:													

Board of Trustees

Action # 12

Action Taken: Motion to recess the Board meeting until August 20, 2015									
Motion by: MH									
Second: WB									
Board Vote:	Yes	No	Absent	Abstain					
Michelle Coleman	x								
William Beaver	X								
Joe Schell	X								
Michelle Haring	X								
Matt Blaylock	X								
Comments:									

Board of Trustees

Action # 13

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

to ICS's

Action Taken: Moti			of Brian LaForme as an	associate member
				*
Motion by: WB				
Second: MB			ä	
Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	x			
William Beaver	X			
Joe Schell	X			
Michelle Haring	x			
Matt Blavlock	x			

Board of Trustees

Action # 14

Action Taken: 2015-16 school.	Motion to approve	e the hiring o	f Jonathan deSalis a	as the new music	teacher for the
Motion by: JS					
Second: MH					
Board Vote:	Yes	No	Absent	Abstain	
Michelle Colema	nx	-			
William Beaver	X				
Joe Schell	X				
Michelle Haring	X		1		
Matt Blaylock	X				
Comments:					

Board of Trustees

Action # 15

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

Action Taken: Motion to join the Green Building Council, the latter of whom will provide ICS with curricula materials and activities for a 1 year project, at no cost to the school.

Motion by: WB				
Second: MH				
Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	X			
William Beaver	X			
Joe Schell	x			
Michelle Haring	x			
Matt Blaylock	X			
Comments:				

Board of Trustees

Action # 16

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

Action Taken: 2015.	Motion	to adjour	n until	the	next	regularly	scheduled	Board	meeting	on	September	· 8,
Motion by: MH												
Second: WB												
Board Vote:		Yes		No		A	bsent	Abs	tain			
Michelle Colem	an	x										
William Beaver		_x										
Joe Schell		X										
Michelle Haring		_x		<u> </u>								
Matt Blaylock		_x										