

Meeting of the Board of Trustees of the Infinity Charter School

Date: December 14, 2021 Time: 3:30 p.m.
Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

Minutes

1. Call Meeting to Order and Roll Call

Meeting was called to order at 3:30pm at Infinity Charter School

Zoom Michelle Coleman (Pres.)

 x Andreja Rocknage (Secretary & Parent Rep)

 x Michelle Haring (VP)

 x Suzanne Gausman (CEO)

 x Matthew Blaylock (Treasurer)

 x Tammy Geiger (Asst. Principal)

 x Shelly Fredericks (Business Mgr.)

2. Additions, Deletions, or Modifications to the Agenda

Added item e. Quality Assurance Plus Agreement under New Business.

3. Review and Approval of the November 9, 2021 Meeting Minutes –

Motioned for approval by Matthew, Second by Michelle. Unanimously Approved. (Action #1, attached).

4. Information

a. Announcement of Executive Session

Prior to the regularly scheduled public December Board meeting, there was an executive session held.

b. Community/Public Speakers

Community members –

Gwen Forlizzi (in person) to talk about mask mandate – Per Gwen, masks should be optional, they should be a choice as “logic is flawed behind them”. State ruling already states that “no one has this authority” and it is now “illegal and illogical” to continue with the current health and safety plan.

Jason Zeppuhar (in person) to talk about mask mandate – Jason agrees with everything that Gwen Forlizzi said. He added his opinion that masks will not stop the spread of COVID, they might slow the spread, but are not effective. They do, however, have “negative psychological ramifications for our kids”.

Courtney Zeppuhar (via Zoom) to talk about mask mandate – Courtney had no additional comments, Gwen and Jason had covered everything.

Michelle Coleman acknowledged community comments and thanked them for being present and sharing their opinions. She stated that we are taking people’s opinions, comments, etc. under advisement; as well as gathering additional information, including court decisions.

5. Committee Reports

a. IVO

Cookie Dough fundraiser very successful - \$3816 profit – more than replaced Giant A+ Carrying a larger balance than normal for IVO (\$18,750), will fulfill teacher wish-lists after the first of the year. Staff Holiday Luncheon will be on Friday. Just buffet style this year as opposed to sit down lunch. Also, donations for gift cards are being collected from parents.

b. Curriculum Committee

Nothing

c. Grounds Committee

Three items to report – we will be restarting the process of joining the three properties, building retaining wall once the weeds and dead trees have been removed, and begin discussion about the demolition of TrimLine Building once construction is complete.

We will need to contact counsel to reinstate/restart combining of land/lots. Michelle will start process of that and then we will table all other decisions until we have information from counsel.

d. Policy Committee

Procurement policy – update under new business

6. Business Manager's Report

Standard report was presented by Shelly Fredericks and reviewed by the Board. Budget to Actual report will be modified for the next meeting – expenses incurred for Phase 2 as well as ESSR grants – to give a better/clearer picture as we have not received ESSR grant funds yet and Phase 2 is coming out of reserves.

Treasurer's Report – section 5 has been updated. Those funds have already been obligated and allocated, even though funds have not been awarded yet.

Motioned for approval by Andreja, Second by Michelle Haring. Unanimously Approved. (Action #2, attached).

7. Administration Report

Report was presented by Suzanne Gausman and Tammy Geiger and reviewed by the Board.

8. Phase 2

Demolition has started. TrimLine building will be used as on-site construction office. First contractors' meeting will be tomorrow. We will receive updates each month/meeting.

9. New Business

- a. Resolution to authorize signor(s) for Phase 2 construction financing.

Form would give Suzanne, or other designee, authorization to sign any and all loan and financing documents. Very similar to the form that was submitted for the first phase/initial project.

Motioned for approval to designate Suzanne Gausman as signee by Matthew, Second by Andreja. Unanimously Approved. (Action #3, attached).

- b. Process for Phase 2 construction change orders

Architect suggested to have process in place for change orders. Proposed to give Suzanne, or other designee, authority to sign up to \$10,000 (this is the same as the federal threshold for micro purchases) without needing board approval.

Motioned for approval to designate Suzanne Gausman and/or Matthew Blaylock as signee(s) by Michelle Haring, Second by Andreja. One abstention (Matthew). Unanimously Approved. (Action #4, attached).

- c. Health and Safety Plan/Masks

Tabled at this time until we have all pertinent information.

- d. Air Purifiers

Mr. Dobbins (who teaches music lessons after school at Infinity) is a sales rep for exceptional air purifiers. Shelly is requesting we purchase one purifier per classroom and for the office in an amount NTE \$15,000, money will come out of ESSR grant.

Motioned for approval by Matthew, Second by Michelle Haring. Unanimously Approved. (Action #5, attached).

- e. Standard Form of Agreement Between Owner and Quality Assurance Agent –

This was included in overall Phase 2 project and budget, but is a separate agreement with Quality Assurance Plus, contract grand total of \$46,659.00. Shelly is seeking approval of this specific agreement with Quality Assurance Plus.

Motioned for approval by Andreja, Second by Matthew. Unanimously Approved. (Action #6, attached).

10. Old Business

- a. Approve 2020-21 Financial Audit

Final copy of 2020-2021 financial audit that was presented as a draft at the last meeting is now available. Nothing changed between then and now.

Motioned for acceptance and approval by Matthew, Second by Michelle Haring. Unanimously Approved. (Action #7, attached).

- b. Update Division of Federal Programs – Procurement Policy (Revision – FP-4)

Initially adopted in 2016. A few name, verbiage, and monetary threshold changes, especially for micro purchases which were increased to \$10,000 to follow new federal and state guidelines. No major changes.

Motioned for acceptance and approval by Matthew, Second by Michelle Haring. Unanimously Approved. (Action #8, attached).

11. Personnel

No personnel business.

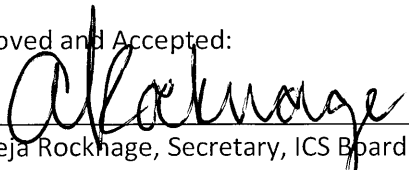
12. Confirm Next Meeting Date and Time – Tuesday, January 11, 2022 at 3:30 p.m.

(Executive Session one hour prior to meeting start time)

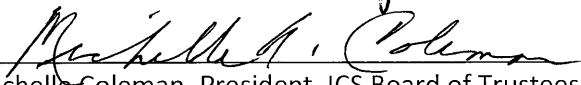
13. Adjourn Meeting

Motioned to adjourn at 4:15pm by Andreja, Second by Michell Haring. Unanimously Approved. (Action #9, attached).

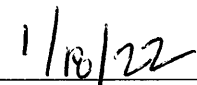
Approved and Accepted:



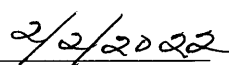
Andreja Rockhage, Secretary, ICS Board of Trustees



Michelle Coleman, President, ICS Board of Trustees



Date



Date

Infinity Charter School
5405 Locust Lane
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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action # 1

Action Taken: Motion to approve the November 9, 2021 Board Meeting minutes.
Motion by: Matthew Blaylock
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andreja Rocknage	<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"/>
Matthew Blaylock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action # 2

Action Taken: Motion to accept the Business Manager's report.
Motion by: Andreja Rocknage
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Andreja Rocknage	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matthew Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action #3

Action Taken: Motion to approve to designate Suzanne Gausman as signee for Phase 2 financing.
Motion by: Matthew Blaylock
Second: Andreja Rocknage

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Andreja Rocknage	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matthew Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action #4

Action Taken: Motion to designate Suzanne Gausman and/or Matthew Blaylock as signee(s) for Phase 2 change orders, up to \$10,000.

Motion by: Michelle Haring

Second: Andreja Rocknage

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Andreja Rocknage	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matthew Blaylock	<u> </u>	<u> </u>	<u> </u>	<u> X </u>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
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Action #5

Action Taken: Motion to approve the purchase of air purifiers for classrooms and office areas, NTE \$15,000.
Motion by: Matthew Blaylock
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andreja Rocknage	<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"/>
Matthew Blaylock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action #6

Action Taken: Motion to accept Standard Form of Agreement Between Owner and Quality Assurance Agent for Phase 2.
Motion by: Andreja Rocknage
Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Andreja Rocknage	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matthew Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action #7

Action Taken: Motion to accept final 2020-21 Financial Audit.
Motion by: Matthew Blaylock
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andreja Rocknage	<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"/>
Matthew Blaylock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action #8

Action Taken: Motion to approve updated Division of Federal Programs Procurement Policy (Revision – FP – 4).
Motion by: Matthew Blaylock
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Andreja Rocknage	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matthew Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

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Infinity Board of Trustees Monthly Board Meeting Actions
For December 14, 2021
Action #9

Action Taken: Motion to adjourn meeting.
Motion by: Andreja Rocknage
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Andreja Rocknage	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Matthew Blaylock	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Comments: