

Meeting of the Board of Trustees of the Infinity Charter School

Date: June 13, 2022 Time: 3:30 p.m.
Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

MINUTES

1. Call Meeting to Order and Roll Call at 3:55pm (Michelle apologizes on behalf of the board for starting late)
 Michelle Coleman (Pres.) – via Zoom Andreja Rocknage (Secretary & Parent Rep)
 Michelle Haring (Vice Pres.) Suzanne Gausman (CEO)
 Matthew Blaylock (Treasurer) Tammy Geiger (Asst. Principal)
 Shelly Fredericks (Bus. Mgr.)
2. Additions, Deletions, or Modifications to the Agenda
None
3. Review and Approval of the May 10, 2022 Meeting Minutes
Motion for approval by Michelle Haring, Second by Matthew. One abstention, Michelle Coleman. Approved.
(Action #1, attached).
4. Information
 - a. Announcement of Executive Session
 - b. Community/Public Speakers
None
5. Committee Reports
 - a. IVO
Wrapping up the school year with Staff Appreciation luncheon tomorrow. Transfer of officers will be this month. 2022-2023 proposed budget to be voted on under New Business.
 - b. Curriculum Committee
 - c. Grounds Committee
 - d. Policy Committee
Leave policy to be voted on under New Business.
6. Business Manager's Report
Standard report was presented by Shelly Fredericks and reviewed by the Board. Auditors coming in next week for initial meeting, don't foresee any issues. Budget for 2022-2023 School year to be voted on during New Business.
Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #2, attached).
7. Administrative Report
Report was presented by Tammy Geiger and reviewed by the Board
8. Phase 2 Update
Things are moving along. Approximately 17-20 days lost due to rain, but they are moving along and making up time as they can.
9. Old Business
None
10. New Business
 - a. Approval of 2022-2023 Board Meeting Calendar
Board Meeting calendar attached to the agenda and in board packet.

Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #3, attached).

b. 2022-2023 ICS General Fund Budget

2022-2023 Budget presented by Shelly. It balances.

Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #4, attached).

c. 2022-2023 IVO Budget

IVO Submitted proposed budget for 2022-2023 school year. Anticipated net should be between \$10,000 - \$12,000 but that will be due to the Fund Run, which will be restricted funds. The rest of the budget should balance out to zero.

Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #5, attached).

d. Employee Health Insurance

Informational only - No changes to plan, but a 5% rate increase. We are staying with our current plan/carrier and it will just renew.

e. Pennsylvania Coalition of Public Charter Schools Membership

Just received annual invoice, it is \$10 less than last year. Suzanne is recommending to continue our membership.

Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #6, attached).

f. Pay Applications

Five pay applications – ECI #4 at \$136,232.78; ECI #5 at \$158,134.73; Mann Plumbing & Heating #4 at \$26,350.81; Mann Plumbing & Heating #2 at \$49,950; and ElecTech #3 at \$37,660.73. Total of payments is \$408,329.05

Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #7, attached).

g. Leave Policy

Updated to reflect PTO for 10-month employees who work less than 37.5hrs/week; as well as clarified vacation time.

Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #8, attached).

h. Summer Office Hours

Informational only - During the summer, the office will be closed on Fridays.

11. Personnel

Resignations received from the following Heath Lettich and Misti Demko

Motion to accept by Michelle H, Second by Matthew. Unanimously approved. (Action #2, attached)

Suzanne is also asking for board approval to hire Jenna Burger (MS English Language Arts) and Bryan Clark (Guidance Counselor), who are both certified for their roles.

Motion for approval by Michelle H, Second by Matthew. Unanimously approved. (Action #2, attached).

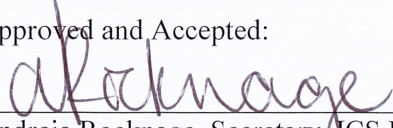
12. Confirm Next Meeting Date and Time – Tuesday, July 12, 2022 at 3:30 p.m.

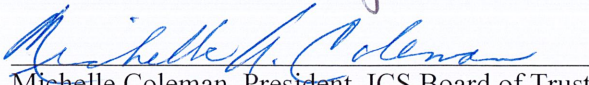
(Executive Session one hour prior to meeting start time)

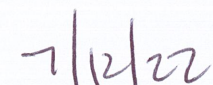
13. Adjourn Meeting

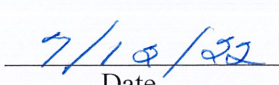
Motion to adjourn at 4:20 by Michelle H, Second by Matthew. Unanimously approved. (Action #5, attached)

Approved and Accepted:


Andreja Rocknage, Secretary, ICS Board of Trustees


Michelle Coleman, President, ICS Board of Trustees


Date


Date

Infinity Charter School
5405 Locust Lane
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions
For June 13, 2022
Action # 1

Action Taken: Motion to approve the May 10, 2022 Board Meeting minutes.
Motion by: Michelle Haring
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 June 13, 2022
Action # 2

Action Taken: Motion to approve the Business Manager's report as presented.

Motion by: Michelle Haring

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>

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Infinity Board of Trustees Monthly Board Meeting Actions
For June 13, 2022
Action #3

Action Taken: Motion to approve the 2022-2023 Board Meeting Schedule
Motion by: Michelle Haring
Second: Matthew Blaylock

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 June 13, 2022
Action #4

Action Taken: Motion to approve the 2022-2023 ICS General Budget.
Motion by: Michelle Haring
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>

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Infinity Board of Trustees Monthly Board Meeting Actions
For June 13, 2022
Action #5

Action Taken: Motion to approve the 2022-2023 Infinity IVO Budget.
Motion by: Michelle Haring
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>

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Infinity Board of Trustees Monthly Board Meeting Actions
For June 13, 2022
Action #6

Action Taken: Motion to approve continuation of Pennsylvania Coalition of Public Charter Schools Membership
Motion by: Michelle Haring
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>

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Infinity Board of Trustees Monthly Board Meeting Actions
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Action #7

Action Taken: Motion to approve pay applications – ECI #4 at \$136,232.78; ECI #5 at \$158,134.73; Mann Plumbing & Heating #4 at \$26,350.81; Mann Plumbing & Heating #2 at \$49,950; and ElecTech #3 at \$37,660.73. Total of payments is \$408,329.05.

Motion by: Michelle Haring
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>

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Infinity Board of Trustees Monthly Board Meeting Actions
For June 13, 2022
Action #8

Action Taken: Motion to approve updated leave policy to reflect PTO for 10-month employees who work less than 37.5hrs/week; as well as clarified vacation time.

Motion by: Michelle Haring
Second: Matthew Blaylock

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"/>

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Infinity Board of Trustees Monthly Board Meeting Actions
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Action #9

Action Taken: Motion to accept resignations of Heath Lettich and Misti Demko.
Motion by: Michelle Haring
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 June 13, 2022
Action #10

Action Taken: Motion to approve hiring of Jenna Burger (MS English Language Arts) and Bryan Clark (Guidance Counselor).

Motion by: Michelle Haring

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>

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Infinity Board of Trustees Monthly Board Meeting Actions
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Action #11

Action Taken: Motion to adjourn at 4:20pm.

Motion by: Michelle Haring

Second: Matthew Blaylock

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: