

# Meeting of the Board of Trustees of the Infinity Charter School

Date: December 12, 2022 Time: 3:30 p.m.  
Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

## MINUTES

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### 1. Call Meeting to Order and Roll Call

Michelle Coleman (Pres.) – via Zoom  
 Michelle Haring (VP)  
 Matthew Blaylock (Treasurer)  
 Shelly Fredericks (Business Mgr.)

Andreja Rocknage (Secretary & Parent Rep)  
 Suzanne Gausman (CEO)  
 Tammy Geiger (Asst. Principal)

### 2. Additions, Deletions, or Modifications to the Agenda

Old Business removed, “Old Business 9a” moved to “New Business 9c”

### 3. Review and Approval of the November 8, 2022 Meeting Minutes

Motion for approval by Michelle H, second by Matthew. Unanimously approved. (Action #1, attached)

### 4. Information

- a. Announcement of Executive Session
- b. Community/Public Speakers

- 1. Beatrix Barrie w/mother Sara Steinhauer (3<sup>rd</sup> Grade Student) – following up on their visit last meeting. Sara reinstating her and Beatrix’s opinion that 20 minutes is not long enough for recess. Michelle Coleman responded that because of time off for holidays in November and December, in addition to the completion of the construction and more of the building being open, we do not have a solid plan/answer yet. We have started looking at options and considering the request. We will have an answer in January.
- 2. Mr. Brandon Reed-Porter (Infinity Teacher)
- 3. Auditors from Brown, Schultz, Sheridan, and Fritz to present 2021-2022 Fiscal Year Audit

### 5. Committee Reports

- a. IVO  
Nothing to report
- b. Curriculum Committee
- c. Grounds Committee  
Waterproofing and falling brick repair completed out front; only need to backfill the dirt.
- d. Policy Committee  
Nothing to report

### 6. Business Manager’s Report

2021-22 Financial Audit presented by Brown, Schultz, Sheridan, and Fritz previously in the Community and Public speakers portion of the meeting; with hard copies distributed to management and the Board.

Shelly then presented the standard Business Manager Report. We are still working on our tax return, it is almost done and should be filed in January. Health and Safety Grant, as well as the next ESSR grant, need to be finalized before the end of this week.

Motion to approve standard report by Michelle H, second by Matthew. Unanimously approved. (Action #2, attached)

### 7. Administration Report

Administration Report presented by Suzanne

### 8. Phase 2

Phase 2 walk through complete with punch-list, but we have occupancy of the entire area.

9. New Business

- a. Approve 2021-22 Financial Audit – presented in Business Manager’s Report  
Motion for approval of audit as presented by Michelle H, second by Matthew. Unanimously approved. (Action #3, attached)
- b. Pay Applications – two pay applications (ECI #11 and ECI #12) for a total of \$222,475.89  
Motion to approve by Michelle H, second by Matthew. Unanimously approved. (Action #4, attached)
- c. Coverall Pricing Amendment – current cleaning contract needs to be increased due to additional space to be cleaned now that Phase to is occupied. Currently \$4917/mo would increase \$6817/mo.  
Motion for approval increase cost of cleaning contract by Michelle H, second by Matthew. Unanimously approved. (Action #5, attached)

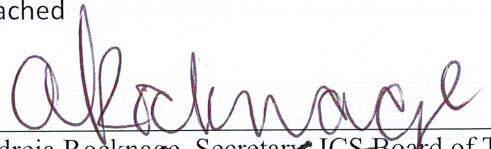
10. Personnel

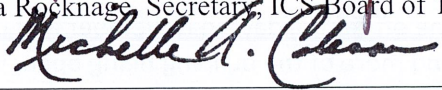
- a. Suzanne reported that, as of Friday, December 9<sup>th</sup>, Mr. Brian Clark is no longer employed at Infinity. We need to hire a new guidance counselor and will be advertising for the position

11. Confirm Next Meeting Date and Time – Tuesday, January 10, 2023 at 3:30 p.m.  
(Executive Session one hour prior to meeting start time)

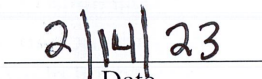
12. Adjourn Meeting

Motion for adjournment at 4:25pm by Michelle H, second by Matthew. Unanimously approved. (Action #2, attached)

  
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Andreja Rocknag, Secretary, ICS Board of Trustees

  
\_\_\_\_\_  
Michelle Coleman, President, ICS Board of Trustees

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

Infinity Charter School  
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Infinity Board of Trustees Monthly Board Meeting Actions  
For December 12, 2022  
Action # 1

Action Taken: Motion to approve the November 8, 2022 Board Meeting minutes.  
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 December 12, 2022  
Action # 2

Action Taken: Motion to approve standard Business Managers' report.  
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 December 12, 2022  
Action # 3

Action Taken: Motion to accept audit 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>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions  
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Action # 4

Action Taken: Motion to approve two pay applications (ECI #11 and ECI #12) for a total of \$222,475.89  
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  
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Action # 5

Action Taken: Motion to approve increased cost of cleaning contract.  
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 # 6

Action Taken: Motion to adjourn at 4:25pm.  
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: