

Meeting of the Board of Trustees of the Infinity Charter School

Date: February 14, 2023 Time: 3:30 p.m.
Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

MINUTES

1. Call Meeting to Order and Roll Call – 3:30pm
 - 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) - absent
2. Additions, Deletions, or Modifications to the Agenda
None
3. Review and Approval of the December 12, 2022 Meeting Minutes
Motion for approval by Matthew, second by Michelle H. Unanimously approved. (Action #1, attached)
4. Information
 - a. Announcement of Executive Session
 - b. Community/Public Speakers
None
5. Committee Reports
 - a. IVO
SpiritWear orders were placed, will be delivered once received
 - b. Curriculum Committee
Nothing to report
 - c. Grounds Committee
Nothing to report
 - d. Policy Committee
Update on the Leave Policy, to be approved under New Business
6. Business Manager's Report
Standard Business Manager's report for both January and February were presented by Shelly. Also, has started working on next year's budget. Audit has been fully completed and filed. Employee Retention Credit program application has been submitted and is being reviewed, should have an update next month. Still need to finalize Mental Health & Safety grant with Suzanne and Tammy. Permanent construction loan is now locked in place with Members 1st at 4.25% interest rate.
Motion for approval by Matthew, second by Michelle H. Unanimously approved. (Action #2, attached)
7. Administration Report
Admin report presented by Suzanne
8. New Business
 - a. Leave Policy Update
Suzanne asked for approval for a small edit to the current leave policy to add Business Manager position to the Part-Time employee category to be earn paid holiday time.
Motion for approval by Matthew, second by Michelle H. Unanimously approved. (Action #3, attached)
 - b. 2023-2024 School Year Lottery Dates/Rules
March 3rd – Letter of Intent Due
March 27th – Paperwork due
Friday 31st - Lottery

- Motion for approval by Matthew, second by Michelle H. Unanimously approved. (Action #4, attached)
- c. W.C. Eshenauer Repair Quote – Library Heating System
 - Shelly asked for approval to fix the heating coil in the library at a cost of not to exceed \$6750.
 - Motion for approval by Matthew, second by Michelle H. Unanimously approved. (Action #5, attached)
- d. ElecTech Contracting Proposal - Cabling for Door Access and Pole Light Cameras
 - This proposal is above and beyond the quote included in the construction project, in the amount \$2,195.
 - It was not originally included due to some coordination issues during construction. It might be possible to use grant money to pay for this.
 - Motion to approve total amount of proposal by Matthew, second by Michelle H. Unanimously approved. (Action #6, attached)
- e. Pay Applications
 - Five pay applications total (ECI #13 for \$15,141.24, #14 for \$5,771.25, #15 for \$70,154.90; ElecTech #10 \$10,706.08; Mann #7 \$24,097.50 – total of \$125,870.97)
 - Motion to approve all pay applications by Matthew, second by Michelle H. Unanimously approved. (Action #7, attached)
- f. Summer Program Proposal – Transition into Kindergarten
 - Stacie Lejcar presented the program (Stacie put this program together with input from Erin Confer), a packet of information was also given to all board members. The goal of this program would be to address learning loss, etc.... and would use grant money (about \$4000)
 - Motion for approval to move forward with the program, using the curriculum committee, knowing that there are details to still be worked out and that the program is in its infancy by Matthew, second by Michelle H. Unanimously approved. (Action #8, attached)

9. Old Business

- a. Health and Safety Plan
 - We continue to review and follow the CDC guidelines; at this point there are no changes to the health and safety plan.
- b. Recess Time
 - In response to the initial concern brought to the board by a student/parent; after observation and with construction complete - recess time has increased due to less travel time between classrooms and playground. In addition, there is more space available, such as the gym, during morning drop off for additional play time.

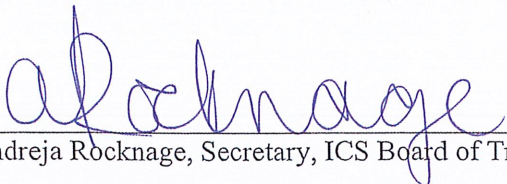
10. Personnel

- a. Suzanne is asking the board to approve Stacey Orth as the new school counselor.
 - Motion for approval by Matthew, second by Michelle H. Unanimously approved. (Action #9, attached)

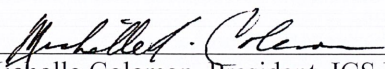
11. Confirm Next Meeting Date and Time – Tuesday, March 14, 2023 at 3:30 p.m.
(Executive Session one hour prior to meeting start time)

12. Adjourn Meeting

Motion to adjourn at 4:35 by Matthew, second by Michelle H. Unanimously approved. (Action #10, attached)


 Andreja Rocknage, Secretary, ICS Board of Trustees

3/14/23
 Date


 Michelle Coleman, President, ICS Board of Trustees

3/14/23
 Date

Infinity Charter School
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Infinity Board of Trustees Monthly Board Meeting Actions
For February 14, 2023
Action # 1

Action Taken: Motion to approve the December 12, 2022 Board Meeting minutes.
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>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions
For February 14, 2023
Action # 2

Action Taken: Motion to approve the Business Manager's Report.
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
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Action # 3

Action Taken: Motion to approve Leave Policy Update.
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
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Action # 4

Action Taken: Motion to approve 2023-2024 School Year Lottery Dates/Rules.
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
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Action # 5

Action Taken: Motion to approve library heating system repair quote.
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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Action # 6

Action Taken: Motion to approve Cabling for Door Access and Pole Light Cameras proposal.
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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Action # 7

Action Taken: Motion to approve five pay applications for a total of \$125,870.97.
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
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Action # 8

Action Taken: Motion to approve moving forward with Summer Transition into Kindergarten program.
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
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Action # 9

Action Taken: Motion to approve Stacey Orth as new school guidance counselor.
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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Action # 10

Action Taken: Motion to adjourn.
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: