

## Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For February 14, 2017

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

**Meeting**—called meeting to order at 3:56 PM

**Roll Call**—in attendance:

- **Board:** Michelle Coleman (Pres.)\_\_x\_\_ Alexis Schrock (VP.)\_\_abs\_\_  
Joseph Schell (Sec.)\_x\_\_ Michelle Haring (Acting VP) \_x\_\_  
Matt Blaylock (Treas.)\_\_x\_\_ Megan Mines-Hall (Parent Rep.)\_\_x\_\_
- **Staff:** Suzanne Gausman (CEO/Prin.)\_x\_\_ Shelly Fredericks (Bus. Mgr.)\_x\_\_  
Dawn Brotherton (Development)\_\_x\_\_

### Review and Approval of the January 10, 2017 Board Meeting minutes--

A motion was made (See Action # 1) to approve the January, 2017 Board meeting minutes, as presented.

### Information and Proposals--

**A. Announcement of Executive Session:** Prior to the regularly scheduled February Board meeting, the Board met in executive session to discuss new building budget issues and personnel matters.

**B. Community/Public Speakers:** No community members were present.

### Business Manager's Report--

Report was presented by Shelly Fredericks (Bus. Mgr.) and reviewed by the Board. A motion was made (see Action # 2) to approve the report as submitted.

Of particular note: Invoices for pupil services were distributed to all participating school districts at the beginning of January and the majority of them have forwarded payment accordingly..

### CEO/Director's Report--

Report was presented by Suzanne Gausman (CEO/Prin.) and reviewed by the Board (See attached).

Of particular note to the Board was Suzanne sharing information that we are experiencing some minor issues with classroom computers. We have support personnel troubleshooting the situation.

**Director of Development Report--**

Report was presented by Dawn Brotherton and reviewed with the Board (See attached).

**Old Business--**

**Locust Lane Property update:** The ground-breaking ceremony was held on January 26<sup>th</sup> and, as of today's date, Matt is happy to report "the walls are up"! Bi-weekly construction meetings are being held with contractors/construction team, architects, owner's rep. and school reps.

**New Business--**

**A. Construction Amendments:** A motion was made (see Action # 3) to approve the recommendations of Lobar Inc. for general construction item changes (see attachment). Further, a motion was made (see Action #4) to approve the recommendations of Midstate Mechanical/Electrical Construction to amend the initially approved electrical construction plans for the new facility (see attachment). And finally, a motion was made (see Action #5) to provide Suzanne with the authority to approve PCO expenditures (change orders), not to exceed \$10,000 per item.

**B. Personnel:** A motion was made (see Action # 6) to approve the letter of resignation of Sarah Arnold, part-time guidance counselor. Further, a motion was made (see Action #7) to approve the employment of Sylvia Beard as a part-time nurse for the duration of the 2016-17 SY. Finally, a motion was made, (see Action # 8) to approve the employment of Jessica Seacrest to fill the part-time guidance counseling position for the remainder of the 2016-17 SY.

**Next Meeting Confirmation--**

The next regularly scheduled meeting will be held at 3:30 PM on March 14, 2017  
(Executive Session will be held 1 hour prior to the meeting)

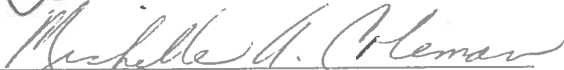
**Adjournment--**

Having no further business to address at this time, a motion (see Action # 9) was made to adjourn.

Approved and Accepted:

  
Joseph Schell, Secretary, ICS Board of Trustees

4-4-17  
Date

  
Michelle Coleman, President, ICS Board of Trustees

4-4-17  
Date

**Infinity Charter School  
Board of Trustees  
Action # 1  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve the January, 2017 Board minutes, as submitted.

Motion by: MH

Second: MB

| <b>Board Vote:</b> | Yes               | No                | Absent            | Abstain           |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Michelle Coleman   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Joe Schell         | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Michelle Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |
| Megan Mines-Hall   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 2  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve the Business Manager's report, as submitted.

Motion by: MB  
Second: MH

| <b>Board Vote:</b> | Yes         | No    | Absent      | Abstain |
|--------------------|-------------|-------|-------------|---------|
| Michelle Coleman   | _____x_____ | _____ | _____       | _____   |
| Joe Schell         | _____x_____ | _____ | _____       | _____   |
| Michelle Haring    | _____x_____ | _____ | _____       | _____   |
| Matt Blaylock      | _____x_____ | _____ | _____       | _____   |
| Alexis Schrock     | _____       | _____ | _____x_____ | _____   |
| Megan Mines-Hall   | _____x_____ | _____ | _____       | _____   |

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 3**

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

**Action Taken:** Motion to approve the recommendations of Lobar Inc. to amend the initial construction contract, per the attached detail.

Motion by: MB  
Second: MMH

| <b>Board Vote:</b> | Yes               | No                | Absent            | Abstain           |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Michelle Coleman   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Joe Schell         | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Michelle Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |
| Megan Mines-Hall   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

Comments:

**Infinity Charter School**

**Board of Trustees**

**Action # 4**

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

**Action Taken:** Motion to approve the recommendations of Midstate Electrical Construction to amend the initial electrical contract, as per the attached detail.

Motion by: MB

Second: MMH

| <b>Board Vote:</b> | Yes               | No                | Absent            | Abstain           |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Michelle Coleman   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Joe Schell         | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Michelle Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |
| Megan Mines-Hall   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 5  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to authorize Suzanne to approve PCO expenditures (change orders), not to exceed \$10,000 per item.

Motion by: MB  
Second: MMH

| <b>Board Vote:</b> | Yes       | No    | Absent    | Abstain |
|--------------------|-----------|-------|-----------|---------|
| Michelle Coleman   | ____x____ | _____ | _____     | _____   |
| Joe Schell         | ____x____ | _____ | _____     | _____   |
| Michelle Haring    | ____x____ | _____ | _____     | _____   |
| Matt Blaylock      | ____x____ | _____ | _____     | _____   |
| Alexis Schrock     | _____     | _____ | ____x____ | _____   |
| Megan Mines-Hall   | ____x____ | _____ | _____     | _____   |

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 6  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve the letter of resignation of Sarah Arnold, effective 2-10-17, from her position as part-time guidance counselor.

Motion by: MMH  
Second: JPS

| <b>Board Vote:</b> | Yes               | No                | Absent            | Abstain           |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Michelle Coleman   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Joe Schell         | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Michelle Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |
| Megan Mines-Hall   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

Comments:



**Infinity Charter School  
Board of Trustees  
Action # 7**

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

**Action Taken:** Motion to approve the employment of Sylvia Beard for the position of part-time school nurse for the duration of the school year.

Motion by: MMH  
Second: JPS

| <b>Board Vote:</b> | Yes               | No                | Absent            | Abstain           |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Michelle Coleman   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Joe Schell         | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Michelle Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |
| Megan Mines-Hall   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 8  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve the employment of Jessica Secret, for the position of part-time guidance counselor for the duration of the school year.

Motion by: MH  
Second: MB

| <b>Board Vote:</b> | <b>Yes</b>        | <b>No</b>         | <b>Absent</b>     | <b>Abstain</b>    |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Michelle Coleman   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Joe Schell         | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Michelle Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |
| Megan Mines-Hall   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

Comments:

**Infinity Charter School  
Board of Trustees  
Action # 9  
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

**Action Taken:** Motion to approve adjournment.

Motion by: MH

Second: JPS

| <b>Board Vote:</b> | Yes               | No                | Absent            | Abstain           |
|--------------------|-------------------|-------------------|-------------------|-------------------|
| Michelle Coleman   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Joe Schell         | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Michelle Haring    | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Matt Blaylock      | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| Alexis Schrock     | <u>          </u> | <u>          </u> | <u>  x  </u>      | <u>          </u> |
| Megan Mines-Hall   | <u>  x  </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

Comments:

