

# Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For July 12, 2016

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

**Meeting**—called meeting to order at 3:34 p.m.

**Roll Call**—in attendance:

- **Board:** Michelle Coleman (Pres)  Megan Mines-Hall (Parent Rep.)   
Joseph Schell (Sec.)  Michelle Haring (Board Member)   
Matt Blaylock (Treas.)  Alexis Schrock (Board Member)   
Brian LaForme (Associate)
- **Staff:** Suzanne Gausman (CEO/Prin.)  Shelly Fredericks (Bus. Mgr.)

## **Additions, Deletions, or Modifications to the Agenda-**

Roll Call list of members was updated to reflect the current board. William Beaver was removed, Michelle Haring was changed from Parent Rep to Board Member, Megan Mines-Hall was added as Parent Rep.

## **Review and Approval of the June 14, 2016 Meeting minutes--**

Minutes from the prior meeting were not available for review, so this item was tabled until the August 9, 2016 meeting.

## **Information and Proposals--**

**A. Announcement of Executive Session:** Prior to the regularly scheduled July Board meeting, the Board met in executive session to discuss: personnel matters and board reorganization.

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

## **Committee Reports--**

### **A. Non-IVO Report:**

(1) Facility: ELA is still waiting for PennDot to make a decision about the traffic flow concerns and possible turn lanes needed on Locust Lane. A Subdivision Land Development Time Extension letter was sent to Lower Paxton Township to grant them additional time to review the Land Development application. They typically have 90-days – the extension will give them until October 16, 2016 to approve.

(2) Fund raising: The fundraising committee met at Megan Mine-Hall's house and drafted a cover letter to be sent with the fundraising brochure. The board will approve the hiring of a full-time employee who will focus on fundraising for the new building.

**B. IVO Report:** Megan Mines-Hall gave an update on the IVO. The new family ice cream social will be held in August. A fall festival is being planned. They are working on putting together a budget for the August meeting.

#### **Business Manager's Report--**

Report was presented by Shelly and reviewed by the Board (See attached).  
A motion was made to accept the report, as submitted. (See Action # 1)

#### **CEO/Prin. Report—**

A written report was provided by Suzanne Gausman (CEO/Prin.) and reviewed by the Board in her absence. (See attached).

#### **Old Business--**

**A. Locust Lane Property update:** Matthew Blaylock and Mr. and Mrs. Mines-Hall calculated we need approximately 960 sq. ft. of space to store the contents of the Locust Lane building. We will look into renting space at Sierra's Glen, located next door. Everything will need to be moved before breaking ground.

Matthew Blaylock took tile samples from both upstairs and downstairs to be tested for asbestos. We are still waiting for the results of the test.

#### **New Business—**

**A. Charter Choices 2016-2017:** The current Business Services contract with Charter Choices has been terminated, and was replaced with a payroll only agreement for 2016-17.

**B. Board Reorganization:** Action was taken to elect Board members to specific positions on the Board. (See Action #2) Further action was taken to appoint existing Board members to chair specific committees for the 2016-17 school year. (See Action #3)

Action was taken to accept the resignation of Brian LaForme, Associate Trustee, effective immediately. (See Action #4)

#### **Personnel—**

Action was taken to hire Dawn Brotherton to serve as the Director of Development. This will be a full-time, salaried position. Her start date will be July 18<sup>th</sup>. (See Action #5)

The Board also approved the hiring of Petra Rueter, part-time German teacher, for the 2016-17 school year. The will be an hourly position beginning August 22, 2016. (See Action #6)

**Next Meeting Confirmation--**

The next regularly scheduled meeting will be held at 3:30 PM on ~~September 13,~~ <sup>August 9,</sup> 2016.  
(Executive Session will be held 1 hour prior to the meeting)

**Adjournment--**

Having no further business to address at this time, a motion was made to adjourn. (See Action # 7)

Approved and Accepted:

Joseph Schell  
Joseph Schell, Secretary, ICS Board of Trustees

8-9-16  
Date

Michelle Coleman  
Michelle Coleman, President, ICS Board of Trustees

8-9-16  
Date

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

**Action Taken:** Motion to approve the Business Manager's Report for July 2016, as submitted.

Motion by: MH  
Second: AS

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Joe Schell	<u>          </u>	<u>          </u>	<u>  x  </u>	<u>          </u>
Alexis Schrock	<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>
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 election of the following Board members to their respective positions on the ICS Board:

Michelle Coleman	President
Alexis Schrock	Vice-President
Joseph Schell	Secretary
Matthew Blaylock	Treasurer

Motion by: MH  
Second: MMH

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	x			
Joe Schell			x	
Alexis Schrock	x			
Michelle Haring	x			
Matthew Blaylock	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 assignment of the following Board members to their respective Chair positions on the ICS Board:

Michelle Coleman	Curriculum
Alexis Schrock	Personnel
Joseph Schell	Policy/By-Laws
Matthew Blaylock	New Construction/Finance
Megan Mines-Hall	IVO/Yearbook
Michelle Haring	At-Large

Motion by: MH  
Second: MMH

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Joe Schell	<u>          </u>	<u>          </u>	<u>  x  </u>	<u>          </u>
Alexis Schrock	<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>
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 accept the resignation of Brian LaForme, Associate Trustee, from the ICS Board, effective immediately.

Motion by: AS  
Second: MMH

<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>          </u>	<u>          </u>	<u>  x  </u>	<u>          </u>
Alexis Schrock	<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>
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 approve the hiring of Dawn Brotherton for the position of Director of Development, effective 7/18/16.

Motion by: AS  
Second: MH

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

Comments:



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

**Action Taken:** Motion to approve the hiring of Petra Rueter for the position of German teacher for the 2016-17 school year.

Motion by: AS  
Second: MH

<b>Board Vote:</b>	Yes	No	Absent	Abstain
Michelle Coleman	<u>  x  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Joe Schell	<u>          </u>	<u>          </u>	<u>  x  </u>	<u>          </u>
Alexis Schrock	<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>
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 adjournment of the July 2016 Board meeting at 4:20 pm.

Motion by: AS  
Second: MMH

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

Comments: