

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For August 8, 2017

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

Meeting—called meeting to order at 3:45 PM

Roll Call—in attendance:

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

Review and Approval of the July 11, 2017 Board Meeting minutes--

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

Information and Proposals--

A. Announcement of Executive Session: Prior to the regularly scheduled July Board meeting, the Board met in executive session to discuss funding, financial and new employee matters.

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

Committee report--

IVO Report: No report was presented to the Board for review.

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: A motion was made (see Action #3) to approve the transfer of monies from Account code 1200 to account code 1100, reflecting a previously approved expenditure from the special education to regular education account code.

CEO/Director's Report--

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

Director of Development Report--

Report was presented by Dawn Brotherton and reviewed with the Board (See attached).
Of particular note: to date, campaign gifts and pledges totaling \$85,400 have been earmarked to help offset the cost of the new facility.

Old Business--

A. Locust Lane Property update: Based on feedback it appears construction is on schedule per the original dates for occupancy. The administrative staff will move to the admin area of the new building the second week of August, and the remaining contents will be moved in to the classrooms the following weekend. A motion was made to officially begin school operations at 5405 Locust Lane, Harrisburg, PA 17109 on August 14, 2017. The first day of school for students will be September 5, 2017. (See Action #4)

New Business--

A. Approval of July Construction Pay Applications: A motion was made (see Action #5) to approve the expenditure of \$631,435 from the construction account to satisfy payment for work completed for the new facility.

B. Approval of Penn Waste agreement for the Locust Lane property: A motion was made (see Action #6) to approve the expenditure of \$165 bi-weekly to Penn Waste for trash removal for the '17-18 SY.

C. Review and approval of facility cleaning service: Tabled – Additional information will be distributed by email for vote next month.

D. Explore creation of a new Foundation: Board gave permission to Board President to move forward with collecting information.

E. New Classroom Furniture: A motion was made (see Action #7) to approve the expenditure of \$8,366 to purchase 64 student desks and chairs for the new classrooms.

Personnel--

A. Resignation: A motion was made (see Action #8) to accept the resignation of Michelle McGowen from her teaching position, effective immediately.

B. Transfer: A motion was made (see Action #9) to accept the transfer of Kaitlyn Stanton from her present position as an instructional aide, to a full time position as a classroom teacher for the '17-'18 SY.

C. New Hire: A motion was made (see Action #10) to hire Donna Leuschner as an instructional aide for the '17-'18 SY.

Next Meeting Confirmation--

The next regularly scheduled meeting will be held at 3:30 PM on Tuesday September 12, 2017 at 3:30 PM
(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 # 14) was made to adjourn.

Approved and Accepted:

Joseph Schell
Joseph Schell, Secretary, ICS Board of Trustees

9/12/17
Date

Michelle Coleman
Michelle Coleman, President, ICS Board of Trustees

9-12-17
Date

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

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

Motion: MH
Second: MB

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> </u>	<u> </u>	<u> x </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: MH
Second: MB

Board Vote:	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: A motion to approve the transfer of funds from the 1200 to the 1100 account codes.

Motion by: MH
Second: MB

Board Vote:	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 # 4
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: A motion was made to officially begin school operations at 5405 Locust Lane, Harrisburg, PA 17109 on August 14, 2017.

Motion by: MH
Second: MB

Board Vote:	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 # 5

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

Action Taken: Motion was made to approve the distribution of funds set aside to cover the cost in construction in the new facility.

Motion by: MH

Second: MB

Board Vote:	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> </u>	<u> </u>	<u> x </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 contract with Penn Waste to provide trash removal from the new facility for the '17-'18 SY

Motion by: JS

Second: MB

Board Vote:	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> </u>	<u> </u>	<u> x </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 expenditure of \$8366 for new desks and chairs for students in new classrooms for the '17-'18 SY

Motion by: JS

Second: MB

Board Vote:	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> </u>	<u> </u>	<u> x </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 resignation of Michelle McGowen, effective immediately.

Motion by: MH
Second: MB

Board Vote:	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> </u>	<u> </u>	<u> x </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 the transfer of Kaitlyn Stanton from her present position as an instructional aide, to a full-time position as a classroom teacher for the '17-'18 SY.

Motion by: JS
Second: MB

Board Vote:	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> </u>	<u> </u>	<u> x </u>	<u> </u>

Comments:

**Infinity Charter School
Board of Trustees
Action # 10**

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

Action Taken: Motion to approve the employment of Donna Leuschner, effective immediately, as an instructional aide for the '17-'18 SY

Motion by: MH
Second: MB

Board Vote:	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> </u>	<u> </u>	<u> x </u>	<u> </u>

Comments:

**Infinity Charter School
Board of Trustees
Action # 11
Infinity Charter School, 51 Banks Street, Penbrook, PA 17103**

Action Taken: Motion to approve Board adjournment

Motion by: MH

Second: JS

Board Vote:	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> </u>	<u> </u>	<u> x </u>	<u> </u>

Comments: