

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For November 14, 2017

Infinity Charter School
5405 Locust Lane
Harrisburg, PA 17109

Meeting—called meeting to order at 3:45 PM

Roll Call—in attendance:

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

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

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

Information and Proposals--

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

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

Committee report--

IVO Report: Megan shared with the Board that, per the IVO's most recent meeting, it was the intent of the IVO to host a "Race for Education" fundraiser in April. It was determined that a "request for permission to fund raise" form needed to be developed, and submitted to the Board for pre-approval prior to the initiation of any IVO-sponsored fund raising activities. Further, the Board was informed that the IVO had \$2000 set aside for the proposed playground.

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: The ICS Board and Administration wished to express its thanks and

appreciation to the students at the Dauphin County Vo-tech for their construction and delivery of a new conference table for use at Infinity.

CEO/Director's Report--

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

Of particular note: Suzanne indicated that PDE would be visiting Infinity this month to insure that State-mandated rules and regulations regarding programs and services for children with special needs were being implemented appropriately. Further, Suzanne informed the Board that a job-sharing design involving 3 school nurses was initiated this year and appears to be a successful and smooth intervention design.

Director of Development Report--

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

New Business--

A. Approval of September Construction Pay Applications: A motion was made (see Action #3) to approve the expenditure of \$45,489.01 from the construction account to satisfy payment for work completed for the new facility.

B. Approval of Members 1st Federal Credit Union Bridge Loan: A motion was made (see Action #4) for the approval of a bridge loan totaling \$320,000, the proceeds of which will be used to satisfy the better part of our construction costs.

C. Approval of Facility Cleaning Service: A motion was made (see Action # 5) to approve a contractual agreement, contingent upon final calendar adjustments, between Paxton Cleaning Solutions and ICS for the provision of cleaning services for the 2017-18 school year.

D. Approval of Policy and Procedure for Building and Grounds: Presupposing solicitor approval, a motion was made (see Action #6) to approve and include in the policy manual a section addressing the need for the Board to follow protocol regarding state and federal laws governing actions necessary when considering physical changes to the school buildings and /or grounds.

E. Snow Removal Quotes: A motion was made (see Action #7) to provide the ICS Administration the authority to select and award the "low bid" company with the contract for snow removal for the '17-'18 SY.

Next Meeting Confirmation--

The next regularly scheduled meeting will be held at 3:30 PM on Tuesday, December 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 # 8) was made to adjourn.

Approved and Accepted:



Joseph Schell, Secretary, ICS Board of Trustees

12-12-17
Date



Michelle Coleman, President, ICS Board of Trustees

1-9-18
Date

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Infinity Board of Trustees Monthly Board Meeting Actions

For November, 2017

Action # 1

Action Taken: Motion to approve the October, 2017 Meeting minutes as amended.

Motion by: MMH

Second: MH

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions

For November, 2017

Action # 2

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

Motion by: JPS

Second: MH

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 3

Action Taken: Motion to approve the September contractor pay applications, totaling \$45,489.01

Motion by: MH

Second: MMH

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 4

Action Taken: Motion to approve a bridge loan from Members 1st, totaling \$320,000, to satisfy a major portion of the remaining construction costs of the new facility

Motion by: JPS

Second: MH

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 5

Action Taken: Motion to approve, contingent upon calendar adjustments, a contractual agreement between Paxton Cleaning Solutions and ICS for cleaning services for the new facility.

Motion by: MH

Second: JPS

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 6

Action Taken: Motion to approve an addition to the School Board policy pertaining to “Building and Grounds”

Motion by: MMH

Second: JPS

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 7

Action Taken: A motion directing the Administration to award a contract to the “low bid” company for snow removal for the ‘17-’18 school year.

Motion by: MH

Second: MMH

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 8

Action Taken: Motion to adjourn the November, 2017 monthly Board meeting

Motion by: MH

Second: MMH

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> </u>	<u> </u>	<u> x </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments: