

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For August 14, 2018

Infinity Charter School  
5405 Locust Lane  
Harrisburg PA 17109

**Meeting** – Called meeting to order at 3:39 PM

**Roll Call** – In attendance:

**Board:** Michelle Coleman (Pres.)  X  Megan Mines-Hall (Parent Rep. & VP)  X

Michelle Haring (Secretary)  X  Matthew Blaylock (Treas.)  X

**Staff:** Suzanne Gausman (CEO/Prin.)  X  Carla Wilson (Bus. Mgr.)  X

Dawn Brotherton (Development) \_\_\_\_\_

**Review and Approval of the July 2018 Board Meeting Minutes—**

A motion was made (See Action #1) to approve the July 10, 2018 Board meeting minutes.

**Information and Proposals—**

Announcement of Executive Session: Prior to the regularly scheduled August Board meeting, the Board met in executive session to discuss financial and personnel matters.

Christine Cutuli attended as a member of the community and a representative of the Grounds Committee.

**Committee Reports—**

**IVO:** IVO met on August 7, 2018 and there were 18 people in attendance. The Fallfest will be held on Sunday, October 14 and the IVO will be selling the Kidstuff books again.

**Curriculum Committee Report:** No report.

**Grounds Committee:** There was a meeting in August and they discussed four action items including: acquiring up to 20 picnic tables, moving shrubs; creating a walking path and purchasing certified wood chips for a playground surface.

**Policy Committee:** No report.

**Business Manager's Report—**

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

**CEO/Director's Report—**

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

**Director of Development Report-**

A written report was submitted by Dawn Brotherton (Dir. of Dev) and reviewed by the Board.

**New Business—**

- A. Crabtree, Rohrbaugh & Associates Architects Invoices:** A motion was made (see Action #3) to approve the payment of the invoices from Midstate.
- B. Tanner Furniture Quote:** A motion was made (see Action #4) to approve the cost for furniture for the art room tables and new teacher desk.
- C. CDW-G Invoices:** A motion was made (see Action #5) to approve the cost of the 50 Chromebooks.
- D. 2018-2019 PAEducator.net Contract:** A motion was made (see Action #6) to approve the yearly subscription cost for the employee recruitment database.
- E. Employee Leave Policy:** This motion was tabled.
- F. Grounds Committee Proposal:** A motion was made (see Action #7) to approve Grounds Committee Proposal as stated in their report to move forward.
- G. Penn Elevator:** A motion was made (see Action #8) to approve a contract with Penn Elevator for maintenance.

**Personnel-**A motion was made (see Action #9) to approve Katie Gehman as a 3/4 teacher for 2018-2019.

**Next Meeting Confirmation—**

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, September 11, 2018. (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 #10) was made to adjourn.

**Approved and Accepted:**

\_\_\_\_\_  
**Michelle Haring, Secretary, ICS Board of Trustees**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Michelle Coleman, President, ICS Board of Trustees**

\_\_\_\_\_  
**Date**

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 1

**Action Taken:** Motion to approve the July 10, 2018 Board Meeting minutes.

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 2

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

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 3

**Action Taken:** Motion was made to approve the payment of the invoices from Midstate for HVAC.

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 4

**Action Taken:** Motion was made to pay Tanner Furniture for the art room furniture and new teacher desk.

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>    X    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 5

**Action Taken:** Motion was made to approve the cost of the 50 Chromebooks on the CDW-G Invoices.

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 6

**Action Taken:** Motion was made to approve the yearly fee for the employee recruitment database, PAEducator.net.

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>    X    </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 7

**Action Taken:** Motion was made to allow the Grounds Committee to move ahead following the action items in their 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>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 8

**Action Taken:** A motion was made to approve a contract with Penn Elevator for maintenance.

Motion by: Matthew Blaylock

Second: Megan Mines-Hall

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 9

**Action Taken:** Motion to hire Katie Gehman as a 3/4 teacher.

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For August 14, 2018

Action # 10

**Action Taken:** Motion was made to adjourn the July Board meeting.

Motion by: Matthew Blaylock

Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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: