

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For July 10, 2018

Infinity Charter School  
5405 Locust Lane  
Harrisburg PA 17109

**Meeting** – Called meeting to order at 3:42 PM

**Roll Call** – In attendance:

**Board:** Michelle Coleman (Pres.)  X  (on speaker phone)

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

Megan Mines-Hall (Parent Rep.)  X

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

Dawn Brotherton (Development)  X

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

A motion was made (See Action #1) to approve the June 11, 2018 Board meeting minutes, as amended.

**Information and Proposals—**

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

No community members attended this meeting.

**Committee Reports—**

**IVO:** No report

**Curriculum Committee Report:** The committee met twice in June and reviewed policies. The committee made a recommendation in reference to the kindergarten class.

**Grounds Committee:** The committee met and is awaiting a quote from Lobar for blacktop. The projected time frame for work is mid-October to early November. If not completed by the middle of November, the ground will be too cold.

**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. Of particular note the \$50,000 balloon loan payment was made from the donations account.

### **CEO/Director's Report—**

Report was presented by Suzanne Gausman (CEO/Prin.) and reviewed by the Board. Of particular note, 235 students are enrolled for 2018-2019 and a 6/7 class will be added.

### **Director of Development Report-**

Report was presented by Dawn Brotherton (Dir. of Dev) and reviewed by the Board. Of particular note, the 1<sup>st</sup> Annual Ignite the Future fund-raising event made a profit. The Director of Development also submitted a Development Plan for the year. A motion was made (see Action #12) to approve the plan as submitted.

### **New Business—**

- A. Crabtree, Rohrbaugh & Associates Architects Invoices:** A motion was made (see Action #3) to approve the payment of the invoices from Midstate and Lobar.
- B. Brown, Schultz, Sheridan, & Fritz Letter of Engagement for 2017-2018 Audit:** A motion was made (see Action #4) to approve the letter for engagement.
- C. Tanner Furniture Quote:** A motion was made (see Action #5) to approve the cost for furniture for the new classroom and new chairs.
- D. Study Island Quote:** A motion was made (see Action #6) to approve the cost of the supplemental computer program.
- E. MMS Quote:** A motion was made (see Action #7) to approve the yearly subscription cost for the student database.
- F. Joseph Schell & Alexis Schrock's resignation from the Board of Trustees as of June 30, 2018:** A motion was made (see Action #8) to accept the resignations of Joseph Schell and Alexis Schrock with deep regret and thanks for their years of service.
- G. Election of Board Officers & Committee Chairs:** A motion was made (see Action #9) to approve the new slate of Board offices and committee appointments.
- H. 2018-2019 Application for Charter Lease Reimbursement:** A motion was made (see Action #10) to approve the application for reimbursement for part of the two months of rent to Penbrook UCC.
- I. I-Ready Quote:** A motion was made (see Action #11) to approve the cost of the supplemental computer program.
- J. Fundraising Plan:** A motion was made (see Action #12) to approve the fundraising and development plan.

**Next Meeting Confirmation—**

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, August 14, 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 #13) 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  
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Infinity Board of Trustees Monthly Board Meeting Actions

For July 10, 2018

Action # 1

**Action Taken:** Motion to approve the June 11, 2018 Board Meeting minutes as amended.

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:

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Infinity Board of Trustees Monthly Board Meeting Actions

For July 10, 2018

Action # 2

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

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>

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Infinity Board of Trustees Monthly Board Meeting Actions

For July 10, 2018

Action # 3

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

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>

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Action # 4

**Action Taken:** Motion was made to approve the letter of engagement with Brown, Schultz, Sheridan, & Fritz for the 2017-2018 Audit.

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>

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Action # 5

**Action Taken:** Motion was made to approve the Tanner Furniture Quote furniture for the new classroom and new chairs for 4/5.

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>

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Action # 6

**Action Taken:** Motion was made to approve the cost of the supplemental computer program, Study Island.

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>

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Action # 7

**Action Taken:** Motion was made to approve the yearly fee for the student database, MMS.

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>

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Action # 8

**Action Taken:** Motion was made to accept Joseph Schell & Alexis Schrock’s resignation from the Board of Trustees as of June 30, 2018 with deep regret and thanks for their years of service.

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>

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Action # 9

**Action Taken:** Motion was made to approve the new slate of Board offices and committee appointments effective July 2018 as follows:

**Michelle Coleman as President**

**Megan Mines-Hall as Vice President**

**Michelle Haring as Secretary**

**Matthew Blaylock as Treasurer**

The ICS Board Members will be assigned to chair the committees as follows:

**Michelle Coleman – Curriculum**

**Megan Mines-Hall – Policy and By-laws; IVO; Yearbook**

**Michelle Haring – Personnel**

**Matthew Blaylock – Finance; Grounds/New Construction**

Motion by: Michelle Haring

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>

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Action # 10

**Action Taken:** Motion was made to approve the application for reimbursement for part of the two months of rent paid to Penbrook UCC in 2018.

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>

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Action # 11

**Action Taken:** Motion was made to approve the yearly cost of the supplemental computer program, I-Ready.

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>

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Action # 12

**Action Taken:** Motion was made to approve the fundraising and development plan.

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>

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Action # 13

**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: