

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For March 12, 2019

Infinity Charter School  
5405 Locust Lane  
Harrisburg PA 17109

**Meeting** – Called meeting to order at 3:37 PM

**Roll Call** – In attendance:

**Board:** Michelle Coleman (Pres.)  X (on conference call)

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)  X

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

A motion was made (See Action #1) to approve the January 8, 2019 Board meeting minutes.

**Information and Proposals—**

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

There were no community members in attendance.

**Committee Reports—**

**IVO:** There was a Parent Tech Talk and it went well.

**Curriculum Committee Report:** No report.

**Grounds Committee:** No report.

**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 presented by Dawn Brotherton (Dir. of Dev) and reviewed by the Board.

**Old Business-**

- A. **Approval of Sales Agreement of 5401 Locust Ln., Harrisburg PA 17109:** A motion was made to approve a sales agreement with Trimline to purchase the aforementioned property. (See Action #3)

**New Business—**

- A. **Statement of Financial Interests:** An announcement was made that Board Members must complete these forms by May 1, 2019.
- B. **2019-2020 School Calendar:** A motion was made to approve school calendar for 2019-2020 school year. (see Action #4)
- C. **Approval of Lobar Invoice:** A motion was made to pay Lobar for the parking lot. (see Action #5)
- D. **Approval of INTAG Invoice:** A motion was made to pay the INTAG invoice. (see Action #6)
- E. **Approval of escrow check for 5401 Locust Ln, Harrisburg PA 17109:** A motion was made to approve the escrow check to Trimline for 5401 Locust Ln, Harrisburg PA 17109. (see Action #7)
- F. **Approval of New Lawn Care Contract:** A motion was made to approve a new lawn care contract with Tender Touch Lawn Care effective immediately for the 2019 season. (see Action #8)

**Personnel-**

**Next Meeting Confirmation—**

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, April 9, 2019.  
(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 #9) 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 March 12, 2019

Action # 1

**Action Taken:** Motion to approve the January 8, 2018 Board Meeting minutes.

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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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 March 12, 2019

Action # 3

**Action Taken:** A motion was made to approve a sales agreement with Trimline to purchase 5401 Locust Ln., Harrisburg PA 17109 property.

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:** A motion was made to approve school calendar for 2019-2020 school year.

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 # 5

**Action Taken:** A motion was made to pay Lobar for the parking lot invoice.

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:** A motion was made to pay the INTAG invoice.

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:** A motion was made to write an escrow check to purchase 5401 Locust Ln., Harrisburg PA 17109 property.

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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Action # 8

**Action Taken:** A motion was made to approve a new lawn care contract with Tender Touch Lawn Care effective immediately for the 2019 season.

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 # 8

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

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: