

# Infinity Charter School

## meeting minutes of the Board of Trustees



INFINITY CHARTER SCHOOL

Date: July 13, 2021 Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

**Meeting** – Called meeting to order at 3:33 P.M. at Infinity Charter School

**Roll Call** – In attendance:

**Board:** Michelle Coleman (Pres.) zoom Michelle Haring (Vice Pres.) X

Megan Mines-Hall (Secretary & Parent Rep) X Matthew Blaylock (Treas.) X

**Staff:** Suzanne Gausman (CEO) X Shelly Fredericks (Business Mgr.) X

### **Review and Approval of the June 08, 2021 Board Meeting Minutes—**

A motion was made (See Action #1) to approve the June 8, 2021 Board meeting minutes.

### **Information and Proposals—**

Announcement of Executive Session: Prior to the regularly scheduled July Board meeting, there was an executive session that was held prior to the public meeting

Community members present included: Katie Gehman, Brandon Reed-Porter, and Jesse Onyango-Opiyo. All are staff members of Infinity Charter School.

Items 5.e under committee reports and 10.b under New Business added to the agenda.

### **Committee Reports—**

**IVO:** no report this month

**Curriculum Committee Report:** no report this month.

**Grounds Committee:** gravel area to be placed at edge of property adjacent to ABC North bowling property after the property consolidation is complete.

**Policy Committee:** suicide awareness, prevention and response being presented as part of new business.

**Phase 2:** township planning committee approved and the plans will now go to the township commissioners for approval. Appraisal process for financing should begin in a week or 2

### **Business Manager's Report—**

Report provided to the board and a motion was made by the Board (See Action #2) to accept the report.

### **CEO/Director's Report—**

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

### **Old Business -**

### **New Business—**

- A. **Election of Board Officers for the 2021-2022 School Year** Slate of officers presented for 2021-2022 school year (See Action #3)
- B. **Election of committee chairs for the 2021 - 2022 School Year.** Committee chair assignments for the 2021-2022 school year presented. (See Action #4)
- C. **ARP ESSER Health and Safety Plan.** Plan provided for Board of Trustee approval (See Action #5)
- D. **Suicide Prevention Policy #819.** Policy presented for Board of Trustee approval (See Action #6)
- E. **2020-2021 Financial Audit Letter of Engagement - Brown, Schultz, Sheridan & Fritz.** Engagement letter presented to Board of Trustees for approval. Anticipated start date is August 10, 2021 (See Action #7).
- F. **Scantek Laserfiche Electronic Document Management Software Protocol.** Board of Trustees unsure if cloud storage the best option for these documents. Infinity's IT consultant will be contacted for a recommendation. Will be addressed next month.
- G. **Charter Renewal** Current charter expires June 30, 2022. Board of Trustees decided to consultant with counsel to initiate the process for charter renewal.

### **Personnel—**

- A. **Employment of Misti Demko as school counselor** CEO requested approval from the Board of Trustees to hire Misti Demko (See Action #8)
- B. **Summer maintenance efforts.** Request to engage Addison Rymer at hourly pay rate for summer maintenance efforts . (See Action #9)

### **Next Meeting Confirmation—**

The next regularly scheduled meeting will be held at 3:30 P.M. on Tuesday, August 17, 2021 (Executive session will be held 1 hour prior to the meeting)

### **Adjournment—**

Having concluded all necessary business, a motion (see Action #10) was made to adjourn at 4:17 P.M.

Approved and Accepted:

Megan Mines-Hall

Megan Mines-Hall, Secretary, ICS Board of Trustees

24-Aug-2021

Date

Michelle A. Coleman

Michelle Coleman, President, ICS Board of Trustees

8-26-2021

Date

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions  
For July 13, 2021  
Action # 1

**Action Taken:** Motion to approve the June 8, 2021 Board Meeting minutes.

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>

Comments:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

For July 13, 2021

Action # 2

**Action Taken:** Motion was made to accept the Business Manager's report as provided.

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>

Comments:

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions

July 13, 2021

Action # 3

**Action Taken:** A motion made to elect the slate of officers for Infinity Charter School Board of Trustees. Effective July 1, 2021 the Board of Trustees for Infinity Charter School will comprise: Honorable Michelle Coleman as President, Michelle Haring as Vice President, Matthew Blaylock as Treasurer, and Megan Mines-Hall as Secretary and Parent Representative..

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>

Infinity Charter School  
5405 Locust Lane  
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Infinity Board of Trustees Monthly Board Meeting Actions

For July 13, 2021

Action # 4

**Action Taken:** A motion made to assign Infinity Charter School board members the following committees to chair: Honorable Michelle Coleman - Curriculum, Matthew Blaylock - Finance & Phase 2, Michelle Haring - Policy, Megan Mines-Hall - IVO, Yearbook, Personnel.

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>

Comments:

Infinity Charter School  
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Infinity Board of Trustees Monthly Board Meeting Actions  
For July 13, 2021  
Action # 5

**Action Taken:** A motion made to approve the ARP ESSER Health and Safety Plan as provided.

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>

Comments:



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Infinity Board of Trustees Monthly Board Meeting Actions

For July 13, 2021

Action # 6

**Action Taken:** A motion made to approve the Suicide Prevention Policy #819 as provided.

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 13, 2021

Action # 7

**Action Taken:** Motion was made to approve the 2020-2021 Financial Audit Letter of Engagement - Brown, Schultz, Sheridan, and Fritz. Anticipated start date is August 10<sup>th</sup> with a not-to-exceed cost of \$17,000.

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>

Comments:

Infinity Charter School  
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Infinity Board of Trustees Monthly Board Meeting Actions

For July 13, 2021

Action # 8

**Action Taken:** Motion was made to approve the employment of Misti Demko as school counselor. Misti is a former employee of Infinity Charter School.

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>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions

For July 13, 2021

Action # 9

**Action Taken:** Motion was made to approve the employment of Addison Rymer, at the hourly rate, for summer maintenance efforts necessary at Infinity Charter School.

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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Infinity Board of Trustees Monthly Board Meeting Actions

For July 13, 2021

Action # 10

**Action Taken:** Motion was made to adjourn the July Board meeting at 4:17 P.M.

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>

Comments:

