

## Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For November 9, 2021

Infinity Charter School

5405 Locust Lane

Harrisburg PA 17109

### 1. Call to Order & Roll Call – Meeting called to order at 3:30 PM at Infinity Charter School

#### Roll Call:

Board: Michelle Coleman (Pres.) by Zoom

Michelle Haring (VP)

Megan Mines-Hall (Parent Rep. & Secretary) - absent

Andreja Rocknage (Parent Rep. & Secretary, following vote)

Matthew Blaylock (Treas.)

Staff: Suzanne Gausman (CEO)

Shelly Fredericks (Business Manager)

Tammy Geiger (Asst. Principal)

### 2. Additions, Deletions, or Modifications to the Agenda

- a. Financial audit presentation will be moved up in order.
- b. Add item d. Staff Development Plan under Old Business
- c. Add item i. After School Art Program under New Business

### 3. Review and Approval of the October 11, 2021 Board Meeting Minutes—

A motion was made to approve the Board meeting minutes (Action #1, attached).

### 4. Information —

- a. Announcement of Executive Session: Prior to the regularly scheduled November Board meeting, there was an executive session held prior to the public meeting.
- b. Community/Public Speakers - There were no community members in attendance.

### 5. Committee Reports—

- a. IVO: Report given by Andreja Rocknage. IVO activities are proceeding as “normal” as possible. Mostly fundraising and providing needs for teachers and staff as they arrive. New fundraiser added, Cookie Dough Sale, to try and replace income from Giant A+ Rewards program which was discontinued.
- b. Curriculum Committee Report: nothing to report
- c. Grounds Committee: nothing to report
- d. Policy Committee: nothing to report

### 6. Business Manager’s Report—

Report was made by Shelly Fredericks to the board, no concerns brought forth. The next meeting will provide the final financial audit report. Motion to approve the Business Manager Report made by Michelle Haring, Second by Matthew Blaylock. Unanimously Approved. (Action #9, attached).

### 7. Administration Report—

Report was presented by Suzanne Gausman and Tammy Geiger and reviewed by the Board.

### 8. Phase 2

Low bidders have been notified. Ready to move forward, once all documents are signed.

9. Old Business-

- a. Comprehensive Plan: Motioned for approval by Michelle Haring, Second by Matthew Blaylock. Unanimously Approved. (Action #10, attached).
- b. Induction Program: Subsection of Comprehensive Plan, included in motion to approve Comprehensive Plan.
- c. Charter Renewal: Letter mailed to Central Dauphin SD, no response has been received.
- d. Staff Development Plan: Subsection of Comprehensive Plan, included in motion to approve Comprehensive Plan.

10. New Business—

- a. 2020-2021 Financial Audit Presentation - members from Brown, Schultz, Sheridan & Fritz presented draft report. Report will remain as is, unless any major financial changes in the next few weeks. No concerns with report.
- b. Resignation/Appointment of Board Member Board Member, Megan Mines-Hall has resigned. Proposed that Andreja Rocknage replace Megan as the Parent Rep and Secretary for the remainder of Megan's term. Motion to approve by Michelle Haring, Second by Matthew Blaylock. Unanimously Approved. (Action #2, attached).
- c. Student Assistance Program – Agreement with Keystone Human Services was approved. Motion made by Matthew Blaylock. Second by Michelle Haring. Unanimously approved. (Action #3, attached.)
- d. Library Collection Development Policy – Policy presented by Stacie Lejcar. Motioned for approval by Michelle Haring, Second by Matthew Blaylock. Unanimously Approved. (Action #4, attached).
- e. Title I Parent and Family Engagement Policy  
Presented by Suzanne, from Julia Isherwood.  
Motioned for approval by Michelle Haring, Second by Matthew Blaylock. Unanimously Approved. (Action #5, attached).
- f. Toshiba Copier Lease  
Shelly reported that lease documents with Toshiba were OK'd by Jeff. New copiers should be in place shortly. Toshiba will buyout remaining lease with TIAA (GEM copiers).  
Motion to accept lease for 2 new Toshiba copiers by Michelle Haring, Second by Matthew Blaylock. Unanimously Approved. (Action #6, attached).
- g. Division of Federal Programs – Procurement Policy (Revision – FP-4)  
Tabled until more information available.
- h. After School Program – COVID learning loss  
PSSA's were "abysmal". A group of teachers brainstormed a program to help with learning loss. Program details were presented by Suzanne via the teachers. Program would be twice a week, students would attend once a week. Program would consist of 45 minutes each of academic instruction and enrichment. The number of staff needed would be determined by the number of students in attendance. The initial pilot of the program would run for four weeks starting on November 23rd with middle grade students by invitation. It was discussed that teachers would be compensated by ESSER grant funds. The board greatly appreciates the teachers' initiative.  
Motioned for approval by Michelle Haring, Second by Andreja. Rocknage Unanimously Approved. (Action #7, attached).
- i. After School Art Program (added to agenda)  
Mrs. Grisset-Havrilak would like to do an after school art program as she has done in the past. Program would be divided by grade level with limited number of students and would be fee based. Mrs. Grisset-Havrilak is seeking approval to use the art room for the program.  
Motioned for approval by Andreja Rocknage, Second by Michelle Haring. Unanimously Approved. (Action #8, attached).

11. Personnel-

- a. Motion made by Michelle Haring, seconded by Andreja Rocknage, to hire Hollie White as MS/Intermediate grade paraprofessional. Hollie will fill opening created when Kiel Eckert moved to permanent substitute. Salary NTE 35hrs/week at standard para rate. Unanimously Approved. (Action #11, attached).

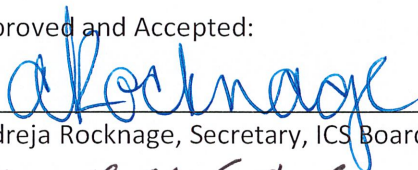
12. Next Meeting Confirmation—

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, December 14, 2021.  
(Executive session will be held 1 hour prior to the meeting)

13. Adjournment—

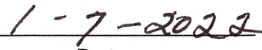
Motion to adjourn at 4:55pm by Michelle Haring, Second by Matthew. Unanimously Approved. (Action #12, attached).

Approved and Accepted:

  
\_\_\_\_\_  
Andreja Rocknage, Secretary, ICS Board of Trustees

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

Infinity Charter School  
5405 Locust Lane  
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Infinity Board of Trustees Monthly Board Meeting Actions  
For November 9, 2021  
Action # 1

Action Taken: Motion to approve the October 11, 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>
Andreja Rocknage	<u>          </u>	<u>          </u>	<u>          </u>	<u>  X  </u>
Michelle Haring	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Matthew Blaylock	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>

Comments:  
Andreja Rocknage was not voted on as a new board member until later in the meeting.

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Infinity Board of Trustees Monthly Board Meeting Actions  
For November 9, 2021  
Action #2

Action Taken: Motion to approve Andreja Rocknage to replace Megan Mines-Hall as the Parent Rep and Board Secretary for the remainder of Megan's term.

Motion by: Michelle Haring

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<u>          </u>	<u>          </u>	<u>          </u>	<u>  X  </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 November 9, 2021  
Action #3

Action Taken: Motion to approve the agreement with Keystone Human Services, as required for our Student Assistance Program.  
Motion by: Matthew Blaylock  
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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  
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Action #4

Action Taken: Motion to approve Library Collection Development Policy.  
Motion by: Michelle Haring  
Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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 November 9, 2021  
Action #5

Action Taken: Motion to approve Title I Parent & Family Engagement Policy.  
Motion by: Michelle Haring  
Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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  
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Action #6

Action Taken: Motion to approve the Toshiba Copier lease agreement.  
Motion by: Michelle Haring  
Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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 November 9, 2021  
Action #7

Action Taken: Motion to approve after school pilot program to address COVID learning loss.

Motion by: Michelle Haring

Second: Andreja Rocknage

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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  
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Action #8

Action Taken: Motion to approve after school Art Club.  
Motion by: Andreja Rocknage  
Second: Michelle Haring

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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 to approve the Business Manager's report.  
Motion by: Michelle Haring  
Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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 to approve the Comprehensive Plan, including Induction and Staff Development subsections.  
Motion by: Michelle Haring  
Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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  
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Action #11

Action Taken: Motion to hire Hollie White as MS/Intermediate paraprofessional at the standard para rate, NTE 35 hours per week.

Motion by: Michelle Haring

Second: Andreja Rocknage

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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  
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Action #12

Action Taken: Motion to adjourn.  
Motion by: Michelle Haring  
Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Andreja Rocknage	<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: