

# Meeting of the Board of Trustees of the Infinity Charter School

Date: August 15, 2023      Time: 3:30 p.m.  
Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

## MINUTES

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1. Call Meeting to Order and Roll Call – 3:30pm
  - Michelle Coleman (Pres.) -via Zoom       ABS\_ Andreja Rocknage (Secretary & Parent Rep)
  - Michelle Haring (Vice Pres.)       Tammy Geiger (Director/CEO)
  - Matthew Blaylock (Treasurer)       Julia Isherwood (Dir. Of Curriculum & Instruction)
  - Shelly Fredericks (Bus. Mgr.)
  
2. Additions, Deletions, or Modifications to the Agenda
  - Additions:
    - Section 10, Item "c" – FMLA Request
  
3. Review and Approval of the July 11, 2023 Meeting Minutes
  - Motion for approval by Michelle H, second by Matthew B. Unanimously approved. (Action #1, attached)
  
4. Information
  - a. Announcement of Executive Session
    - There was an executive session held immediately prior to the board meeting.
  - b. Community/Public Speakers
    - Brandon Reed-Porter, Infinity Teacher – just attending as an observer.
  
5. Committee Reports
  - a. IVO
    - Nothing to report.
  - b. Curriculum Committee
    - Proposal for new "Program Committee" was reviewed. See Old Business, Item B.
  - c. Grounds Committee
    - Trim Line burn/demo did not occur by August 5<sup>th</sup> as expected. Fire Dept will notify us when they are ready to proceed – hopefully within the next month. Trim Line shed is supposed to be picked up by the end of the week.
  - d. Policy Committee
    - Nothing to report.
  
6. Business Manager's Report
  - Standard report presented by Shelly. Most 2022-23 year-end reporting has been completed. Auditors completed all on-site work on August 8 & 9. Additional work will be completed off-site. Final audit report presentation is planned for the December Board Meeting.
  - Motion to accept business manager's report as presented by Michelle H, second by Matthew B. Unanimously approved. (Action #2, attached)
  
7. Administrative Report
  - Admin report presented by Tammy. Summer Kindergarten Program and LEGO camp were a success. Several staff members participated in staff development training over the summer. All staff will participate in Staff Development sessions during the next two weeks, prior to students returning to school.

8. Old Business

- a. Job Descriptions – Director of Curriculum & Instruction, Lead Teacher  
Job descriptions were presented by Tammy. Motion for approval by Michelle H, second by Matthew B. Unanimously approved. (Action #3, attached)
- b. Program Sub-Committee – The Board reviewed and commented on the proposal for the creation of a Program Sub-Committee of the Curriculum Committee. The proposal was very well-written and thorough. The sub-committee will be dedicated to creating new extracurricular after-school programs and community events to further promote Infinity’s commitment to gifted education. The Board recommended additional details be ironed out for one or two ideas.

9. New Business

- a. Safety Report for 2022-2023 & All Hazards Plan for 2023-2024  
Tammy presented the Safety & Security Report, which outlines the procedures that are in place for the upcoming school year. The report also included suspension information from the 2022-2023 SY. Item I.f. under the Security section needs to be updated. Approval of the report/plan was tabled until the September board meeting.
- b. Annual Report Approval  
The 2022-2023 Charter School Annual Report was submitted on August 1<sup>st</sup>. The report was provided to the Board for review. Motion was made to approve the Annual Report, as submitted, by Michelle H, second by Matthew B. Unanimously approved. (Action #4, attached)

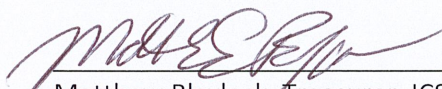
10. Personnel

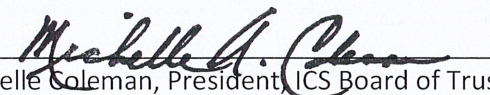
- a. Employment of Courtney Zeppuhar (Paraprofessional)  
Motion made by Michelle H. to approve hiring of Courtney Zeppuhar to position of Paraprofessional, second by Matthew B. Unanimously approved. (Action #5, attached)
- b. Contracting with PA LifeShare for part-time CSN and BSN/LPN. Motion to approve contracting with Pa LifeShare for CSN for 2023-2024 SY made by Michelle H., second by Matthew B. Unanimously approved. (Action #6, attached). Hiring of BSN/LPN through PA LifeShare tabled until the September meeting.
- c. FMLA Request – E.Doyle  
Motion was made by Michelle H. to approve FLMA request for the period of 8/16/23 – 9/20/23, second by Matthew B. Unanimously approved. (Action #7, attached)

11. Confirm Next Meeting Date and Time – Tuesday, September 12, 2023 at 3:30 p.m.  
(Executive Session one hour prior to meeting start time)

12. Adjourn Meeting

Motion to adjourn at 4:17pm by Michelle H, second by Matthew B. Unanimously approved. (Action #8, attached)

  
\_\_\_\_\_  
Matthew Blaylock, Treasurer, ICS Board of Trustees

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

9-12-23  
Date

9-12-2023  
Date

Infinity Charter School  
5405 Locust Lane  
Harrisburg, PA 17109

Infinity Board of Trustees Monthly Board Meeting Actions  
For August 15, 2023  
Action # 1

Action Taken: Motion to approve the July 11, 2023 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>  X  </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 August 15, 2023  
Action # 2

Action Taken: Motion to accept Business Managers report as presented.  
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>  X  </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 August 15, 2023  
Action # 3

Action Taken: Motion to approve Job Descriptions for Director of Curriculum & Development and Lead Teacher.  
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>  X  </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 August 15, 2023  
Action # 4

Action Taken: Motion to approve 2022-2023 Charter School Annual Report, as submitted.  
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>  X  </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 August 15, 2023  
Action # 5

Action Taken: Motion to approve hiring of Courtney Zeppuhar, Paraprofessional.  
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>    X    </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 August 15, 2023  
Action # 6

Action Taken: Motion to approve contracting with Pa LifeShare for CSN for the 2023-2024 SY.  
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>  X  </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 August 15, 2023  
Action # 7

Action Taken: Motion to approve FMLA request for the period of 8/16/23 – 9/20/23 for E.Doyle.  
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>  X  </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 # 8

Action Taken: Motion to adjourn at 4:17.  
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>  X  </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