

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For September 12, 2017

Infinity Charter School
5405 Locust Lane
Harrisburg, PA 17109

Meeting—called meeting to order at 3:35 PM

Roll Call—in attendance:

- **Board:** Michelle Coleman (Pres) Joseph Schell (Sec.)
Michelle Haring (Board Member) Matt Blaylock (Treas.)
Megan Mines-Hall (Parent Rep.)
- **Staff:** Suzanne Gausman (CEO/Prin.) Shelly Fredericks (Bus. Mgr.)
Dawn Brotherton (Development)

Review and Approval of the August 8, 2017 Board Meeting minutes--

A motion was made (See Action # 1) to approve the August, 2017 Board meeting minutes, as amended.

Information and Proposals--

A. Announcement of Executive Session: Prior to the regularly scheduled August Board meeting, the Board met in executive session to discuss funding, financials and new employee matters.

B. Community/Public Speakers: No community members were present.

Committee report--

IVO Report: Megan shared with the Board that, per the IVO's most recent meeting, it was the intent of the IVO to host a table at Back-to-School night to be able to share pertinent information with parents and answer any questions they may have regarding the role and responsibilities of IVO. Megan disseminated a very informative and well-written information packet prepared by the organization. The IVO has expressed an interest in formulating a playground committee and creating a proposal for the Board's consideration regarding a play area and equipment for the children.

Business Manager's Report--

Report was presented by Shelly Fredericks (Bus. Mgr.) and reviewed by the Board. A motion was made (see Action # 2) to approve the report as submitted.

Of particular note: A motion was made (see Action #3) to approve the 2017-18 non-contract employee pay rates for the SY.

CEO/Director's Report--

Report was presented by Suzanne Gausman (CEO/Prin.) and reviewed by the Board (See attached).

Of particular note: Suzanne made a special effort to extend a huge "thank you" to both the moving committee and the parent volunteers who worked tirelessly to relocate our entire school to its new location.

Director of Development Report--

Report was presented by Dawn Brotherton and reviewed with the Board (See attached).

Old Business--

A. ICS Foundation: Michelle shared with the Board her rather extensive investigation into the school's previous efforts to establish a foundation that would exist independent of the school Board. The Board had mixed feelings regarding the formulation of it, and it was determined that further research and discussion were necessary before any formal action would be taken

New Business--

A. Approval of August Construction Pay Applications: A motion was made (see Action #4) to approve the expenditure of \$708,913.16 from the construction account to satisfy payment for work completed for the new facility.

B. Immunization Guidelines: Per a directive from the Department of Education, Infinity must prepare, and include within the policy guidelines, a policy and procedure for the immunizations for all students, including new enrollees.

C. Approval of Facility Cleaning Service: A motion was made (see Action # 5) to approve a contractual agreement between Angela Przybylski and ICS for the provision of cleaning services for the 2017-18 SY.

D. Memorandum of Understanding with Lower Paxton Township Police Dept.: A motion was made (see Action #6) to approve a memorandum of understanding between the LP Police dept. and ICS.

E. Facility Use Discussion: To address requests by parents who wish to use the building for ICS after school clubs and activities, the board recommends the following procedure: Any clubs who wish to use the school must get permission from the Director.

Approved clubs must meet on school days and finish by 6:00 p.m. Adults in charge of clubs must have appropriate child abuse clearances.

Personnel--

A. Resignation: A motion was made (see Action #7) to accept the resignation of Brandon Kurtz from his physical education teaching position, effective immediately, and the said position to be filled by Ross Kaufman, effective immediately.

B. New Hire: A motion was made (see Action #8) to hire Danielle Dugan as an instructional aide for the '17-'18 SY.

C. New Hire: A motion was made (see Action #9) to hire Karole Bretz as a library aide for the '17-'18 SY.

Next Meeting Confirmation--

The next regularly scheduled meeting will be held at 3:30 PM on Tuesday October 10, 2017 at 3:30 PM

(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 # 10) was made to adjourn.


Approved and Accepted:



Joseph Schell, Secretary, ICS Board of Trustees



Date



Michelle Coleman, President, ICS Board of Trustees



Date

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Infinity Board of Trustees Monthly Board Meeting Actions

For September, 2017

Action # 1

Action Taken: Motion to approve the August, 2017 Meeting minutes as amended.

Motion by: MB
Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments:

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Infinity Board of Trustees Monthly Board Meeting Actions

For September, 2017

Action # 2

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

Motion by: MB

Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 3

Action Taken: Motion to approve the 2017-18 non-contract employee pay rates for the SY.

Motion by: MH

Second: MB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 4

Action Taken: Motion to approve the expenditure of \$708,913.16 from the construction account to satisfy work completed for the new facility.

Motion by: MB

Second: JS

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 5

Action Taken: Motion to approve a contractual agreement between Angela Przybylski and ICS for cleaning services for the new facility.

Motion by: MH
Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 6

Action Taken: Motion to approve a memorandum of understanding between the Lower Paxton Police Department and ICS

Motion by: MMH

Second: MB

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 7

Action Taken: Motion to accept the resignation of Brandon Kurtz as the physical education teacher and his vacancy to be filled immediately by Ross Kaufman.

Motion by: MB

Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 8

Action Taken: Motion to hire Danielle Dugan as an instructional aide for the '17-'18 SY

Motion by: MB

Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 9

Action Taken: Motion to hire Karole Bretz as a library aide for the '17-'18 SY

Motion by: MB

Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

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Action # 10

Action Taken: Motion to adjourn the September Board meeting

Motion by: MB

Second: MMH

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Joe Schell	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michelle Haring	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Matt Blaylock	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Megan Mines-Hall	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

Comments:
