

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For June 10, 2019

Infinity Charter School  
5405 Locust Lane  
Harrisburg PA 17109

**Meeting** – Called meeting to order at 3:38 PM

**Roll Call** – In attendance:

**Board:** Michelle Coleman (Pres.)   X   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 May 2019 Board Meeting Minutes—**

A motion was made (See Action #1) to approve the May 14, 2019 Board meeting minutes.

**Information and Proposals—**

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

There were no community members in attendance.

**Committee Reports—**

**IVO:** A budget and list of activities was presented.

**Curriculum Committee Report:** No meetings at this time but summer meetings are being discussed.

**Grounds Committee:** Grass was planted and the basketball hoop was removed. Cameras are being researched.

**Policy Committee:** Nothing to present.

**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 amended.

**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. **Employee Tuition Reimbursement:** We continue to work and research this policy.

## New Business—

- A. **Approval of the 2019-2020 Board Meeting Dates:** A motion was made to approve the schedule as amended. (see Action #3)
- B. **2019-2020 ICS General Fund Budget:** A motion was made to approve the General Fund Budget. (see Action #4)
- C. **2019-2020 IVO Budget:** A motion was made to approve the IVO Budget (see Action #5).
- D. **Highmark Group Insurance Plan (Employee Health Insurance):** A motion was made to approve the Highmark Employee Health Insurance (see Action #6).
- E. **Payment for the 2<sup>nd</sup> Half of the Pearson Math Curriculum:** A motion was made to approve a payment for the 2<sup>nd</sup> half of the Pearson Math Curriculum. (see Action #7)
- F. **Approve Megan Mines-Hall as Board Parent Representative:** A motion was made to approve the Infinity Board Parent Representative (see Action #8).
- G. **Approve the Limited English Proficiency Policy:** A motion was made to approve the Limited English Proficiency Policy (see Action #9).
- H. **Approve Safety and Security Report:** A motion was made to approve the Safety and Security Report (see Action #10).
- I. **Approve the CAIU Contract:** A motion was made to approve the Capital Area Intermediate Unit Contract (see Action #11).
- J. **Approve the IDEA contract:** A motion was made to approve the IDEA contract (see Action #12).
- K. **Approve to Pay off the Bridge Loan Early:** A motion was made to transfer \$40,000 from the savings account to pay off the Bridge Loan early (see Action #13).
- L. **Approve the Development Plan:** A motion was made to approve the 2019-2020 Development Plan. (see Action #14).

## Personnel-

- A. Teacher FLMA Leave for 1<sup>st</sup> quarter of 2019 for Julia Isherwood. (see Action #15)
- B. Accept the Resignation of Carla Wilson as Business Manager. (see Action #16)
- C. Hire Dylan Linhart as a Middle School teacher. (see Action #17)

## Next Meeting Confirmation—

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, July 23, 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 #18) was made to adjourn.

## Approved and Accepted:

  
\_\_\_\_\_

Michelle Haring, Secretary, ICS Board of Trustees

7-23-2019

Date

  
\_\_\_\_\_

Michelle Coleman, President, ICS Board of Trustees

7-23-19

Date

Infinity Charter School  
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Infinity Board of Trustees Monthly Board Meeting Actions

For June 10, 2019

Action # 1

**Action Taken:** Motion to approve the May 14, 2019 Board Meeting minutes.

Motion by: Megan Mines-Hall

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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For June 10, 2019

Action # 2

**Action Taken:** Motion was made to approve the Business Manager's report, as amended.

Motion by: Megan Mines-Hall

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 June 10, 2019

Action # 3

**Action Taken:** A motion was made to approve the 2019-2020 Board meeting dates as amended.

Motion by: Megan Mines-Hall

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 June 10, 2019

Action # 4

**Action Taken:** A motion was made to approve the 2019-2020 ICS General Fund Budget.

Motion by: Megan Mines-Hall

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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Action # 5

**Action Taken:** A motion was made to approve the 2019-2020 IVO Budget.

Motion by: Megan Mines-Hall

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

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Action # 6

**Action Taken:** A motion was made to approve the Highmark Employee Health Insurance.

Motion by: Megan Mines-Hall

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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Action # 7

**Action Taken:** A motion was made to approve a payment for the 2<sup>nd</sup> half of the Pearson Math Curriculum.

Motion by: Megan Mines-Hall

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

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Action # 8

**Action Taken:** A motion was made to approve Megan Mines-Hall as the Infinity Board Parent Representative.

Motion by: Megan Mines-Hall

Second: Matthew Blaylock

Board Vote:	Yes	No	Absent	Abstain
Michelle Coleman	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>
Megan Mines-Hall	<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>

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Action # 9

**Action Taken:** A motion was made to approve the Limited English Proficiency Policy.

Motion by: Megan Mines-Hall

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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Action # 10

**Action Taken:** A motion was made to approve the Safety and Security Report.

Motion by: Megan Mines-Hall

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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Action # 11

**Action Taken:** A motion was made to approve the Capital Area Intermediate Unit Contract.

Motion by: Megan Mines-Hall

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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Action # 12

**Action Taken:** A motion was made to approve the IDEA contract.

Motion by: Megan Mines-Hall

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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Action # 13

**Action Taken:** A motion was made to transfer \$40,000 from the savings account to pay off the Bridge Loan early.

Motion by: Megan Mines-Hall

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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Action # 14

**Action Taken:** A motion was made to approve the 2019-2020 Development Plan.

Motion by: Megan Mines-Hall

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 June 10, 2019

Action # 15

**Action Taken:** Motion was made to approve Teacher FLMA Leave for 1<sup>st</sup> quarter of 2019 for Julia Isherwood.

Motion by: Megan Mines-Hall

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 June 10, 2019

Action # 16

**Action Taken:** Motion was made to Accept the Resignation of Carla Wilson as Business Manager.

Motion by: Megan Mines-Hall

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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Action # 17

**Action Taken:** Motion was made to Hire Dylan Linhart as a Middle School teacher.

Motion by: Megan Mines-Hall

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

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Action # 18

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

Motion by: Megan Mines-Hall

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:

