

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For August 13, 2019

Infinity Charter School
5405 Locust Lane
Harrisburg PA 17109

Meeting – Called meeting to order at 4:05 PM

Roll Call – In attendance:

Board: Michelle Coleman (Pres.) <u> X </u>	Megan Mines-Hall (Parent Rep. & VP) <u> X </u>
Michelle Haring (Secretary) <u> X </u>	Matthew Blaylock (Treas.) <u> X </u>
Staff: Suzanne Gausman (CEO) <u> X </u>	Konny Hartwig (Bookkeeper.) <u> X </u>
Anthony Boyer (Asst. Director) <u> X </u>	Dawn Brotherton (Development) _____

Review and Approval of the June 23, 2019 Board Meeting Minutes—

A motion was made (See Action #1) to approve the June 23, 2019 Board meeting minutes, as amended.

Information and Proposals—

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

There were no community members in attendance.

Committee Reports—

IVO: No report.

Curriculum Committee Report: Plans to meet with teachers.

Grounds Committee: See New Business.

Policy Committee: Tabled the Attendance Policy.

Business Manager's Report—

Report was presented by Konny Hartwig (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) and reviewed by the Board.

Director of Development Report-

No report from the Director of Development.

Old Business-

- A. **Employee Tuition Reimbursement:** Still Tabled.
- B. **Approval of BSSF Letter of Engagement:** A motion of made to approve the Letter of Engagement for BSSF. (see Action #3)

New Business—

- A. **Flexible Instruction Day Program:** This was discussed but not pursued because there are so many extra instructional hours built into Infinity's schedule that it won't be an issue.
- B. **2019-2020 PAEducator.net Contract:** A motion was made to approve the PAEducator.net Contract. (see Action #4)
- C. **Tanner Furniture Quote:** A motion was made to approve the Tanner Furniture Quote (see Action #5).
- D. **Establishing a Book Club for Intermediate Grades:** A motion was made to approve the establishment of a Book Club for Intermediate Grades (see Action #6).
- E. **Renewal of the Grounds Committee for 2019-2020:** A motion was made to renew the Grounds Committee as currently exists until July 2020. (see Action #7).
- F. **Approve CAIU ELL Services Contract:** A motion was made to approve Capital Area Intermediate Unit Contract for English Language Learning Contract. (see Action #8).
- G. **Approve the Toshiba Copier Contract:** A motion was made to approve the Toshiba Copier Contract. (see Action #9).
- H. **Approve the Contract for Scantech:** A motion was made to approve the Scantech Contract for scanning and shredding not to exceed \$7,500. (see Action #10).
- I. **Make Arthur Hall Insurance the Broker of Record:** A motion was made to change the Insurance Broker of Record to Arthur Hall Insurance. (see Action #11).

Personnel-

- J. **Approve all Personnel Matters:** A motion was made to Accept the Resignation of Samantha Powley as Paraprofessional and Jessica Seacrest as Guidance and to Hire Sadaka Archie as Guidance Counselor, Kornelia Hartwig as Bookkeeper and HR Specialist, Kiel Eckert as a Paraprofessional. (see Action #12).

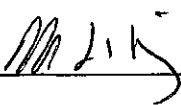
Next Meeting Confirmation—

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, September 10, 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 #13) was made to adjourn.

Approved and Accepted:



Michelle Haring, Secretary, ICS Board of Trustees

9/10/19
Date



Michelle Coleman, President, ICS Board of Trustees

9-10-19
Date

Infinity Charter School
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Infinity Board of Trustees Monthly Board Meeting Actions

For August 13, 2019

Action # 1

Action Taken: Motion to approve the June 23, 2019 Board Meeting minutes as amended.

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> </u>	<u> </u>	<u> </u>	<u> X </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 13, 2019

Action # 2

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

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 August 13, 2019

Action # 3

Action Taken: A motion of made to approve the Letter of Engagement for BSSF.

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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Action # 4

Action Taken: A motion was made to approve the PAEducator.net Contract.

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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Action # 5

Action Taken: A motion was made to approve the Tanner Furniture Quote.

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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Action # 6

Action Taken: A motion was made to approve the establishment of a Book Club for Intermediate Grades.

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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Action # 7

Action Taken: A motion was made to renew the Grounds Committee as currently exists until July 2020.

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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Action # 8

Action Taken: A motion was made to approve Capital Area Intermediate Unit Contract for English Language Learning Contract.

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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Action # 9

Action Taken: A motion was made to approve the Toshiba Copier Contract.

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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Action # 10

Action Taken: A motion was made to approve the Scantech Contract for scanning and shredding not to exceed \$7,500.

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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Action # 11

Action Taken: A motion was made to change the Insurance Broker of Record to Arthur Hall Insurance.

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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Action # 12

Action Taken: A motion was made to Accept the Resignation of Samantha Powley as Paraprofessional and Jessica Seacrest as Guidance and to Hire Sadaka Archie as Guidance Counselor, Kornelia Hartwig as Bookkeeper and HR Specialist, Kiel Eckert as a Paraprofessional..

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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Action # 13

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

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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Action # 18

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

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>

Comments: