

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For June 8, 2020

Infinity Charter School  
5405 Locust Lane  
Harrisburg PA 17109

**Meeting** – Called meeting to order at 3:50 PM at Infinity Charter School

**Roll Call** – In attendance:

**Board:** Michelle Coleman (Pres.) phone Megan Mines-Hall (Parent Rep. & VP) X  
Michelle Haring (Secretary) X Matthew Blaylock (Treas.) X  
**Staff:** Suzanne Gausman (CEO) X Shelly Fredericks (Bookkeeper) X  
Anthony Boyer (Asst. Principal) X Dawn Brotherton (Development) X

**Review and Approval of the May 12, 2020 Board Meeting Minutes—**

A motion was made (See Action #1) to approve the May 12, 2020 Board meeting minutes.

**Information and Proposals—**

Announcement of Executive Session: Prior to the regularly scheduled June Board meeting, there was an executive session.

There were no community members present.

**Committee Reports—**

**IVO:** No report.

**Curriculum Committee Report:** There is no report.

**Grounds Committee:** No report but there is a need for No Trespassing Signs.

**Policy Committee:** Legal Counsel sent back the amended Leave Policy.

**Business Manager's Report—**

Report was made by Shelly Frederick and motion was made by the Board (see Action #2) to accept the Report. A motion was made to approve the yearly employee bonuses. (see Action #3)

**CEO/Director's Report—**

Report was presented by Suzanne Gausman (CEO) and reviewed by the Board.

**Assistant Director's Report-**

Report was presented by Anthony Boyer (Assistant Principal).

### **Director of Development Report-**

Report was presented by Dawn Brotherton (Development Director) and reviewed by the Board.

### **Old Business-**

- A. **Employee Tuition Reimbursement:** In committee and tabled.
- B. **COVID-19:** The situation continues to be discussed and it is uncertain.
- C. **Employee Leave Policy:** A motion was made to accept the new Employee Leave Policy (see Action #4).

### **New Business—**

- A. **Approval of 2020-2021 Board Meeting Dates:** A motion was made to accept these dates. (see Action #5)
- B. **Approval of 2020-2021 ICS General Fund Budget.** A motion was made to approve the General Fund Budget (see Action #6)
- C. **Approval of 2020-2021 IVO Budget.** A motion was made to approve the 2020-2021 IVO Budget using the 2019-2020 Budget (see Action #7)
- D. **Highmark Group Insurance Plan (Employee Health Insurance).** A motion was made to approve the Highmark Group Health Insurance Plan. (see Action #8)
- E. **Pennsylvania Coalition of Public Charter Schools Membership.** A motion was made to approve the cost for membership in the Pennsylvania Coalition of Public Charter Schools. (see Action #9)
- F. **Cleaning Proposal from COVERALL.** A motion was made to approve the undated more frequent cleaning proposal from COVERALL (see Action #10)
- G. **Approval of Safety and Security Report.** A motion was made to approve the yearly Safety and Security Report (see Action #11)

### **Personnel-**

- A. **Personnel: None**

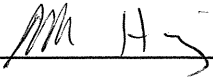
### **Next Meeting Confirmation—**

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, July 14, 2020  
(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 #12) was made to adjourn.

**Approved and Accepted:**

  
\_\_\_\_\_

**Michelle Haring, Secretary, ICS Board of Trustees**

7-14-20

**Date**

  
\_\_\_\_\_

**Michelle Coleman, President, ICS Board of Trustees**

7-16-20

**Date**

Infinity Charter School  
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Infinity Board of Trustees Monthly Board Meeting Actions

For June 8, 2020

Action # 1

**Action Taken:** Motion to approve the May 8, 2020 Board Meeting minutes.

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:

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Infinity Board of Trustees Monthly Board Meeting Actions

For June 8, 2020

Action # 2

**Action Taken:** Motion was made to accept the business manager's report from Shelly Fredericks.

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:

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Infinity Board of Trustees Monthly Board Meeting Actions

June 8, 2020

Action # 3

**Action Taken:** A motion was give each staff member the yearly retention bonus.

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

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Action # 4

**Action Taken:** Motion to approve the new Employee Leave Policy.

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:** Motion was made to approve the 2020-2021 Board Meeting Dates.

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  
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Action # 6

**Action Taken:** Motion to approve the 2020-2021 ICS General Fund Budget.

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

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Action # 7

**Action Taken:** Motion to approve the 2020-2021 IVO Budget using the numbers from the 2019-2020 Budget.

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:** Motion to approve the 2020-2021 Highmark Group Insurance Plan (Employee Health 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 # 9

**Action Taken:** Motion to the membership dues for the Pennsylvania Coalition of Public Charter Schools.

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:** Motion to the enhanced cleaning proposal from COVERALL.

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 approve the Safety and Security Report.

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:** Motion was made to adjourn the June 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:

