

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For August 11, 2020

Infinity Charter School  
5405 Locust Lane  
Harrisburg PA 17109

**Meeting** – Called meeting to order at 3:32 PM at Infinity Charter School

**Roll Call** – In attendance:

**Board:** Michelle Coleman (Pres.)   X                        Michelle Haring (Vice Pres.)   X    
Megan Mines-Hall (Secretary & Parent Rep)   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 July 14, 2020 Board Meeting Minutes—**

A motion was made (See Action #1) to approve the July 14, 2020 Board meeting minutes.

**Information and Proposals—**

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

Community member's present – additional 52 participants on zoom. Questions should be directed to the email account established for concerns on the reopening plan. Utilizing that account and answering the entire parent community will allow the school leadership to provide the most transparent disclosures.

**Committee Reports—**

**IVO:** leadership meeting scheduled for August 18, 2020

**Curriculum Committee Report:** Michelle Coleman continues with discussion and communication with the staff pertaining to curriculum.

**Grounds Committee:** Matthew Blaylock cleared some branches and debris from the property line.

**Policy Committee:** Meeting was held to discuss the background checks and organizational chart.

**Business Manager's Report—**

Report was made by Shelly Frederick and motion was made by the Board (see Action #2) to accept the Report. Of note, all of the covid19 grant expenditures must be completed by October 31<sup>st</sup>.

**CEO/Director's Report—**

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

**Assistant Director's Report-**

No report at this time.

**Director of Development Report-**

Report was presented by Dawn Brotherton (Director of Development) and reviewed by the Board. Of note, the extraordinary give is being held on November 20<sup>th</sup>.

**Old Business-**

- A. **Employee Tuition Reimbursement:** In committee and tabled.
- B. **COVID-19 Health & Safety Plan:** Confirmation that a distance of 6' is the required social distancing length. Due to the ICS student roster from 12 / 13 school districts and concerns about the virus spread, the recommendation is to begin the school year in Tier 1 (remote learning exclusively) and reevaluate September 21st. A motion was made to proceed with Tier 1. (See Action #3)
- C. **Policy 101 – Organizational Chart :** In committee and tabled
- D. **Policy 104 – Background Checks and Reporting Requirements:** A motion was made to approve the changes recommended: (See Action #4)

**New Business—**

- A. **Flexible Instructional Day Application:** A motion was made to approve Infinity's Flexible Instructional Day Application. (see Action #5)
- B. **Berkshire monitoring system for building alarm.** A motion was made to accept Berkshire modification proposal for the building central station monitoring system. (see Action #6)
- C. **Update ByLaws :** Article XI Non-Discrimination updated to reflect recommendations on refinement to the policy by the solicitor. (see Action #7)
- D. **Annual Report Approval** Motion made to approval this final version of the annual report and have it submitted. (see Action #8)
- E. **CAIU ELD Service Agreement.** A motion was made to contract with the CAIU for ESL instruction services. (see Action #9)
- F. **Emergency Instructional Time.** A motion was made to approve 1,150 hours of instruction hours. (see Action # 10)
- G. **Mortgage principal payment.** A motion was made to give the business manager / bookkeeper authorization to apply approximately \$45,000 from the building donations plus another \$25,000 from the general fund as an extra principal mortgage payment to be made in September. (see Action # 11)

**Personnel-**

No personnel actions at this time

**Next Meeting Confirmation—**

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, September 8, 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 at 4:20 P.M.

**Approved and Accepted:**

Megan Mines-Hall

**Megan Mines-Hall, Secretary, ICS Board of Trustees**

9-30-2020

**Date**

Michelle A. Coleman

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

9-9-2020

**Date**

Infinity Charter School  
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Infinity Board of Trustees Monthly Board Meeting Actions

For August 11, 2020

Action # 1

**Action Taken:** Motion to approve the July 14, 2020 Board Meeting minutes.

Motion by: Matthew Blaylock

Second: Michelle Haring

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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Action # 2

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

Motion by: Matthew Blaylock

Second: Michelle Haring

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

August 11, 2020

Action # 3

**Action Taken:** A motion made to begin the ICS student year on August 31<sup>st</sup> in Tier 1, (remote learning exclusively):

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>  X  </u>	<u>          </u>	<u>          </u>
Matthew Blaylock	<u>  X  </u>	<u>          </u>	<u>          </u>	<u>          </u>

Comments: ICS Vice President, Michelle Haring, stated a preference for in-person instruction when school begins on August 31, 2020.

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Action # 4

**Action Taken:** A motion made to approve the recommended changes to Policy 104 – Background Checks and Reporting Requirements

Motion By: Matthew Blaylock

Second: Michelle Haring

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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Action # 5

**Action Taken:** Motion was made to approve Infinity's Flexible Instructional Day Application:

Motion by: Matthew Blaylock

Second: Michelle Haring

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:** Motion to approve the Berkshire modification proposal for the building central station monitoring system.

Motion by: Matthew Blaylock

Second: Michelle Haring

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:** Motion to approve an update to the ICS ByLaws : Article XI Non-Discrimination updated to reflect recommendations by the solicitor

Motion by: Matthew Blaylock

Second: Michelle Haring

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 made to approval the final version of the annual report and have it submitted.

Motion by: Matthew Blaylock

Second: Michelle Haring

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 was made to approve the CAIU ELD Service Agreement and contract with the CAIU for ESL instruction services.

Motion by: Matthew Blaylock

Second: Michelle Haring

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 to approve Emergency Instructional Time for 1,150 hours of instruction hours..

Motion by: Matthew Blaylock

Second: Michelle Haring

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:** Motion was made to give the business manager / bookkeeper authorization to apply an extra principal mortgage payment to be made in September.

Motion by: Matthew Blaylock

Second: Michelle Haring

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 July Board meeting.

Motion by: Matthew Blaylock

Second: Michelle Haring

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: