

Infinity Charter School Board of Trustees Monthly Board Meeting Minutes

For October 13, 2020

Infinity Charter School  
5405 Locust Lane  
Harrisburg PA 17109

**Meeting** – Called meeting to order at 3:35 PM at Infinity Charter School

**Roll Call** – In attendance:

<b>Board:</b> Michelle Coleman (Pres.) <u>zoom</u>	Michelle Haring (Vice Pres.) <u>X</u>
Megan Mines-Hall (Secretary & Parent Rep) <u>X</u>	Matthew Blaylock (Treas.) <u>X</u>
<b>Staff:</b> Suzanne Gausman (CEO) <u>X</u>	Shelly Fredericks (Business Mgr.) <u>X</u>
Anthony Boyer (Asst. Principal) <u>X</u>	Dawn Brotherton (Development) <u>X</u>

**Review and Approval of the September 8, 2020 Board Meeting Minutes—**

A motion was made (See Action #1) to approve the September 8, 2020 Board meeting minutes.

**Information and Proposals—**

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

**Committee Reports—**

**IVO:** Spirit Wear and Shop Around fundraising efforts are concluding. The Infinity Charter School board acknowledges the gesture of appreciation that the IVO extended to all of the staff and offers tremendous thanks.

**Curriculum Committee Report:** no report at this time

**Grounds Committee:** a girl scout troop is coming to the ICS property to clean up trash from the woods within the next month

**Policy Committee:** the committee is actively working on the employee tuition reimbursement policy

**Business Manager's Report—**

The auditors will attend the November board meeting and present their report.

Report was made by Shelly Fredericks and motion was made by the Board (See Action #2) to accept the report.

**CEO/Director's Report—**

Report was presented by Suzanne Gausman (CEO) and reviewed by the Board. Of note the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students returned to physical learning today, October 13<sup>th</sup>. The plan is for the

middle school classes to return on the 26<sup>th</sup> but the required Chromebooks are still on backorder without an expected delivery date.

#### **Assistant Director's Report-**

Report was presented by Anthony Boyer (Assistant Principal) and reviewed by the Board. Of note, the school building's internet bandwidth is not sufficient for student and teacher usage during the education environment necessitated by the pandemic. The internet service providers will be contacted and the service contract adjusted to gain the necessary network bandwidth

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

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

#### **Old Business-**

- A. **Employee Tuition Reimbursement:** a written policy will be presented at the November board meeting for board approval. The plan will be to have the policy active and implemented in the spring of 2021.
- B. **Title IX:** the policy will be assigned as policy number 104.

#### **New Business—**

- A. **Cintas:** a monthly service contract was approved by the board (See Action # 3).
- B. **Berkshire:** life safety inspections contract. Will include the monitoring, elevator phone, fire system, and a consolidated call center (See Action #4)
- C. **Bowling Alley:** good faith gesture to provide the promised gift to ABC North lanes for inconveniences and issues experienced during the construction of the school wing of Infinity Charter School. (See Action #5)
- D. **Homeless student policy:** annual review of the requirement. Existing policy will be maintained. (See Action #6)

#### **Personnel-**

- A. **Accept, with regret, resignation of Beth Roberts and Employment of Brandon Reed-Porter.** A motion was made to accept with regret the resignation of Beth Roberts as a K/1 teacher and approve the employment of Mark Klinger. (See Action #7)
- B. **K-2 COVID Relief position:** Additional teaching position allocated for this school year to provide additional instruction in the younger grades. Once filled, one instructor will be dedicated to the online instruction students and the other 4 instructors in the classroom for physical learning instruction. (See Action #8)

#### **Next Meeting Confirmation—**

The next regularly scheduled meeting will be held at 3:30 p.m. on Tuesday, November 10, 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 #9) was made to adjourn at 4:15 P.M.

**Approved and Accepted:**

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

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**Date**



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

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**11-11-2020**

**Date**

Infinity Charter School  
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Infinity Board of Trustees Monthly Board Meeting Actions  
For October 13, 2020

Action # 1

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

Motion by: Michelle Haring

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 October 13, 2020

Action # 2

**Action Taken:** Motion was made to accept the Business Manager's report as presented.

Motion by: Michelle Haring

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

October 13, 2020

Action # 3

**Action Taken:** A motion made to begin a monthly service contract with Cintas as presented.

Motion by: Michelle Haring

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 # 4

**Action Taken:** A motion made to engage in a life safety inspection contract, at a cost of \$2,786 for the year, with Berkshire.

Motion By: Michelle Haring

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:** Motion was made to offer a \$500 gift card to ABC North lanes for inconvenience experienced during the construction

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 and maintain the homeless student policy

Motion by: Michelle Haring

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:** Motion was made to accept the resignation of Beth Roberts and the employment of Brandon Reed-Porter

Motion by: Michelle Haring

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 # 8

**Action Taken:** Motion was made to allocate an additional teaching position for this school year only to provide additional instruction in the youngest grades.

Motion by: Michelle Haring

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 # 9

**Action Taken:** Motion was made to adjourn the October Board meeting at 4:15 P.M.

Motion by: Michelle Haring

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:

