

Pocosin Innovative Charter Board of Directors Meeting Minutes
via Conference Call
July 28, 2020

Board Members present include Stephanie Phelps, Victoria Harrison, Gabrielle Davenport, Laura Biggs, Constance Davenport, Lynn West, Hilton Chesson, Edwin Blount

- A. Call to Order: The meeting was called to order by chairman, Stephanie Phelps, at 6:03 p.m.
- B. Approval of Agenda
 - a. Laura made the motion to approve the agenda as presented.
 - b. Edwin 2nd the motion.
 - c. Motion approved unanimously.
- C. Approval of Minutes
 - a. Constance made the motion to approve minutes for June 2020 as presented.
 - b. Victoria 2nd the motion.
 - c. Motion approved unanimously.
- D. Constance, in conjunction with Mr. Mahaley, spoke to the board in reference to our reopening plan and extensive cleaning needs. The cleaning contract for extensive weekly cleaning was presented. Victoria made the motion to approve the contract. Chip 2nd the motion. Motion approved unanimously.
- E. Victoria stated our application for RFP has been approved with the state. We are moving forward to become an approved SFA for our school nutrition plan. The procurement plan was presented. Victoria made the motion to approve the procurement plan to present to the state. Laura 2nd the motion. Motion approved unanimously.
- F. Victoria distributed information in regards to updates for the non-discrimination policy, employee handbook, and additional COVID policies. Victoria made the motion to approve as distributed. Laura 2nd the motion. Motion approved unanimously.
- G. Victoria, in conjunction with Mr. Mahaley, presented information for a project based learning opportunity with Pocosin Arts. The project is partnered with Island Farms. Items will be distributed to ALL students and lessons tied in to curriculum with staff. Victoria made the motion to approve the project at a rate of \$13.00 per student. Edwin 2nd the motion. Motion approved unanimously.
- H. Victoria presented information to the board in regards to a new software program for human resources, Proliant. The software would allow the ability to track personnel time, PTO, benefits, as well as paystubs, etc. It is unclear if the quote is monthly or yearly. Chip made the motion to approve if quote reflected yearly, otherwise we will table. Victoria 2nd the motion. Motion approved unanimously.
- I. No public comment presented at this time.
- J. Adjournment: With no further business, Laura made a motion to adjourn. Victoria 2nd the motion. Adjournment was made by Stephanie at 6:40 p.m.