

**Pocosin Innovative Charter Board of Directors Meeting Minutes**  
**via Conference Call**  
**August 18, 2020**

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

- A. Call to Order: The meeting was called to order by chairman, Mrs. Phelps, at 6:00 p.m.
- B. Approval of Agenda
  - a. Mrs. Harrison requested to add Membership Renewal and Election of Officers to the agenda. Mrs. Harrison made the motion to approve the agenda as amended.
  - b. Mrs. West 2nd the motion.
  - c. Motion approved unanimously.
- C. Approval of Minutes
  - a. Mrs. Harrison made the motion to approve minutes for July 2020 as presented.
  - b. Mrs. Biggs 2nd the motion.
  - c. Motion approved unanimously.
- D. No public comment presented at this time.
- E. Mr. Mahaley spoke to the board in reference to the re-opening plan for the school year. The 1st day of school had to be slightly altered due to facility provisions to meet state guidelines. The certificate of occupancy for the new modular building have been complete at this time.
- F. Mrs. Biggs, in conjunction with Mr. Mahaley, made references to change to the school calendar to reflect instruction time alterations due to the change in the first day. Mrs. Biggs made the motion to approve the updated calendar. Mrs. Harrison 2nd the motion. Motion approved unanimously.
- G. Mrs. Harrison addressed the board in reference to previously tabled discussion in regards to outside website contracting. As internal staff is now available to make alterations and updates on the school level, additional monthly retainment is non-necessary. Mrs. Harrison made the motion not to renew the monthly contract with Ebody Productions. Mrs. Biggs 2nd the motion. Motion approved unanimously.
- H. Mrs. Harrison, in conjunction with Mr. Mahaley, spoke to the board in reference to wording clarification for the current PTO policy for staffing. Mrs. Harrison made the motion to adopt terminology to reflect calculations by hours rather than days. Mrs. Biggs 2nd the motion. Motion approved unanimously.
- I. Mrs. Harrison made the motion to table the discussion in reference to the Outside Funding Policy as full terminology has not been completed. Mrs. C Davenport 2nd the motion. Motion approved unanimously.
- J. Mrs. Biggs presented information for additional staffing obligations. Mrs. Biggs made the motion to approve as presented. Mrs. Harrison 2nd the motion. Motion approved unanimously. Stipends presented include ELL for \$500, Beginning Teacher Mentor Pay (BT1 - \$1000, BT2 - \$750, BT3

- \$250), and Testing Coordination - \$1000. These stipends will be spread out over the course of months serviced ending in June 2020.

- K. Mr. Mahaley and Mrs. Harrison spoke in reference to potential facility upgrade to assist policy and staffing needs. The major upgrade would be for an additional phone system. Mr. Chesson made the motion to seek a phone upgrade with a \$1500 budget for auditorium and modular. Mrs. Harrison 2<sup>nd</sup> the motion. Motion approved unanimously.
- L. Mrs. Harrison spoke with the board in reference to membership renewal per our charter agreement and annual election of board officers. Mrs. West made the motion to approve membership renewal and all officers remain the same. Mrs. Harrison 2<sup>nd</sup> the motion. Motion approved unanimously.
- M. Adjournment: With no further business, Mrs. C Davenport made a motion to adjourn. Mr. Chesson 2<sup>nd</sup> the motion. Adjournment was made by Mrs. Phelps at 6:37 p.m.