



BOARD OF DIRECTOR'S MEETING SPECIAL CALLED MEETING  
November 4, 2022

Vice President Constance Davenport called to order at 4:00 pm on November 4, 2022 special called meeting of the Pocosin Innovative Charter Board of Directors via conference call.

**APPROVAL OF AGENDA**

Motion to approve agenda as presented by Lynn West with a second by Victoria Harrison. The motion was unanimously approved by voice vote.

**APPROVAL OF SCHOOL IMPROVEMENT PLAN 2022-2023**

Amelia Gouillon shared the Pocosin Innovative Charter School Improvement Plan for 2022-2023 with the Board of Directions stating that this was an ongoing 3-year plan and further action steps would be needed through the year to continue to reach the set goals.

Victoria Harrison made a motion to approve the Pocosin Innovative Charter School Improvement Plan for 2022- 2023 with a second by Laura Biggs. The motion was unanimously approved by voice vote.

**ADJOURN**

Motion to adjourn by Victoria Harrison  
2<sup>nd</sup> Lynn West

Meeting adjourned at 4:08 pm.

Respectfully submitted,

Laura Biggs  
Secretary  
Pocosin Innovative Charter Board

Approved: November 15, 2022

Board Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Attendance:

Laura Biggs

Lynda West

Gabrielle Davenport

Stephanie Phelps

Victoria Harrison

Constance Davenport

Amelia Gouillon



BOARD OF DIRECTOR'S WORK SESSION  
November 11, 2022

Chairman Stephanie Phelps called to order at 2:00 pm on November 11, 2022 a work session of the Pocosin Innovative Charter Board of Directors.

**APPROVAL OF AGENDA**

Motion to approve agenda as presented by Gabrielle Davenport with a second by Constance Davenport. The motion was unanimously approved.

**RENEWAL SELF STUDY**

Chairman Stephanie Phelps provided to the board from the Office of Charter Schools a renewal self-study assistance tool to use for the schools upcoming charter renewal this school year. The Board worked on completing informational sections and narratives descriptions based on the information requested.

**CSADM**

Chairman Stephanie Phelps presented information to the Board requesting if we wanted to increase our school ADM for next year to more than 30% or add an additional grade level. The board respectfully declined and Chairman Stephanie Phelps submitted in EDDIE the form to decline the request.

**ADJOURN**

Motion to adjourn by Victoria Harrison  
2<sup>nd</sup> Laura Biggs

Meeting adjourned at 3:28 pm.

Respectfully submitted,

Laura Biggs  
Secretary  
Pocosin Innovative Charter Board

Approved: November 15, 2022

Board Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Attendance:

Laura Biggs

Gabrielle Davenport

Stephanie Phelps

Victoria Harrison

Constance Davenport



## **Pocosin Innovative Charter Board of Directors Monthly Meeting November 15, 2022**

Chairman Stephanie Phelps called to order at 6:00 pm on November 15, 2022 a monthly meeting of the Pocosin Innovative Charter Board of Directors.

### **Approval of Agenda**

Motion to approve agenda as presented by Gabrielle Davenport with a second by Laura Biggs. The motion was unanimously approved.

### **Approval of Minutes**

Motion to approve the minutes from September 20, 2022 as presented by Victoria Harrison with a second by Constance Davenport. The motion was unanimously approved.

Motion to approve the minutes from October 7, 2022 as presented by Gabrielle Davenport with a second by Victoria Harrison. The motion was unanimously approved.

Motion to approve the minutes from November 4, 2022 as presented by Victoria Harrison with a second by Gabrielle Davenport. The motion was unanimously approved.

Motion to approve the minutes from November 11, 2022 as presented by Gabrielle Davenport with a second by Constance Davenport. The motion was unanimously approved.

### **Director's Report**

Amelia Gouillon presented the Director's Report, and the current enrollment is 232 students. The required School Threat Assessment School Survey was submitted on November 7 in accordance with House Bill 103 Section 7.9. After the November 8 school closure due to power outage, we 1,092 hours on the current calendar. Bus #66 and #60 received regularly scheduled maintenance (oil change/antifreeze). Holton's recommended replacing the two back tires on bus #66. Installation of a fob system in the modular building is needed as soon as possible. The ag shop needs a TV and white board installed. The new road needs installation of speed limit signs. Maintenance: water main valves have been cleaned, ice machine has been cleaned and filter replaced, filters on all 17 mini splits have been cleaned, modular AC units have been inspected, fire extinguishers have been inspected, water isolation valve insulation has been checked for winter. Staff members are working to complete the required Mental Health Training per State Board of Education Policy (SHLT-003). All staff members must complete six hours of initial training for new employees within the first six months of employment or two hours of subsequent training for returning employees. There have been six major offenses recorded in

Educator's Handbook since the last board meeting on October 18<sup>th</sup>. Veterans Day Celebration was a huge success. Mrs. Tina Broome worked very hard to plan the event. Mrs. Maready worked with her electives class to present poppy flower painted rocks as a keepsake for our veterans. We had a great turnout from the community. Everyone left with a smile on their face and a positive comment to share. Mrs. Kirkman has worked to organize our fall book fair, which will be November 14-18. Mrs. Bond and Mrs. Dowd are working to create this year's yearbook. Yearbooks are currently on sale for \$20.

### **Agriculture**

Kelli Luton shared updates for the K-5 Agriculture programs on Farmer appreciation posters, garden detectives: soil, plant growth, garden insect investigators and what are renewable and nonrenewable resources. Grades 6-8 are learning about animal science and livestock production systems of dairy cattle and beef production. 6<sup>th</sup> grade is taking a Field trip to Simply Natural Creamery to see the whole process take place. They are learning about Hydroponics and Horticultural plant identification. P.I.C. FFA have Career Development Event Teams and competing at NC State Livestock Evaluation Competition on December 1<sup>st</sup> with a Spring competition with teams practicing in January.

### **Field Trips**

Amelia Gouillon is requesting a field trip for the FFA Member to Hunt Horse Arena in Raleigh December 1, 2022. Constance Davenport made the motion to approve the field trip and a second by Laura Biggs. The motion was passed unanimously.

Amelia Gouillon is requesting a field trip for the 8<sup>th</sup> graders to Aurora Fossil Museum. Victoria Harrison made the motion to approve the field pending a date change a second by Constance Davenport. The motion was passed unanimously.

Amelia Gouillon is requesting a field trip for the 3rd grade to Tyrrell Library on January 20, 2023. Constance Davenport made the motion to approve the field trip a second by Victoria Harrison. The motion was passed unanimously.

### **Facilities**

Joey Reynolds fixed the bathroom maintenance repairs. There are no new updates for Veteran's field.

### **Budget Update**

A budget update was given by Cory Draughon with CSP and there is a Finance committee meeting scheduled for November 16<sup>th</sup>.

**Public Comment (subject to prior submission via email)**

No public comment was presented.

**Closed Session pursuant to § 143-318.11. (a)(1) and (a)(6)**

Victoria Harrison made a motion to go into closed session pursuant to § 143-318.11. (a)(1) and (a)(6). Lynn West provided the second for the motion. The motion was unanimously approved.

Laura Biggs made a motion to go back into open session. Gabrielle Davenport provided the second for the motion. The motion was unanimously approved.

Lynn West made a motion to approve the personnel roster as presented with Alicia Washington for the Administrative Assistant position. Gabrielle Davenport provided the second for the motion. The motion was unanimously approved.

**New Business**

No new business

**Adjourn**

Motion to adjourn by Lynn West  
2<sup>nd</sup> Gabrielle Davenport

Meeting adjourned at 8:06 pm.

Respectfully submitted,

Laura Biggs  
Secretary

Pocosin Innovative Charter Board

Approved: January 17, 2023

Board Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Attendance:

Laura Biggs

Lynda West

Gabrielle Davenport

Stephanie Phelps

Victoria Harrison

Constance Davenport

Amelia Gouillon