



BOARD OF DIRECTOR'S MEETING SPECIAL CALLED MEETING  
December 2, 2022

Chairman Stephanie Phelps called to order at 4:04 pm on December 2, 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 Victoria Harrison with a second by Lynn West. The motion was unanimously approved by voice vote.

**APPROVAL OF SCHOOL IMPROVEMENT PLAN**

Victoria Harrison made a motion to approve the Pocosin Innovative School improvement plan for the 2022-2023 school year and Constance Davenport provided the second for the motion. The motion was unanimously approved by voice vote.

**APPROVAL OF CLOSED SESSION**

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 by voice vote.

Victoria Harrison made a motion to go back into open session. Lynn West provided the second for the motion. The motion was unanimously approved by voice vote.

Victoria Harrison made a motion to approve the personnel roster as presented with Maddie Small as the First Grade Teacher. Laura Biggs provided the second for the motion. The motion was unanimously approved by voice vote.

**ADJOURN**

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

Meeting adjourned at 4:20 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



BOARD OF DIRECTOR'S EMERGENCY MEETING  
December 15, 2022

Chairman Stephanie Phelps called to order at 6:00 pm on December 15, 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 Victoria Harrison with a second by Lynn West. The motion was unanimously approved by voice vote.

**APPROVAL OF CLOSED SESSION**

Victoria Harrison made a motion to go into closed session pursuant to § 143-318.11. (a)(1) and (a)(3). Gabrielle Davenport provided the second for the motion. The motion was unanimously approved by voice vote.

Laura Biggs made a motion to go back into open session. Victoria Harrison provided the second for the motion. The motion was unanimously approved by voice vote.

**ADJOURN**

Motion to adjourn by Victoria Harrison  
2<sup>nd</sup> Constance Davenport

Meeting adjourned at 6:54pm.

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



## **Pocosin Innovative Charter Board of Directors Monthly Meeting December 20, 2022**

Chairman Stephanie Phelps called to order at 6:00 pm on December 20, 2022 a monthly meeting of the Pocosin Innovative Charter Board of Directors.

### **Approval of Agenda**

Motion to amend the agenda to only have Closed Session pursuant to **§ 143-318.11. (a)(1)** presented by Lynn West with a second by Constance Davenport. The motion was unanimously approved.

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 26, 2022 as presented by Constance Davenport with a second by Lynn West. The motion was unanimously approved.

Motion to approve the minutes from October 18, 2022 as presented by Gabrielle Davenport with a second by Constance Davenport. The motion was unanimously approved.

Motion to amend the minutes from November 15, 2022 to include Alicia Washington on personnel roster by Lynn West with a second by Gabrielle Davenport. The motion was unanimously approved.

Motion to accept the minutes as amended was presented by Gabrielle Davenport with a second by Laura Biggs.

### **Director's Report**

Amelia Gouillon and Jackie Etheridge presented the Director's Report, and the current enrollment is 230 students. Our open enrollment period will begin January 1, 2023. Applications, lottery, and waitlist will be housed in the SchoolMint system. The School Safety Grant is being reopened. Schools can apply to receive funding for safety equipment, services for students in crisis, and training to increase school safety. This grant is due January 20, 2023. Mrs. Maddie Small has accepted the first-grade position. She will begin on January 3, 2023. Families and students have been notified of the change in staffing. We have added one additional sub to our list. We continue to seek substitute teachers and bus drivers. Krista Bond has been working with all staff with her Help with Tech Google Form. She has helped staff access online teaching

materials, creating new form and sharing data table via jotform, assisting with login credentials, and emailing ISP to verify the static address and also inquire about ERATE. We are continuing our bi-weekly meetings and on track with all deadlines for the NC ACCESS Grant. In the main building Thompson Roofing fixed both leaks in the girls bathroom and hallway. Bus #66 issues has been taken to Atlantic Diesel to get worked on during the Christmas break. New back tires were replaced on bus #66 on 12/5/22. We will be applying for the transportation grant offered through OCS. This grant will reimburse the school for up to 65% of qualifying transportation expenses made between July 2022 and December 2022. If awarded, grants will be disbursed by February 15, 2023. We have had twelve major offenses recorded in Educator's Handbook since the last Board meeting. A report on offenses can be found on the following page. The after-school program. Since the program is full, we have started a waitlist. There may be a need for additional after school staffing in the future. The Winter Concert and Kindergarten Play had great turnouts from the community. We received many positive comments. Our first PIC Lion's Market took place on December 7. The students distributed romaine lettuce, butter lettuce, and salad blend. PIC's FFA Livestock Judging Team competed in Raleigh on December 1, 2022. All students did a great job at their first competition.

### **Agriculture**

Updates were shared that planning for the Ag Expo will begin in January and Ag Week is March 21<sup>st</sup> – 27<sup>th</sup>. The Board is asked to consider changing that day to a half day to prepare for the event. The K-5 Agriculture programs helped with the first ever PIC Lion Marker with preparing 60 bags of lettuce to give out to families in the carline. 4<sup>th</sup> graders are learning about animal welfare especially about cattle. Grades 6-8 are learning about animal science on swine production and Christmas tree farming in North Carolina. P.I.C. FFA teams are practicing for spring competitions on tool identification, horticulture and the FFA creed.

### **Facilities**

Ehrlich Pest Control will be used as needed seasonally.

### **Budget Update**

A budget update was given that we are on track according to CSP. Implementation of Proliance Services of staff will begin in January.

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

No public comment was presented.

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

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. Constance 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**

The Board of Directors have asked the Director to create and AIG Committee and create/implement and AIG Plan for the 2023-2024 school year.

**Adjourn**

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

Meeting adjourned at 7:17 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  
Jackie Etheridge