



**CAROLINA
INTERNATIONAL
SCHOOL**
The World is Our Family

CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	October 10, 2019	Time	6:32pm
Meeting Purpose	CIS Happenings	Meeting Leader	Kasi Eagle
		Prepared By	Nilan Russell

1. Attendance at Meeting

Name	Position	Present
Kasi Eagle	Chair	Y
Rashonda Burkett	Vice Chair	Y
Nilan Russell	Secretary	Y
Amy Ward	Treasurer	Y
Charles Stanec		
Tom Anderson		Y
Mark Johnson		Y
Bob Grimm		Y
Trista Collins		Y
Sarah Baxter		
David Kukielski	Head of School	Y
Donna Harkey	Principal of School	Y
Simone McCracken	Administration	Y

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:32pm	Kasi Eagle
➤ CIS Mission & Vision	Brynn Bates
➤ Secretary Report	Nilan Russell
• Reading of August minutes: Mark motioned to waive reading; Kasi 2 nd – motion passed unanimous	
• Reading of September minutes: Trista motioned to waive reading; Tom 2 nd – motion passed unanimous	
➤ Development / Marketing Committee	Bob Grimm
• Charlotte Parent School Fair	

<ul style="list-style-type: none"> • Silent Auction <ul style="list-style-type: none"> ○ Possible bbq event (to partner w/ PTSO) ○ David to work w/ PTSO to arrange 	
<ul style="list-style-type: none"> ➤ Facilities Committee <ul style="list-style-type: none"> • Security Camera System • Gym/Atrium – Window Tinting, Scoreboard, Floor Cover • Lawn Care • Energy Backup • Sports Fields • Parks and Recreation Opportunity 	Tom Anderson
<ul style="list-style-type: none"> ➤ Finance Report <ul style="list-style-type: none"> • Final ADM = 877 • Review of 2020 Fiscal Year Budget Analysis Report 	Amy Ward
<ul style="list-style-type: none"> ➤ Head of School <ul style="list-style-type: none"> • Last day a student can attend 10/21/19 • Reviewed CIS Happenings 	David Kukielski
<ul style="list-style-type: none"> ➤ Principal's Report <ul style="list-style-type: none"> • Reviewed Principal's Report • 7th grade teachers working on a special program for math homework • Attended a 5 day RISE conference in Winston Salem re: safe schools training • Provided seniors with guidance towards graduation on two occasions 	Donna Harkey
<ul style="list-style-type: none"> ➤ Teacher's Report <ul style="list-style-type: none"> • Reviewed Teacher's Report • Reviewed happenings in each grade 	Brynn Bates
<ul style="list-style-type: none"> ➤ PTSO <ul style="list-style-type: none"> • Partnering w/ David K. on school bbq event 	Ruth Feimster
➤ Old Business - None	
➤ New Business - None	
<ul style="list-style-type: none"> ➤ Ended Open session @ 7:56pm <ul style="list-style-type: none"> • Kasi motioned to close open session; Amy 2nd; motion passed ➤ Began Closed session @ 8:03pm ➤ Adjourned @ 9:12pm <ul style="list-style-type: none"> • Trista motioned to end close session; Nilan 2nd; motion passed 	



**CAROLINA
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CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	November 14, 2019	Time	6:31pm
Meeting Purpose	CIS Happenings	Meeting Leader	Kasi Eagle
		Prepared By	Nilan Russell

1. Attendance at Meeting

Name	Position	Present
Kasi Eagle	Chair	Y
Rashonda Burkett	Vice Chair	Y
Nilan Russell	Secretary	Y
Amy Ward	Treasurer	Y
Charles Stanec		Y
Tom Anderson		Y
Mark Johnson		Y
Bob Grimm		Y
Trista Collins		Y
Sarah Baxter		
David Kukielski	Head of School	
Donna Harkey	Principal of School	Y
Simone McCracken	Administration	Y

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:31pm	Kasi Eagle
➤ CIS Mission & Vision	Brynn Bates
➤ The Alliance of Therapy Dogs	Vickie Scofield
➤ School Improvement Plan	Jeremy Flock
<ul style="list-style-type: none"> • BoD to review and send questions to Donna & Jeremy • Follow-up in December 	
➤ Secretary Report	Nilan Russell
<ul style="list-style-type: none"> • Reading of October minutes: Nilan motioned to waive reading; Chuck 2nd – motion passed unanimous 	

➤ Development / Marketing Committee		Bob Grimm
<ul style="list-style-type: none"> • Reviewed marketing/development initiatives of other area schools • Charlotte Parent Magazine: committed to 2 marketing opportunities • General advertising 		
➤ Facilities Committee		Tom
Anderson		
<ul style="list-style-type: none"> • Has landed on 2 items for needed action and funding <ul style="list-style-type: none"> ○ Security Camera System: Bid #2 Sentry Watch ○ Energy Backup System: Bid #1 JG Blackmon 		
➤ Finance Report		Amy Ward
<ul style="list-style-type: none"> • Reviewed CIS Budget Analysis 		
➤ Principal's Report		Donna Harkey
<ul style="list-style-type: none"> • National Honor Society: 16 students inducted (most in CIS history) • Reviewed/compared monthly Incident Report • Reviewed CIS Notes <ul style="list-style-type: none"> ○ Field Trips ○ Accomplishments <ul style="list-style-type: none"> ▪ Honor Roll and Positive Referral Celebrations ▪ Breast Cancer Awareness ○ Professional Growth <ul style="list-style-type: none"> ▪ 5 teachers trained for Critical Intervention Procedures ▪ 2 teachers trained for CPR ▪ Webinar on Say Something Program 		
➤ Teacher's Report		Brynn Bates
<ul style="list-style-type: none"> • Review of each grade level activity and accomplishments 		
➤ PTSO		Ruth Feimster
<ul style="list-style-type: none"> • 11/22: Book Fair • 12/06: Holiday Store 		
➤ Old Business - None		
➤ New Business - None		
➤ Ended Open session @ 8:20pm		
<ul style="list-style-type: none"> • Amy motioned to close open session; Chuck 2nd; motion passed 		
➤ Began Closed session @ 8:29pm		
➤ Adjourned @ 9:18pm		
<ul style="list-style-type: none"> • Chuck motioned to end close session; Mark 2nd; motion passed 		



**CAROLINA
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CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	December 12, 2019	Time	6:31pm
Meeting Purpose	CIS Happenings	Meeting Leader	Kasi Eagle
		Prepared By	Nilan Russell

1. Attendance at Meeting

Name	Position	Present
Kasi Eagle	Chair	Y
Rashonda Burkett	Vice Chair	Y
Nilan Russell	Secretary	Y
Amy Ward	Treasurer	Y
Charles Stanec		
Tom Anderson		Y
Mark Johnson		Y
Bob Grimm		Y
Trista Collins		Y
Sarah Baxter		Y
David Kukielski	Head of School	Y
Donna Harkey	Principal of School	Y
Simone McCracken	Administration	

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:31pm	Kasi Eagle
➤ CIS Mission & Vision	Brynn Bates
➤ 8 th Grade Level Service Project	Bella Jones
• Teachers present: Maddox-Covington, Wanina, Hamilton	
➤ Secretary Report	Nilan Russell
• Motion to waive reading of November minutes did not pass, as corrections had to be made. Will resubmit during January's BoD mtg.	
➤ Finance Committee	Amy Ward

<ul style="list-style-type: none"> • Looking at additional areas to help cut expenses – Being more paper conscious as an example • Reports reviewed <ul style="list-style-type: none"> ○ CIS Fiscal Balance Sheet ○ CSP Budget Analysis Report ○ CIS Budget Analysis Report 	
<ul style="list-style-type: none"> ➤ Development / Marketing Committee <ul style="list-style-type: none"> • Review of CIS Capital Campaign <ul style="list-style-type: none"> ○ Ideas Considered and Rejected <ul style="list-style-type: none"> ▪ Shade/Table Details • Review of 2020-2021 CIS Capital Campaign Options <ul style="list-style-type: none"> ○ Multi-Year proposal for soccer/softball field(s) 	Bob Grimm
<ul style="list-style-type: none"> ➤ Facilities Committee <ul style="list-style-type: none"> • Repair fund for Sentry Watch camera system • School security grant approved • Scissor lift option • Replace paper towel dispensers with air blowers • Attention to gap in gym ceiling 	Tom Anderson
<ul style="list-style-type: none"> ➤ Head of School <ul style="list-style-type: none"> • School safety grant • ADM update: 2-3 tours a week currently • 157 enrollment applications received so far for 2020/2021 	David Kukielski
<ul style="list-style-type: none"> ➤ Principal's Report <ul style="list-style-type: none"> • CIS recognized by Superintendent of Schools Mark Johnson and Department of Instruction • Reviewed detailed Principal's Report 	Donna Harkey
<ul style="list-style-type: none"> ➤ Teacher's Report <ul style="list-style-type: none"> • 1st Holidays Around the World • Coat & Food Collection • Fine Arts • Therapy Dog Program going well 	Brynn Bates
<ul style="list-style-type: none"> ➤ PTSO <ul style="list-style-type: none"> • Representative not present 	
<ul style="list-style-type: none"> ➤ Old Business <ul style="list-style-type: none"> • Vote on school improvement plan: <ul style="list-style-type: none"> ○ Rashonda motioned to approve; Nilan 2nd; approved unanimously 	
<ul style="list-style-type: none"> ➤ New Business - None 	
<ul style="list-style-type: none"> ➤ Open Comments - None 	
<ul style="list-style-type: none"> ➤ Ended Open session @ 7:24pm <ul style="list-style-type: none"> • Amy motioned to close open session; Mark 2nd; motion passed ➤ Began Closed session @ 7:30pm ➤ Adjourned @ 8:52pm <ul style="list-style-type: none"> • Kasi motioned to end close session; Nilan 2nd; motion passed 	



**CAROLINA
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CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	January 9, 2020	Time	6:33pm
Meeting Purpose	CIS Happenings	Meeting Leader	Kasi Eagle
		Prepared By	Nilan Russell

1. Attendance at Meeting

Name	Position	Present
Kasi Eagle	Chair	Y
Rashonda Burkett	Vice Chair	
Nilan Russell	Secretary	Y
Amy Ward	Treasurer	Y
Charles Stanec		Y
Tom Anderson		
Mark Johnson		Y
Bob Grimm		Y
Trista Collins		
Sarah Baxter		Y
Donna Harkey	Principal of School	Y
Simone McCracken	Administration	

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:31pm	Kasi Eagle
➤ CIS Mission & Vision	Brynn Bates
➤ Secretary Report • Mark motioned to waive reading of November and December minutes; Charles second; motion approved unanimously.	Nilan Russell
➤ Finance Committee • Noticeable increase in K12 usage • Still awaiting results of Elliott Davis audit	Amy Ward

➤ Development / Marketing Committee	Bob Grimm
<ul style="list-style-type: none"> • Researching banner hanging in gym <ul style="list-style-type: none"> ○ Line budget for cost 	
➤ Facilities Committee	Tom Anderson
<ul style="list-style-type: none"> • Camera install should be completed by end of next week • Still awaiting surplus confirmation for UPS System 	
➤ Principal's Report	Donna Harkey
<ul style="list-style-type: none"> • Selected spelling bee participants • Brief review of Front Office Report • Incident Report review • Discussed 20/21 school calendar <ul style="list-style-type: none"> ○ BoD to review and approve in closed session 	
➤ Teacher's Report	Brynn Bates
<ul style="list-style-type: none"> • A total of 668 documented counseling contacts have been made • 1st grade: <ul style="list-style-type: none"> ○ Delivered canned goods and food supplies to the Church of God • 7th grade: <ul style="list-style-type: none"> ○ Developing writing description essays that double as a review for a book, movie, album, etc • High School Art: <ul style="list-style-type: none"> ○ Visual Art class had a successful team builder ○ Painting class also had a team challenge 	
➤ PTSO	PTSO Rep
<ul style="list-style-type: none"> • Provided brief update 	
➤ Old Business - None	
➤ New Business - None	
➤ Open Comments - None	
<ul style="list-style-type: none"> ➤ Ended Open session @ 7:02pm ➤ Began Closed session @ 7:10pm ➤ Ended Closed session @ 9:03pm <ul style="list-style-type: none"> • Charles motioned to end close session; Nilan 2nd; motion passed 	



**CAROLINA
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CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	February, 2020	Time	6:33pm
Meeting Purpose	CIS Happenings	Meeting Leader	Kasi Eagle
		Prepared By	Nilan Russell

1. Attendance at Meeting

Name	Position	Present
Kasi Eagle	Chair	Y
Rashonda Burkett	Vice Chair	
Nilan Russell	Secretary	Y
Amy Ward	Treasurer	Y
Charles Stanec		Y
Tom Anderson		Y
Mark Johnson		Y
Bob Grimm		Y
Trista Collins		Y
Sarah Baxter		
Donna Harkey	Principal of School	Y
Simone McCracken	Administration	Y

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:33pm	Kasi Eagle
➤ Grade Level Service Projects	Grades 3,7,10
• 3 rd : Service to Seniors	
• 7 th : Blue Butterfly Project	
• 10 th : Bags of Kindness	
➤ CIS Mission & Vision	Brynn Bates
➤ Secretary Report	Nilan Russell
• January CIS Board Meeting Minutes	
• Tom motioned to waive reading of January minutes; Mark 2 nd ; motion approved unanimously.	

➤ Finance Committee	Amy Ward
• Budget review looks good	
➤ Development / Marketing Committee	Bob Grimm
• Revitalizing Dev/Marketing mtgs for more involvement	
• Drone for high resolution pics over soccer field for next school year	
Capital Campaign	
➤ Facilities Committee	Tom Anderson
• Cameras are now in place and system is fully functional	
• Buses cost/repairs has transitioned to Finance Committee	
• Update to alternatives for custodial agreement was provided by Ms. Harkey; Mike was not present	
• Opportunity to apply for technology grant for \$113K	
➤ Principal's Report	Donna Harkey
• Kudos to Staff/Students for tornado emergency event	
• Reviewed her delivered report	
○ Theater Dept. – presenting Grease	
○ School Wide – Colgate Bright Smiles van will be visiting on 2/18	
○ Safe Schools – met w/ Asst. Police Chief and Captain regarding the Safe Schools Grant	
➤ Teacher's Report	Brynn Bates
• Kindergarten/1 st 100 days of school activities	
• 4 th grade completed coat drive (collected 100+ more than last yr)	
➤ Old Business	
• Approval of 20/21 School Calendar:	
○ Nilan motioned to keep calendar as proposed; Bob 2 nd ; motion passed	
➤ New Business - None	
➤ Open Comments - None	
➤ Ended Open session @ 7:16pm	
➤ Began Closed session @ 7:23pm	
➤ Ended Closed session @ 8:31pm	
• Nilan motioned to end close session; Mark 2 nd ; motion passed	