



THE WORLD IS OUR FAMILY

CAROLINA INTERNATIONAL SCHOOL

A NORTH CAROLINA PUBLIC CHARTER SCHOOL

8810 Hickory Ridge Road, Harrisburg, NC 28075

704.455.3847 • 704.455.4672 (fax)

info@CarolinaInternationalSchool.org • www.CarolinaInternationalSchool.org

Board of Directors Meeting Minutes

March 10, 2011

Attendance:

	2010				2011							
	9/9	10/14	11/18	12/9	1/13	2/10	3/10	4/14	5/12	6/9	7/14	8/11
Nimish Bhatt												
Scott Elliott	X	X	X	X	X		X					
Dr. Charles Hutchison	X	X	X		X		X					
Sam Leder	X	X	X		X		X					
Karen Bailey	X											
Megan McNutt	X	X		X	X							
Maureen White	X	X		X	X		X					
Mystica Nelms	X	X	X	X	X		X					
Susan Schweitzer	X	X			X							
Kevin Weber	X		X	X	X							
Donna Harkey			X	X	X		X					
Abby Bottoms	X	X	X	X	X		X					

Call to Order: 6:12 pm

CIS Mission Statement: Pam Batra

Student and Employee of the Month:

Mystica Nelms, Principal

Students from each grade were recognized.
Katie Smith, teacher of the month

Board Training

Joel Medley, NC Office of Charter Schools

Mr. Medley conducted a training session for the Board of Directors which highlighted duties and responsibilities of a charter's BoD. Answered questions elicited from BoD in anonymous survey as well as in person and covered the following main points, also detailed in handout distributed by Mr. Joel Medley.

- Strategies for Smooth Operation of a BoD and its meetings
- Guidelines and solutions for communication to various constituencies, including BoD meetings and how best to address/respond to issues raised in public comment section of meetings
- Specific Board roles and general responsibilities
- Establishing committees
- Resources for further BoD development
- Discussion of grievance policy

Finance Report:

Ms. Christine Quinn, Acadia, NorthStar

Christine Quinn reviewed the recommended changes discussed at the Finance Committee meeting, reflected on pg. 2 of handout.

- Adding \$5,000.00 to 'Building Supplies and Materials' in anticipation of repair to high school building
- Discussion of "Other Tax Payments" at \$25,000.00 as representation of state tax liability payment

Scott Elliott commended the BoD and the Finance Committee for keeping CIS operating 'in the black'. He mentioned that the BoD will have a Mid-May planning session again for the following fiscal year.

Acceptance of budget changes: Sam Leder motioned for approval of recommended changes. Charles Hutchison seconded. Motion passed.

Secretaries Report

Maureen White, Secretary

Maureen White read February minutes. Maureen White also pointed out two specific errors in July and August 2010 meeting minutes to be reviewed by board and voted on at April's meeting.

Acceptance of minutes: Maureen White motioned for approval of February minutes. Charles Hutchison seconded. Motion passed.

Committee Reports

Academic Report:

Mystica Nelmes, Principal

Mystica Nelmes gave an overview of academic status including the following points and newly implemented programs:

- Classroom connection with Ms. Giraldo's class to a classroom in Peru
- Professional development topic is differentiation
- Green Committee
- New 6th grade teacher
- Book fair
- Retention letters going out for at-risk students
- Parent discussion groups for burning topics
- "Word of the week" project to prepare for EOG/EOC
- School Improvement Plan is up on website
- ERate updates: finding funding for new software: MAP for grades 2-8, Orchard for other grades

Donna Harkey, Assistant Principal

Donna Harkey had the following updates:

- Testing for 10th grade writing, ESL, EOGs and EOCs – call is out for proctors
- Announced that Mystica Nelmes was selected to service in leadership cohort through DPI

Charles Hutchison raised discussion of expanding professional development topics to include various types of differentiation strategies and to topics beyond differentiation. Mystica Nelmes elaborated on professional development structure and strategies (1 day per month, separated by upper and lower grades, plus teachbacks on different differentiation strategies each month).

Charles Hutchison asked for clarification on follow-up to MAP program findings after initial fall testing and whether or not it could be used by students during the summer. Mystica Nelmes discussed using MAP data to formulate remediation plans by teachers at school and using Study Island for continued student development.

Discussion of 2011-2012 academic calendar. Sam Leader made a motion to accept the new calendar. Scott Elliott seconded. Motion passed.

Discussion of ability to change the website anytime instead of one time per month.

The School Improvement Plan was tabled, to be discussed at another time.

PTSO:

Maria Ayt

The Board heard updates on the following initiatives:

- PTSO had spent all of budgeted money
- Tickets still on sale for silent auction

Staff Liaison:

Pam Batra

Pam Batra made the following comments on behalf of the staff:

- 80% of students had passed their reading tests
- she spoke in support of the administration

New Business

- Scott Elliott announced and introduced a new DARE and Resource Officer, Deputy Thousand
- Scott Elliott made a motion to rename Nimish Bhatt as an *ex-officio non-voting* member of the Board in honor of his contributions to the establishment of the school. Charles Hutchison seconded with a comment to Nimish Bhatt's contributions. Motion passed.

- Announcement of the formation of an official Grievance Committee: Ms. Wood, Ms. Oxentine, Charles Hutchison and one parent, to be named.

Open Comments:

- Kim Racz thanked all in attendance. Asked: might mandatory volunteering on part of each family be a possibility? Payment in lieu of service a possibility? Commented on importance of communication and stated that she likes memos from principal. Asked: can BoD agenda be sent before meetings? Asked BoD to speak or introduce themselves at each function. Called for more communication between committees.
- Shannon Leder spoke as a parent and former teacher hired by Deanna Duncan and regular volunteer. Expressed what a delight it has been to work with this administration. Commended enforcement of tardies and dress code. She spoke against the negative comments of a small group of people who she claimed were 'holding BoD meetings hostage'. Commended BoD for searching for professionals to become new administration. Stated she was happy as a parent with the education her children were receiving. Asked for continued support of parents/.
- Skipper Pond stated that he had attended BoD meetings and met with administration and that he along with several other parents had the following unanswered questions: who votes on the BoD? What are the terms of the BoD? Is there support for the BoD policies? He stated that he will continue to work hard for the school and asked the same from the BoD and administration. He stated that he has other questions and invites others to email him for more information on his questions.
- Sarah Baxter shared what she called the 'phenomenal' story of her child recovering from a traumatic brain injury and the steps the administration and particularly Kevin Lipp had made to work with her child.
- Brian McGee spoke in support of a fundraiser on Sunday from 7-10am at the Applebees in Concord.
- Michelle McGee had questions on the following topics: Will the director position be filled? When? Requested an organization chart of the school administration and reporting structure. How does the change of naming Nimish Bhatt a non-voting member affect the BoD? Who is the next resource if concerns/questions go unanswered after a grievance committee? What are the steps of the grievance policy?
- Suzanne Guimond stated that involvement in the school must be more than attendance at one BoD meeting or posting something online. It means volunteering on committees. She respectfully requested others to refrain from negative comments online saying it may stop others from donating or supporting CIS when searching online. She was happy to hear that surveys would go out and looks forward to more information on that. She was happy to hear that the School Improvement Plan was available online. She was happy to see Mystica Nelmes instituting sessions for 'Burning Questions' and suggested a FAQ format for addressing parent questions.
- Connie Byrne praised the administration for discipline policies and faculty in attendance at meeting. Asked for information on future campus plans? Suggested BoD send an all-encompassing memo to address the plans to either build, upgrade or retrofit.

9:00 Sam Leder voted to go into closed session. Charles Hutchison seconded. Motion passed.

Closed Session: Contract matters: personnel. Open Session: **9:25 pm**

- Contract for Beth Torres, 6th grade teachers
- Board approves offering a 401K and deferred compensation plan to employees.

Sam Leder motioned for the two items discussed in closed session to be approved. Charles Hutchison seconded. Motion passed.

Maureen White motioned to adjourn the meeting. Scott Elliott seconded. Motion passed. **Adjournment:** 9:40 pm.

As Board Chair, I certify that these minutes have been reviewed and approved as they appear above.

Signature

Date