



# CAROLINA INTERNATIONAL SCHOOL

*the world is our family*

**9545 Poplar Tent Rd Concord, NC 28027**

**Phone: 704.455.3847 Fax: 704.455.4672**

**School Hours 8:30 am –3:30 pm**

## Board of Directors Meeting Minutes

*February 11, 2016*

Attendance:

	2015										2016	
	2/12	3/12	4/16	5/14	6/11	8/13	9/11	10/8	11/12	12/10	1/14	2/11
Scott Elliott					X							
Dr. Charles Hutchison	X	X	X	X	X	X	X	X	X	X	X	X
Sam Leder	X			X								
Tom Anderson	X	X	X	X		X	X	X	X	X		
Curtis Ifill	X	X	X	X	X	X		X	X	X	X	X
Rashonda Burkett	X	X		X	X	X	X	X	X	X	X	X
Mark Johnson		X	X	X	X	X	X	X	X	X	X	X
Sarah Baxter	X	X	X	X	X		X	X	X		X	X
Donna Harkey	X	X	X	X	X	X	X	X	X	X	X	X
Sally Reynolds	X	X	X	X	X							
Abby Bottoms		X	X	X	X	X	X		X	X	X	X
Eric Hill Teacher Rep												
Teacher Rep	X	X	X	X	X		X	X		X	X	X
PTSO	X	X	X	X	X		X		X		X	X
Mr. David Kukielski	X	X	X	X	X	X	X	X	X	X	X	X

Call to order 6:30pm

Curtis Ifill

### CIS Board Email Responses and General Comments

Curtis Ifill

- 3rd Grade service project was presented – Berkdale Living Center Bingo
- School Improvement Plan presented for 2016-2017

### CIS Mission & Vision

Abby Bottoms

### Secretary's report

Sarah Baxter

- Mark Johnson made a motion to waive the reading of the minutes, Tom Anderson seconded, motion passed unanimously

### Development and Giving Committee

Rashonda Burkett

- Giving campaign currently at ~\$30,000
- Phone-a-thon to occur in March
- Circle of Comets established for donors with donations >\$1000
- Facebook video contest beginning February 1
- Held initial development plan meeting for 2016-2017

### Finance Report

Mark Johnson

- Finance Committee meeting included the following:
  - Reviewed the budget and balance sheet prepared by LB&A
  - Made several adjustments to the budget to true up wash accounts
  - Other non-wash account items were adjusted on the budget reflecting changes in expenses and revenues
  - Renewed our line of credit with Wells Fargo
  - Met with S&P to review the schools performance for our bond rating and maintained our current bond rating of BB+

Head of School Report

David Kukielski

- School calendar presented for 2016-2017
- Summer camp registration opened February 1, 2016
- 903 applicants received for next year's lottery

#### **Principal's Report**

**Donna Harkey**

- Academic Celebrations k – 2 ; 3 – 5; 6 – 8; 9 -12
- 15 Australian student teachers through a conjunction with UNCC visited for a half day and then 5 of the student teachers were assigned to shadow 5 of our CIS students for 4 full days
- Performed a graduate audit with our new counselor, myself, Mr. West and Mrs. Deese
- MAP testing is underway with a completion date of 2/29 – Growth scores provided at the March BoD meeting
- Participated in a panel discussion with 4 other educators – Dr. Chip Buckwell, Supt. Kannapolis City Schools, Dr. Jason Van Heukelum, Dpty Supt. Cabarrus County Schools, Janet Spriggs, CFO RCCC, Beth Hardin, Vice Chancellor for Business Affairs, UNCC. Panel Discussion was presented to the Cabarrus County Chamber of Commerce Leadership Cabarrus class

#### **Teacher Report**

**Cheryl Reed**

- Kindergarten: Learned color theory and shapes
- 1<sup>st</sup> Grade: Creating their own mixed media Indian Festival Elephants
- 2<sup>nd</sup> Grade: Illustrating their own German castles with pencil and Sharpie
- 3<sup>rd</sup> Grade: 4-H competition will be in April and some of them will share at the Earth Day Extravaganza
- 4<sup>th</sup> Grade: Studied color theory and value, and are painting birds of North Carolina using watercolors. They also enjoyed a trip to Duke Energy Explorium on January 27, 2016

#### **PTSO**

- AED machine purchased and delivered
- Purchased additional bookshelves for the classrooms
- The Family Dance will be held at CIS on Friday February 5<sup>th</sup>
- The PTSO Annual Silent Auction will be held on Saturday, February 27th from 6pm-9pm at the University Hilton
- Staff lunch March 4

#### **Old Business**

- None
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#### **New Business**

- School calendar
- Rashonda Burkett made a motion to accept the 2016-2017 School Year Calendar, Mark Johnson seconded. Motion passed unanimously.

#### **Open Comments**

- None

Tom Anderson made a motion to go into closed session to discuss a personnel matter, Rashonda Burkett seconded. Motion passed unanimously.

#### **Closed Open Session at 8:14pm**

#### **Opened Closed Session at 8:18pm**

#### **Ended Closed Session at 9:20pm**

Mark Johnson made a motion to approve an employment agreement for replacement Middle School ELA position, Tom Anderson seconded. Motion passed unanimously.

Mark Johnson made a motion to adjourn, Charles Hutchison seconded. Motion passed unanimously.

#### **Adjournment 9:22pm**

Lottery Approval Addendum: Saturday March 5, 2016 @ 10:00am, Charles Hutchison made a motion to accept lottery results as presented by CIS Administration, Mark Johnson seconded. Motion passed unanimously.

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

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*Signature*

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*Date*