



**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 12, 2015*

Attendance:

	2014						2015					
	7/16	8/14	9/11	10/9	11/13	12/11	1/8	2/12	3/12	4/16	5/14	6/11
Scott Elliott	X	X	X	X	X	X						
Dr. Charles Hutchison	X		X	X	X	X	X	X				
Sam Leder	X	X	X	X	X	X	X	X				
Tom Anderson	X	X	X	X	X	X	X	X				
Curtis Ifill			X	X	X	X	X	X				
Rashonda Burkett	X	X	X		X	X	X	X				
Mark Johnson	X	X	X	X	X	X	X					
Sarah Baxter	X		X	X		X	X	X				
Donna Harkey	X	X	X	X	X	X	X	X				
Sally Reynolds	X	X	X	X	X	X	X	X				
Abby Bottoms	X		X	X	X	X	X					
Eric Hill Teacher Rep			X	X	X	X						
Amanda Fisher Teacher Rep							X	X				
PTSO		X	X	X	X	X		X				
Mr. David Kukielski			X	X	X	X	X	X				

**Call to order 6:48**

**Curtis Ifill**

### CIS Board Email Responses and General Comments

**Curtis Ifill**

- Mr. Ifill expressed condolences to those who have lost family members and friends in the last several weeks
- DPI held a training session on the accountability of BOD members. Emphasized:
  - Charter Renewal
  - Progress of School Leader
  - Measuring performance of the board
- The board will discuss staffing changes/concerns during the closed session.
- Thanked the 2<sup>nd</sup> and 3<sup>rd</sup> graders for the presentations of their service projects

### CIS Mission & Vision

**Amanda Fisher**

### Secretary's report

**Sarah Baxter**

- Tom Anderson made a motion to accept the minutes from the January 8th meeting without them being read aloud. Sam Leder seconded. Motion passed unanimously

### Giving Committee

**Rashonda Burkett**

- 3 focus groups completed January 20-22, 2015
  - Asked parents to express what kept them engaged with CIS and/or were causes for concern. Two themes resulted:
    - Communication
    - School needs a true 'Identity'

**Finance Report****Curtis Ifill**

- Tom Anderson motioned to approve the contract with Uwharrie Bank for purchase cards, Sarah Baxter seconded. Motion passed unanimously
- Budget reviewed and is operating at a surplus
- No change to school's financial position since last month

**Head of School Report****David Kukielski**

- Lottery will be held March 7, 2015 with ~1000 applicants and the staff is prepared
- Proposal shared to host a summer camp to begin June 15th

**Elementary Principal Report****Donna Harkey**

- Reviewing MAP results based on grade level to provide differentiation
- End of quarter celebration underway this week and next
- Formed a committee to review the need for foreign language to enhance the International Studies Program

**Secondary Principal Report****Sally Reynolds**

- Winter MAP scores shared
- Survey for parents and staff results shared
  - Staff results will be covered in detail in staff meetings
  - Parents results indicate overall satisfaction, but would like more communication

**Teacher Report****Amanda Fisher**

- Cameras and accessories donated by Jostens for the yearbook staff

**PTSO**

- Family dance is Friday, February 20, 2015
- Parents must attend with children
- Earth day is April 16 – the event will be both during the day and in the evening
- A request was made to provide a closure or cover for the storage space under the stairs
- Feedback cards will be sent to parents to obtain feedback on preference for fundraisers
- PTSO is sharing space with BASP
- PTSO shed to arrive on Feb 16, 2015
- Silent Auction is March 16, 2015 at University Hilton
- Requested a master calendar of all events across committees; a committee will be convened

**Old Business**

- Piedmont Natural Gas Easement Proposal:
  - David K and Mr. Ifill meeting with Piedmont Natural Gas to discuss a revised proposal
  - Tom Anderson proposed a commercial real estate agent's estimate to assist with the easement negotiation
  - Rashonda recommended a second commercial real estate agent estimate

**New Business**

- Lottery Service Proposal:
  - 1-77 Computers proposed Cloud based service proposed
  - Statement of work to be submitted along with vendor contract proposal
  - Tom Anderson motioned to change the Charter language from 'a manual lottery' to 'a manual or electronic lottery,' Rashonda Burkett seconded. Motion passed unanimously.

**Open Comments**

- Michelle Hintz: PTSO has shown ability to support the school through volunteering and funding of school improvements. PTSO provides support to staff in school dismissal as well as other areas. Requested a vote on the board given all that is done for the school.

Tom Anderson made a motion to go into closed session to discuss a legal matter and personnel issue, Sam Leder seconded. Motion passed unanimously.

**Closed Open Session at 8:16pm**

**Opened Closed Session at 8:25pm**

**Ended Closed Session at 9:24pm**

Rashonda motioned the following staffing changes:

- New positions:
  - Full Time EC Staff Member

Tom Anderson seconded the motion. The motion passed unanimously.

Sam Leder made a motion to adjourn, Rashonda Burkett seconded. Motion passed unanimously.

**Adjournment 9:30pm**

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*