



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

July 14, 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	X	X	X	X	
Dr. Charles Hutchison	X	X	X		X		X	X	X	X	Via phone	
Sam Leder	X	X	X		X		X	X	X	X	X	
Megan McNutt	X	X		X	X			X		X		
Maureen White	X	X		X	X		X	X	X	X	X	
Mystica Nelves	X	X	X	X	X		X	X	X	X	X	
Susan Schweitzer	X	X			X			X				
Kevin Weber	X		X	X	X			X	X	X	X	
Donna Harkey			X	X	X		X	X	X	X	X	
Abby Bottoms	X	X	X	X	X		X	X	X	X	X	
Tisha Greene								X	X			
Gloria Campbell-Whatley									X			
Terri Clay Meadows									X	X		

Call to Order: 6:36 pm

Announcements:

- Scott Elliott acknowledged that CIS had financial assistants measures to be implemented along with the "bold move" to laptops that would catch CIS up with other IB schools. He asked for patience as plans were implemented.
- Scott Elliott noted that CIS had achieved the highest percentage of growth of any charter in the state, according to DPI numbers. Scott Elliott acknowledged the hard work of all that went into that achievement.

CIS Mission Statement

Kevin Weber

Finance Report:

Jennifer Bray, Acadia, NorthStar

Jennifer Bray reviewed the recommended changes discussed at the Finance Committee meeting, reflected on pg. 2 of her handout. Discussion of the following points regarding the budget:

- Final and actual balance
- New state retirements and health rates
- Salary accrual

Mystica Nelves offered full credit to Abby Bottoms for her hard work on the budget.

Scott Elliott stated that CIS is in good position to withstand state pullbacks and increases.

Secretary's Report

Maureen White, Secretary

Maureen White read the May minutes.

Committee Reports

Administrative Report:

Mystica Nelmes, Principal

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

- Testing scores, especially reading and math
- Overall, CIS was less than 0.1% away from school of excellence.
- Mystica Nelmes made statement to address the laptop computer initiative and follow up to Scott Elliott's comment on financial assistance plan.
- Vertical teaming
- Move from Standard Course of Study to national Essential Core Standards to be put into place academic year 2012-2013 throughout the U.S.

Discussion of House Bill's move to 185 school days and possibility to make 5 of those days professional development days. Scott Elliot stated that CIS has historically aligned the start date with CMS start date and didn't want to change.

- Mystica Nelmes reported that K-8 grades were full for AY11-12 (with the exception of 5 students in 8th grade because of the necessity to have 3 different classes) and that 9-10 were at 35 students (up from 22-25)
- Refurbishing of front office donated by Scott Gorman Co.
- Networking and electricity including fiberoptic cables had been run
- Pam Batra passed the Praxis and is Highly Qualified.
- Update on new modular building which Mystica Nelmes
- Update on teacher changes / moves to new grades or classes
- Discussion of Charter conference and free attendance for parents; Mystica Nelmes to participate in a panel of 4 administrators giving perspectives on how to start a charter.
- Implementation of new reading program for K-2 and 3-8

Donna Harkey had the following updates:

Donna Harkey, Assistant Principal

- DPI and accountability services: reports of different groups of students
- Referenced recent articles encouraging move to technology and confirmation that CIS was moving ahead on all fronts mentioned in research, in particular as many of the national technology standards would be implemented by AY2014-2015.
- Scheduling matrix and challenges to scheduling equity for K-10: 6-10 on A/B block scheduling (4 classes/90 minutes per day with 2 core classes and 2 essential classes)
- New classes implemented: Personal Finance (8-10), Computer and Keyboarding skills, Career Decisions, Honors Geometry.

PTSO: Maria Aydt reported on the following initiatives:

- Weekly meetings
- PTSO audit – had been assigned tax ID but not non-profit status yet
- Scheduling events with an eye to night/weekend commitments for teachers
- 8/17 = new family welcome at 11am on campus
- Looking for teacher rep and help with committee
- Purchase of 15 new umbrellas for carpool lane and receipt printer for media center

Staff Liaison:

Kevin Weber, Teacher Liaison

Kevin Weber made the following comments on behalf of the staff:

- Discussion of tutoring over the summer
- Expressed thanks to administration for opportunity to teach personal finance
- Thanked administration for sharing test scores with teachers
- Thanked the BoD for opportunity to serve as teacher liaison. He stated that it had been interesting. Thanked the BoD for their time as volunteers on Board and recognized the importance of continued communication and participation. He stated that he felt CIS was headed in the right direction.

Campus Construction Committee

Tom Anderson

Tom Anderson addressed the following issues from the CCC:

- The committee had interviewed 3 brokers, chosen one and submitted changes to his contract.
- Recapped that the CCC was looking at properties with the goal of aiming for a 2013 opening of a new facility.
- Visiting other new charters and properties to identify choices and bring to BoD for consideration.

Scott Elliot made a note that when selecting the recommended broker, the CCC recognized the importance of local connections and their knowledge of properties that were not officially on the market. The selected broker, offered to the BoD for their approval in closed session, fit that description and brought 30+ years of experience.

Open Comments:

- Connie Byrne addressed a rumor that CIS is moving to K-8 and “strongly suggested” that a statement be issued that referenced the K-12 charter of CIS and reiterated the intend to move forward for that facility. She suggested promoting the CCC and active planning as well as notifications around a capital campaign so that it is not a surprise.
- Tom Anderson noted that the Capital Campaign is a priority and urged CIS not to wait too long to raise funds for fear of finding perfect property and not having money to move forward. Highly recommended movement on this front and suggested creating a committee to initiate the campaign.

Scott Elliot made general comments on the following topics:

- The BoD saw the decision to purchase property largely as a timing issue. There are plans to move forward while avoiding a mistake. He mentioned desire to wait until after the start of the new academic year before moving forward with capital campaign and possibility of working with an outside firm to spearhead efforts.
- Scott Elliot reaffirmed BoD’s confidence to move forward as the original charter stated.

7:38 Scott Elliot voted to go into closed session. Sam Leder seconded. Motion passed.

Closed Session: Contract matters: personnel. Open Session: **7:45 pm**

With Charles Hutchison on the line for a quorum:

- Sam Leder motioned for approval of recommended changes. Scott Elliott seconded. Motion passed.
- Maureen White motioned for approval minutes with noted amendments. Sam Leder seconded. Motion passed.
- Scott Elliot motioned to approve contract for buyer. Sam Leder seconded. Motion passed.
- Scott Elliot motioned to approve Megan McNutt’s board resignation. Sam Leder seconded. Motion passed.

Sam Leder motioned to adjourn the meeting. Maureen White seconded. Motion passed. **Adjournment:** 7:53 pm.

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

Signature

Date