



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

January 8, 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					
Sam Leder	X	X	X	X	X	X						
Tom Anderson	X	X	X	X	X	X	X					
Curtis Ifill			X	X	X	X	X					
Rashonda Burkett	X	X	X		X	X	X					
Mark Johnson	X	X	X	X	X	X	X					
Sarah Baxter	X		X	X		X	X					
Donna Harkey	X	X	X	X	X	X	X					
Sally Reynolds	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					
PTSO		X	X	X	X	X						
Mr. David Kukielski			X	X	X	X	X					

Call to order 6:36

Curtis Ifill

CIS Mission & Vision

Amanda Fisher

CIS Board Email Responses and General Comments

Curtis Ifill

No general comments.

Secretary's report

Sarah Baxter

- Tom Anderson made a motion to accept the minutes from the December 11th meeting without them being read aloud. Mark Johnson seconded. Motion passed unanimously.
- Minutes from December 11, 2014 approved, with addition of Ms. Potts presentation of the School Improvement Plan.

Giving Committee

Rashonda Burkett

- 3 focus groups the week of January 19th
 - Why they chose to send their children are at CIS
 - Changes they would like to see
 - Issues to be addressed
 - Recommend participants to receive a \$5 gift card for their time
 - Anticipate 10 people per focus group

Finance Report**Mark Johnson**

- Reviewed the budget and balance sheet prepared by LB&A.
 - Current closing balance in our operating account is \$1.6 million
 - Currently running a budget surplus for the year of \$273,398
- Reviewed the recommended changes:
 - There was an increase of \$27,000 in federal funding for PRC-060 EC program
 - MTD activity was off for Hospitalization, which was being reported at \$13,264.35. Which it should have been \$22,854
- P-Card:
 - Due to issues with getting the required state language added to the P-Card contract with Wells Fargo, we have decided to look at other financial institutions for this service.
 - Once we do secure a P-Card issuer, we will issue cards to the following users:
 - David Kukielski, Abby Bottoms & BASP
- QuickBooks Premier:
 - Will be securing a license for QuickBooks Premier for handling the tracking/reporting of charitable contributions for the giving and capital campaigns.
- Salary related matters:
 - Will be handled in closed session as all personnel issues are for privacy and confidentiality of the topic.

Head of School Report**David Kukielski**

- Pleased with enthusiasm of parents, students and staff upon return to school after the break
- Recognized the school is naturally participating in 'acts of kindness' and appreciates it

Elementary Principal Report**Donna Harkey**

- New schedule implemented with the return from holiday break and has been well received
- Review individual classroom management plans
- Review of curriculum
- Preparing for MAP benchmarking, which begins on January 20
- K-2 will be included in MAP)

Secondary Principal Report**Sally Reynolds**

- Received approval to offer AP courses in 2015-2016 school year
- Winter MAP review underway to compare to SIP goals
- Completed student survey and are compiling data
- Survey for parents and staff to be sent out by January 31

Teacher Report**Amanda Fisher**

- 1st Grade: Sent Teddy Bears to India over the holidays and are hoping to receive letters soon.
- 4th Grade: Math-A-Thon service project for St. Jude. Money and forms are due on the 15th.
- 5th Grade:
 - Working on an American Revolution Novel Study that is differentiated to our students.
 - They have already learned about the war, and are able to make connections with what they are reading.
- Project Management:
 - Project Management class will be creating learning games to be used for select elementary classes to help students who need additional help in "struggling" areas.
 - These 10th and 11th grade students in Project Management are currently working on game prototypes.
- Sciutto:
 - All PE classes are learning how to navigate using maps and compasses and preparing to locate specific destinations in a very popular adventure activity called Geocaching.
 - A Badminton club will begin January 20th (show flyer)
- Eitner:
 - In 8th grade language arts, students are researching the pros and cons of fracking in North Carolina and putting their evidence together to create an effective argument.
 - In 7th grade language arts, students are researching a poet and analyzing how that poet's life influenced how and what he/she wrote. They are putting their research together into a visually-pleasing and effective presentation.

PTSO

- No representative present
- Mr. Ifill acknowledged the playground implementation has gone well and he thanked PTSO for their financial contribution to this project

Old Business

- Discussed the review of the School Improvement Plan and how growth percentages were determined
- Sarah Baxter motioned to approve the School Improvement Plan, Rashada Burkett seconded. The motion passed unanimously.

New Business

- New construction discussions and financing to begin
- Reviewing a proposal from Piedmont Natural Gas for an easement
- Open House events successful (75 in the first, 108 in the second)
 - Advertising is in place to ensure prospective parents/students are aware but will be reviewed to ensure we are well positioned for the upcoming lottery in March
 - Mr. K will provide statistics on applications received to date

Open Comments

- None presented

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

Closed Session at 7:24pm**Opened Closed Session at 7:30pm****Ended Closed Session at 9:22pm**

Rashada motioned to the following staffing changes:

- New positions:
 - Full time Dean of Students
 - Part time Admissions Coordinator
- Replacement of existing position:
 - Accept the agreement Social Studies Secondary Instructor

Mark Johnson seconded the motion. The motion passed unanimously with the exception of one nay for the part time Admissions Coordinator.

Sarah Baxter Motioned to approve the Finance Manager to move funds from the Operating Account to Giving Committee Account not to exceed \$20,000.00. Mark Johnson seconded. The motion passed unanimously.

Curtis Ifill made a motion to adjourn, Rashonda Burkett seconded. Motion passed unanimously.

Adjournment 9:26pm

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

Signature

Date