

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 August 9, 2016

Attendance

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

Call to order 6:35pm

CIS Board Email Responses and General Comments

CIS Mission & Vision

Secretary's report

Mark Johnson made a motion to waive the reading of the minutes, Rashonda Burkett seconded, motion passed unanimously

Development and Giving Committee

- Marketing video is complete
- First event for the new school year will occur on September 6 Grandparents Day
- Began discussions for the annual mixer more details to come in the next board meeting

Finance Report

- CFS (Chartered Financial Services) is the new bookkeeper for the school
- Reviewed reports prepared by CFS
- Annual audit with Elliott Davis has begun
- Adjustments made to budget and salaries to account for state salary minimums for teachers with 0-5 years of experience
 - Solar power contractors were on site to determine the best location • 6 people donated \$810 to date for the solar grant
- The installation of the fan in the atrium is underway

Head of School Report

- Staff has been preparing for the start of school ٠
- Summer camp was very successful
- Admissions most recent report indicates 913 seats filled for the new year
- Sports program is ready for the new year

Sarah Baxter

Rashonda Burkett

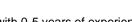
Mark Johnson

David Kukielski

Curtis Ifill

Curtis Ifill

Abby Bottoms



 Rashonda Burkett made a motion to accept the proposal to implement sports participation fee, Mark Johnson seconded. The motion passed unanimously.

Principal's Report

- School artifacts for items such as employee handbook have been updated over the summer
- Environmental trainer to be on site to train the teachers
- Open houses begin August 10
- Four technology nights will be held over the next week
- All schedules mailed out to students in advance of open house

Teacher Report

School not in session

PTSO

- Responsibilities will be divided among two chairs for the PTSO
- \$1330 raised for the solar panel project
- Uniform recycling will be available at open house free of charge
- Ice cream Friday's will occur in the new school year
- Family night to be held at Pelican Snow August 23
- Yankee Candle August 26 to September 29
- First movie night September 9
- 3rd Annual Family Barbeque October 1

Old Business

• Rashonda Burkett made a motion to activate the Wells Fargo Line of Credit. Sarah Baxter seconded. The motion passed unanimously with the exception of Mark Johnson who abstained due to his employment with Wells Fargo.

New Business

•

Open Comments

None

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

Closed Open Session at 7:26pm

Opened Closed Session at 7:36pm

Ended Closed Session at 8:32pm

Mark Johnson made a motion to accept the new employment agreements. Rashonda Burkett seconded. The motion passed unanimously.

Mark Johnson made a motion to adjourn, Rashonda Burkett seconded. Motion passed unanimously.

Adjournment 8:33pm

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

Signature

Date

Donna Harkey

Cheryl Reed