



**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	X	X	X	X	X	X	X		X	X		
Tom Anderson	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	X
Mark Johnson	X	X	X	X	X	X	X	X	X	X	X	X
Sarah Baxter		X	X	X		X	X	X	X			X
Donna Harkey	X	X	X	X	X	X	X	X	X	X	X	X
Abby Bottoms	X	X		X	X	X	X	X	X	X	X	X
Teacher Rep		X	X		X	X	X	X	X	X		
PTSO		X		X		X	X		X	X		X
David Kukielski	X	X	X	X	X	X	X	X	X	X	X	X

Call to order 6:35pm

Curtis Ifill

CIS Board Email Responses and General Comments

Curtis Ifill

CIS Mission & Vision

Abby Bottoms

Secretary's report

Sarah Baxter

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

Development and Giving Committee

Rashonda Burkett

- 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

Mark Johnson

- 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

David Kukielski

- Staff has been preparing for the start of school
- 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

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

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

**Donna Harkey**

- 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**

**Cheryl Reed**

- 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
- 3<sup>rd</sup> 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**

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#### **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.

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*Signature*

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*Date*