



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 November 10, 2016

Attendance:

	2015		2016									
	11/12	12/10	1/14	2/1	3/10	4/14	5/12	6/9	8/9	9/8	10/13	11/10
David Kukielski, Head of School	X	X	X	X	X	X	X	X	X	X	X	X
Donna Harkey, K-12 Principal	X	X	X	X	X	X	X	X	X	X	X	X
Teacher Representative		X	X	X	X	X	X				X	X
PTSO Representative	X		X	X		X	X		X	X	X	X
Curtis Ifill, Chair	X	X	X	X	X	X	X	X	X	X	X	X
Dr. Charles Hutchison, Vice Chair	X	X	X	X		X	X				X	X
Sarah Baxter, Secretary	X		X	X	X	X			X	X		
Mark Johnson, Treasurer	X	X	X	X	X	X	X	X	X	X	X	X
Tom Anderson	X	X				X		X				
Dr. Rashonda Burkett	X	X	X	X	X	X	X	X	X	X	X	
Abby Bottoms	X	X	X	X	X	X	X	X	X	X	X	
Kasi Eagle											X	X
Scott Elliott												

Commented [KE1]: Do we need to include Scott and/or Tom moving forward?

Welcome, Call to Order at 6:33pm

Curtis Ifill

CIS Board Email Responses and General Comments

Curtis Ifill

CIS Mission & Vision

Cheryl Reed

7th Grade Service Project

Mr. Eitner

- Not started project. Will attend future session to review.

10th Grade Service Project

Ms. Rovenstine

- Student led presentation – Dream on 3. 27 students from Dream on 3 attended.
- Students managed the planning and budget. Hope to make recurring event as was quite successful.

Secretary Report

Sarah Baxter

- Not reviewed.

Development Committee

Rashonda Burkett

- Not reviewed.

Finance Report

Mark Johnson

- Budget was reviewed on 11/8/16 and mostly within allotment.
- Audit for 2015-2016 was approved.
- Solar panel budget was approved. Mr. K to reach out to NC GreenPower.
- Continuing to review different building companies for the building expansion in conjunction with financing options.

- Letter of credit renewed with Wells Fargo. Curtis Ifill signed to avoid conflict of interest with Mark Johnson being employed with Wells Fargo.

School Leadership Committee

Ms. Parker and Ms. Rovenstine

- School Improvement Plan (SIP) has been reviewed by staff and was provided to board members for approval. Will vote after closed session.
- The School Leadership Team (SLT) is really excited about the changes and had a lot of participation.
- Changes include teacher attendance, updating the verbiage "teacher" to "employee" throughout, removing global app as this was completed, and adding integrating to curriculum.

Head of School Report

David Kukielski

- Admissions database is approx. 900 (899 enrolled and 4 in process of registering).
- Capital campaign update as follows.
 - Requesting \$1.8M for the renovation.
 - Reviewing marketing materials and potential kickoff event.
 - Donation forms have already been given to employees and goal to rollout by end of November prior to "Giving Tuesday".
 - Students are interested in having their own development committee to help.

Principal's Report

Donna Harkey

- The "I Will" wall is showing over 300 students who received the honor roll. They were celebrated with a cookie reception.
- The 9th grade had an overnight field trip to Virginia.
- Many student accomplishments to boast.
 - 4 students were selected to attend the NCHSAA student conference.
 - 1 student selected by the Charlotte Observer as a "player to watch" for basketball.
 - All students on the roster for the winter sports are eligible academically to play for NCHSSA.
- Completed two assessments: pre-ACT and NCDPI 5th grade math fidelity check (to determine progression of common core).
- For professional growth, completed data analysis for Teacher Working Conditions Survey.
- Reviewed discipline data, a lot of the day is spent on discipline with highest concentration involved for middle school students.
- The Duke Energy My Energy Kit challenge is underway. Additional messaging and presentations are coming.

Teacher Report

Cheryl Reed

- First grade: each classroom received meal worms to raise and care for thirty days. Some of the worms and soil will be placed in the gardens outside.
- Fourth Grade: creating dream catchers from Algonquian culture and will write a short explanation on their significance in the culture.

PTSO

- Family skate night coming up, will only be for CIS students and families.
- Book fair raised about \$10k and PTSO used the funds to purchase additional books.
- Had successful Donuts for Dads event.
- Thanksgiving baskets are being delivered the week of 11/24/16.
- International Extravaganza is coming up.
- Chick-Fil-A spirit night is on Dec 6 from 3-8pm EST. The class with the highest attendance will get a cookie party.
- Will have another holiday store this year for students to purchase gifts.

Old Business

- Construction update: we need classroom space! There are several alternative options from the design/new build option that is the current goal for the capital campaign.
 - Trailers are low cost but not aesthetically pleasing.
 - Pre-engineered solution will look very similar to existing structure and are pretty solid structures.
- Boxman Studios is more costly than a new build.

New Business

- No new business.

Open Comments

- No open comments.
- Mark Johnson made a motion to go into closed session, Charles Hutchison seconded. Motion passed unanimously.

Closed Open Session at 7:23pm

Opened Closed Session at 7:25pm

Ended Closed Session at 8:25pm

- Mark Johnson made a motion to accept the new SIP. Kasi Eagle seconded. The motion passed unanimously.
- Mark Johnson made a motion to adjourn. Charles Hutchison seconded. Motion passed unanimously.

Adjournment 8:30pm

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

Signature

Date

