



**CAROLINA
INTERNATIONAL
SCHOOL**
The World is Our Family

CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	April 9, 2020	Time	6:32pm
Meeting Purpose	CIS Happenings	Meeting Leader	Kasi Eagle
		Prepared By	Nilan Russell

1. Attendance at Meeting

Name	Position	Present
Kasi Eagle	Chair	Y
Rashonda Burkett	Vice Chair	Y
Nilan Russell	Secretary	Y
Amy Ward	Treasurer	Y
Charles Stanec		
Tom Anderson		Y
Mark Johnson		Y
Bob Grimm		Y
Trista Collins		Y
Sarah Baxter		Y
Donna Harkey	Principal of School	Y
Phyllis Rahilly	Administration	Y

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:32pm	Kasi Eagle
➤ CIS Mission & Vision	Brynn Bates
➤ Service Projects	Donna Harkey
• 2 nd grade – Pop Tabs Collection (48lbs collected)	
➤ Secretary Report	Nilan Russell
• April CIS Board Meeting Minutes	
• Mark motioned to waive reading of April minutes; Tom 2 nd ; motion approved unanimously.	
• Nilan to forward meeting minutes from 10/19 – 3/20 to Phyllis to have the CIS website updated.	

➤ Finance Committee	Amy Ward
• Review of finance filings has been completed • Phyllis to take over more day to day • Emailing recommendations by Elliott Davis re: the Custodial Risk Policy • Waiting for CSP to close the month • Finance team reviewing availability of funds due to COVID-19. Programs such as PRC154 & CARES ○ Technology ○ Sterilization ○ Food items related to free lunch • Phyllis checking on actual dollar amount	
➤ Development / Marketing Committee	Bob Grimm
• Nothing updates	
➤ Facilities Committee	Tom Anderson
• Working from list of preexisting line items • List of items regarding onsite campus upkeep in the next 5 weeks "To Do List" ○ Grass / add'l yardwork ○ Upgrades to retention pond	
➤ Head of Schol / Principal's Report	Donna Harkey
• CIS – COVID 19 Pandemic Plan ○ E-Learning ○ State Mandates ○ What this means for CIS ○ Cautions with Zoom ○ Address your own emotional health needs and those of our students and families ○ Support for our Staff	
➤ Teacher's Report	Brynn Bates
• Spirit Day pictures submitted by students • Kindergarten: Mrs. Reese shared a touching moment when she and Mrs. Remsburg conducted a Zoom mtg with a student and as soon as they saw them the student started crying and made the teachers shed tears. • 1st grade: Ms. Bates: has recognized the great team she works with thru this pandemic and the support that has been shown. It has really reaffirmed for her how strong the CIS staff is. • 7th grade: Ms. Gourdine: wanted to share that she has been working with some awesome parents in 7th grade, who have been patient and understanding during this difficult time. • Also an huge Congratulation to Ms. Gourdine for getting engaged on March 27th!	
➤ Old Business - None	
➤ New Business	
• Enrollment challenges with vendor	

○ Proposal to move lottery to the 2nd Thursday in February ▪ Mark motioned, Amy 2nd; passed unanimously ▪ Question asked if Intent Letters can be moved up? Being decided • Distant learning curriculums / instructional methods
➤ Open Comments - None
➤ Ended Open session @ 7:27pm ➤ Began Closed session @ 7:29pm ➤ Ended Closed session @ 8:16pm • Mark motioned to end close session; Nilan 2nd; motion passed