



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

CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	November 12, 2020	Time	6:55pm
Meeting Purpose	CIS Happenings	Meeting Leader	Kasi Eagle
		Prepared By	Nilan Russell

1. Attendance at Meeting

Name	Position	Present
Kasi Eagle	Chair	N
Open	Vice Chair	
Nilan Russell	Secretary	Y
Amy Ward	Treasurer	Y
Tom Anderson		Y
Trista Collins		Y
Mario Stoilovich		Y
Sarah Baxter		Y
Joseph Canty	Head of School	Y
Donna Harkey	Principal of School	Y
Phyllis Rahilly	Administration	Y
Brynn Bates	Teacher's Rep	Y
Kim Ifill	Assistant Principal	Y
Rachel Kennedy	Assistant Principal	Y
Sarah Grafton	Assistant Principal	Y
Open	PTSO	

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:55pm	Kasi Eagle
➤ CIS Mission & Vision	Brynn Bates
➤ Secretary Report	Nilan Russell
Trista motioned to waive reading of October meeting minutes; Amy 2nd; unanimously approved	

➤ Finance Committee	Amy Ward
• Finance Committee met on 11/11/20 • Audit complete and no material findings and has been accepted by LGC. • Budget is on track for the year. • Facilities will have some proposals that were discussed in the meeting. • New policy proposals will be sent for review and vote by board in Dec. ○ These relate to use of electronic payments in the school as requested by the board last year and implemented in January 2020 and caps on expenditures, PO's, and credit card limits.	
➤ Facilities Committee	Tom Anderson
• Notable items are as follows: ○ Need grading around the building to prevent further erosion and damage – water runs towards the building instead of away • Still in search of a Facilities Manager	
➤ Head of School Report	Joseph Canty
• Re-entry for lower grades starts Monday 11/16/20 ○ Preparing for this with cleaning pertaining to COVID-19 along with signage and appropriate social distancing in classroom setup. • PikMyKid to be used to help parents with re-entry and training will be held to assist parents if needed. • Starting Athletics – new girls volleyball coach – Mrs. Olson • Hired new Technologies Manager – Michael Shepherd. He will install remote management on student and staff laptops, support new Microsoft platform • Green School Projects is on the list for future partnership • School online store 80% done and hoping to launch in December before holidays.	
➤ Principal Report	Donna Harkey
• “Can’t Wait” to get the students back in and see them! • 11/13 Professional Development on Human Trafficking • Student Engagement Updates: Counselors are continuing to provide guided lessons to help students to adjust to virtual learning. • Student Council and National Honor Society: Students looking forward to serving as peer tutors, lunch buddies and mentors to our K-5 students.	
➤ Teacher’s Report	Brynn Bates
• TOGETHERNESS: the word of the month. Has noticed that staff across the board has truly demonstrated this in the efforts of learning, partnering, communicating and re-entry initiatives.	
➤ PTSO Report	
• No report provided	
➤ Old Business - None	
➤ New Business	
• Tom Anderson asked for a vote on Cleanest Cut Lawn Care (3 bids were submitted and this is the one recommended by Facilities)	

- Mario motioned to approve; Trista second; unanimously approved
- Tom Anderson asked for a vote on foundation work Facilities obtained competitive bids and recommends Touch and Turf. Discussion was that this was a need based on rain and mold issues (mold abatement just performed).
 - Amy motioned to approve; Trista second; unanimously approved
- Conflict of Interest addendum requested by auditor
 - Tom motioned to approve; Trista second; unanimously approved
- Social Media Policy
 - Board asked to revisit in December. Requested time to provide edits. Also, Board asked if this was for policy or an Employee Handbook?
- Confidentiality Policy
 - Board asked to revisit in December. Requested time to provide edits. Also, Board asked if this was for policy or an Employee Handbook?
- Beginning Teacher
 - Trista motioned for approval with two edits: change 2020-2021 School Year and “Teachers are identified at Beginning Teachers” change “at” to “as”. Sarah second; unanimously approved
- Regarding the strategic plan for the school – Board asked to recommend dates in December and meet in January and February.

- Open Comments
 - None

- Ended Open session @ 7:45pm
 - Sarah motioned to end open session; Tom 2nd; motion passed unanimous
- Began Closed session @ 7:48pm
- Ended Closed session and adjourned @ 8:52pm