



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

## CIS Board Meeting Minutes

|                 |                                                          |                |                |
|-----------------|----------------------------------------------------------|----------------|----------------|
| Meeting Name    | Carolina International School Board of Directors Meeting |                |                |
| Date            | January 14, 2021                                         | Time           | 6:30pm         |
| Meeting Purpose | CIS Happenings                                           | Meeting Leader | Kasi Eagle     |
|                 |                                                          | Prepared By    | Trista Collins |

### 1. Attendance at Meeting

| Name                  | Position            | Present |
|-----------------------|---------------------|---------|
| Kasi Eagle            | Chair               | Y       |
| Mario Stoilovich      | Interim Vice Chair  | Y       |
| Trista Collins        | Interim Secretary   | Y       |
| Tom Anderson          | Interim Treasurer   | Y       |
| Amy Ward              |                     | Y       |
| Nilan Russell         |                     | N       |
| Sarah Baxter          |                     | Y       |
| NeQueela Deas-Blanton |                     | 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 | N       |
| Rachel Kennedy        | Assistant Principal | Y       |
| Sarah Grafton         | Assistant Principal | Y       |
| Open                  | PTSO                | N       |
|                       |                     |         |

### 2. Meeting Notes, Decisions, Issues

|                                                                                                                         |                |
|-------------------------------------------------------------------------------------------------------------------------|----------------|
| ➤ Welcome @ 6:30pm                                                                                                      | Kasi Eagle     |
| ➤ CIS Mission & Vision                                                                                                  | Brynn Bates    |
| ➤ Secretary Report                                                                                                      | Trista Collins |
| <ul style="list-style-type: none"> <li>December meeting minute unavailable; will review in February meeting.</li> </ul> |                |

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| <ul style="list-style-type: none"> <li>• Tom motioned to waive reading of 1/7/21 Emergency meeting minutes; Sarah second, motion passed unanimously</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |
| <p>➤ <b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>• Finance Committee held monthly meetings on 1/12/21</li> <li>• Completed a deep dive review at the item level of our financial statement.</li> <li>• Discussed setting an appointment next week with SunTrust to complete the paperwork to apply for credit cards through them. The change will allow charges to be made once a payment is processed instead of waiting for a pre-determined timeframe to use the cards should the limit be in question.</li> <li>• No updates at this time on the ask to investigate the possibility of restructuring our bond debt.</li> <li>• Discussed timelines, steps and building blocks for initiating, reviewing and finalizing the 2021/2022 CIS budget. Looking to start in February, preliminary view in March and have a final version in April.</li> <li>• Formalized ask for the Board to vote during New Business on adjusting the budget (sent today) with no impact to the projected surplus.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>Tom Anderson</b></p> |
| <p>➤ <b>Facilities Committee</b></p> <ul style="list-style-type: none"> <li>• Facilities Committee held monthly meeting on 1/12/21</li> <li>• Front Pond/Dam- 3 elements <ul style="list-style-type: none"> <li>◦ Directing pond overflow to the storm sewer at the road</li> <li>◦ Installing a pump for campus irrigation to reduce pond levels <ul style="list-style-type: none"> <li>▪ Quotes to come by January 26th.</li> </ul> </li> <li>◦ Install fencing that complies with insurance liability</li> </ul> </li> <li>• <i>Foundation Grading and Drainage - Delays due to weather but we feel confident work will commence next week.</i></li> <li>• <i>Duke Energy Security Lightning Plan - Complete- security lighting assessment to be completed and then installation to follow;</i></li> <li>• <i>Duke Energy Light Efficiency Plan- Complete- initial needs assessment to be conducted in the coming weeks.</i></li> <li>• <i>Master Site Plan-</i> added a 3rd Architect to the process- Yates Group. They presented to the committee and now we can move to next steps and request they along with Neighboring Concepts and Insight provide us with a preliminary site plan so we can make a final decision of which group to engage with.</li> <li>• <i>Concord Parks and Rec Partnership-</i> They have provided a proposed plan for ball fields, green way and parking/easement from Cox Mill Rd. Things are progressing as hoped and our eventual relationship with an architect firm will tie in perfectly. This project should be included in our potential offsite strategy session for a deeper dive and conversation.</li> </ul> <p>New Projects- Update</p> <ul style="list-style-type: none"> <li>• <i>HVAC Unit above Gym</i></li> </ul> | <p><b>Tom Anderson</b></p> |

- School was experiencing electrical issues with main breaker tripping. Eaton Electrical through trouble shooting found the issue was this unit and was probably struck by lightning.

#### Completed Projects/Actions

- Lawn Maintenance Contract signed with Cleanest Cut
- Backflow test completed on irrigation system
- Mold Abatement complete

#### Staffing

- Interviews complete and offer made and accepted this week. Salary is in line with our discussion about increasing offer to the \$45,000-\$50,000 range. Start date will be February 2nd.

#### ➤ **Head of School Report**

**Joseph Canty**

- Since students are still not on campus, leadership team is providing clubs on Fridays, such as Environmental & Global Education clubs.
- Wells Fargo mentoring program due to begin for MS at the end of January.
- To encourage student leadership and more peer-to-peer engagement, we will pilot student-led assemblies in February for each division and a buddy program with our HS and ES school students.
- Faculty/Staff Support efforts continue and events are planned through summer.
- Events – Assemblies are planned for MLK, Chinese New Year, Black History Month, and the Holocaust.
- New facilities manager, Earnest Bostick, has been hired and will start on 2/2/21.
- Plans in progress for a virtual job fair on 2/19-2/20 to address other hiring needs.
- Recapped current/planned marketing efforts and needs.
- There will be a parent info meeting on 1/26 to obtain feedback regarding the new website.
- Recapped technology needs/updates
- Recapped HOS Goals progress

#### ➤ **Principal Report**

**Donna Harkey**

- Teachers are working on 5 virtual modules through Safe Schools: Dating Violence, Child Abuse, Human Trafficking, Students and Homelessness, and Youth Suicide.
- Parent contact results appear to be supportive of the current re-entry plans.

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| <ul style="list-style-type: none"> <li>Recapped Federal/Other Grants, including the approval of an on-campus resource officer when school reopens for in-person learning.</li> <li>Recapped Educator evaluation procedures and requirements.</li> <li>Recapped academic performance and testing requirements.</li> <li>Recapped ongoing counseling efforts for students and staff.</li> <li>Highlight: announced that Nikeeta Maddox Covington has been selected to be a participant in the first cohort of the NC ACCESS <b>Educational Equity Aspiring Minority School Leaders Program</b>. The North Carolina Advancing Charter Collaboration and Excellence for Student Success (NC ACCESS) grant program in the Office of Charter Schools is excited to embark on this new phase of the grant. The Aspiring Minority School Leaders Program is designed to recruit, support, and build a pipeline of minority school leaders prepared to meet the challenges of leading schools for educational equity. North Carolina charter schools will benefit by having access to a cohort of school leaders of color who are exceptionally trained, ready to be part of cutting-edge school reform initiatives, and ready to move into leadership positions with strengthened organizational and instructional leadership skills. The Aspiring Minority Leadership Program includes coursework, internship experiences, professional development, and mentoring. As a participating Candidate you will complete the online MSA Add on Licensure Program at Appalachian State University.</li> </ul> |                           |
| <p>➤ <b>Teacher's Report</b></p> <ul style="list-style-type: none"> <li>RESILIENT: the word of the month. Students as well as teachers are proving to be quite resilient during this unprecedented time.</li> <li>Teachers feeling refreshed after a much-needed holiday break. Focusing on keeping spirits high.</li> <li>There is much excitement for the upcoming MLK assembly and panel discussion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Brynn Bates</b></p> |
| <p>➤ <b>PTSO Report</b></p> <ul style="list-style-type: none"> <li>No report provided</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |
| <p>➤ <b>Old Business - None</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |
| <p>➤ <b>New Business</b></p> <ul style="list-style-type: none"> <li>Tom Anderson, on behalf of the finance committee, motioned for a vote to amend the budget and move funds between category levels to balance overages/deficits with no impact to the overall financial performance of the school. <ul style="list-style-type: none"> <li>Mario motioned to approve; Sarah second; motion passed unanimously.</li> </ul> </li> <li>Kasi Eagle introduced Nequeela Deas-Blanton and motioned the board to vote on adding her to the board of directors. <ul style="list-style-type: none"> <li>Sarah motioned to approve; Amy second; motion passed unanimously.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| <p>➤ <b>Open Comments</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |

- Parent Regina King posed a question regarding student schedules not realigning upon revised reentry plan after winter break. Kasi Eagle tasked school leadership with providing communication to all families regarding schedule alignment.

- Ended Open session @ 7:32pm
  - Sarah motioned to end open session; Tom second, motion passed unanimously.
- Began Closed session @ 7:34pm
- Ended Closed session and adjourned @ 8:56pm
  - Trista motioned to end closed session; Mario second, motion passed unanimously.