



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

CIS Board Meeting Minutes

Meeting Name	Carolina International School Board of Directors Meeting		
Date	February 11, 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
Nilan Russell		Y
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	Y
Rachel Kennedy	Assistant Principal	Y
Sarah Grafton	Assistant Principal	Y
Open	PTSO	N

2. Meeting Notes, Decisions, Issues

➤ Welcome @ 6:31pm	Kasi Eagle
➤ CIS Mission & Vision	Brynn Bates
➤ Secretary Report	Trista Collins
- Tom motioned to waive reading of 2/9/21 Emergency meeting minutes and January meeting minutes; Nilan second, motion passed unanimously	

➤ **Finance Committee**

Tom Anderson

- Finance Committee met on 2/10/21
- Reviewed budget to preliminary actuals through 1/31/21
- Reviewed budget to finalized actuals through 12/31/20
 - No changes. Preliminary numbers mirrored final numbers.
- Discussed any additional expenses not previously captured – Facilities, Re-Entry, Personnel.
 - No additional expenses not accounted for or offset by funds assigned for Facilities or Personnel.
- PRC-65 Grant Award was secured for \$6,245.00 to be used to support digital needs for remote learning.
- Status update on the possibility of re-structuring our bond debt: Original bond can be considered for May 2023, the second for May 2028.
- Began the process of developing the budget for 2021/2022.

➤ **Facilities Committee**

Tom Anderson

- Facilities Committee met on 2/10/21
- Front Pond/Dam- 3 elements
 - Directing pond overflow to the storm sewer at the road
 - Update: quotes to be finalized, eventual contract reviewed by David by 3/1 with work to begin shortly after.
 - Installing a pump for campus irrigation to reduce pond levels
 - Update: quotes to be finalized, eventual contract reviewed by David by 3/1 with work to begin shortly after.
 - Install fencing that complies with insurance liability
 - Insurance Company (UTICA) supports the following and they are scheduled for a campus visit in February to complete a walk around:
 - Cut off access to pond with blend of fencing and natural barriers.
 - Install a front entrance gate that limits access.
 - Where we use natural barriers, we need to install signage around trespassing.
 - Update: quotes to be finalized, eventual contract reviewed by David by 3/1 with work to begin shortly after.
- *Soccer Field – will be gathering quotes to grade and seed the field. Update: this can be addressed once we have the irrigation issues resolved – expected by 3/1.*
- *Duke Energy Security Lightning Plan - Complete- security lighting assessment for next Wednesday and then installation to follow;*
- *Duke Energy Light Efficiency Plan- Complete- initial needs assessment to be conducted in the coming weeks. – No update*
- *Master Site Plan- 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.*

Update: Joseph to coordinate presentations with the 3 firms and provide them with the site work from Concord Parks and Rec and move to Board presentation in the next 4-6 weeks.

- *Concord Parks and Rec Partnership*- 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. – No update.

New Projects- Update

- *HVAC Unit above Gym*
 - 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.
 - MCI is our vendor for servicing this unit and has quoted us about \$13,000 to repair and replace this equipment.
 - Another quote received from Strickland at \$33,000. This seems unreasonably high. Mario is reaching out to contacts at Carolina Mechanical to see if we can get a quote from them. – No Update

➤ **Head of School Report**

Joseph Canty

- Student clubs have started and participation is encouraged
- Microsoft Education has agreed to offer our students and parents additional training on all Office 365 applications. All Middle and High School students will attend weekly one-hour sessions in February and March. We are also planning to provide parents can attend four training sessions on Office 365 in March 2021. The training dates will be shared through the Comet Communicator
- Wells Fargo mentoring program due to begin for MS was delayed to 2/16/21 due to Covid restrictions placed on the banks.
- The Model UN program is being pushed out to bein in the Fall of 2021.
- Faculty/Staff Support efforts continue and events are planned through summer.
- Facilities manager, Earnest Bostick, has resigned and an offer is being made to his replacement.
- Recapped technology needs/updates
- Recapped HOS Goals progress

➤ **Principal Report**

Donna Harkey

- Professional Growth – teachers are receiving training on the Office 365 suite. The entire staff received training on Email Etiquette.
- School re-entry on track with previous plans.
- Recapped discussions regarding CIS being a Vax site.
- Recapped Federal/Other Grants.
- Reviewed ongoing academic activities

- Teachers completed the intent to return for 2021-2022. All intend to return, with the exception of 1 retiree. - Recapped ongoing counseling efforts for students and staff. - Recapped ongoing service projects.	
➤ Teacher's Report	Brynn Bates
- CLUBS: the word of the month. There is much excitement about participation in the club activities. - Recapped Grade Level updates and activities	
➤ PTSO Report	
No report provided. Introduction of Amanda Boyle and Sam Kennedy as co-chairs.	
➤ Old Business - None	
➤ New Business	
Joseph recapped current athletic activities	
➤ Open Comments	
➤ None	
➤ Ended Open session @ 7:20pm	
Nilan motioned to end open session; Tom second, motion passed unanimously	
➤ Began Closed session @ 7:22pm	
➤ Ended Closed session and adjourned @ 8:45pm	
Tom motioned to end closed session; Nilan second, motion passed unanimously	