



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

May 12, 2016

Attendance:

	2015							2016				
	5/14	6/11	8/13	9/11	10/8	11/12	12/10	1/14	2/11	3/10	4/14	5/12
Scott Elliott		X										
Dr. Charles Hutchison	X	X	X	X	X	X	X	X	X		X	X
Sam Leder	X											
Tom Anderson	X		X	X	X	X	X				X	
Curtis Ifill	X	X	X		X	X	X	X	X	X	X	X
Rashonda Burkett	X	X	X	X	X	X	X	X	X	X	X	X
Mark Johnson	X	X	X	X	X	X	X	X	X	X	X	X
Sarah Baxter	X	X		X	X	X		X	X	X		
Donna Harkey	X	X	X	X	X	X	X	X	X	X	X	X
Sally Reynolds	X	X										
Abby Bottoms	X	X	X	X		X	X	X	X	X	X	X
Teacher Rep	X	X		X	X		X	X	X	X	X	X
PTSO	X	X		X		X		X	X		X	X
Mr. David Kukielski	X	X	X	X	X	X	X	X	X	X	X	X

Call to order 6:30pm

Curtis Ifill

CIS Board Email Responses and General Comments

Curtis Ifill

- Service project presentations:
 - Canned food drive
 - Book drive
 - Dream on 3

CIS Mission & Vision

Cheryl Reed

Secretary's report

Sarah Baxter

- Meeting minutes to be reviewed in the June 9, 2016 board meeting

Development and Giving Committee

Rashonda Burkett

- Annual Fund has collected a little over \$34,000 this school year
- Focus next year will be on a capital campaign
- The marketing committee is working on material for the upcoming campaign
- 1st graduating class will allow us to have an alumni association
- 1st circle of comets will be recognized after the end of the fiscal year

Finance Report

Mark Johnson

- Reviewed the budget and balance sheet prepared by LB&A
- Reviewed the budget for next school year
- New uniform vendor will be Tommy Hilfiger
- Signed agreement with CFS to take over bookkeeping starting 7-1-16
- Construction committee meeting was delayed due to accident that closed Poplar Tent Road
- MCI will be installing a large fan in the atrium over the summer to help with air stratification at no cost to the school

Head of School Report**David Kukielski**

- CIS received the Environmental Excellence and Sustainable Award from the Cabarrus County Chamber of Commerce for our 1st grade Vermiculture project
- The 1st grade teachers did a presentation about vermiculture at the Sustainable Community class with Leadership Cabarrus
- The NC Green Power Solar grant winners will be publically announced next week

Principal's Report**Donna Harkey**

- Priority now is on getting prepared for exams that will take place over the next 2 weeks
- Still need 4 EOG proctors
 - All staff and offices are being used for testing.
- Graduation is May 28, 2016 at 10:00 am
 - The co-founders Richard Beall and Nimish Bhatt will be speaking

Teacher Report**Cheryl Reed**

- 4th grade – students presenting their animal research and costumes on Friday, May 13 for their Zoo Project
- 8th grade – Science has been working on EOG vocabulary picture dictionaries in preparation for their upcoming EOG
- Chemistry students have started working hard on reviewing for the final exam
- Seniors have been celebrated all week long with our first senior week

PTSO

- Fun Run was a success on April 15th

Old Business

- None

New Business

- Charles Hutchison made a motion to pay off the Wells Fargo line of credit for the 30 day rest requirement, Rashonda Burkett seconded. Additional vote to be held in June as a quorum was not in attendance

Open Comments

- None

Rashonda Burkett made a motion to go into closed session to discuss a personnel matter, Charles Hutchison seconded. Motion passed unanimously.

Closed Open Session at 7:15pm**Opened Closed Session at 7:20pm****Ended Closed Session at 8:15pm**

Mark Johnson made a motion to adjourn, Rashonda Burkett seconded. Motion passed unanimously.

Adjournment 8:17pm

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

Signature

Date