



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

December 11, 2014

Attendance:

	2014						2015					
	7/16	8/14	9/11	10/9	11/13	12/11	1/8	2/12	3/12	4/16	5/14	6/11
Scott Elliott	X	X	X	X	X	X						
Dr. Charles Hutchison	X		X	X	X	X						
Sam Leder	X	X	X	X	X	X						
Tom Anderson	X	X	X	X	X	X						
Curtis Ifill			X	X	X	X						
Rashonda Burkett	X	X	X		X	X						
Mark Johnson	X	X	X	X	X	X						
Sarah Baxter	X		X	X		X						
Donna Harkey	X	X	X	X	X	X						
Sally Reynolds	X	X	X	X	X	X						
Abby Bottoms	X		X	X	X	X						
Eric Hill Teacher Rep			X	X	X	X						
PTSO		X	X	X	X	X						
Mr. David Kukielski			X	X	X	X						

Call to order 6:34

Curtis Ifill

CIS Mission & Vision

Eric Hill

CIS Board Email Responses and General Comments

Curtis Ifill

Mr. Ifill recognized Scott Elliott for his dedication and contributions as Board Director for seven years. His leadership was key to the growth and success of the school.

DPI Update

- Mr. Goodall discussed the preparation meetings held to create the Legislative agenda for Charter School. The agenda from a high level includes:
 - Funding
 - Facilities
 - Relief from Administrative and Regulatory duties

School Improvement Plan

Ms. Potts

- Ms. Potts's presented the School improvement Plan for the Board's review and approval

Secretary's report

Sarah Baxter

- There were no noted changes to the November 13th meeting minutes. Tom Anderson made a motion to accept the minutes from the November 13th meeting. Scott Elliott seconded. Motion passed unanimously.
- Minutes from November 13, 2014 approved

Capital Campaign

Rashonda Burkett

- Campaign renamed to 'Giving Campaign'
- Need identified to educate to CIS community to increase awareness of the needs of the school from January 2015 through mid-March 2015
- Active Giving Campaign drive to be started following education completion
- Goal for 2014-2015 is \$150,000 running from mid-March 2015 to May 2015 with a banquet to conclude the campaign
- Goal for annual fund is \$300,000 per year
- Recommending Request for Proposal (RFP) to hire firm for marketing and branding of CIS
- Contributions received without specification will be deposited to Giving Campaign

Finance Report

Mark Johnson

- Application for extension of time to file an Exempt Organization Return has been accepted. New file date is Feb 15th, 2015.
- Capital campaign account is now open.
- The merchant card account is setup so we can accept credit card donations for the capital campaign. But, it's not linked to the school site yet.
- The Line of Credit application with Wells Fargo had to be resubmitted. The required documents for the application were not all ready at the time the application was due.
- We have some very preliminary numbers of what the building expansion costs will be. That would cover the knuckle (8 classrooms), gym and paved road around the school. The estimate currently comes in around \$2.6 million. With a proposed construction start date of January 2016. Both the dollar amount and start date are our best estimates at this point.
- Reviewed the budget and balance sheet prepared by LB&A.
- Reviewed the recommended changes.
 - To true up the revenue accounts
 - The other changes listed are to true up some accounts and move money to lines that more correctly align with the expenses.
- Discussed the mileage reimbursement amount. It was decided that effective January 1, 2015 the school will start reimbursing based on the IRS rate. All mileage done prior to January 1, 2015 will be reimbursed at the current rate of 50 cents per mile. This does not have to be a topic the board votes on, since it is more of a school policy. The new rate for 2015 would be 57.5 cents per mile according to the IRS website.
- The audit is finalized and a copy will be posted on the website.
- PTSO agreed to pay for improvements on the property including:
 - Playground structure
 - Shade structure
 - Pond platform and
 - Learning area
- Sam Leder made a motion to accept the financials as presented. Tom Anderson seconded. Motion passed unanimously.

Head of School Report

David Kukielski

- Recognized staff for their dedication and commitment to CIS
- Recognized the daily challenges they encounter and their efforts

Elementary Principal Report

Donna Harkey

- End of Quarter Celebration
- SIP complete and voted upon by staff
- AIG Steering Committee, 1st meeting December 9th
- CIS Spelling Bee December 16 @10:15

Secondary Principal Report

Sally Reynolds

- Reviewing MAP data with standard deviations 14 across all grade levels

Teacher Report

Eric Hill

- Ms. Arriaga's Spanish Classes: Elements of Hispanic art; focusing their research on Diego Rivera, the famous Mexican muralist
- Ms. West's Kindergarten Classes: Beginning and ending sounds and blending simple words Sentence structure – subjects and verbs. Students are writing complete sentences Identifying and showing time to the hour Holidays around the world
- Mrs. Davis Science Classes: 8th grade science has been looking at water quality and testing for pH, level of dissolved oxygen, level of dissolved nitrates, and level of dissolved ammonia The Environment and Natural Resources class has looked at how population affects natural resources in both developing and developed countries Chemistry students have been studying different chemical reactions and will be doing a lab next week where they have to predict what will happen in a reaction, one being the combustion of ethanol.
- Mrs. Black's 3rd Grade Classes: Rocket Ryan came into each of our classrooms to lead several experiments for our Energy Unit. They discovered many effects of heat and how it transfers from one object to another.

- Mr. Scuitto's 9th Grade Physical Education Classes: Preparing/ cooking healthy whole food meals to present to the class. They must purchase and cook a meal that consists of fresh fruits and vegetables and does not contain preservatives.
- Mrs. Grafton's 6th Grade Environmental Class: Marissa Stevens received an Honorable Mention award from Cabarrus Soil and Water for an essay she wrote on Wetlands are Wonderful. She will receive recognition at the County Board of Commissioners Meeting.
- Mrs. Morris's 1st Grade Classes: Are studying holidays around the world with an international craft and comparing traditions unit!
- Mr. Stocking's Science Classes: 7th grade classes created 3D models of a cell (plant or animal). 9th grade classes are currently learning about Hydro fracking and the costs/benefits of doing it.
- Mr. Eitner's English Classes: 7th Graders have been reading a lot of Edgar Allen Poe, and working on writing samples where the students took on the role of the police officers that arrested the killers involved Edgar Allen Poe's stories. 8th graders have been learning a lot about North Carolina in preparation for writing expository essays. They have read poems, songs, and even watched an episode of the Andy Griffith Show to make comparisons and modern connections to North Carolina.

PTSO

Ms. Love

- Met on December 4, 2014
- Fall book fair complete
- Suggesting playground equipment inspected once installed to ensure its safety
- Earth Day to span both the morning and evening
- Request to bring Extravaganza back in line with Charter and focus on display of student projects and encourage social interaction between students, teachers and parents
- Any surplus PTSO funds at the end of the year will be given to the Giving Campaign, first check from 2013-2104 school year presented to Rashonda Burkett

Old Business

- Mr. Ifill reiterated Mr. Hutchison is an advocate for staff stipends
- Grievance committee has been quick to respond to all issues presented
- Mr. Elliott reminded Sarah Baxter is in the review of the PTO policy. Ms. Baxter indicated recommendations are to be presented at the next board meeting
- Mr. Ifill thanked the PTSO for their assistance with the playground equipment and recognized the children's excitement and anticipation of its installment
- Use of school facility - motion to approve a use of school facility agreement made by Sarah Baxter, Mark Johnson seconded. The motion passed with one nay.

New Business

- No new business to discuss

Open Comments

- None presented

Curtis Ifill made a motion to go into closed session to discuss a legal matter and personnel issue, Mark Johnson seconded. Motion passed unanimously

Closed Session at 7:45pm

Opened Closed Session at 7:57pm

Ended Closed Session at 9:16pm

Tom Anderson made a motion to approve amendment to an employment agreement. Mark Johnson seconded. Motion passed unanimously.

Curtis Ifill made a motion to adjourn, Rashonda Burkett seconded. Motion passed unanimously.

Adjournment 9:18pm

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

Signature

Date