



“The World Is Our Family”
A North Carolina Public Charter School

CAROLINA
International School

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BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday, October 20, 2022

Meeting Purpose: Regular Scheduled Meeting

Time: 6:30 p.m.

Location: Carolina International School (In-person Meeting & via Zoom)

Prepared by: Bob Gorham (Interim Secretary for Board)

Board Members in Attendance: Tom Anderson, Sharon Smith, Dr. Camela Ford, Bob Gorham, Erika Lawrence, Kevin Fauth, Bill Jackson (via Zoom)

Board Members Not in Attendance: Kasi Eagle

Others: Dr. Paul Bryant, (Head of Schools), Phyllis Rahilly (Finance/HR Manager), Sarah Grafton (Principal), Mr. George, Mica Smith (Teacher Rep), Michael Sheppard, Other attendees present and via Zoom

Call to Order 6:30 pm – Tom Anderson (in absence of BOD Chair Kasi Eagle)

CIS Mission and Values –Read by Mica Smith

Grade Level Service Project Report –Anthony Grant/Ms. Grafton/Mr. George

- National Honor Society (Crosswalk Project) – over 800 lbs. of food for Cabarrus County
- Blood Drive
- Road Clean-up on October 28th
- Recognition of Volleyball Team accomplishments
- Volleyball Team vs. Staff – Raised \$997.00

Secretary Report - Bob Gorham- Minutes of September Board meeting submitted to Board prior to meeting for review. No changes noted by members. Bob Gorham motioned to dispense reading of minutes, 2nd by Sharon Smith. Minutes accepted by Board. To be posted on CIS Website as directed to Ms. Rahilly.

Finance Committee Report - (Presented by Tom Anderson, Chair)

- Committee met on October 18th
- Reviewed Revised Budget
- Revenue in good place
- Erate revenue income offset by technology spending
- Focus on expenses – Salaries up by \$160,000 above budget due to subs and stipends but will reduce benefits spending by \$107,000

- Reported that bond payment of \$170,000 that was not accrued in financials.
- Deficit of \$61,000- Committee to watch spending unless absolutely necessary.

Facilities Committee Report – (Presented by Tom Anderson, Chair)

- Committee Met – Report to be included as part of HOS Report for commentary.

Academic Standards Committee Report – (Presented by Dr. Camela Ford)

- No Report - Meeting to be scheduled with Dr. Bryant.

Head of School Report –Dr. Paul Bryant (Report submitted to BOD- reference for details)

- Reported on Enrollment and ADM -726 students, Projected for 850 students in 23-24 cycle that starts on November 1.
- COVID Update – 1 recent active case.
- Community Partnership Update – Opened discussion with Concord Parks and Rec around development of athletic facilities. Partnering with Evergreen Community Charter and Exploris Charter School to develop consortium on Environmental focused NC Charter schools.
- **Facilities Maintenance Report (as previously referenced by Tom Anderson).**
 - o Outside Power Washing project completed.
 - o Broken glass in Atrium replaced.
 - o Drainage issues to be addressed.
 - o Recent Fire Inspection on 10/12/2022 found items to be addressed
 - o Treads coming on stairwells
 - o Lawn Care Bid to present to Board for approval.
- **Referred to Ms. Rahilly regarding Finance and Personnel reporting.**
 - o Spending baseline changed with amended budget.
 - o Had 4 new hires since prior BOD meeting / 8 open positions to be filled.
 - o Concern about Elementary school Spanish Teacher
 - o Student teachers being looked at.
- EC Program Audit – Completed and Submitted to the Board – Responses to findings underway...
- Completed first two Tornado Drills and one Lockdown Drill – Successful Processes
- Continuing to Work on Charter Renewal self-study report – Due November 30th
- Held three successful Task Force Meetings w/Little Engineering Firm. Review with BOD in November
- Blink, is now the new Janitorial Services as of Oct. 1
- Title 1 Program Audit completed – Awaiting full results (due within 30-days as per DPI)
- Annual Financial Audit completed – Awaiting results
- Completed all current grants available to the campus. Continuing to seek additional opportunities.
- Upcoming Remote Learning Day and Teacher Workday (October 20th and 31st)
- School Improvement Team (SIT) - Working on 22-23 goals and the development of the data
- Continuing to complete configuration of Panorama – Student Assessment Dashboard
- Secured supply of Epi-pens – Awaiting a second defibrillator
- Working with local school bus service (Travel Trax, LLC) to find used school bus for local use.
- Hiring Social Worker via DPI Health Services Department Grant for one year.
- Completing DPI Threat Assessment Review and Survey for Board Approval.

- Secured curriculum consultant Mrs. Cande Wood to begin work on reimagining and strengthening our environmental and international interdisciplinary curriculum across K-12 (resume provided to the Board).

Principal's Report – Sarah Grafton (Report submitted as part of HOS Report to BOD)

- Class of 2023 to have 52 graduating seniors. Many currently working on college applications.
- 10th Grade took pre-ACT test.
- Student Progress Assessments and Growth summarized.
- Reported on testing and scores as highlighted in HOS Report
- Accolades to Coach Hood & volleyball team.

Teachers Rep Report – Mica Smith

Recognized many teachers and school happenings at CIS across all grade levels.

(Details of report not recorded for insertion)

Asst. Principal Boyd George presented shout out to Teachers at conclusion of Teachers Rep Report.

PTSO Report – No report for October

Old Business – No old business items.

New Business

- **Approval of new lawn care contract with Cleanest Cut Lawncare** - Motion to approve by Bob Gorham, 2nd by Dr. Ford. Approved by Board without opposition.
- **Approval of New Threat Assessment Protocols to be added to CIS Emergency Plan** – Motion to approve by Sharon Smith, 2nd by Kevin Fauth, Approved by Board without opposition.
- **Approval of New Work Agreements by HOS** – Motion to approve by Dr. Ford, 2nd by Bob Gorham. Approved by Board without opposition.

Open Comments - 3 minutes per person – No Comments presented during meeting

- **Erika Lawrence** – (recused from BOD for comments) commented on lunch options, concerns 8th grade achievement levels, concern on having language teachers for CIS, snack donations

Motion to adjourn by Bob Gorham, 2nd by Kevin Fauth. No objections.

Meeting adjourned @ 7:30 pm

Next regular BOD meeting scheduled for November 17th at CIS.