



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

CAROLINA
International School

9545 Poplar Tent Rd., Concord, NC 28027
704.455.3847 (phone) | 704.455.4672 (fax)

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday, December 15, 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: Sharon Smith, Bob Gorham, Erika Lawrence, Kevin Fauth

Board Members Not in Attendance: Kasi Eagle, Bill Jackson, Dr. Camela Ford, Tom Anderson (resigned prior to meeting)

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

Call to Order 6:30 pm – Bob Gorham (In absence of Kasi Eagle)

CIS Mission and Values –Read by Sarah Grafton

Grade Level Service Project Report – None for Month

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

Facilities Committee Report – (Tom Anderson, Chair – Resigned prior to Meeting)

- Deferred to HOS Report (see below in Meeting Minutes)

Finance Committee Report - (Tom Anderson, Chair- Resigned prior to Meeting)

- In absence of chair referred to Ms. Rahilly
- Update on budget of \$7.8 million. On track for spending needs.
- Spending in line with budget. Possible small surplus expected based on trending.

Academic Standards Committee Report – Dr. Ford (No Report)

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

- Reported on Enrollment and ADM -721 students, projected for 850 students in 23-24 cycle that started on November 1. 87 New applications to date.

- COVID Update – One new Covid Case involving elementary student.
- Community Partnership Update – Received offer of \$60,000 from NC Health Advisory Council to be approved by BOD.
- **Facilities Maintenance Report** (as previously referenced).
 - o Exterior Wall lighting and fixture upgrade – 50% complete
 - o On-site Safety and Security Risk Assessment at school to be provided to Board went sent to HOS.
 - o Gym Floor project completed.
 - o Roofing Repairs to be completed – on-going.
- **Referred to Ms. Rahilly regarding Finance and Personnel reporting** in prior update.
 - o Current budget is \$7,885,598 as amended based on new ADM
 - o Reported 1 new hire for Middle School ELA.
- Continuing to Work on Charter Renewal – Self Study Report Submitted.
- Title 1 Program Audit completed – Referend to BOD for “Parents Right to Know” documentation and McKinney Vento processing procedures and dispute resolution.
- Annual Financial Audit completed – Awaiting results
- School Improvement Team (SIT) - Working on 5/5-year goals being expanded via NC Star.
- Working with local school bus service (Travel Trax, LLC) to find used school bus for local use.
- Completed work on the environmental and international interdisciplinary curriculum across K-12 with Cande Wood.
- Targeted Support and Improvement additional targeted Support parent notification letters sent to families on November 28th as per DPI requirement.

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

- Seen growth last month all around including social emotional growth and making sure every classroom is filled with growth opportunities.
- Counselors and social worker working in support of Middle School teachers and students to prepare for high school.
- Middle school completing testing.
- High School preparing for midterms and finals. First Semester finishes on Jan. 17th.
- Additional items reported on across all grade levels.

Teachers Rep Report – Reported by Sarah Grafton in absence of Mica Smith

- CIS Happenings report submitted.

PTSO Report – No report for December. Ms. Grafton assisting in bringing back PTSO organization.

Old Business – No old business items brought to Board Meeting.

New Business -

- **Approval to amend marketing budget to move \$6000 in additional funding for marketing efforts for enrollment campaign. Monies approved to be moved from fund balance account.**
Recommended by Dr. Bryant and Ms. Rahilly. – Motion by Sharon Smith, 2nd by Kevin Fauth.
Approved by Board without opposition.

- **Approval to Accept Grant from NC School Health Advisory Council in amount of \$60,000 to further school's social emotional learning initiatives and to host community health fair in Spring.** Motion to approve by Kevin Fauth, 2nd by Erika Lawrence. Approved by Board without opposition.
- **Approval of 3 Yr Comprehensive Environmental and International Curricula in begin in January.** Motion to approve by Kevin Fauth. 2nd by Sharon Smith. No opposition.
- **Approval of McKinney-Vento "Dispute Resolution Policy/Procedures" that outlines the school will address a parent's right to challenge the school's refusal of services under the aforementioned federal Act.** Motion by Kevin Fauth. 2nd by Erica Lawrence. Approved by Board with no opposition.
- **Approval of New Work Agreement/ Hires by HOS –** Motion to approve Kevin Fauth, 2nd by Sharon Smith. Approved by Board with no opposition.

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

Motion to adjourn by Kevin Fauth, 2nd Erika Lawrence - No objections.

Meeting adjourned @ 7:35 p.m.

Next regular BOD meeting scheduled for January 19th at CIS.