



“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, June 22, 2023

Meeting Purpose: Regular Scheduled Meeting

Time: 6:30 p.m.

Location: (Meeting via Zoom)

Prepared by: Bob Gorham (Secretary for Board)

Board Members in Attendance: Kasi Eagle, Sharon Smith, Bob Gorham, Kevin Fauth, Dr. Camela Ford, Bill Jackson

Board Members Not in Attendance:

Others: Dr. Paul Bryant, (Head of Schools), Phyllis Rahilly (Finance/HR Manager), Other attendees present via Zoom and in-person (approximately 11 people in attendance)

Call to Order 6:35 pm – Kasi Eagle

Acknowledgement of Loss - The BOD took a few moments to acknowledge and mourn the loss of Mr. Michael Harris, CIS Facility Manager and a key member of staff. Mr. Harris passed away on June 4th.

CIS Mission and Values –

Grade Level Service Project Report – No Report

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

Facilities Committee Report – Bob Gorham (Chair)

Reported on list of priorities for scheduled work depending on priorities.

We had estimates of urgent needs for \$106,000 in funding for work with additional needs of \$171,000 to be used depending on budget and financial approval. Will be resetting priorities as needed with loss of Mr. Harris.

Specifics of facilities part of HOS report distributed to BOD.

Finance Committee Report - Kevin Fauth (Chair)

- Budget surplus expected.
- Bond Servicing (no money owed) – Arbitrage documents discussed.
- Credit card to be changed to Wells Fargo
- Moving to Quick Books on-line.
- Foundation of sub-committee for annual fund.
- Will need discussion on other matters after year end surplus is determined.

Academic Standards Committee Report – Dr. Camela Ford (Chair)

No Report – Reporting will be needed on academic score reports.

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

Enrollment – Current attendance 703, 596 have intentions to return next year. We will likely be between 875-900 students for start of new school year.

Health - No Covid cases reported. Two shot clinics being scheduled at school for immunizations for students.

Facilities Maintenance Report – Discussed during Facilities Committee

Buses are working – 300 signed up

Finance and Personnel Reporting (referenced during Finance Committee Report)

Current budget is \$7,885,598

One new hire during month – Hired Micah Griffith as principal.

Head of Schools Year End Academic Updates

- Maintained graduation rates above 95%
- Improved academic performance of students
- Developed and implemented new educational programs or initiatives (International and Environmental Included)
- Instituted a number of successful extracurricular activities and events
- Maintain a generally positive school culture and community engagement
- Increased student participation in community service and volunteer work
- Recognized outstanding achievements by students, faculty, and staff
- Increased parental involvement and support
- Successfully implemented technology in the classroom
- Enhanced safety and security measures on campus
- Professional development opportunities for teachers to enhance their skills and knowledge
- Successful recruitment of new teachers and staff

- Implementation of new policies or procedures to improve school processes
- Positive feedback from parents and students about the quality of teaching and staff support
- Improved communication and collaboration among teachers, staff, and administration
- Increased parent-teacher conference attendance
- Successful implementation of programs and support for students with diverse needs
- Successful implementation of health and wellness programs for teachers and staff
- Completed maintenance and repairs on school building to improve safety and functionality
- Implementation of sustainable practices in the school operations
- Upgraded technology infrastructure and equipment to enhance teaching and learning experiences
- Successful implementation of school security protocols and emergency preparedness plans
- Increased availability and access to educational resources for students and teachers
- Successful management of school finances and budgets
- Positive feedback from parents and students about the cleanliness and upkeep of school facilities
- Successful implementation of transportation and food services for students
- Successful partnerships and collaborations with local businesses and organizations to support school operations and programs.

Dates to Remember:

June 12-23 Summer EOG/EOC Reteach/Retakes

June 12- 30 Summer Read to Achieve Reading Program

June 28 – Summer Student Orientation/Registration I

July 3-7 – Campus Closed for Holiday

July 19 – Summer Student Orientation/Registration II

July 10-28 – Summer Enrichment and Career Acceleration Programs

August 7 – Teacher/Staff Return

August 10 – General Open House Events

August 14 – Classes Begin /23-24 Academic School Year

Principal's Reports – Ms. Donaldson

Reported on Summer School plans.

Summer school starting June 12th.

Teachers doing remediation with students for 1st and 2nd grade reading.

3rd grade –Read To Achieve program

End of school year being held as successful. Graduation went well and celebrations were enjoyed.

Teachers Rep Report – No Report

PTSO Report – No report –

Old Business – None

New Business_- (Seven Items)

- Motion to approve switch of credit cards to Wells Fargo to get positive net benefits – Motion by Kevin Fauth, 2nd by Bob Gorham. Motion passed with no objections.
- Motion to change from K12 Payments to Quickbooks to lower fees – Motion by Kevin Fauth, 2nd by Camela Ford. Motion passed with no objections.
- Motion to establish sub-committee for annual fund raising as discussed in finance report. – Motion by Kevin Fauth, 2nd by Sharon Smith. No objections.
- Motion to approve work agreements for Dr. Bryant - Motion by Camela Ford , 2nd Bob Gorham. No objections.
- Motion to provide bonus to licensed EC Teachers not to exceed \$5000 with guarantee for returning teachers and new teachers with payment structure being spread through contract and payment terms to be reviewed by Bob Gorham on behalf of BOD. – Motion by Camela Ford, 2nd by Sharon Smith, Motion passed by majority vote with Kevin Fauth abstaining.
- Motion to allow the spending of up to \$107,000 for prioritized items from Property committee request. – Motion by Bob Gorham, 2nd by Kevin Fauth.
- Motion to provide end of year staff bonus with amounts to be determined based on EOY surplus – Motion by Camela Ford and withdrawn for lack of second. Future consideration after EOY surplus is determined. Special meeting of BOD to be held in July.

Open Comments - 3 minutes per person.

No Comments

Closed Session

Motion to go to closed session to prevent disclosure of confidential information related to confidential matters within the meaning of Chapter 132 of the General Statutes. – Motion by Sharon Smith, 2nd by Camela Ford – No Objections.

Open Session

Motion to approve item discussed in closed session. – Motion by Sharon Smith, 2nd by Kevin Fauth

Motion to adjourn by Sharon Smith, 2nd by Bill Jackson - No objections.

Adjournment

Meeting adjourned @ 8:38 p.m.