



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

CAROLINA
International School

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BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday, November 20, 2024

Meeting Purpose: Regular Scheduled Meeting

Time: 6:30 p.m.

Location: (Virtual Meeting via Zoom)

Prepared by: Bob Gorham (Secretary for Board)

Board Members in Attendance: Dr. Camela Ford, Bill Jackson, Bob Gorham

Board Members Not in Attendance:

Others: Dr. Paul Bryant, (Head of Schools), Phyllis Rahilly, Zach Donahue, Eric Smith, (Potter & Co.), Lakisha Donaldson, Vermaine Sheldon Other attendees present via Zoom (approximately 12 in attendance at start of meeting)

Welcome and Call to Order – Dr. Camela Ford

CIS Mission and Values – Dr. Paul Bryant

Grade Level Service Project Report – Blood Drive Reported by Anthony Grant.

Secretary Report - Bob Gorham

- Minutes of October BOD Minutes submitted for approval. Motion by Bob Gorham, 2nd by Bill Jackson. No objections or changes. To be posted on CIS website.

Facilities Committee Report – Bob Gorham (Chair)

- Committee was unable to meet during month; however report is referencing items in HOS report.
- Gym HVAC replacement scheduled for 11/26 when school is out.
- Regular HVAC service contract to start on 11/25/2024
- New Sign for front of school to begin in December.
- Color wrapping buses still having design work.
- Front Office renovations awaiting Grant Funding from Safer Schools Grant.
- Drainage issues on side of building still under repair. Partially complete.
- Teacher Lounge sewage issues having contractor challenges.
- Upgrading doors and locks on outside doors awaiting Safer Schools Grant funding.

Finance Committee Report – (no current chair)

- Financial reporting led by Zach Donahue. Current budget and financial statements provide to BOD for review. Budget is \$8,573,599.74 with a year end deficit projected.
- Current cash position of school remains strong and no concerns about missing covenants.
- Year-end independent financial audit (dated June 30th, 2024) presented to BOD by Eric Smith of Potter & Company. Audit showed financial statements were fairly represented and internal controls appear to be in place in accordance to Government Auditing Standards.
- All students have been invoiced for a student technology fee (\$35.00) response approximately 40% collected.

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

- Current Enrollment 764, with expected enrollment of 800 for 2025-26 school year.
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- In our ongoing efforts to attract diverse talent and expand our community reach, we've implemented a multi-faceted advertising approach with encouraging outcomes. Leveraging platforms such as the Kids Directory, Harris Teeter pharmacy bags, Beasley Media, Motor Vehicle Network, and SchoolMint, we've significantly broadened our visibility.
- Our 2025-2026 application opened on November 1, 2024. Current students' intent to return will go out on December 2, 2024. 2025-2026 lottery is scheduled for February 20, 2025.
- School tours sign up starts on Tuesday, November 19th.
- Infinite Campus continues to push forward at a steady pace. Our Quarter 1 report cards were sent home with students without issue. There are many kinks and tweaks that are happening in this Phase I rollout. ADM reports were delayed within Infinite Campus with many errors to iron out. PMR 1 was submitted on 11/8/2024 and PMR 2 is available to submit on 11/18/2024. Parents are used to accessing the prior system with their student's access code; however, the new system requires an access key for the individual accessing the system. Weekly emails with their login information are supposed to go out every Monday from the system from August 5, 2024; however, families are reporting not receiving it. From the start of school to date, we have had 25,535 student logins and 6,467 parent logins, which almost doubled from last report.
- Health & Wellness Services had NC Smiles Dental Clinic was on site. Saw 21 students on first day.
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- New Hire – Nya Harrington for EC TA. Open positions for 5th Grade and MS Science, MS ELA
- Winter sports are underway. Basketball teams are off to good start. Middle School Jamboree scheduled for November 16th.
- Other Items –
 - o Held first synchronized (via Zoom) learning experience with sister country Ghana.

- Continuing to build relationships with local business and organizations for annual campaign.
- Working on School Transportation Grant.

Principal's Reports – Lakisha Donaldson (See HOS Report for Details)

- Referenced in HOS Report
- No new academic data to present.
- Reported on new high school testing performance on the way.
- 3rd grade Math class – Skyscraper Theme
- 3rd Grade Reading – Poetry and Stanzas
- 4th Grade Reading – focus on comprehension
- HS Math - Geometry
- There is more engagement and collaboration among staff.

Teachers Rep Report (School Happenings) – Ms. Regina King

- Mrs. Erato Middle and HS EC conducted science experiment to determine what materials would sink and float. Also conducted went to pond to study the environment, took field trip to supermarket.
- Mrs. Heib 3rd Grad Math had multiplication challenge to learn fluency on test taking and fact mastery. Fun sprinkles earned in challenge for donut party.
- 4th Grade ELA gave book reports to help students develop a love for reading.
- Middle School Art – Mrs. Loughrie taught a lesson on artists using recycled materials.
- Middle School Spanish – Ms. Cornejo taught a gamification session for parts and objects found within a house.
- 6th Grade Math – Mrs. King taught percents and proportional functions using a real-world scenario of a school band fundraising for a trip. Math literacy being taught using K.N.O.W.S. strategy.
- Middle School English – All students eligible for Cabarrus County Library System with CIS ID card.
- Ms. Morris – 7th & 8th Grade Science – Students learning about chemical change
- Mr. Pollschak – High School English – Wrote essays about themes from Mary Shelley's life and Frankenstein novel.
- In honor of Breast Cancer Awareness, the MS and HS volleyball teams played against coaches, teachers and parents in a Pink Out Volleyball event.
- Middle School Cross Country members Kennedy Johnson-Price and Jaden Miller took home the runner up spot for Girls and Boys PAC Championship.

PTSO Report – No Report

Old Business – None

New Business

- Motion to approve School Improvement Plan Report (dated 11-14-2024) – Motion by Bob Gorham, 2nd by Bill Jackson. No objections. Approved.

- Motion to approve Financial Audit Report, as presented by Potter & Co. – Motion by Bob Gorham, 2nd by Bill Jackson. No Objections.
- Motion to approve CIS Enrollment Lottery Policies (dated 11-20-2024) as presented by HOS – Motion by Bill Jackson, 2nd by Bob Gorham. No Objections.
- Motion to permit Head of Schools to continue to approve employment contracts. Motion by Bob Gorham, 2nd Bill Jackson. No objections. Approved.
- Motion to approve addition of New Board Member Vermaine Sheldon – Former BOD experience at Lake Norman Charter School. Motion by Bill Jackson, 2nd Bob Gorham. Approved. *Note: Confirmation tentative based on completion of background check as required for all BOD members.*

Open Comments - 3 minutes per person.

- None

Closed Session – No closed session business

Open Session

Adjournment – Motion to adjourn by Bill Jackson, 2nd by Bob Gorham- No objections.

Meeting adjourned @ 7:47 pm. Reminder to Board Member of upcoming BOD training.