



“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, August 27, 2025

Meeting Purpose: Regular Scheduled Meeting (re-scheduled from August 21)

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, Darryl Wilson, Vermaine Sheldon

Board Members Not in Attendance:

Others: Dr. Paul Bryant, (Head of School), Phyllis Rahilly, Candace Moser, LaKisha Donaldson, Regina King, (Twelve attendees noted at start of meeting)

Welcome and Call to Order – Dr. Camela Ford

CIS Mission and Values – Mrs. Regina King

Grade Level Service Project Report – No Report

Secretary Report - Bob Gorham

- Minutes of June BOD Minutes and Special Meeting Minutes submitted for approval. Motion by Bob Gorham to have approved, 2nd by Bill Jackson, to have posted to CIS website. No Objections.

Facilities Committee Report – Bill Jackson (Chair)

- Committee met on August 21 at 11 a.m. via Teams –Attendees Bob Gorham, Paul Bryant, Bill Jackson, John White (see notes included in HOS Report)
 - Roof repairs are needed due to on-going leaks. Quotes being received for shingles and metal roofing alternatives. Current problems may go back to original contractor’s workmanship.
 - Slab inspection is coming to be coordinated by John White.
 - Water fountain quotes for planned replacements.
 - New Drainage issue on side of building will require engineer to review. Still working

- Front Office renovations are completed. Front glass alterations. Awaiting rest of grant monies.
- Front pond area requires the school to trim foliage. New contract for lawn care to include work if accepted by BOD.
- Potholes around school needs patching. Completed by Mr. White.
- Annual painting planned as summer project completed.
- Annual flooring maintenance for classrooms and common areas completed

Finance Committee Report – (Chair, Bob Gorham) – Members present Paul Bryant, Phyllis Rahilly, Zach Donahue, William Van Hook, Stacy Cochran

- Committee met on August 21 at 10 am via Teams to review financial situation and EOY.
- Cash position is showing adequate days of cash on hand which is positive for school financial condition.
- Staffing is lean but is above the last year's payroll.
- Reviewed Financial Reports. Zach Donahue contributed to discussion. Projections are for the first month into new fiscal year.
- Enrollment projections for next year are optimistic.
- Meeting Bond Covenants is important for Board oversight. Debt Ratio is projected to be below requirements, but will depend on final audit numbers. Very likely, that coverage ratio will not be met.
- Student transportation has already used 24% of budget.
- Budget to be reviewed in September for BOD Meeting. Sent to all BOD members. Sept 8th is ADM Commitment date.
- Potter and Company to perform audit starting in September.
- Discussion on finances for roof repairs and lawn care.

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

Please note below is an AI generated recap of HOS Report

• Enrollment & Retention

- **Intent-to-Return Forms:** 98.6% response rate (628/637), with 533 students confirmed to return.
- **New Applications:** 666 received — a 6.2% increase from last year.
- **Registration:** Streamlined via Infinite Campus; scheduling and portal access ran smoothly.
- **Dual Enrollment:** 27 juniors/seniors enrolled in RCCC college courses.
- **Tours & Outreach:** Resuming late August for 2026–2027 cycle.
- **Family Feedback:** Positive start to the year due to smooth processes.

• Academic Performance & Vision

- **School Report Card:** Regained “C” status with a performance score of 59 for 2024–2025.
- **Growth Factor:** Above 90%, showing strong academic momentum.
- **Vision Statement:** Aiming for 70% GLP (Grade Level Proficiency) by 2028–2029.
- **Trajectory Plan:**
 - 2025–2026 Target: Score 62–64, GLP 55–58%
 - 2026–2027 Target: Score 66–68, GLP 60–63%
 - 2027–2028 Target: Score 70+, GLP 65–68%
 - 2028–2029 Aspirational: Score 72+, GLP 70%+

• Facilities & Maintenance

- **Security Renovations:** 98% complete; awaiting grant and contractor.
- **Water Fountains:** Aging units; \$23K quote pending funding.
- **Foundation Slab:** Inspection complete; awaiting moisture test.
- **Pothole Repairs:** \$10K quoted; funding needed.
- **Front Pond Foliage:** \$11K maintenance required per county standards.
- **Gym Roof:** Leak inspection pending.

• Budget & Finance

- **Total Revenue Budget:** \$8.36M
- **Total Expenses Budget:** \$8.3M
- **Current Deficit:** ~\$81K (unreconciled)
- **Cash on Hand:** \$2.82M (medium-sized school)
- **Preliminary State Allotment:** \$5.5M (\$6,394.16 per pupil)
- **Audit:** Potter & Co (now DMJPS LLC) scheduled for September.

• Human Resources

- **New Staff:** 12 new teachers, 5 long-term substitutes.
- **Curriculum & Supplies:** Being actively purchased.
- **New Financial Accounts:** Deposit and sweep investment accounts in setup.

• School Nurse Update

- **New Nurse:** Nurse Annie
- **Focus Areas:** Immunizations, emergency plans, medication forms.
- **Reminders:** Students must stay home 24 hours after fever/vomiting/diarrhea.

• Academic Services

- **Teacher Training:** BTSP & NCEES sessions held Aug 1.
- **Instructional PD:** Aug 5 sessions on pacing, planning, and stress management.

- **Week 1:** Strong engagement, onboarding, finalized schedules.
- **Week 2 Outlook:** Pre-tests, lesson plans, club development.
- **Clubs:** HS Ambassadors, Science Olympiad, SGA.

- **Student Athletics**

- **HS Volleyball:** Opened with a win; new coach Amanda Allison.
- **MS Volleyball:** Preparing for Comets Jamboree.
- **HS Boys Soccer:** Young team; upcoming matches listed.
- **MS Boys Soccer:** Full roster; PAC season prep.
- **Cross Country:** Training underway; meets scheduled.

- **Important Dates**

- **NWEA MAP Testing:** Aug 25 – Sept 5
- **BOG Reading Exam:** August 28, 2025
- **Next Board Meeting:** September 18, 2025

Principal's Report – Principal Lakisha Donaldson (Provided through HOS report)

- **Overview of Academic Services:**
 - Team happy with growth achievement entering new academic year. Can build on achievement.
 - Formed Literary Team for Reading Programs and to push reading across curriculum.
 - Reading tutors for 3rd grade.
 - Supplemental resources for 5th Grade Science
 - Free resources through –Connect ED
 - Library cards available through Cabarrus County
 - E-books available for download.

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

Please note below is an AI generated recap of School Happenings Report.

Summary of the “CIS Happenings”

Academic Programs

- **Summer Read to Achieve Program**
 - Led by Ms. Owens.
- **Middle School Summer Intensive Program**
 - Led by Mrs. King.

- **14 students** participated in a **7-day math boot camp** covering the entire 8th-grade curriculum.
 - Outcome:
 - 4 rising 8th graders and 8 rising 7th graders are now prepared to take **Math 1**.
 - Some students placed in **advanced classes** for the upcoming year.

-  **Open House (August 6–7)**
 - Described as **“Fabulous”**.
 - Strong turnout from families and students.
 - Teachers collaborated across classrooms.
 - **Student Ambassadors** helped greet families and support logistics in the Atrium.
 - Emphasized **teamwork and CIS spirit**.

- **Classroom Highlights – Mrs. King’s Math Classes**
 - **6th Grade**
 - Began with **Beginning-of-Year (BOY) assessments** in Math and ELA.
 - One student speaks **Portuguese (Brazil)** — accommodations include translated PowerPoint and read-aloud tools.

- **6th & 7th Grade**
 - Engaged in interactive math activities:
 - 6th grade: **Dividing fractions**
 - 7th grade: **Working with integers**
 - Mystery-solving activity using math clues.
 - Emphasis on **peer collaboration and active learning**.

-  **Athletics**
 - **Lady Comets Varsity Volleyball**
 - **Victory over Sugar Creek** with a 3–0 win.
 - Celebrating a **1–0 season start**.
 - Led by **Coach Amanda**.

PTSO Report – No Report (awaiting new PTSO formation)

Old Business

- No old Business

New Business

- **Motion** to authorize Head of Schools to approve personnel agreements until next BOD Meeting in September. Motion by Bill Jackson, 2nd by Bob Gorham. No objections.

- **Motion** to approve Wireless Communication Policy as presented. Motion by Bob Gorham, 2nd by Daryl Wilson. No objections
- **Motion** to approve lawn care contract with Terra Green with beginning effective date of 10-1-2025. Motion by Bill Jackson, 2nd Bob Gorham. No objections.

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Open Comments - 3 minutes per person.

- No Comments

Closed Session

- Motion to enter closed session for the permitted purpose of §143-318.11 Close Sessions (a) (5) to discuss action related to revising the proposed material terms of a contract. Motion by Bob Gorham, 2nd by Daryl Wilson. No objections.

Open Session -

- Upon return from Closed Session, there were no motions for any further business items for approval in open session.

Adjournment – Motion to adjourn by Darryl Wilson, 2nd by Bill Jackson- No objections.

- Meeting adjourned @ 8:17 p.m.