



“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, November 20, 2025

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, Darryl Wilson, Verman Sheldon

Board Members Not in Attendance:

Others: Dr. Paul Bryant, (Head of Schools), Phyllis Rahilly, Regina King, Candace Moser, LaKisha Donaldson, Dr. Nabil, Christine Bonner (Thirteen 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

- Ms. Nadisha Vang - Reported on Coat Drive donations
- On-going Food Driver through winter break sponsored by Student Government & Student Ambassadors.
- Adopt a Street cleanup was held on October 20. John White helped sponsor.

Secretary Report - Bob Gorham

Minutes of October BOD Minutes submitted for approval. Motion by Bob Gorham to have approved, 2nd by Bill Jackson, to have posted to CIS website. No corrections or objections.

Facilities Committee Report – Bill Jackson (Chair)

Committee met on November 20 at 11 a.m. via Teams –Attendees Paul Bryant, Bill Jackson, John White (see notes included in HOS Report)

- Gym Roof repair work complete except for painting.
- Pump at Pond broken - \$10,000 replacement cost.

- Terra Green to work on fence line growth along property.
- Water fountain quotes for planned replacements on hold until monies available.
- Gazebo work to be completed.

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

- Committee met on November 20th 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. \$2.68 million. 107 days cash on hand.
- Financial report distributed to BOD members.
- Reviewed bank balances in existing accounts.
- Wells Fargo is drafting funds and returning monies that will show in revenue.
- Staffing is lean but is above the last year's payroll. An area needing continued watch.
- Reviewed Financial Reports. Projected surplus has dwindled because of enrollment being less than projected.
- Meeting Bond Covenants is important for Board oversight. Final audited numbers showed that the coverage ratio was met for the year.
- Budget continues to be tight. Sent to all BOD members
- Potter and Company completed annual financial audit for BOD to review during new business.

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

Please note the below is an AI generated recap of HOS Report

Enrollment & Retention

- **Current Enrollment:** 763 students; **PMR 1 ADM:** 750.
- **Lottery was moved up to January**
- **2026–2027 Enrollment Cycle:**
 - Applications opened Nov 1, 2025; **66 applications** received as of Nov 16 (goal: 150 before winter break).
 - Lottery scheduled for **Jan 15, 2026**.
 - Outreach via iHeart Radio, Radio One, SchoolMint, Kids Directory, DMV ads.
 - Queen City News complimenting
- **Tours:** Every Tuesday at 9:00 AM & 1:00 PM.
- **Projected Enrollment for 2026–2027:** 800 students.
- **Parent & Student Surveys:** Positive culture of respect, safety, and trust. Parent and student surveys indicate strong satisfaction with helpfulness, safety, and overall school environment.

Facilities & Maintenance

- **Pond/Dam Maintenance:** 25% complete; compliance work ongoing.
- **Lawn Maintenance:** 75% complete.
- **Pond Pump & Sprinkler System:** Needs full replacement; estimated cost \$10,000.
- **Gym Roof Repairs:** 80% complete; touch-up painting pending.
- **Full Roof Replacement:** Postponed to Spring/Summer 2026.
- **Water Fountains:** Quotes being generated for replacement.

Budget & Finance (cross referenced with Finance Committee Report)

- **State Funds:** 36.2% expensed (on track for October).
- **Local Funds:** Counties invoiced; payments in progress.
- **Action Needed:** Reduce expenses to meet debt coverage ratio.
- **Audit:** Completed awaiting BOD approval and review.

Health & Safety

- **COVID:** 0 cases reported.
- **Upcoming Events:**
 - Red Cross Blood Drive – Nov 21
 - NC Smiles Dental Clinic – Jan 6, 2026
- **Reminders:** Medication authorization required; illness policy enforced (24-hour symptom-free rule).

Academic Services (cross reference to Principal's Report)

- **Elementary:** NC Check-Ins (Nov 17–20), Winter MAP (Dec 8–12), service projects (coat & food drives).
- **Middle School:** Similar assessment schedule; service projects ongoing.
- **High School:** PreACT (Oct 29), NC Check-Ins, EOC exams (Dec 15–19), college tours, career speakers, and major events (International Extravaganza, NHS induction).
- **Career speakers** from diverse fields (engineering, architecture, data platforms, NASCAR partnerships).
- **2024–2025 School Report Card:** Growth scores **exceeding state expectations**.

Athletics & Events

- **Next Board Meeting:** Dec 18, 2025.
- **Holiday Break:** Nov 22–28.
- **Winter Break:** Dec 22–Jan 2.

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

Academic Services reported provide as part of HOS summary.

- Read to Achieve
- NC Check Ins
- Winter MAP Testing – Dec 8th – Dec 12th.
- College visitations to Livingstone College
- National Honor Society Inductions.
- Celebrate Teachers for achieving growth.

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

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

Summary of the “CIS Happenings” for November

- **Kindergarten**
 - Two field trips in October:
 - **Patterson Farms** (Oct 10) for fall festivities and hands-on experiences.
 - **Hendrick Motors** (Oct 22) for an engaging visit.
- **1st Grade (Ms. Vang & Ms. Saha)**
 - **Book Character Day** (Oct 31): Students dressed as book characters, participated in a parade and dance, and shared their favorite books with peers.
- **3rd Grade Math (Ms. Hieb)**
 - Focused on **conceptual understanding of multiplication**, moving beyond memorization to real-world applications and critical thinking. Next steps: applying strategies to word problems.
- **6th Grade Math (Ms. King)**
 - Worked on **integers**, achieving an impressive **87% mastery rate** on recent quizzes.
- **6th/7th Grade Math (Ms. King)**
 - Combined integer knowledge with **coordinate plane standards** to create Fall and Halloween-themed pictures.
- **6th/7th Grade Science (Ms. Wingfield)**
 - Hands-on engineering challenge exploring **Newton's Three Laws of Motion** by building earthquake-resistant structures using simple materials.
- **High School Biology (Mr. Furlough)**
 - Positive trend in test scores for Evolution and Ecology topics.
 - Emphasis on **spiral reviews** and **test-taking strategies** to address challenges with new question formats.
- **CIS Ambassadors**
 - Represent CIS at events, lead campus tours, and promote school spirit—providing leadership and relationship-building opportunities.

- **Facilities (Mr. White)**
 - Students participated in **Adopt-a-Street cleanup** on Oct 20, collecting six full bags of trash.

PTSO Report – Christine Bonner (President)

- Fall Festival – November 8th – Great turnout.
- Food Truck Friday – Oct. 31
- Birthday Boost for teachers and staff
- Holiday Vendor Market Shop – Dec. 8th – Peru
- School Spirit Week planned.
- Working on PTSO newsletter to reach parents.

Old Business

- No old Business

New Business

- **Motion** to authorize Head of Schools to approve personnel agreements until end of school year contingent upon school finances being maintained as projected. Motion by Daryl Wilson , 2nd by Bob Gorham. No objections.
- **Motion** to approve policy for Criminal History and Background Check Policy with addition of verification components to include MVR checks for persons driving for school business. Motion by Bob Gorham, 2nd by Daryl Wilson. Motion passed without objection.
- **Motion** to accept annual 24-25 Financial Audit Report. Motion by Bill Jackson. 2nd by Daryl Wilson. Motion passed without objection.

Open Comments - 3 minutes per person.

- No Comments.

Closed Session – No closed session items.

Adjournment – Motion to adjourn by Daryl Wilson, 2nd by V. Sheldon - No objections.

Meeting adjourned @ 7:54 p.m.