



“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, December 18, 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, Vermain Sheldon

Board Members Not in Attendance: Daryl Wilson

Others: Dr. Paul Bryant, (Head of Schools), Phyllis Rahilly, Regina King, LaKisha Donaldson, Dr. Nabil,
(Eleven attendees noted at start of meeting)

Welcome and Call to Order – Bob Gorham (In absence of Dr. Ford who joined meeting late)

CIS Mission and Values – Mrs. Regina King

Grade Level Service Project Report - No Report

Secretary Report - Bob Gorham

Minutes of November BOD Minutes submitted for approval. Motion by Bob Gorham to have approved, 2nd by Bill Jackson, to have posted to CIS website. No Objections. (**Note:** Original motion did not have quorum present and was accepted under new business – See below)

Facilities Committee Report – Bill Jackson (Chair)

Committee met on December 18th at 11 a.m. via Teams –Attendees Bob Gorham, Paul Bryant, Bill Jackson, John White (see notes included in HOS Report)

- Gym Roof Repair completed
- Water fountain project review
- Gazebo project completed
- Need back up batteries for Servers.
- Pump at Pond broken - \$10,000 replacement cost

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

- William Van Hook led us through the cash account reconciliations. All accounts have been reconciled.
- Cash on Hand is \$4.21 Million, – 172.41 days which is above the cash position of many other medium size charter schools as a benchmark.
- Unrestricted Cash on hand is showing 103 days, which is close to the average for schools the size of CIS. Overall cash position is showing a good financial condition for mid-year, but there is a need to be concerned about spending when looking at budget.
- There is a YTD deficit of \$405,369 when you compare Revenues vs. Expenses
- Projected EOY surplus is expected to be \$38, 605 which was originally projected to be much greater than today's budget report.
- When we look at the Variance vs., Budget, Revenues are \$77,159 below budget, while expense are \$289,558 above budget. There are more expected revenues coming from surrounding counties that have not been received.
- State Revenue is primary driver of budgeted revenue and was most affected by the lower than expected enrollment.
- On the expense side, Salaries are the largest expense (\$199,340 Over budget) that will need to be monitored, but is 44.39% of our annual projected spend for the FY.
- Expense categories that are higher bases on where we are in the year are the Technology (86%). No real issues except there is a need to spend additional monies for server battery backups, which will be expensive.
- Student Transportation continues to be in need of additional finance support. CIS will be applying for grant monies.
- May need to move some monies for additional advertising for the school.
- Recommendation is to look at additional revenue from other funding sources.

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

Report submitted.

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

Teachers Rep Report (School Happenings) – Ms. Regina King – No Report

PTSO Report – Christine Bonner (President) – No report

Old Business

- No old Business

New Business

- Motion to approve November Board minutes after quorum was present.

Open Comments - 3 minutes per person.

- No Comments.

Closed Session – No closed session items.

Adjournment – Motion to adjourn by V. Sheldon, 2nd by Bill Jackson - No objections.

Meeting adjourned @ 7:01 p.m.