



**CAROLINA INTERNATIONAL SCHOOL**  
*the world is our family*

**9545 Poplar Tent Rd Concord, NC 28027**

**Phone: 704.455.3847 Fax: 704.455.4672**

**School Hours 8:30 am –3:30 pm**

## Board of Directors Meeting Minutes

*November 13, 2014*

Attendance:

	2014						2015					
	7/16	8/14	9/11	10/9	11/13	12/11	1/8	2/12	3/12	4/16	5/14	6/11
Scott Elliott	X	X	X	X	X							
Dr. Charles Hutchison	X		X	X	X							
Sam Leder	X	X	X	X	X							
Tom Anderson	X	X	X	X	X							
Curtis Ifill			X	X	X							
Rashonda Burkett	X	X	X		X							
Mark Johnson	X	X	X	X	X							
Sarah Baxter	X		X	X								
Donna Harkey	X	X	X	X	X							
Sally Reynolds	X	X	X	X	X							
Abby Bottoms	X		X	X	X							
Eric Hill Teacher Rep			X	X	X							
PTSO		X	X	X	X							
Mr. David Kukielski			X	X	X							

**Call to order 6:30**

**Curtis Ifill**

**CIS Mission & Vision**

**Eric Hill**

**CIS Board Email Responses and General Comments**

**Curtis Ifill**

Mr. Ifill addressed the following emails received:

- Mr. Hutchison is the chair of the grievance committee.
- Mr. Ifill asked that teachers and administrators enforce the dress coded policy consistently.
- The PTSO is leading the charge for installation of the playground equipment and will be getting quotes to the school for review.
- Scout Troops that meet at schools have specific guidelines outlined in their agreements that are more complex than other organizations and often require additional commitments from the school. Administration is working on a facility use agreement and for all organizations. When that is finalized it will be shared with anyone wishing to use the new facility and if it is a good fit for both parties.
- George Alvarez interested in bring Disc Golf to our current campus has reached out.
- The October 13, 2014 article in the Charlotte Observer was great exposure for the school.

**Service Project Presentations**

- Mrs. Hamilton and Students from her Project Management Class presented their Breast Cancer Awareness Service Project. During the month of October the project raised \$699.09.
- Imani Clark, a 10<sup>th</sup> grade student, presented what she and the other 10<sup>th</sup> grade students did during International Festival. The 10<sup>th</sup> grade students enjoyed working with the 6<sup>th</sup> and 7<sup>th</sup> grade students and hope they can continue to run their own table at future events.

**Secretary's report**

There were no noted changes to the October 9<sup>th</sup> meeting minutes. Tom Anderson made a motion to accept the minutes from the October 9<sup>th</sup> meeting. Rashonda Burkett seconded. Motion passed unanimously.

**Capital Campaign****Rashonda Burkett**

- Plan to have an operational and marketing plan by the end of the year, December 2014
- Estimate it will take 18 months to raise 1.1 to 1.5 million
- Established a checking account at Wells Fargo
- Still confirming the brokerage and merchant card components
- By the end of the year, December 2014, they would like Board Members and Committee Members to make an initial donation

**Finance Report****Mark Johnson**

- There will be a 61,000 increase to state funding due to EC head count
- Reviewed the financials prepared by LB&A. Sam Leder made a motion to accept the financials as presented. Tom Anderson seconded. Motion passed unanimously.
- Charles Hutchison would like for CIS to consider increasing coach stipends in the future

**Head of School Report****David Kukielski**

- Looking forward to Thanksgiving Break so all staff can take a much deserved break

**Elementary Principal Report****Donna Harkey**

- Teacher Conferences 90% contact rate with either conferences or phone conversations
- Badminton Request - Prakash Scholarships for 2 graduating seniors Affiliation with the Charlotte Badminton Club
- AIG Updates
  - Identification
  - Referral
  - Consent for Evaluation
  - Steering Committee
  - Canham to present at next staff Meeting
- Teachers have completed online PD, PDP's, Curriculum Maps for all core subjects, and Observations are underway
- Grades verified and report cards will go out tomorrow
- Social Studies Curriculum updated online materials
- Zero Waste Lunch Wednesday competition is growing school wide
- A few current Student Council members and Scouts are responsible for positioning the International and US Flag each day
- International visitor from Uganda in kindergarten – our students in turn sang the visitor a song
- UNCC International Students from several different countries are visiting tomorrow (China, Saudi Arabia, Thailand)
- International Festival video from Pam Batra
- Teddy Bear Exchange with St. Paul's Elementary New Delhi, India 1<sup>st</sup> grade,
- 5<sup>th</sup> grade developing a cook book with recipes from Mexico
- Tammi Remsburg has set up an environmental class donors choose project for field glasses and binoculars

**Secondary Principal Report****Sally Reynolds**

- Secondary School is submitting application for College Board Membership. This will allow us to certify and offer Advanced Placement classes next school year. Cost of membership is \$324 a year. This does not include training/certification costs for staff.
- Notified of audit of selected EC student files – two days in December (17,18 or 19). Subs are being put in place to free up the EC Teachers to review files, and note needs. ES = 19 students; SS= 31 students.
- Overview of the intended INTERNSHIP/APPRENTICESHIP presentation from the secondary program at December's BOD meeting. Is a great partnering with the offer of post-secondary credit (AP) and differentiation that focuses on career and college readiness. Offers a niche area for our secondary program – we must meet need of greater social interaction that prepares students with soft-skills. Beginning to explore community partnerships.

**Teacher Report****Eric Hill**

- Ms. Arriaga's Classes - The CIS International Festival was held on October 24th. Secondary students had the chance to attend different stations which included international foods, music, crafts and games during school time (from 12:00 m to 3:30 pm) . Students from 6th to 11th were able to get to know more about the history, culture and traditions of their grade level sister countries by participating in the door decorating contest. My class, Mrs Davis' and Mrs. Hamilton's SIT classes were recognized as winners and given prizes for their participation. Spanish and international Studies classes were very involved in the planning and development of our International Festival. Each class attended at least three stations; two of the stations were created and led by 10th graders. These students stated that the main goal was to promote the Hispanic culture and to put into practice their leadership skills. Students enjoyed the cultural activities and each one of the secondary teachers supported this event which is one of the most important for our school. In Spanish classes students are sharing their timelines

by means of technology. They are reflecting upon their lives and telling us about their family members and the significant events they have had so far, all this in Spanish. Thanks for your support to the international education program and the different opportunities students have to be involved in cultural and alternative ways of learning.

- Mrs. Remsburg Environmental Studies Classes, - Have been helping to finish installing the last pieces of our Captain Planet Foundation and Kohl's Grants. The Fourth Graders have installed the bird houses and did research on the food preferences of common feeder birds in our area. The Fourth graders are now in charge of the bird feeding areas in our courtyard. The Second graders have been helping to put together Rachael Albertson's Memorial Garden, which doubles as our butterfly garden. As soon as soil arrives next week, we should be able to finish the raised beds in that garden as well as the courtyard area. With the rest of the grant money, we will also be purchasing a wildlife camera to catch visiting wildlife to our campus and an underwater camera to use at the pond. Also, Ms. Remsburg got a donor's choose grant for binoculars and bird field guides.
- Ms. Kumar's Kindergarten class had a Ugandan visitor come to do presentations about Kindergarten's sister country 'Uganda'.
- Mrs. Brakovec's K-5 PE is taking physical fitness assessments. Students should be able to tell 1. Name of test 2. What part of the body we are assessing. 3. What score is appropriate for their grade/age/gender 4. Why we take that test
- Mrs. Batra will have international visitors from UNCC on November 14<sup>th</sup>
- Mrs. Fisher - The 5<sup>th</sup> grade team would like to share that we created paper spinners to model how heat can create movement. We will also be creating balloons out of paper next week to represent each of the 13 colonies.
- Mrs. Morris -Class is learning about 3D shapes and they are building them too. They are about to begin project presentations from our interviews with community helpers that do what we aspire to be when we grow up. And are also about to study "Change Over Time in Communities" using perspectives of Native Americans and Pilgrims. We are going on a Virtual Field Trip around the Mayflower the week of the 24<sup>th</sup>.
- Mrs. Foxworth - The fourth grade team focused on Descriptive Writing during the month of October. The students participated in a "Monster Project," where they drew an original monster and wrote a very detailed, descriptive paper about their monster. Only the papers were exchanged with members of another fourth grade class—the second student drew the monster using ONLY the descriptions given in the paper. They celebrated with a monster "reveal" party at the end of the month, when the students came together and shared their drawings. The monsters that resembled each other the most—as determined by the students—won prize packages of art and writing supplies! This was a terrific opportunity for the class to work together and really show their creative sides. We hope to make this an annual event! The fourth graders are also looking forward to our day-long, onsite field trip on November 20<sup>th</sup>. Camp Flintlock is coming to CIS to set up a colonial NC "settlement" and demonstrate cooking methods, games, crafts, and life skills used by colonial-era North Carolinians. This promises to be an amazing event, and we are really looking forward to it!
- Mr. Shultz - A reminder: The winter band concert will be on Thursday December 11<sup>th</sup> at 6pm right before the BoD meeting. Congratulations to Mya McAllister who won an auditioned competition to be a student conductor in the winter concert. She will be conducting Jingle Bells. Also, congratulations to Stella Park who was voted by her peers as band secretary. Stella will be helping me by keeping music organized, passing out music, and will generally be my right hand man for the remainder of the school year. Kindergarten and 1<sup>st</sup> Grade most recently have been learning about our composer of the month: Igor Stravinsky and his hometown of Saint Petersburg, Russia. 3<sup>rd</sup> Grade: They learned how to build Major Scales in music and soon we will focus on singing them. 5<sup>th</sup> Grade: The students are currently presenting group PowerPoint presentations on the different eras of music throughout history focusing on composers, instruments, and music styles of the each period.
- During D.A.R.E. week, the Student Council gathered several pledges from students to stay drug free.

## PTSO

**Eileen Sousley**

- Budget surplus will be spent on the playground, pond platform, an outdoor classroom, PTSO shed and replacing the American flag.
- Movie Night 11/21 – Free Birds. Athletic department will be running concessions
- Box Tops are due
- Marcel Jacobs is the new Fundraising Chair
- Liz Psillo is the new Box Top Coordinator
- Marketing Committee
- International Festival was well received and the evening went well. The PTSO would like to work on allowing the teachers to enjoy the festival and not be tied to their classrooms
- Muffins with Mom had a wonderful turnout
- Will be updating the marquis at the road
- Mr. Nelms will be using reclaimed wood from the old campus walkways to make a fence to keep the recycling bins from blowing over
- Playground quotes – they would like to pay the bill, but have the school enter the contract.
- Facebook zero waste lunch issue

## Old Business

- Sam Leder has reviewed the June 30, 2014 audit that was received from the auditor on 10/31/14, the day it was due. We should get an automatic 30 day extension. He sent questions to the auditor regarding the accrual of the capitalized interest.
- Rashonda asked for a bylaw update. Tom Anderson stated the committee has divided the project into two phases. Phase 1 is the organized the flow of the current bylaws and Phase 2 will be to work on recommended changes. Scott Elliott mentioned that the Board needed to get DPI's blessing on any bylaw changes.

## New Business

- Tom Anderson gave a sport update: Boys Cross Country came in 1<sup>st</sup> place, Girls Volleyball, did well considering the young team they had, Soccer won the championship.

- The Board will continue to look at allocating additional resources to the EC department.
- Tom Anderson inquired about the status of the new family Open House Sessions. David Kukielski state the new dates are scheduled and on the school website.
- Tom Anderson made a motion to have Wells Fargo activate 2 Business Elite Purchasing Cards, one for Abby Bottoms and one for David Kukielski. Mark Johnson seconded. Motion passed unanimously. Mark Johnson asked for a conference call to be set up between himself, Wells Fargo and Abby Bottoms so set up proper controls in relation to the cards.

**Open Comments**

- None presented

Curtis Ifill made a motion to go into closed session to discuss a legal matter and personnel issue, Sam Leder seconded. Motion passed unanimously

**Closed Session at 8:45p**

**Open Session at 9:50p**

Tom Anderson made a motion to approve that David Kukielski could begin the search for an EC position (subject to job description). Mark Johnson seconded. Motion passed unanimously.

Curtis Ifill made a motion to adjourn, Rashonda Burkett seconded. Motion passed unanimously.

**Adjournment 9:51p**

As Board Chair, I certify that these minutes have been reviewed and approved as they appear above.

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*Signature*

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*Date*