



THE WORLD IS OUR FAMILY

CAROLINA INTERNATIONAL SCHOOL

A NORTH CAROLINA PUBLIC CHARTER SCHOOL

8810 Hickory Ridge Road, Harrisburg, NC 28075

704.455.3847 • 704.455.4672 (fax)

info@CarolinaInternationalSchool.org • www.CarolinaInternationalSchool.org

Board of Directors Meeting Minutes November 10, 2011

Attendance:

	2011				2012							
	9/8	10/13	11/10	12/8	1/12	2/9	3/8	4/12	5/10	6/14	7/12	8/9
Nimish Bhatt		-										
Abby Bottoms	X	-	X									
Scott Elliott		-	X									
Tisha Greene		-										
Donna Harkey	X	-	X									
Dr. Charles Hutchison	X	-	X									
Sam Leder	X	-	X									
Terri Clay Meadows		-										
Mystica Nelmes	X	-	X									
Gloria Campbell-Whatley		-										
Maureen White	X	-	X									

Call to Order: 6:35 pm

Scott Elliott announced that though the commercial property purchasing process can be unpredictable, CIS had purchased a piece of property to move forward with new construction. He welcomed volunteered to be involved in a committee to possibly select a capital campaign company.

CIS Mission Statement

Sarah Frankart, Teacher Liaison

Finance Report:

Jennifer Bray, Acadia NorthStar, L.L.C.

Jennifer Bray reviewed the recommended changes from both the September and October finance committee meetings, reflected on financial handouts.

- Sam Leder asked if the final ADM numbers were in. Jennifer Bray reported that those numbers were not reflected in the budget.
- Sam Leder asked where final surplus would be after all changes made. Jennifer Bray reported that the surplus would be approximately \$180,000.00. Discussion of goal to keep total surplus above \$100,000.00.
- Charles Hutchison raised discussion of e-book and textbook totals. Mystica Nelmes reported that grades 3-10 had implemented online textbooks which would be updated every year for 7 years. Scott Elliott stated that though e-texts were an upfront investment, the estimated savings would eventually be \$50,000.00 per year.

Acceptance of budget changes: Sam Leder motioned for approval of recommended changes to both the October and November budgets. Charles Hutchison seconded. Motion passed.

Audit Report

Jim Schreiber, Elliott Davis

Upon completion of the financial audit, Elliott Davis made two minor adjustments, found in appendix A of audit report. Jim Schreiber reported a clean audit, a healthy fund balance and no significant deficiencies or material weaknesses. He also gave "kudos" to the BoD and school management for managing funds and building it up.

- Scott Elliot asked how report compared to other charters. Jim Schreiber reiterated that CIS has done a great job.

Secretary's Report

Maureen White, Secretary

Maureen White reported that the September meeting minutes had been lost and will be reconstituted within the BoD.

Committee Reports

Construction Committee

Scott Garmon

Scott Elliot gave his thanks to the committee for their time and dedication, citing weekly meetings since April.

Scott Garmon reported that during the selection process of a builder, the committee continued to seek a general contractor with experience with schools and had recently met with 3 large and 1 small/medium-sized companies, listed below, to hear proposal presentations.

Contractors considered: GL Wilson, Shellco, Edifice and Herd-Ratzlaff

Based on those presentations, the committee voted unanimously, with one abstention from Scott Elliot, to put forward Edifice for consideration. The committee also asked representatives from Edifice to prepare a presentation for the BoD.

The following representatives from Edifice were present and each spoke on their areas of individual expertise as well as contributions to the design/build process, summarized below.

- David Stanford, Project Executive, offered to act as point person from start to finish.
- Gary Creed, Vice President of Operations, underscored the element of partnership in the process in terms of CIS's role in the process.
- Mike Carilisto, Vice President and Project Executive with experience in Civic and Educational projects
- Andy Aldridge, Vice President of Pre-Construction with experience in Educational projects

Edifice's experience with educational projects was highlighted along with their guarantee to be involved in the project from agreement to move-in.

Maureen White raised discussion of warranty. Scott Elliott inquired regarding bidding process. Sam Leder expressed desire to have input on budget from CIS perspective to avoid pitfalls of previous design issues. Charles Hutchison raised discussion of pre-engineered / multipurpose options. Scott Elliott agreed that while the Construction Committee continues to consider all options, pre-fabricated options had not presented a significant cost-savings.

Scott Elliot reiterated his intention to abstain from voting as his company had done business with Edifice. He did comment that he had been impressed by the committee and the representation in attendance at meetings to date.

Scott Garmon thanked the project team for their presentation and repeated the recommendation of the committee to consider the Edifice team for the project.

Scott Elliot made motion to accept the recommendation of the committee to consider the contractual elements Edifice had proposed. Sam Leder seconded. Motion passed.

Tom Anderson commented on the successful completion of phase one of the geo-technical inspection of the land, stating that no recognized environmental conditions had been found.

Scott Elliott made a statement of confidence in the property's location and environmental advantages.

Academic Report:

Mystica Nelmes, Principal

Mystica Nelmes gave an overview of academic status including the following points and newly implemented programs:

530 students to date

International Peace Day

International house visitors from Singapore and Mexico

Zero Waste lunch started-Third Tuesday of the month

Building Leadership team and school improvement plan in development

All staff training in thinking Maps

Student of the month is Service Project of the month by grade level

Teachers finished writing their professional development plans to incorporate 21st Century skills and technology

Big sweep in Oct was a success and with volunteers from local church

Jani king our new custodial group received positive report on staff survey

Changed the speed limit on campus to 5 MPH

3rd grade sang at Gandhi's birthday celebration at UNC Charlotte

MAP testing for the Fall- letter to parents sent home with scores on it

MAP testing showed a gap in learning from the spring testing

Started Professional Learning Committees and PD for all staff 2x a month

PD initiatives this year are: common core standards and Technology

Pictures were a success with Lifetouch and all students have their ID badges now

Report cards were sent home, 1 quarter down, 3 to go

We were picked to do a pilot program in science / brain research for grades 7, 8
Every teacher meets with every parent in their homeroom class 1st 9 weeks
Mimio training was given again to help teachers implement it better
Update on two new teachers in math and technology
Extravaganza was here at CIS and successful in new modular space
Technology plan due Nov 15 to DPI and state to come to evaluate any issues

Donna Harkey had the following updates:

Donna Harkey, Assistant Principal

Library acquired 350 books through donation from the National Association of Authors and Illustrators via parent volunteer, Janet Fields
Growing ESL population working with Ms. Trish Valentino. Discussion of additional compensation for her.
Webinar ("The Plan") discussing a test administered to 10 graders
TDAP immunizations for 6th graders due on meeting date and CIS complete with records
Moving forward with CIS integration into an Honors Program
Involvement in National Spelling Bee and Geography Bee
Discussion of professional development topics. Charles Hutchison inquired as to SIOP method as options.
Mystica Nelmes and Donna Harkey discussed several options including SIOP and Framework of Poverty while noting that the move to common core standards and recent implementations around teacher evaluation requirements have taken recent precedence. Charles Hutchison offered himself as a resource for PD facilitation as CIS grows.
Scott Elliott stated that as school report cards were out, the CIS trends looked great.

Staff Update

Sarah Frankart, Teacher Liaison

Sarah Frankart had the following updates on behalf of the staff:

- Positive feedback on field trips and thanks to PTSO
- Ms. Giraldo presented recently on historic leaders in Hispanic community
- Ms. Torres presented recently on E-Teaching
- Staff was happy with recent Extravaganza at CIS
- 1st grade to present 250 pounds of candy to take-back program
- Staff was happy with new modular space
- Teacher / student mentoring program with Ms. Ifill has grades 9 and 10 meeting with Kindergarten for literacy/reading buddies
- Ms. Honan organizing chess club for beginning and intermediate levels in grades 4-10 and working with parent volunteer, Ms. Schneider, to arrange a chess expert to visit each month
- Geometry Art Club

PTSO:

Maria Ayd

The Board heard updates on the following initiatives:

- Volunteer appreciation event
- Citipass initiative went well
- Fundraising updates (frozen meal sales, skate night, Jason's Deli)
- Paid for recent 6th grade field trip
- Looking forward to new space
- Suzanne Guimond encouraged all in attendance to vote actively for the \$50,000.00 Clorox grant and requested any information on granting agencies from the BoD, administration or teachers

8:30 Sam Leder voted to go into closed session. Charles Hutchison seconded. Motion passed.

Closed Session: Contract matters: personnel. Open Session: 9:20 pm

- Sam Leder moved to approve the contracts for Mandy Durrence and Kim Hoyle. Charles Hutchison seconded. Motion passed.

Maureen White motioned to adjourn the meeting. Sam Leder seconded. Motion passed. **Adjournment:** 9:30 pm.

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

Signature

Date