

**Cape Fear Center for Inquiry
Minutes from Monthly Board Meeting
01/29/09**

Attended by: Michele Hair, Jane Radack, Beth Carter, Brian Corrigan, Jean Wiles, Jan Tremon-Jenkin, John Fuller, Sarah McCorcle, Teresa Spanos, Linda Conley, Anne Patterson, David Ball, Rick Lawson, Jen Browning (Partnership)

Absent: Bob Marcino, Ke'pe Harrison, Harden Barker, , Deb Powell

Visitors: Kathy Rettig, Michael Zentmeyer, Nancy Johnsen

Meeting called to order at 7:00 pm.

Jean Wiles, a new board member, introduced herself to the board.

Minute Approval: Rick Lawson motioned to accept the Board minutes from 12-16-08. Jane Radack seconded. Motion carried with 9 yeas and 2 abstentions.

Visitors: No Community Members.

Inquiry Showcase/Presentation:

Due to the delay of the board meeting because of the snow, the 3rd grade was unable to present at this meeting.

Nancy Johnsen gave a brief overview of her history working in special education, most recently as coordinator of a large district in South Carolina, with 2000 qualified students.

Nancy Johnsen also gave a presentation of the Exceptional Children's Status. Some CFCI EC student files and services had been found out of compliance procedurally which necessitated Nancy Johnsen to take full responsibility for all student files, acting as CFCI's program administrator, while assigning classroom instructional duties to the EC teachers.

Nancy Johnsen has been focusing on the following:

- Compliance Monitoring
- Staying current with information from DPI
- Staff Training and Development

The EC Department's goal is to roll back responsibility and share the load among the EC staff after CFCI is reviewed and found compliant in all areas; the review is anticipated to come after this school year is over, depending on how the response to intervention program evolves.

CFCI may need to provide different types of services in the near future, because CFCI must serve all students and provide a free appropriate public education (FAPE).

Partnership: Jen Browning presented the information for the Partnership. The Holiday Festival made over \$5000 net profit. Fund The Wonder is continuing. The Scholastic Book Fair will be in March.

Director's Report (Brian Corrigan):

- All Parent Meetings have been completed. 220 applications have been handed out.
- CFCI has 5 student interns this spring.
- The 2009/2010 calendar was presented for a first read.

Executive Committee Report:

New Business:

Rick Lawson motioned to accept Ke'pe Harrison resignation. John Fuller seconded. Motion carried unanimously.

The Executive Committee redirected a parent's request for closed session pending further information.

Michael Zentmeyer presented the current and proposed annual leave, sick leave and personal leave policies for full time employees. Currently, these CFCI leave policies indicate that leave policies transfer, which is not compliant with state regulations.

Annual Leave:

Background info: The proposed changes for annual leave will not impact any current employees. Accumulated annual leave, which caps at 30 days, has a monetary value after the end of service.

Rick Lawson motioned to approve the following changes to CFCI's Annual Leave Policy for Full Time Employees:

Transfer of Annual Vacation Leave

Employees transferring from other LEAs or state agencies should request a lump sum payout of all accumulated Annual Leave from that LEA or agency. CFCI will not accept, credit or transfer in any Annual Leave.

Separation from Employment

Lump Sum Payment: An employee must be paid in a lump sum for accumulated annual vacation leave earned while an employee of CFCI, not to exceed a maximum of 30 days or 240 hours, upon separation from service from CFCI. Separation from service includes resignation, dismissal, reduction-in-force, death, service retirement, beginning long-term disability benefit, or change to temporary status.

Linda Conley seconded. Motion carried unanimously.

Sick Leave and Personal Leave:

Background info: Sick Leave has no pay out except at retirement, when every 20 days equals one year added to pension. Personal Leave is earned at 2/10s of a day per month, capping at 5 days, with no pay out or monetary value. The proposed changes will impact some of CFCI employees. These changes include the decision made in 2003 by the CFCI Board of Directors.

Teresa Spanos motioned to accept the following changes to Sick and Personal Leave for full time employees:

Transfer of Sick Leave and Personal Leave

Unused Sick Leave and Personal Leave IS NOT transferable from other LEAs or state government agencies to CFCI, with the exception of e. below.

Under G.S. 115C-238.29F(e)(3), if a teacher leaves a LEA or other state agency to work at a charter school, any accumulated Sick Leave and Personal Leave balances are held by the local board of education or agency for 60 months from the date of separation/resignation.

- a. If the teacher returns to work with a NC traditional public school during the 60 months, the sick and personal leave will be reinstated.*
- b. If the teacher retires in the Teachers' and State Employees retirement System during the 60 months, the sick leave is recovered and applied as State service for retirement.*
- c. If the teacher goes to work for a State agency during the 60 months, that State agency may accept all, some or none of the sick leave balance.*
- d. After 60 months from the date of separation, the sick leave and personal leave balances cease to exist.*
- e. If a teacher has been with CFCI for 5 years and has a sick leave balance at another LEA that will cease to exist, CFCI will accept up to 30 days of that sick leave balance to be credited to their sick leave balance at CFCI.*

Sick Leave and Personal Leave Upon Separation

- a. In the event an employee separates from service before earning sick leave or personal leave that has been advanced, a deduction will be made from the final salary check for the total unearned sick leave and personal leave used.*
- b. Accumulated sick leave and personal leave earned while at CFCI **CAN NOT BE** transferred to other LEAs or state agencies*
- c. Accumulated sick leave earned while at CFCI does count as creditable service towards retirement. The retiring employee must request CFCI to provide the verification of accumulated sick days to the state retirement system. One month of credit is allowed for each 20 days of unused sick leave upon retirement. One more month is allowed for any part of 20 days left over. The maximum number of sick days*

that can be added at retirement is 12 days for each year of membership service. Sick leave converted from excess annual vacation leave is also creditable, subject to the maximum of 12 days for each year of service.

d. At separation, accumulated sick leave and personal leave earned while at CFCI will be held by CFCI for a period of 60 months from the date of separation. If a teacher returns to service at CFCI during the 60 months, the sick leave and personal leave balances will be reinstated. If a teacher retires during the 60 months, the accumulated sick leave can count as creditable service. The retiring employee must request CFCI to provide the verification of accumulated sick days to the state retirement system.

e. After 60 months from separation, the sick leave and personal leave balances cease to exist.

Reinstatement of Accumulated Sick Leave

DELETE THIS ENTIRE SECTION

Payout of Sick Leave and Personal Leave

There is only one payout of sick leave allowed. Prior to receiving long-term disability benefits, an employee approved for long-term disability must be paid in lump sum for any accumulated, unused sick leave. No other payout of sick leave is allowed. There is no payout for personal leave.

Rick Lawson seconded. Motion carried unanimously.

Old Business:

Rick Lawson nominated Jean Wiles to serve as Board Treasurer. Sarah McCorcle seconded. Motion carried unanimously.

Director's evaluation tool: Anne Patterson introduced the first draft of the survey that will be used to gather feedback about the Director's job performance from the different sections of the CFCI community. The discussion included adding some questions that are qualitatively assessed, ie: assigning a number, to the open ended comment section. Anne Patterson will revise the survey.

Finance Committee:

The Board unanimously approved the recommendations to renew our site license for Deep Freeze at \$57.50 and \$150.00 for books for Middle Grade Language Arts.

Rick Lawson motioned to cap mileage reimbursement at \$2500.00 (\$.40 per mile) for state sponsored events. Sarah McCorcle seconded. Motion carried unanimously.

Building and Facilities:

Tom Wolfe has sent out a request for information to several builders/contractors who might be able to build to lease, finance a building, etc. To date, 4 have been received.

Locations and more information will be shared next month.

Strategic Planning:

Minutes distributed.

Curriculum:

No report.

Resolution Committee:

No report.

Other New Business, Announcements and/or Upcoming events:

Lottery: February 19

Closed Session for Meeting Critique (NC statute 143-318.11 section a, part 1)

Michele Hair motioned to go into closed session. Sarah McCorcle seconded. Closed session began at 8:50 pm. Jane Radack motioned to come out of closed session. John Fuller seconded. Motion carried unanimously. Closed session ended at 8:51 pm.

Sarah McCorcle motioned to adjourn the meeting. Teresa Spanos seconded. Motion carried unanimously.

Meeting adjourned at 8:51 pm.

Respectfully submitted by:
Jane H. Radack
CFCI Board Secretary