

Cape Fear Center for Inquiry
Minutes from Executive Committee Meeting
02/19/08

Attended by: Lori Barrett, Harden Barker, Rick Lawson, Jane Radack, Heather Kelejian, Lisa Griffin, Lisa Hassell, Rob Tripp, Beth Carter, Joanne Brinkley, Anne Patterson, John Rack, Sarah McCorcle, Ke'pe Harrison

Absent: Eddie West, Robert Marcino, Michelle Frazier

Visitors: Ginny Peterson, Teresa Gilbert, Chris Sawyer

Meeting called to order at 7:02 pm.

Rick Lawson motioned to approve the minutes from 1/15/08. Jane Radack seconded. Motion approved.

Jane Radack motioned to approve the minutes 1/17/08. Heather Kelejian seconded. Motion approved.

Teresa Gilbert and Chris Sawyer came to field questions about the After School Program (AFP).

The discussion included the background checks which will be done on employees of the AFP. Liability issues were looked into by the Finance Committee. Only CFCI school children will be eligible for the AFB. Start up costs will be covered by registration costs and Partnership has set \$500 aside for start up costs.

Rick Lawson asked that Lori Barrett be charged with researching how these employees would be viewed by the state as Full Time Equivalents.

Lisa Hassell motioned that the board approve going forward with the After-School Program with the following issues researched and resolved and then bring the question to a vote in March:

- How would the Full Time Equivalent's be viewed by DPI; what is the accepted relationship with DPI? (Lori Barrett)
- Who among the Administrative Support Team will supervise the program coordinator? (Admin Adhoc Committee)
- Financial feasibility, reporting, social curriculum obligations will put into job descriptions. (Teresa Gilbert/Chris Sawyer)
- Language will be included in job descriptions about discipline alignment with CFCI's discipline procedures. (Admin Adhoc Committee)

John Rack seconded. Motion carried

Ginny Peterson gave a PR update about the feasibility study. The test case statement is being revised. Our original representative resigned; Karen Cox has taken over. Ginny Peterson urged the board to add to the list of people to survey about potentially donating, especially names of people with interest in education or charitable giving. There was a discussion about raising the potential goal up from 6 million. Ginny Peterson asked for guidance about whether to factor into the case study whether CFCI will build. The discussion included the need to hear a report from the Building Committee.

There will be a bill submitted under office supplies to Lisa Griffin or Lori Barrett for new logo supplies.

Karen Varier gave the Partnership update. Because of the make up of the partnership, they are the face that the families see and they have become a sounding board. Concerns have been raised to the Partnership lately because Dr. Griffin is leaving, our lease is up, there is a moratorium on our land; all this has led to rumors and tension. The CFCI community needs information directly from the board.

The discussion included the following ideas: highlights of the meeting could be sent to email addresses, board updates could be given at Partnership meetings, there could be another Town Hall Meeting.

Lisa Griffin volunteered to go to the next Partnership meeting and share that info at the March 11 at 6:30 pm; all board members who can make it will also come.

Director's Report:

- Rick Lawson and Lisa Griffin met with our realtor. Our realtor was not able to negotiate our lease with our landlord. However, the realtor did submit a report about the land owned on Blue Clay Road as well as other options which would be more expensive.
- Lisa Griffin did try and negotiate the lease; the landlord is offering us a 3 year lease, with a 3% raise in rent every year, with a 4th year available at a 3% raise as well.
- The lottery is scheduled for 2/20/08.
- The HVAC was paid for by the landlord.

Lisa Griffin's self-evaluation will be due on April 1st. Lori Barrett will be due this week with the teacher's evaluations.

Strategic Planning: An update is available. Anne Patterson recommended gathering a new team to review the document. Rick Lawson is willing to help. Jane Radack will send out an email to the full board to gather other volunteers.

Resolution Committee Recommendations:

- Charge Policies and Procedures Committee to form guidelines for sub plans in the event of unplanned/emergency absence of faculty for inclusion in the faculty handbook.
- Charge Policy & Procedure Committee with creating language to explain the classroom supervision strategy, to be included in the faculty handbook.
- Charge Emily Barth to update all applicable manuals, handbooks and website pages with current CFCI Resolution/Grievance Policy by August '08.

Personnel Committee had no report at this time.

Search Committee Report: The Committee has developed an ad, distributed is via newspapers and the web.

The recommended time frame for hiring a Director is:

Ads – Feb. 22

Applications collected in March

Interviews begin in April

Hiring in April

The Screening Committee will meet mid-march with Search Committee.

Anne Patterson motioned to extend the meeting for 20 minutes at 9:01 pm. Ke'pe Harrison seconded. Motion carried.

The board voted to approve hiring committee's recommendation

The board approved Lisa Griffin's request to put an add out for teaching positions for 08/09 year.

The Board approved the Policy and Procedure Committee recommendation for the Social Curriculum, Behavioral Expectations and Violence and Serious Misconduct Policies.

Jane Radack motioned to approve proposed job contracts with the following amendments: #3 language would revert back to the current language and #7 will include the 8% supplement. Heather Kelejian seconded. Motion carried.

The Executive Officers, in an effort to help positively bridge the transition into next year, proposed to have Rick Lawson coach the lead administrators to be sure that board policies are followed and report back to the board.

Jane Radack motioned for Rick Lawson to act as head coach to help implement and model the new Administrative Support Team practises. Anne Patterson seconded. Motion carried.

The vote for the voting faculty member was taken. Sarah McCorcle was voted into the vacant voting faculty seat at a 5 to 3 vote.

Heather Kelejian motioned to adjourn the meeting. John Rack seconded. Meeting adjourned at 9:27 pm.

*Respectfully submitted by
Jane H. Radack
CFCI Board Secretary*