

**Cape Fear Center for Inquiry  
Minutes from Monthly Board Meeting  
04/15/08**

**Attended by:** Lori Barrett, Harden Barker, Rick Lawson, Jane Radack, Lisa Griffin, Heather Kelejian, Beth Carter, Bob Marcino, Rob Tripp, Joanne Brinkley, Jan Tremons-Jenkins, John Rack, Anne Patterson, Ke'pe Harrison, Eddie West, Sarah McCorcle

**Absent:** Lisa Hassell, Partnership

**Visitors:** Ms. Dee, René Lemons-Matney, Teresa Lambe

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Meeting brought to order at 7:04 p.m.

No visiting community members or faculty wished to speak.

Rick Lawson motioned to approve 03/18/08 minutes. Rob Tripp seconded. Motion carried unanimously.

Rick Lawson moved to accept Michelle Frazier's resignation. Heather Kelejian seconded. Motion carried unanimously.

**Director's Report:**

- Michelle Hair and Dr. Griffin are working to develop a Beginning Teacher Support Plan and review the License Renewal Plan and will submit the plan to the board in June to approve, which will then be sent to DPI.
- State Board of Education (SBE) recently passed a policy that impacts our middle grades: 50% of all middle grade teachers are to be certified in the area in which they teach, beginning in 2008/09 school year. If the school is not in compliance, there will be a significant financial impact on CFCI. Currently, CFCI's middle school is in compliance. Lisa Griffin will ensure that this info is put into the Hiring Committee's considerations.
- Staff and Part-time personnel contract recommendations

Eddie West moved that we re-issue the full-time front office Administrator and the part time chorus teacher contracts and to continue the employment of the part-time front office assistant. Anne Patterson seconded. Motion carried with 8 yeas and 3 abstentions.

The 2008/2009 school calendar was approved. Heather Kelejian motioned. Jane Radack seconded. Motion carried unanimously.

**Committee Reports:**

**Board Policy and Procedures:**

- Newly recognized policies and procedures for board members and for the board have been assimilated into the strategic plan.
- In May, the Executive Officers will bring to the board in May those procedures that are already being addressed.
- The Board will form an adhoc committee charged with developing the evaluation of the Director.

**Resolution Committee:**

Anne Patterson shared the revised Resolution Process document. The discussion included when this new process would be implemented and how Resolution requests would be communicated to the Resolution Committee members.

Eddie West motioned to move forward with the Resolution Process with the proposed amendments. Rick Lawson seconded. Motion carried unanimously.

The amended Resolution Process will be distributed to the CFCI community

**Finance Committee:**

The committee recommended the salary ranges proposed by the Administrative Adhoc Committee, with the Human Resource Coordinator and the Business Coordinator positions amended to 30 hour part time with benefit positions, for use during the interview process for the Administrative Support Team. If the Hiring Committee feels it necessary to go outside of the recommended ranges, the Finance Committee requested that it come back to Finance for further discussion. The total budget recommended for the 3 full time and 2 part time administrative positions will be \$292,000. This amount includes benefits and the county supplement. Recommendation approved with 10 Yeas and 1 abstention.

**Nominating Committee:** No report.

**Personnel Committee:** No report.

**Screening Committee:**

The Committee is in the process of narrowing down the candidates for the Director position and contacting the most qualified candidates to see if they would like to interview. At this time, there are 3 candidates the Committee recommends be interviewed for the Director's position.

There was a discussion about the development of the Hiring Committee for the Director. The discussion included the idea that the best qualified candidates would have a full day at CFCI, including a social time with faculty and families, a formal interview and an opportunity to make a sell defined presentation to the board.

Heather Kelejian and Rob Tripp will handle the logistics and scheduling of the candidates' visits. All board members are welcome to submit interview questions to Heather Kelejian.

At 8:55 pm, Jane Radack motioned to extend the meeting until 9:30 pm. Joanne Brinkley seconded. Motion passed with 10 yeas votes and 1 opposed.

Harden Barker will research the open laws that may impact aspects of the hiring process.

**TEC Committee:**

The committee reported on the faculty's self evaluations which have been successfully completed.

Heather Kelejian moved to go into executive session. Jane Radack seconded. Motion carried unanimously.

Executive session began at 9:15 pm.

Heather Kelejian moved to come out at 9:35. Rob Tripp seconded. Motion carried unanimously.

Rob Tripp made a motion to approve renewal of all faculty contracts who have successfully met the evaluation process criteria. John Rack seconded. Motion carried, with 9 yeas and 2 abstentions.

Administrative self evaluations for this year will be emailed to non-faculty board members and be reviewed at the May board meeting.

Lisa Griffin discussed the formal complaint about the EC department to DPI. The report is due to DPI 20 days from April 17<sup>th</sup>.

Bob Marcino motioned to adjourn the meeting at 9:47 pm. Jane Radack seconded. Motion carried unanimously.

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