

**Cape Fear Center for Inquiry  
Minutes from Monthly Board Meeting  
May 17, 2011**

**Attended by:** Teresa Spanos, John Fuller, David Ball, Todd Godbey, Anne Patterson, Tom Hayes, John Johnson, Joan Marshall, Harden Barker, Brenda Carey, Michele Hair

*\*ex-officio members,* Brian Corrigan, Pauline Piner, Pam O'Dell , Eden Avery, René Lemons-Matney

**Absent:**

**Visitors:** Lori Underwood, Jeanne Swafford, Florence Martin, Indira Grimes, Philip Furia, Lisa Sullivan, Joanne Brinkley, Nancy Johnsen

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Meeting called to order at 7:00 pm.

**Minute Approval**

David Ball motioned to approve the minutes with from April 14, 2011, Brenda Carey seconded. Motion carried with 11 yeas.

**Inquiry Showcase**

**Visitors**

***See attachment #12 – Lisa Sullivan request for extension for Leave of Absence***

Lisa Sullivan asked for an additional leave of absence to allow her class to remain with the same teacher for the entire year, and not return until the 2012-2013

**Partnership**

***See attachment #.5 – Partnership Report May 2011***

1. Thanks are given from the partnership to the board.
2. Amended their bylaws bringing it up to date with their standard operation of practice.
3. Eden Avery would be member at large for next year.
4. Partnership had a family event last Friday night a movie night.
5. Caroline Nixon is going to make herself available at the Kindergarten Orientation Night
6. June 10 will be a volunteer appreciation breakfast.

**Executive Committee**

1. David Ball explained the necessary make up of the board of having 4 community members to have a balance in the board. 4 community members and 1 teacher positions are available on the board.
2. Jeanne Swafford introduced herself
3. Florence Martin introduced herself
4. Philip Furia introduced himself.
5. Indira Grimes introduced herself.

6. David Ball identified that Teresa Spanos has requested to be considered for Board re-election.

Closed Session for personnel issue discussing candidates (NC statute 143-318.11 section a, part 6)

John Fuller moves to go into closed session, Joan Marshall seconds. Motion carried unanimously. Closed session began at 7:18 pm

Anne Patterson moves to come out of closed session, Brenda Carey seconds. Motion carried unanimously. Closed session ends at 7:44 pm

Anne Patterson motions to come out of closed session Brenda Carey seconds out at 7:44.

A ballot vote occurs.

7. The new Board Members are – Indira Grimes (Teacher), Jeanne Swafford, Florence Martin & Edward Caropreso (Community members)
8. Teresa Spanos is re-elected to the Board as a Community member.
9. The new Executive Committee is:
  - a. *President* - Tom Hayes
  - b. *Vice President* - Brenda Carey
  - c. *Secretary* - John Johnson
  - d. *Treasurer* - Todd Godbey
10. Following election results it was identified that the ballots were required to be signed by the Board members voting per CFCI Bylaws. Subsequent review of CFCI Bylaws Section 5 – Elections of Directors does not stipulate this requirement.

### **Finance Committee**

***See attachment #1 – Finance Minutes***

***See attachment #2 – CFCI Budget***

***See attachment #3 – Four Budgets for 2011-12 showing different scenarios***

1. Study Island Software was discussed. It enables teachers to access the students faster and able to send up to the minute info to teacher and students. Plus is engages the students in a better way.
2. Study Island is about 18 dollars per student.
3. Eden Avery explained how effective it has been with her children.
4. Explained Common Core Training.
5. Discussed Record Retention for Acadia, they will be stored for the summer for free.
6. Music teacher has requested a piano. Finance is going to ask the community for any donation of a piano

*Action*

*To approve the contract for a year with American Detection Systems for one monitoring and 1 URL*

Anne Patterson motions to approve, Brenda Carey seconded. Motion carries with 11 yeas.

7. Kathy Rettig explained the cost of the move. See attachment 10.5

*Action*

*To approve the contract with All Ways Moving to move the personal files and Admin Team and contract with Horizon Development for the Temp office space for Admin Team.*

David Ball motions to approve, Anne Patterson seconded. Motion carries with 11 yeas.

8. Discussion was redirected to the 2011-2012 budget.
9. 4 different budgets were proposed (see attachment 3)
10. Last 2 years we have had stimulus funds
11. René Lemons-Matney said if we increase class size it needs to be for a limited time. Sees no alternative to increase class size.
12. René Lemons-Matney said that little issues like more TA time and additional furniture.
13. Kathy Rettig said that there is money that can be allocated for the additional furniture.
14. Final numbers from the state will be in October.
15. Brian Corrigan said that if this is decided it needs to happen

*Action*

*To approve Budget #1 adding two additional students to each class, amending to expand by two students for ONE YEAR ONLY, with lottery going back to current levels.*

Tom Hayes motions to approve, John Johnson seconded. Motion carries with 9 yeas, 2 abstentions.

16. Thank you to Kathy for her hard work.
17. Harden Barker asked what can be told to the teachers.
18. Todd Godbey recommended people contacting their representatives to illustrate the importance of education.

#### **Director's Report (Brian Corrigan)**

***See attachment #4 – Director's Report May 2011***

***See attachment #5 – Policy & Procedure***

***See attachment #6 – Administrative Assistant Job Description***

***See attachment #7 – Counselor Job Description***

***See attachment #8 – Policy 415 "Academic Integrity"***

***See attachment #9 – Policy 545 "Employee Benefits"***

***See attachment #10 – Review of Teacher Self Reflections***

***See attachment #11 – Contract Renewal Form***

***See attachment #11.5 – Moving Costs***

1. Pam O'Dell discussed current discussions of policies concerning the new building
2. Brian Corrigan presented the Administrative Assistant Job Description.

*Action*

*To approve Administrative Assistant Job Description*

Anne Patterson motions to approve, Brenda Carey seconded. Motion carries with 11 yeas.

3. It was brought to the attention of the board that the wrong version of the Administrative Assistant Job Description was handed out, Brian Corrigan will bring an amended version next month.

*Action*

*To approve Counselor Job Description*

John Fuller motions to approve, Todd Godbey seconded. Motion carries with 11 yeas.

4. Policy 415 Concerns by Brenda Carey that group work in the Inquiry based educational system may be hindered by this policies direct wording.
5. Tom Hayes believes that the teachers have been addressing this issue.
6. Lori Underwood said that with technology its easier to plagiarize
7. Anne Patterson said a philosophical statement added to the beginning may help reflect the culture of the school.
8. 415 only a first read.

*Action*

*To approve Policy 545 Employee Benefits*

Todd Godbey motions to approve, Brenda Carey seconded. Motion carries with 10 yeas. 1 No (Anne Patterson).

9. René Lemons-Matney stated that she believes that Lisa Sullivan request would be very good not only for her but for the students.
10. Harden Barker would like to have clarification of the conflict of interest policy.

Closed Session for personnel issue discussing Teacher Contracts (NC statute 143-318.11 section a, part 6)

John Johnson asks that it be identified when a Conflict of Interest occurs prior to discussions. Brian Corrigan states that he will identify when parents with a Conflict of Interest will be asked to leave.

Todd Godbey moves to go into closed session inviting Lori Underwood, John Fuller seconds. Motion carried unanimously. Closed session began at 9:00 pm

Pauline Piner, Pam O'Dell, and Rene Lemons-Matney leave the meeting on their own recognizance due to Conflict of Interest Policy.

Michele Hair made an effort to elaborate on the letter of recommendation submitted by the Teacher Evaluation Committee recommending that all contracts be renewed and discussion was not picked up by the remainder of the Board.

Harden Barker and Michelle Hair raise question regarding the instructions as no procedure was in place and because bylaws had not been enforced in the past.

Harden Barker asks for clarification in how in the conflict of interest policy is applicable in this situation given last month there were discrepancies in how the policy was used. Teresa Spanos stated the Board is attempting to clarify procedures for the application of this policy. Teresa Spanos comments that non-enforcement of bylaws during past Board of Directors meetings, did not lend credence to the Bylaws not being followed for today's meeting. Teresa Spanos also commented that a procedure for leaving and returning should be made but that the policy itself was clear and should be followed. Teresa Spanos and other Board members discuss that personnel issues, such as contracts, were conflict of interest issues. The Conflict of Interest Policy was referenced and the bylaws state individuals with conflicts of interest may not vote or discuss the matter. Teresa Spanos identifies she is only trying to implement the policy as it is written now. Harden Barker and Michelle Hair made the point that they could refute their conflict of interest, requiring the Board of Directors to make a motion and vote. Teresa Spanos asks if either would like to put the issue to a vote. With no further discussions from parties involved, motion and vote was not required.

Harden Barker asks for a short-term procedure to be implemented until the Board provides a clear, delineated procedure. Discussion is not resolved, and Harden Barker leaves meeting without details of how the conflict of interest policy is applicable in this situation.

Michele Hair and Harden Barker leave due to Conflict of Interest Policy.

John Fuller moves to come out of closed session, Todd Godbey seconds. Motion carried unanimously. Closed session ends at 9:01 pm

*Action*

*To Extend Meeting by 30 Minutes until 9:31*

John Fuller motions to approve, Todd Godbey seconded. Motion carries with 9 yeas.

John Fuller moves to go into closed session inviting Lori Underwood discussing Teacher Contracts (NC statute 143-318.11 section a, part 6), Todd Godbey seconds. Motion carried unanimously. Closed session began at 9:01 pm

Per earlier request Brian Corrigan identifies the Conflict of Interest Policy and John Johnson recuses himself from the closed session.

John Fuller moves to come out of closed session, Brenda Carey seconds. Motion carried unanimously. Closed session ends at 9:34 pm

*Action*

*To Extend Meeting by 30 Minutes until 10:04*

John Fuller motions to approve, Brenda Carey seconded. Motion carries with 7 yeas.

Per earlier request Brian Corrigan identifies the Conflict of Interest Policy and Todd Godbey recuses himself from the closed session.

John Fuller moves to go into closed session inviting Lori Underwood discussing Teacher Contracts (NC statute 143-318.11 section a, part 6), Brenda Carey seconds. Motion carried unanimously. Closed session began at 9:34 pm

Anne Patterson moves to come out of closed session, John Fuller seconds. Motion carried unanimously. Closed session ends at 9:55 pm

Pauline Piner, Pam O'Dell, Rene Lemons-Matney, Harden Barker, Michelle Hair, John Johnson and Todd Godbey return to the open session.

*Action*

*To Accept the list presented by Brian Corrigan for teacher Contracts from the closed session.*

Brenda Carey motions to approve, John Fuller seconded. Motion carries with 7 yeas & 4 Abstentions

11. Tom Hayes believes that the extension of the maternity leave is a good idea and should be based on a case by case basis

*Action*

*To Extend Lisa Sullivan's maternity leave to the end of the 2011-2012 school year.*

Tom Hayes motions to approve, David Ball seconded. Motion carries with 9 yeas & 2 Abstentions

*Action*

*To Extend Meeting by 15 Minutes until 10:15*

John Fuller motions to approve, Tom Hayes seconded. Motion carries with 10 yeas. 1 No (Todd Godbey)

### **Building & Facilities**

*See attachment #14 – Building & Facilities Minutes*

1. David explained the issue with the windows and the offer of 15K to compensate for the installation of them at 6” higher than specified.
2. The county may allow us for a temp certificate of occupancy , still looking at the 23<sup>rd</sup> as a start date.

#### *Action*

*To accept the 15 thousand dollar compensation from Spectrum for the Windows.*  
Tom Hayes motions to approve, Anne Patterson seconded. Motion carries with 11 yeas.

### **Fund Raising**

### **Curriculum Committee**

### **Strategic Planning Committee**

*See attachment #13 – Long Term Strategic Planning*

1. reviewed the board evaluation results
2. Anne Patterson said that main priorities should be tackled at this point but the other issues may need to be tabled until after the move.

Closed Session for meeting critique & personnel issue (NC statute 143-318.11 section a, part 1 & part 6)

David Ball moves to go into closed session, Michele Hair seconds. Motion carried unanimously. Closed session began at 10:19 pm

David Ball motions to come out of closed session, Tom Hayes seconds. Motion carried unanimously. Closed session ends at 10:27 pm

David Ball motion to adjourn meeting, John Fuller seconds. Motion carries with 11 yeas.

Meeting adjourned at 10:27 pm

Respectfully submitted by:

David C. Ball

CFCI Board Secretary

### **Announcements & Upcoming Events**

Executive Committee Meeting – June 13 at 5pm

Next Board Meeting – June 21<sup>st</sup> at the Apostolic Tabernacle Family Center

Moving Dates are June 17<sup>th</sup> – 19<sup>th</sup>

**CFCI Partnership Update, May 17, 2011**  
**Presented by Eden Avery, Member-at-Large**

**Updates:**

- Last Partnership meeting of the 2010-2011 year held May 10
  - Partnership voted to amend by-laws to allow officers to serve two terms of two years each, bringing the guidelines in line with precedent and practice
  - Partnership Executive Board elected for 2011- 2012:
    - Chair: Caroline Nixon (formerly Co-Chair)
    - Co-Chair: Kristy Harley (newly elected)
    - Treasurer: Amy Ball (re-elected for second term)
    - Secretary: Trish Alletzhauser (second year of first term)
    - Member at Large: Eden Avery (second year of first term)
    - Faculty liaison: Michele Hair

Much appreciation goes to Tara Smith-Russell (out-going Chair) and Teresa Lambe (faculty liaison) for their service!

  - Brian presented an update on the new building and move
  - Meeting followed by fifth grade band/chorus performance
  
- Sponsored free movie night for CFCI families on Friday May 13

**Upcoming Events:**

- First meeting of 2011-2012 Partnership Executive Board scheduled for June 7 to begin planning for upcoming year
- Volunteer Appreciation breakfast being planned for June 10
- Caroline Nixon continues to serve on the Transition Team
- Partnership plans to assist with packing/moving as needed over the summer



# CFCI Meeting Minutes



## Finance Committee Meeting Minutes

May 9<sup>th</sup>, 2011

Present: Todd Godbey, Brian Corrigan, Kathy Rettig, Joanne Cress, Joanne Brinkley,  
Harden Barker

Next meeting: **May 9th, 2011**

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*I. Topic*

Study Island

*II. Discussion*

Grades 2-5 have begun a free trial period of the Study Island software. Study Island provides students with opportunities to practice and sharpen their skills through a web based program in math, reading, writing and science. Teachers have the ability to assign skill specific practice to individual students. Teachers are given up to the minute assessment data on the progress of individual students. The activities are aligned with the Common Core Standards. 2<sup>nd</sup> through 5<sup>th</sup> grades think that this program will save on copy and paper cost.

*III. Action or Request (if any)*

Finance recommends that this be a priority in the budget if we have the funds next year.

*I. Topic*

Common Core Training

*II. Discussion*

NC is moving their current standard course of study to a new curriculum based on national standards called common core. We will be paying for 5 hotel rooms to send 10 teachers this summer for DPI sponsored training. The funds will come from our federal Title II grant.

*I. Topic*

Records Retention



# CFCI Meeting Minutes



## *II. Discussion*

Acadia is going paperless. They have 18 boxes of old records that belong to the school. We have to either pay them to shred the records (\$9 box), send them back to us (\$24.50/ box) or pay Acadia to store them (\$49.50/ box/ year). Kathy is working with our auditor to determine which we can shred and which need to be shipped back to the school.

## *I. Topic*

Budget Reports

## *II. Discussion*

Reports were handed out. Please send any questions to Kathy

## *I. Topic*

Request for membership

## *II. Discussion*

Anna Mallard put in a request for \$115 to join the American School Counselor Association. It has been the policy of CFCI not to pay for individual professional memberships. Finance does not recommend approval.

## *I. Topic*

Request for a piano

## *II. Discussion*

The acoustic piano currently in the music room needs extensive repair. It is not worth moving to the new building. Currently the music teacher is using a keyboard on loan from Roland Grice. Before Finance recommends adding a piano to the budget, they would like to reach out to the community to see if someone would donate a piano.

## *I. Topic*

Security and fire alarm monitoring



# CFCI Meeting Minutes



## *II. Discussion*

Brian presented a contract from American Detection Systems. The contract is for one year. The monitoring of the security system is \$216/year and the fire monitoring and URL certificate is \$1,520. This cost is significantly lower than we currently pay because we will now own the system. This is the company that is installing the fire and security systems.

## *III. Action or Request (if any)*

Finance recommends approval

## *I. Topic*

Moving Contracts

## *II. Discussion*

Brian presented two contracts related to the move. The first contract is for 15 PODS to be delivered to Randall Parkway, stored, and then delivered to Wonder Way. The cost per POD is \$150. The second contract is to move the admin team and front office to a temporary location and then into Wonder Way. Each move will cost \$440 for a total of \$880.

## *III. Action or Request (if any)*

Finance recommends approval

## *I. Topic*

2011-2012 budget discussion

## *II. Discussion*

Kathy presented 4 budget scenarios (please see attached explanation). All 4 budgets maintain allotments, salaries, and teacher's assistants at 2010-2011 levels. If budgets 2, 3, or 4 are selected by the board then a special called board meeting would need to happen prior to the June meeting to determine what cuts will be made to balance the budget.

## *III. Action or Request (if any)*

Finance recommends budget 1 which includes an increase of 2 students in grades K-8.

**PROJECTED BUDGET**  
**ATTACHMENT 2**

	PROJECTED BUDGET	NOTES
<b>FEDERAL REVENUE</b>		
Rev - Educ for Homeless - 026	\$0.00	
Rev - IDEA VI-B Sliver - 044	\$0.00	
Rev - IDEA VI-B Handicap - 060	\$50,000.00	
Rev - Improving Tchr Qual - 103	\$3,000.00	
Rev - IDEA VI-B Spec Needs - 118	\$0.00	
Rev - ARRA Stabilization - 140	\$0.00	
Rev - ARRA IDEA VI-B - 144	\$0.00	
Rev - Education Jobs Fund - 155	\$0.00	
<b>TOTAL FEDERAL REVENUE</b>	<b>\$53,000.00</b>	
<b>CAPITAL REVENUE</b>		
Rev - Interest Income - BD 5221	\$0.00	
Rev - Bonds and Notes	\$0.00	
<b>TOTAL CAPITAL REVENUE</b>	<b>\$0.00</b>	
<b>TOTAL REVENUE</b>	<i>SEE Budget Update Sheet</i>	
<b>EXPENSES</b>		
<b>1. Salaries &amp; Bonuses</b>		
Salary - Teacher	\$1,066,168.00	
Salary - Teacher - 140	\$0.00	
Salary - Teacher - 155	\$0.00	
Salary - Mentor Pay	\$0.00	
Salary - Mentor Pay - 103	\$2,000.00	
Salary - Teacher Assistant	\$70,042.50	
Salary - Substitute	\$23,000.00	
Salary - Substitute - 103	\$750.00	
Salary - EC Teacher	\$179,974.73	<b>Plus partial Benazzi</b>
Salary - EC Teacher - 060	\$0.00	
Salary - EC Teacher - 144	\$0.00	
Salary - EC Assistant	\$10,890.00	
Salary - Behavioral - 029	\$24,029.27	<b>Partial Benazzi</b>
Salary - Guidance Counselor	\$22,481.00	
Salary - Tutor	\$0.00	
Salary - Speech Teacher	\$0.00	
Salary - Principal / Director	\$81,000.00	
Salary - Asst Principal / Director	\$51,000.00	
Salary - Office	\$39,616.00	
Salary - Business Manager	\$81,000.00	

**PROJECTED BUDGET**  
**ATTACHMENT 2**

	PROJECTED BUDGET	NOTES
Salary - Custodian	\$0.00	
Salary - Maintenance	\$0.00	
Salary - Bonus	\$0.00	
<b>Total 1. Salaries &amp; Bonuses</b>	<b>\$1,651,951.50</b>	
<b>2. Benefits</b>		
Social Security Cost	\$126,374.29	7.65% (Includes ALL PRCs)
State Retirement Cost	\$224,995.79	13.62% (House Proposed 2011-2012 rate) (Includes ALL PRCs)
Hospitalization Cost	\$159,991.00	\$410.80/mth/ee = \$4,929.60/ee (2010-2011 rate) (Includes ALL PRCs)*** 2011-12 proposed rate \$5161/ee 31 employees
Unemployment Cost	\$16,667.54	2.28% of first \$19,700/ee
Life Insurance Cost	\$0.00	
Other Insurance Cost	\$0.00	
<b>Total 2. Benefits</b>	<b>\$528,028.62</b>	
<b>3. Books &amp; Supplies</b>		
Textbooks	\$0.00	
Instructional Supplies	\$20,000.00	Includes extra to accomadate increase in students
Instructional Supplies - 026	\$0.00	
EC Instructional Supplies	\$0.00	
EC Instructional Supplies - 044	\$0.00	
EC Instructional Supplies - 060	\$6,500.00	
Safety Supplies	\$800.00	
Arts Supplies	\$7,770.92	5,020.92 Carry over from fundraising + new fundraising
Health Supplies	\$0.00	
Office Supplies	\$8,500.00	
Board of Directors Supplies	\$50.00	
Postage	\$1,200.00	
Memberships	\$1,315.00	
Social Dues	\$580.00	\$180 Carry over from 10-11
Sales Tax Expense	\$35,000.00	
Music Supplies	\$1,000.00	+ Recorders
Student Activity - Fundraising	\$0.00	
<b>Total 3. Books &amp; Supplies</b>	<b>\$82,715.92</b>	
<b>4. Technology</b>		
Internet Services	\$192.00	
Software - Instructional	\$5,407.50	Teacherease, Brain Pop, Google Apps, Enchanted Learning, Deep Freeze, Anti Virus
Non-Cap Instr. Hardware/Computers	\$25,000.00	Budgeted expense in 2010-11 from Tech plan
Software - EC	\$0.00	

**PROJECTED BUDGET**  
**ATTACHMENT 2**

	PROJECTED BUDGET	NOTES
Software - Office	\$2,500.00	
Non-Cap Office Hardware/Computers	\$0.00	
Supplies and Materials	\$1,000.00	
<b>Total 4. Technology</b>	<b>\$34,099.50</b>	
<b>5. Equipment &amp; Leases</b>		
Non-Cap Equipment - Instructional	\$17,000.00	Furniture-instr Computer lab & Spanish from Capital Campaign + \$5,000 for additional students
Non-Cap Equipment - EC	\$0.00	Furniture-EC
Reproduction Costs	\$9,500.00	Copier leases
Non-Cap Equipment - Office	\$0.00	Furniture-office
<b>Total 5. Equipment &amp; Leases</b>	<b>\$26,500.00</b>	
<b>6. Contracted Student Services</b>		
Instructional Services	\$0.00	
EC Services	\$0.00	
EC Services - 060	\$10,000.00	
Psychological Services	\$0.00	
Psychological Services - 060	\$16,000.00	
Speech Services	\$0.00	
Speech Services - 060	\$15,000.00	
Security Services	\$0.00	
Field Trips	\$47,000.00	Includes \$2,000 scholarship
<b>Total 6. Contracted Student Services</b>	<b>\$88,000.00</b>	
<b>7. Staff Development</b>		
Workshop Expenses	\$2,500.00	Required state meeting plus core standards training
Workshop Expenses - 103	\$250.00	
EC Workshop Expenses - 060	\$2,500.00	
EC Workshop Expenses - 118	\$0.00	
Education Reimbursements	\$0.00	
Tuition Fees	\$0.00	
<b>Total 7. Staff Development</b>	<b>\$5,250.00</b>	
<b>8. Administrative Services</b>		
Advertising	\$3,500.00	Job advertisement & Wilmington Parent
Audit Services	\$10,500.00	
Bank Fees	\$600.00	
Financial Services	\$41,280.00	ANS FINANCIAL
General Administration	\$0.00	
Legal Services	\$3,600.00	

**PROJECTED BUDGET**  
**ATTACHMENT 2**

	PROJECTED BUDGET	NOTES
SIMS/NC WISE Services	\$18,180.00	ANS SIMS/NCWISE/TEST
Technology Support Services	\$9,600.00	
Human Resources	\$250.00	
Other Tax Payments	\$0.00	
Donations	\$0.00	
<b>Total 8. Administrative Services</b>	<b><u>\$87,510.00</u></b>	
<b>9. Insurances</b>		
Workers Compensation	\$6,332.00	
General Liability	\$6,306.00	
Scholastic Accident	\$0.00	
Fidelity Bond	\$0.00	
Other Insurance & Judgments	\$24,366.00	+ 15,000 for bulding
<b>Total 9. Insurances</b>	<b><u>\$37,004.00</u></b>	
<b>10. Rents &amp; Debt Service</b>		
Building Rent	\$1,500.00	Temp Office Space
<b>Total 10. Rents &amp; Debt Service</b>	<b><u>\$1,500.00</u></b>	
<b>11. Facilities</b>		
Architect Fees	\$0.00	
Building Repairs & Maintenance	\$3,000.00	
Building Supplies & Materials	\$3,000.00	
Contracted Custodial Services	\$40,000.00	
Custodial Supplies & Materials	\$12,000.00	
General Contracts	\$0.00	
Miscellaneous Contracts	\$0.00	
Security Monitoring	\$2,000.00	
<b>Total 11. Facilities</b>	<b><u>\$60,000.00</u></b>	
<b>12. Utilities</b>		
Electricity	\$40,000.00	
Natural Gas	\$0.00	
Water & Sewer	\$6,000.00	approx, 1.5 times current
Waste Management	\$2,200.00	
Telephone	\$5,531.76	Deltacom
Mobile Communications	\$0.00	
<b>Total 12. Utilities</b>	<b><u>\$53,731.76</u></b>	
<b>13. Nutrition &amp; Food</b>		
Food Supplies & Materials	\$100.00	

**PROJECTED BUDGET**  
**ATTACHMENT 2**

	PROJECTED BUDGET	NOTES
Food Purchases	\$7,500.00	
<b>Total 13. Nutrition &amp; Food</b>	<b>\$7,600.00</b>	
<b>14. Transportation &amp; Travel</b>		
Vehicle Rental & Lease	\$0.00	
Vehicle Repairs Services	\$0.00	
Vehicle Supplies	\$0.00	
Vehicle Gas & Diesel Fuel	\$0.00	
Contracted Transportation	\$0.00	
Travel	\$0.00	
<b>Total 14. Transportation &amp; Travel</b>	<b>\$0.00</b>	
<b>15. Capitalized Expenses</b>		
Capitalized Instr. Equipment	\$43,000.00	
Capitalized Instr. Hardware/Computers	\$5,000.00	
Capitalized Office Equipment	\$0.00	
Capitalized Office Hardware/Computers	\$0.00	
<b>Total 15. Capitalized Expenses</b>	<b>\$48,000.00</b>	
<b>16. New Site Development</b>		
General Contracts	\$248,000.00	Multi 80,000/ Main 168,000
Miscellaneous Contracts	\$0.00	
Debt Services - Principal	\$120,830.00	
Debt Services - Interest	\$132,598.80	
Bond Issuance Cost	\$0.00	
Playground Equipment	\$0.00	
Moving Expenses	\$6,000.00	expenses related to moving into the new bldg
<b>Total 16. New Site Development</b>	<b>\$507,428.80</b>	
<b>TOTAL EXPENSES</b>	<b>\$3,219,320.10</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$5,204.09</b>	

**REVENUE #1**  
**ATTACHMENT 3-1**

# 1

**CAPE FEAR CENTER FOR INQUIRY**  
**BUDGET REPORT - PROJECTED**  
**2011-2012**

ADM	404
EC	45

\$	4,006.23
\$	3,418.62

REVENUE	PROJECTED BUDGET	NOTES	
<b>STATE REVENUE</b>		5% State Decrease and 3% County decrease 2010-2011	
Rev - Behavior Support - 029	\$31,299.00		
Rev - Charter Schools	\$1,772,354.82	Based on increasing K-8 by 2 students	
<b>TOTAL STATE REVENUE</b>	<b>\$1,803,653.82</b>		
<b>LOCAL REVENUE</b>			
Rev - Sales Tax	\$35,000.00		
Rev - Field Trip	\$45,000.00		
Rev - Contributions & Donations	\$0.00		
Rev - Interest Income - OP	\$125.00		
Rev - Interest Income - MM	\$2,500.00		
Rev - Interest Income - SV 4483	\$650.00		
Rev - Interest Income - SV 4595	\$0.00		
Rev - Various	\$2,500.00		
Rev - Arts	\$2,000.00		
Rev - Fund Balance Appropriate	\$313,200.92	\$35,000 playground fund/ 5020.92 Art/ \$180 Social Dues/248,000 building/\$25,000 Non-Cap Computers	28
Rev - Brunswick County Schools	\$62,628.72		
F & F - Brunswick County Schools	\$500.00		
Rev - Duplin County Schools	\$757.68		1
F & F - Duplin County Schools	\$0.00		
Rev - New Hanover County Schools	\$820,444.41		339
F & F - New Hanover County Schools	\$8,000.00	Reduced - red light cameras?	
Rev - Pender County Schools	\$57,563.64		36
F & F - Pender County Schools	\$750.00		
Rev - Music - 643	\$250.00	Recorders	
Rev - Fundraising - 653	\$0.00		
Rev - Capital Campaign - 660	\$15,000.00	Great ArtSpections, Active Learning Circles, Bricks	
Rev - Student Fees / Supplies	\$650.00		
Rev - Social Dues	\$350.00		
<b>TOTAL LOCAL REVENUE</b>	<b>\$1,367,870.37</b>		

**REVENUE #2**  
**ATTACHMENT 3-2**

**CAPE FEAR CENTER FOR INQUIRY**  
**BUDGET REPORT - PROJECTED**  
**2011-2012**

#2

ADM	396
EC	45

\$	4,006.23
\$	3,418.62

REVENUE	PROJECTED BUDGET	NOTES	
<b>STATE REVENUE</b>		5% State Decrease and 3% County decrease 2010-2011	
Rev - Behavior Support - 029	\$31,299.00		
Rev - Charter Schools	\$1,740,304.98	Based on increasing 4-8 by 2 and K-3 by 1	
<b>TOTAL STATE REVENUE</b>	<b>\$1,771,603.98</b>		
<b>LOCAL REVENUE</b>			
Rev - Sales Tax	\$35,000.00		
Rev - Field Trip	\$45,000.00		
Rev - Contributions & Donations	\$0.00		
Rev - Interest Income - OP	\$125.00		
Rev - Interest Income - MM	\$2,500.00		
Rev - Interest Income - SV 4483	\$650.00		
Rev - Interest Income - SV 4595	\$0.00		
Rev - Various	\$2,500.00		
Rev - Arts	\$2,000.00		
Rev - Fund Balance Appropriate	\$313,200.92	\$35,000 playground fund/ 5020.92 Art/ \$180 Social Dues/248,000 building/\$25,000 Non-Cap Computers	
Rev - Brunswick County Schools	\$62,628.72		28
F & F - Brunswick County Schools	\$500.00		
Rev - Duplin County Schools	\$757.68		1
F & F - Duplin County Schools	\$0.00		
Rev - New Hanover County Schools	\$820,444.41		339
F & F - New Hanover County Schools	\$8,000.00	Reduced - red light cameras?	
Rev - Pender County Schools	\$57,563.64		36
F & F - Pender County Schools	\$750.00		
Rev - Music - 643	\$250.00	Recorders	
Rev - Fundraising - 653	\$0.00		
Rev - Capital Campaign - 660	\$15,000.00	Great ArtSpections, Active Learning Circles, Bricks	
Rev - Student Fees / Supplies	\$650.00		
Rev - Social Dues	\$350.00		
<b>TOTAL LOCAL REVENUE</b>	<b>\$1,367,870.37</b>		

**REVENUE #3**  
**ATTACHMENT 3-3**

#3

**CAPE FEAR CENTER FOR INQUIRY**  
**BUDGET REPORT - PROJECTED**  
**2011-2012**

ADM	388
EC	45

\$	4,006.23
\$	3,418.62

REVENUE	PROJECTED BUDGET	NOTES	
<b>STATE REVENUE</b>			
Rev - Behavior Support - 029	\$31,299.00	5% State Decrease and 3% County decrease 2010-2011	
Rev - Charter Schools	\$1,708,255.14	Based on increasing 4-8 by 2	
<b>TOTAL STATE REVENUE</b>	<b>\$1,739,554.14</b>		
<b>LOCAL REVENUE</b>			
Rev - Sales Tax	\$35,000.00		
Rev - Field Trip	\$45,000.00		
Rev - Contributions & Donations	\$0.00		
Rev - Interest Income - OP	\$125.00		
Rev - Interest Income - MM	\$2,500.00		
Rev - Interest Income - SV 4483	\$650.00		
Rev - Interest Income - SV 4595	\$0.00		
Rev - Various	\$2,500.00		
Rev - Arts	\$2,000.00		
Rev - Fund Balance Appropriate	\$313,200.92	\$35,000 playground fund/ 5020.92 Art/ \$180 Social Dues/248,000 building/\$25,000 Non-Cap Computers	28
Rev - Brunswick County Schools	\$62,628.72		
F & F - Brunswick County Schools	\$500.00		1
Rev - Duplin County Schools	\$757.68		
F & F - Duplin County Schools	\$0.00		
Rev - New Hanover County Schools	\$820,444.41		339
F & F - New Hanover County Schools	\$8,000.00	Reduced - red light cameras?	36
Rev - Pender County Schools	\$57,563.64		
F & F - Pender County Schools	\$750.00		
Rev - Music - 643	\$250.00	Recorders	
Rev - Fundraising - 653	\$0.00		
Rev - Capital Campaign - 660	\$15,000.00	Great ArtSpections, Active Learning Circles, Bricks	
Rev - Student Fees / Supplies	\$650.00		
Rev - Social Dues	\$350.00		
<b>TOTAL LOCAL REVENUE</b>	<b>\$1,367,870.37</b>		

**REVENUE #4**  
**ATTACHMENT 3-4**

#4

**CAPE FEAR CENTER FOR INQUIRY**  
**BUDGET REPORT - PROJECTED**  
**2011-2012**

ADM	404
EC	45

\$	3,795.37
\$	3,238.70

REVENUE	PROJECTED BUDGET	NOTES	
<b>STATE REVENUE</b>		10% State Decrease and 3% County decrease 2010-2011	
Rev - Behavior Support - 029	\$31,299.00		
Rev - Charter Schools	\$1,679,070.98	Based on increasing K-8 by 2 students	
<b>TOTAL STATE REVENUE</b>	<b>\$1,710,369.98</b>		
<b>LOCAL REVENUE</b>			
Rev - Sales Tax	\$35,000.00		
Rev - Field Trip	\$45,000.00		
Rev - Contributions & Donations	\$0.00		
Rev - Interest Income - OP	\$125.00		
Rev - Interest Income - MM	\$2,500.00		
Rev - Interest Income - SV 4483	\$650.00		
Rev - Interest Income - SV 4595	\$0.00		
Rev - Various	\$2,500.00		
Rev - Arts	\$2,000.00		
Rev - Fund Balance Appropriate	\$313,200.92	\$35,000 playground fund/ 5020.92 Art/ \$180 Social Dues/248,000 building/\$25,000 Non-Cap Computers	28
Rev - Brunswick County Schools	\$62,628.72		
F & F - Brunswick County Schools	\$500.00		
Rev - Duplin County Schools	\$757.68		1
F & F - Duplin County Schools	\$0.00		
Rev - New Hanover County Schools	\$820,444.41		339
F & F - New Hanover County Schools	\$8,000.00	Reduced - red light cameras?	
Rev - Pender County Schools	\$57,563.64		36
F & F - Pender County Schools	\$750.00		
Rev - Music - 643	\$250.00	Recorders	
Rev - Fundraising - 653	\$0.00		
Rev - Capital Campaign - 660	\$15,000.00	Great ArtSpections, Active Learning Circles, Bricks	
Rev - Student Fees / Supplies	\$650.00		
Rev - Social Dues	\$350.00		
<b>TOTAL LOCAL REVENUE</b>	<b>\$1,367,870.37</b>		



# Cape Fear Center For Inquiry



## Director's Report May 2011

### FYI

- Our current enrollment is 351 students.
- EOG's start May 18<sup>th</sup>. Please contact Lori Underwood to volunteer to help proctor. [lunderwood@cfci.net](mailto:lunderwood@cfci.net) or 343-3386
- PPRC report (see attached)
- Interviews set up at the end of May for PE position, 6<sup>th</sup> ELA/SS position (McCorcle's year long sub), and 3<sup>rd</sup> grade long term sub (Sullivan).
- Last week was the band and chorus concerts. Both programs did a wonderful job.
- TEC Committee letter
- I am planning on going to Maine the week of Oct 17<sup>th</sup>. There is a scheduled board meeting the 18<sup>th</sup> that I will not be able to attend.

### ACTIONS

- 2<sup>st</sup> read of administrative assistant job description
- 1<sup>st</sup>/2<sup>nd</sup> read of guidance counselor job description
- 1<sup>st</sup> /2<sup>nd</sup> read Policy 415 Academic Integrity
- 1<sup>st</sup> /2<sup>nd</sup> read Policy 545 Employee Benefits
- Request to extend maternity leave (Closed Session)
- CLOSED SESSION – Teacher Contract Renewals



# CFCI Meeting Minutes



## Policy and Procedure Meeting Minutes

05/05/2011

*Present:* Pam O'Dell, Lisa Brackney, Michael Zentmeyer, Harden Barker

*Next meeting:* 6/2/11, 3:30 pm, 208

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*I. Topic*

After School Pickup/Arrival at School.

*II. Discussion*

Discuss draft.

*III. Action or Request (if any)*

Go to faculty about end time of school.

*I. Topic*

Visitors.

*II. Discussion*

Discussion of visitor's stickers, identification, and parent custody list.

*III. Action or Request (if any)*

Next year, make a list of parent custody issues regarding pickup.

*I. Topic*

*II. Discussion*

*III. Action or Request (if any)*

*I. Topic*

*II. Discussion*

Alarms

*III. Action or Request (if any)*

Writing of procedure cannot begin until alarm is in place. Brian will send out email notifying teachers about in progress information.

(b)

**Cape Fear Center for Inquiry**

**Administrative Assistant**

**Job Description**

The Administrative Assistant serves as the primary contact with parents and the local community. In representing CFCI, this person will;

- Value the mission and vision of CFCI and have theoretical and practical knowledge of how inquiry-based, integrated curriculum is most beneficial to students and faculty.
- Maintain strict confidentiality regarding all student information.
- Be positive, approachable, and professional in interactions with parents, faculty, students, and community members.

**Essential Functions and Responsibilities:**

1. Serve as front-line public relations person by presenting and explaining CFCI's mission, philosophy, admissions policy, and procedures for enrollment to the community.
2. Answer incoming telephone calls and establishes needs of callers in order to refer them to the appropriate staff person for service; distribute messages to staff; reviews all incoming information and communication and respond appropriately.
3. Maintain logs of all visitors and provide each with identification badge for security purposes; maintain logs of students who are checked in/out during the course of the school day.
4. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts and other printed materials; researches content items for accuracy of presentation and applicability.
5. Answer questions from staff, students, and parents concerning policies, procedures or deadlines.
6. Maintain all student cumulative folders, including the creation of folders for new students.
7. Takes daily attendance for each homeroom and maintains a database of all unexcused absences and tardies for purposes of implementing CFCI's attendance policy, which requires contacting parents by phone calls, and scheduling attendance meetings with the Director and Counselor when students reach certain levels. Maintain an

Attendance Policy Action Form binder which outlines all actions taken during the implementation of this policy. Collect all student excuse notes from parents, either hand-written or e-mails, and maintain in files.

8. Serve as NCWise liaison with Acadia NorthStar in handling attendance records, class lists, withdrawals, and enrollments. Run attendance summaries for students using the NCWise system.
9. Assure maintenance of school equipment (copiers, fax machines).
10. Act as Notary Public for parental permission forms for out-of-town field trips.
11. Administer first-aid and medications to students. Maintain medication logs for all prescription and non-prescription medications administered.
12. Assure that all materials and forms for public and staff distribution are readily available. These include, but are not limited to, school calendar, employment applications, employee leave forms, check request forms, student applications, brochures, lottery information, and school announcements.
13. Prioritize and delegate tasks to the part-time office assistant.

### **Student Admission and Enrollment Duties**

1. Prepare materials for Parent Education meetings. Attend and make presentation explaining admissions and lottery procedures at each meeting. Prepare, distribute, and collect student applications for entrance in annual student lottery. Assign lottery numbers to applications upon distribution.
2. Set up process for lottery:
  - a) Organize student applications
  - b) Review each homeroom enrollment for coming year to determine spots available. Consult teachers to inquire about necessity to hold spots for possible retentions
  - c) Recruit staff to assist with lottery
  - d) Prepare and utilize lottery cards for drawing and visual aids to be used during lottery to illustrate process for parents in attendance.
  - e) Coordinate post-lottery activities; compile status of applications and arrange for parent notification by telephone calls.
  - f) Create and maintain class wait lists for enrollment from post-lottery through the twentieth school day of the new year.
  - g) Prepare enrollment packets for all returning students and new students.

### **Other Duties**

1. Prepare first-of-year forms for student packets at the beginning of each school year.
2. Place orders for office and classroom supplies.
3. Copy and mail records for students who transfer to other schools. Request records from prior schools for new students.
4. Perform other duties and responsibilities as requested by the Director and the Administration team.

**JOB DESCRIPTION FOR COUNSELOR**  
**ATTACHMENT 7**

**Job Description for Counselor  
Cape Fear Center for Inquiry**

The counselor at CFCI serves students, families, and teachers by helping to identify and prioritize a range of issues. Emphasis is on creating and maintaining a healthy environment by promoting the health of its individual members. The counselor is part of a collaborative team of support personnel that provide social, emotional, and educational opportunities in classrooms, small group, and individual settings.

Reports to: CFCI Director

Required Education and Certification: license from the North Carolina Board of Licensed Professional Counselors.

Years of Experience: 3-5 years of school counseling experience desired

Position Type: 10 month, part time,

Hours: Part time, 25 hours per week. The schedule is flexible.

Salary: Based on NC School Counselor salary schedule

Benefits: None

Term: Follows calendar for teachers

The Counselor should have knowledge of the following:

- Counseling techniques
- Classroom instructional interventions
- Behavioral management techniques
- North Carolina Compulsory Attendance Laws
- Community resources
- IEP and 504 regulations
- Social curriculum
- No Tolerance policy on bullying

The Counselor will serve in the following roles:

- Develop and coordinate a comprehensive counseling program to meet current needs of students and faculty that includes the areas of academic, career and personal/social development.
- Provide classroom, small group and individual social, emotional, and behavioral counseling

## **JOB DESCRIPTION FOR COUNSELOR**

### **ATTACHMENT 7**

- Respond to reports of possible domestic abuse and other family problems that can affect students' development and school performance
- Provide crisis intervention
- Provide recommendations for teachers and parents
- Observe students in various educational settings
- Act as liaison between outside agencies and school
- Collaborate with Director regarding student attendance and schedule meetings with parents and Attendance Council
- Assist Curriculum Coordinator with administration of standardized testing
- Organize vision and hearing screening
- Coordinate Human Growth and Development Program
- Serve as liaison for Homeless Program
- Maintain list of community resources
- Perform responsibilities in timely, organized and accurate manner
- Maintain records to document decisions, interactions, and interventions
- Maintain confidentiality
- Provide staff development
- Assist in the transition of students from grade 8 to high school
- Be available to attend IEP meetings to provide observations on student progress
- Other duties as assigned

**POLICY 415 ACADEMIC INTEGRITY**  
**ATTACHMENT 8**

## **415 Academic Integrity**

At CFCI, expectations for students are high and students are expected, beginning in the earliest grades, to conduct research and present their findings. In all scholastic endeavors, students are expected to demonstrate academic integrity. Academic integrity is when students make the correct decision when faced with a choice to cheat, copy, or represent others' work as their own.

Academic integrity is important because it:

- teaches students to value honesty and to trust themselves to complete the work assigned themselves;
- allows students to build skills and competencies that cannot be developed through cheating;
- leads to a sense of confidence, competence, esteem, and accomplishment;
- supports our social curriculum.

Teachers at CFCI value honesty in academic pursuits and teach skills like summarizing, paraphrasing, citing sources, and using quotations to encourage academic integrity.

Violations of the academic integrity policy include cheating, plagiarizing, copying, and otherwise attempting to pass off the work of others as your own.

Academic dishonesty includes, but is not limited to:

- looking at another student's answers or using a "cheat sheet" during a test;
- providing answers on a test or homework assignment to other students;
- allowing another person, such as a parent or tutor, to complete an assignment for a student;
- using material word for word from a website or book without using quotation marks and citing the source;
- using essays or papers for sale online;
- encouraging others to commit academic dishonesty.

Academic dishonesty will be addressed by teachers in consultation, as necessary, with the Director. Factors such as severity, frequency, age of student, and impact on course / other students will be considered.

Consequences for academic dishonesty may include:

- losing all or partial credit for an assignment;
- having to redo an assignment for partial or no credit;
- loss of privileges;
- suspension.

The CFCI Board of Directors and faculty believe strongly in academic integrity and expect all students to adhere to this policy.

**POLICY 545 EMPLOYEE BENEFITS**  
**ATTACHMENT 9**

## **545 Employee Benefits**

**a. School Design and Function** - A benefit to CFCI employees is the right to be involved in decisions related to school function, limited only by issues of confidentiality. As well as being a right, it is a contractual responsibility for faculty to participate in the decision-making processes that establish policy for the school. Employees also serve as members and/or liaisons to standing Board committees, being responsible to facilitate communication regarding relevant issues between Board and faculty.

**b. Child Placement** - Children of employees of CFCI receive priority placement ~~behind~~ **ahead of** siblings in the lottery process for admission. Children of ~~full time or part time employees~~ **teachers, teacher assistants and the Director** retain this benefit.

**c. Federal/State Income Tax & Social Security** - CFCI withholds federal and state income taxes for full and part time employees, as per each employee's W-4 and NC4 information. Employees must complete a W-4 and NC4 upon employment, with a new form completed each calendar year. Employees also contribute a set amount each month to the Social Security System. For more information, contact the federal or state department of revenue or the local Social Security Office.

**d. Leave** - The leave policy addresses various types of leave, accrual rates and usage guidelines for those types of leave, as well as rights and responsibilities of the Board and employees regarding leave. The leave policy is under a separate heading in the Faculty Handbook.

**e. Retirement** - Full time employees of Cape Fear Center for Inquiry participate in the North Carolina State Employees Retirement System. Employees who were members of this retirement system in LEA's where previously employed will have continued membership in the system. Upon completion of forms at CFCI, new hires will be enrolled upon employment and are responsible for completing an enrollment form.

Contributions to individual retirement accounts are made as a benefit to the employee by Cape Fear Center for Inquiry at a rate set by the State of NC. Employee contributions are also as set by the State of NC. Guidelines for the use and distribution of retirement funds are available by contacting the retirement system administrator. An employee is assigned an active retirement account number upon enrollment. Contact the retirement system at 919-733-4191.

**f. Health Insurance**

Cape Fear Center for Inquiry provides health insurance for all full time employees through Blue Cross/Blue Shield of North Carolina--Teachers' and State Employees' Comprehensive Major Medical Plan. The annual premium is paid for by Cape Fear Center for Inquiry for the employee only. Coverage for additional family members is available through payroll deduction.

**f. Health Insurance (cont.)**

An employee may choose not to participate in the health insurance plan, however, the employee will not retain the right to the yearly premium if he/she opts out. Upon employment, it is the employee's responsibility to complete the enrollment form. The employee's social security number serves as his or her membership number unless otherwise indicated by the member.

**POLICY 545 EMPLOYEE BENEFITS**  
**ATTACHMENT 9**

Additional information on specific coverage of the health insurance is published in Your Health Benefits. Contact the health insurance provider at 800-422-4658 or visit the website at [WWW.shpnc.org](http://WWW.shpnc.org)

**g. Workers' Compensation**

Cape Fear Center for Inquiry retains a Workers' Compensation insurance policy. This policy ensures that employees injured on the job are provided compensation in accordance with the Workers' Compensation Act. An employee is entitled to medical benefits and compensation for occupational injury or disease as defined and provided for in the policy and by law.

**h. Supplemental Insurance (Cafeteria Benefits Program)**

Supplemental insurance (including medical and dental) is available through a pretax cafeteria benefits program administered by AFLAC. The employee may enroll upon employment. Employees who wish to change enrollment status must make changes through AFLAC during the change period, as set by AFLAC each year. New employees should contact AFLAC for enrollment/refusal within 60 days of start date.

**i. Supplemental Retirement/Annuity Option**

403(b), pre-tax annuities, is an option for employees of CFCI. A contribution to an annuity is taken out of your pay before taxes and sent to your 403(b) plan administrator. Any company approved by the Board of Directors can administer 403(b) programs for CFCI employees. Participation in the NC 401(k) program is also an option for employees. Participation in either a 403(b) or the NC 401(k) is entirely employee funded, no employer matching funding is provided.

To enroll in either a 403(b) or the NC 401(k), you must contact the program representative and complete appropriate paperwork with that representative. A copy of this paperwork should be given to the Human Resource Coordinator for processing.

**j. Credit Union Membership Option**

Employees of CFCI have the option to become members of North Carolina State Employees Credit Union. To become a member, the employee must show verification of state employment (your check stub and insurance card), and must comply with the credit unions membership requirements.

**k. Direct Deposit**

Employees can have their monthly check deposited directly into the account and bank of choice. A direct deposit form must be completed and can be obtained from the Human Resources Coordinator.

**REVIEW OF TEACHER SELF REFLECTIONS**  
**ATTACHMENT 10**



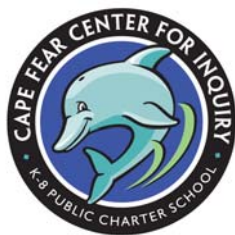
TO: CFCI Board of Directors  
FROM: TEC (Pam O'Dell, Pauline Piner, Michele Hair, Harden Barker)  
SUBJECT: Review of Teacher Self-Reflections  
DATE: May 4, 2011

To the CFCI Board of Directors:

TEC has met and discussed each teacher self-reflection as required. At this time, it is the Committee's recommendation that all teachers have successfully completed the self-reflection requirement. If you have any questions, please ask one of the committee members.

Sincerely,

TEC



3131 B Randall Parkway  
Wilmington, NC 28403  
[mzentmeyer@cfc.net](mailto:mzentmeyer@cfc.net)

Michael Zentmeyer  
Human Resources Coord.  
910-343-6443

**To:** (Insert teacher name)  
**From:** Brian Corrigan  
**Date:** May 18, 2011

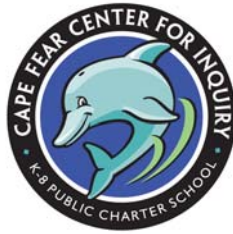
At the meeting on May 18, 2011 the CFCI Board of Directors approved a motion to send letters of intent to offer contracts to selected employees. Please consider this memo as your letter. This letter is not a binding contract.

The CFCI Board of Directors intends to offer you a contract for the 2011-12 school year in June, 2011, to perform the following duty,  
**(teacher or other).**

This letter of intent is based on the following contingencies:

1. Successful performance of duties for the remainder of this school year.
2. Sufficient funding from the State of North Carolina.

Please see Michael Zentmeyer if you have any questions.



3131 B Randall Parkway  
Wilmington, NC 28403  
[mzentmeyer@cfc.net](mailto:mzentmeyer@cfc.net)

Michael Zentmeyer  
Human Resources Coor.  
910-343-6443

To: Brian Corrigan  
From: Michael Zentmeyer  
Re: Moving Issues  
Date: 5-6-11

After investigation of options and providers, I recommend we contract with the following companies for the services described below.

Storage of building items from June 20-August 20

PODS, Blaine Daniel, 508-6100, [Bdaniel32@yahoo.com](mailto:Bdaniel32@yahoo.com)

\$4320 for 15 8x8x16 containers

Includes delivery to current site, pick up, storage for 2 months, delivery to new site

Moving office items for Administrative Team

All Ways Moving, Sonya Cauley, 395-9922, 228-3503

\$880 for two moves, from current site to temporary office location June 28

And then again on or about July 28 from temporary site to new facility

Temporary office space for Administrative Team for July, 2011

**Horizon Development, Jim Smith, 619-3102, 791-3313**

\$2000 (estimate), include \$750 for rent, \$350 utilities, \$900 technical services (installation of internet/phone connections, transfer of phone numbers)

**LISA SULLIVAN LETTER**  
**ATTACHMENT 12**

May 10, 2011

Dear CFCI Board of Directors,

I am writing this letter to request an extension of my leave of absence. In the fall I requested leave until January 2012 following the birth of my son this spring. After lots of thought and consideration I truly feel it is in the best interest for everyone involved if I continue my leave through the spring of 2012. Meaning, I am asking for leave during the entire 2011/2012 school year. Staying out the whole year will allow the students to have an entire year with the same teacher instead of another transition in January. CFCI is a school built on the idea of consistency (thus looping) and this will ensure that.

Conor is my last baby so this will be the last time I request an extended leave such as this. I feel truly blessed to work in a place that allowed me a year off with our daughter and hope to be given the same opportunity with my son. I look forward to hearing your decision.

Sincerely,



Lisa Sullivan



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# CFCI Meeting Minutes

## Long Term Strategic Planning Meeting Minutes

Date: 5/12/11

Present: Pauline Piner, Anne Patterson, Brian Corrigan

Next meeting:

### I. Topic

To review the board evaluation results with the objective of noting areas where there are opportunities for improvement and recording recommendations for growth.

### II. Discussion

There were significant accomplishments noted on both the board group and individual evaluations.

Areas of improvement were discussed from group evaluation form (numbers 5 and 6 noted as top priority).

Four additional areas of improvement were discussed from group evaluation form (numbers 10, 15, 20, 24).

### III. Action or Request (if any)

Recommendation for number 5: Include in Strategic Plan.

Recommendation for number 6: Perhaps have a 5-10 minute mini-orientation at the beginning of each board meeting by the parliamentarian.

Recommendation for numbers 10, 15, 20, 24: Board discussion as to whether we should include one or more of these as top priority.

Please delete what is not used of the form and condense to as few pages as possible or cut and paste more I. II. III. if more topics are needed on the minutes.

Please attach agenda if there is one.

Board committees please send electronically to Director. All others should be posted in teachers room.

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# CFCI Meeting Minutes



## Building and Facilities Committee

### Building Update

April 25, 3:30 pm, CFCI

*Present:* David Ball, Brian Corrigan, Katherine Rettig, Michele Hair, Indira Grimes, Rene Lemons-Matney, Joan Marshall

*Next meeting:* May 25, 3:30 pm, CFCI

#### I. Topic

### Construction Update- Issue 1

#### II. Discussion

Two Issues presented themselves this month and were discussed at the B&F Meeting 1. The windows throughout the building were all installed 6" higher then we had requested. Spectrum offered \$5000. We rejected that offer. They came back with a \$15,000 offer and we request board approval to accept this offer.

#### III. Action

To Accept the \$15,000 offer from Spectrum Building Company to compensate the windows being installed higher than specified.

#### I. Topic

### Construction Update – Issue 2

#### II. Discussion

In the K-1 Loop Classrooms the counters were installed higher than specified. We have told Spectrum Building Company to lower Half of the Counters in each K-1 loop rooms to allow them to be used by smaller children.

#### I. Topic

### Transition Team – Next meeting May 26<sup>th</sup> at 3:30

#### II. Discussion

Transition Team mainly discussed the move and the pods delivery, packing and procedures for packing the technology components of each classroom. The packing of the pods will occur between the 15<sup>th</sup> and 19<sup>th</sup> of June. A representative from the PODS company came to the meeting to discuss options and delivery.

Please delete what is not used of the form and condense to as few pages as possible or cut and paste more I. II. III. if more topics are needed on the minutes.

Please attach agenda if there is one.

Board committees please send electronically to Director. All others should be posted in teachers room.

**ADMINISTRATIVE TEAM MEETING MINUTES 04/13/2011**  
**ATTACHMENT 15**

Cape Fear Center for Inquiry  
April 13<sup>th</sup>, 2011  
10:30 am

Attending: Brian Corrigan, Lori Underwood, Nancy Johnsen, Michael Zentmeyer, Kathy Rettig

Nancy-

- April 1 EC count is 45
- EC grant update
- Field Day logistics discussion

Michael-

- Meeting with interns tomorrow afternoon
- Working on obtaining moving quotes for Admin team
- Had a request to add to the sub list
- Discussion regarding the interns substituting

Kathy-

- Tying up loose ends before break
- Will send outstanding pledge list to Beth

Lori-

- Update on Professional Learning Communities
- Professional development update
- Extend 2 testing finished
- Beginning teacher packers are almost finished
- Discussion regarding the technology packing plan

Brian-

-Meeting with the fire chief regarding splitting the CO went well. Next meeting is with the

City.

- Building update
- Admin contract update

**ADMINISTRATIVE TEAM MEETING MINUTES 04/26/2011**  
**ATTACHMENT 16**

Cape Fear Center for Inquiry  
April 26<sup>th</sup>, 2011  
10:30 am

Attending: Brian Corrigan, Lori Underwood, Nancy Johnsen, Michael Zentmeyer, Kathy Rettig

Nancy-

- Three EC teachers have signed up to take the Praxis in June
- EC update
- Will be off campus Monday am

Michael-

- All teachers license renewal forms are in the mail
- Will advertise for the upcoming teacher vacancies this week
- POD discussion

Lori-

- Testing, testing, testing
- NC Falcon discussion. Only 8 teachers have turned in paperwork
- Technology packing plan discussion

Kathy-

- Discussion regarding bids for cleaning and maintenance
- New space discussion. Michael will meet with Paul to discuss telephones.
- Budget

Brian-

- Directors survey discussion. By the May 11<sup>th</sup> admin team meeting everyone should read the survey and develop two lists:
  - a. What should be the admin team goals for next year
  - b. What should be the director's goals for next year