

**Cape Fear Center for Inquiry  
Minutes of the continuing meeting  
September 18, 2007**

**Attended by:** Jane Radack, Heather Kelejian, John Rack, Michelle Frazier, Lori Winner, Anne Patterson, Jane Bace, Sarah McCorcle, Lisa Hassell, Joanne Brinkley, Lisa Griffin, Harden Barker, Lori Barrett

**Absent:** Ke'pe Harrison, Eddie West

**Visitors:** Ginny Peterson, Beth Carter, Emily Barth, Evelyn Albright

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Meeting called to order at 7:04 pm.

7/26 minutes Anne Patterson motioned to approve 7/26/07 minutes with the amendment pertaining to why the executive session was necessary. Lisa Hassell seconded. Motion carried.

Joanne Brinkley motioned to approve 8/14/07 minutes. Heather Kelejian seconded. Motion carried.

Lori Winner motioned to approve 8/28/07 minutes amended to explain why executive session was necessary. Joanne Brinkley seconded. Motion carried.

Jane Bace was introduced and represented the Partnership's ex-officio seat for this meeting; Jane Bace is the Partnership Co-Chair this year. The Partnership's officers will be rotating through the ex-officio seat. Her report included that she was the only returning Partnership board member, so almost it is almost an entirely new board. The Partnership is sponsoring a recycling initiative for the school with Erin Vandever taking the first step: analyzing CFCI's garbage. Partnership fundraising in progress includes selling Attraction Books, book fair and the "Fund the Wonder" campaign will be managed by mail this year. Name tags for board members will be available in the front hall soon.

Board Training: Lisa Griffin will contact Jean Cruft who is our local charter school representative and will do a 2 hour training session for free. Session to be scheduled this fall if possible.

Heather Kelejian introduced the need to review the Board Policy for a visitor to speak. She reminded the Board that the Strategic Plan included efforts to make the Board more accessible to the community. This topic will be an item for discussion for next month's meeting.

Heather Kelejian introduced the need to discuss CFCI's lease. Because of where we are in the building process, we need to renew our lease. Lori Barrett gave the following information: our 3 year lease is up in June of 2008, we have a lease renewal option for a 3 year term of renewal and there is a built in raise in the rent that kicks in each July; Lori Barrett ball parked that raise at \$1200. Heather Kelejian said that we may need a lawyer to renegotiate the lease. Sarah McCorcle asked whether it is realistic to plan on being out of this building in 3 years. Lisa Griffin offered to have a conversation with the current landlord to come up with a list of CFCI's current facility options.

Anne Patterson presented the Strategic Planning Committee update. Brief history: in June 2006, work groups came up with interpretation of survey results, the Strategic Plan document came from that and was approved in March of 2007. Summarized results were presented to the community in March. The Board is charged with systematically reviewing the Strategic Plan, fill in missing pieces, etc. The idea is that our strategic plan be a living, breathing document so we can approach it as a work in progress and continue to and reflect and take action.

Anne Patterson reviewed sections of the Strategic Plan that show progress as well as sections that will need to be updated. These sections will be attached to these minutes.

The Board reviewed the section highlighted for this meeting: recommitting to non-negotiables, and CFCI's vision and mission.

Anne Patterson described the mission statement as defining who we are now, the vision statement as defining where we want to go, the inquiry model defines how we achieve our academic goals, how the social curriculum should support the inquiry method and vice-versa, and the non-negotiables as the CFCI community's expectations of the essential elements that have to be in play in order to pursue the mission and vision.

Michelle Frazier made a motion that we recommit to the definitions above, and the specifics in the document attached as our guiding principles. Lisa Hassell seconded. Motion carried.

Anne Patterson asked for feedback from the board members so she can update the strategic plan, encouraging the board to methodically look at portions of the strategic plan as to completely review it within the year.

Finance committee Report: Lisa Hassell recommended adding another floating elementary teacher assistant position, slightly less than \$12,000. Still no state budget so the money would be coming out of reserve money. Heather Kelejian asked if it can be refunded if our budget comes in and can cover it. Joanne Brinkley thought we would propose a fifth teacher assistant position pending funding. Harden Barker said the position is needed, the board's responsibility is to decide to vote on the position and how we would fund it.

Anne Patterson asked what changed from last year to this year to need a fifth teacher assistant. More students, time crunch where more teachers need their assistants simultaneously and a significant number of new students who are new to CFCI's environment all contributed to the need.

Heather Kelejian clarified that finance is recommending this position be made, pending school year budget funding via unallocated funds.

Sarah McCorcle asked if we can charge finance with researching if there is enough unallocated funds to cover this position. Finance Committee so charged.

Administrative Adhoc Committee Report given by Jane Radack. Next meeting 9/25 @ 11:30 am @ CFCI. There has been confusion about ADR's role, but a faculty Adhoc Committee is reviewing and revising potential administrative roles.

Joanne Brinkley suggested that ADR makes their presentation at a called meeting. ADR will probably present to the Executive Committee first and then move on to the full board.

Lisa Griffin on behalf of the Hiring Committee recommends Emily Barth to fill the Assistant to the Director position. Heather Kelejian suggested putting off the vote on hiring until the end of the meeting so Emily Barth could stay through the meeting. The Hiring Committee is also charged with filling TA position if it becomes available.

Building Committee report: Lisa Hassell said that the committee met with a broker, Tom Wolfe, with Prudential retired from accounting, etc... Building Committee is recommending we retain him for a 30 day commitment contract that he will go out and research our facility options. No money would be exchanged during this time. Our only commitment is that if we decline a piece of property he shows us during this month, he is our agent for that piece of property forever.

Jane Radack asked how many brokers the committee had interviewed or reviewed. Tom Wolfe and Ron Kirby are the only two brokers as of yet.

The Building Committee's recommendation did not pass: 2 yea votes, 2 opposing and 3 abstaining.

Lisa Hassell resigned as chair of Building Committee.

There was a discussion about the need for professional references. There was discussion about how many brokers would need to be considered before settling on one.

Joanne Brinkley made a motion that pending 2 written professional client positive references that we contract (pending the lawyer's review) with Tom Wolfe for 30 days. John Rack seconded.

Motion not carried: 4 yeas, 4 abstentions.

90% of the moneys collected via running red lights have been given to the New Hanover Board of Education. Jan Tremons-Jenkins has done some leg work on how to go about getting our percentage of that money. It was suggested that she work with the PR/Fundraising Committee.

PR/Fundraising Committee Report given by Ginny Peterson. She encouraged people to come Saturday for the Hartsook workshop on 9/22. Joanne Brinkley asked if there a need for faculty. Ginny Peterson said they would be especially helpful on Saturday. The committee is still looking for names of people may have insights about CFCI's perception in the community as well as names of potential donors. Anne Patterson asked about the newly designed logo (about 1.5 years ago) that the committee would like to go ahead with the new logo. Jane Radack will make sure the logo is dispersed to the faculty.

At 9:00 pm, Anne Patterson made a motion to extend the meeting for 15 minutes. Lori Winner seconded. Motion carried.

Hiring Committee's recommendation to hire Emily Barth as the Assistant to the Director was approved.

The vacant Board seats were discussed. Heather Kelejian passed along Rob Tripp's desire to put off a vote until next month so as to fulfill one applicant's request to meet with the board. Anne Patterson suggested that we might be able to vote on at least one seat tonight.

Joanne Brinkley moved that the Board go into executive session in order to discuss a specific board applicant. Lori Winner seconded. Executive Session began roughly @ 9:05 pm.

Joanne Brinkley moved to come out of Executive Session. Heather Kelejian seconded. Motion passed. Executive Session ended @ 9:09 pm.

The Board charged Rob with inviting all candidates who have not yet presented to come to the board. Founder seat applications will be distributed prior to next board meeting as well.

Joanne Brinkley motioned to adjourn. John Rack seconded. Motion passed. Meeting adjourned @ 9:10 pm.