

**Cape Fear Center for Inquiry
Minutes of the Continuing Meeting
10/16/07**

Attended by: Lori Barrett, Heather Kelejian, Sarah McCorcle, Joanne Brinkley, Ke'pe Harrison, Lisa Hassell, Jane Radack, Rob Tripp, Lisa Griffin, Eddie West, Michelle Frazier , Partnership – Karen Varier

Absent: Lori Winner, Harden Barker

Visitors: Beth Carter, Tom Wolfe, Bob Marcino, Richard Lawson, Kym Davidson

Meeting called to order @ 7:03 pm.

Lisa Hassell motioned to approve ADR 10-08-07, Michelle Frazier seconded. Motion passed with Rob Tripp abstaining.

Heather Kelejian introduced Tom Wolfe, a Prudential realtor. Tom Wolfe spoke to the board about some of his history as a broker. Eddie West asked him to expound on some of his 35 years. He discussed his CEO experience and 5 years in Wilmington real estate. He'd like to be represent us because of this group's mission. Eddie asked for some clarification about types of realtor agents, seller, buyer and dual. Tom Wolfe discussed his need for a contract.

Heather Kelejian asked the board candidates to speak.

Bob Marcino spoke first. He has been here for 3 years, lives in Porter's Neck. He has lived in different places around the country. He did consulting work with some colleges and then taught at the University of Georgia and at Stockton and UNCW. He is teaching in the business school and marketing. He is not very impressed with public schools. He believes that there is more to education than the frills. He is particularly interested in the policies and direction of CFCI...president of Cape Fear Men's Club, on his HOA, etc...

Kym Davidson has 2 children at CFCI and is getting involved more in the community now. She is teaching preschool teacher at St. Andrew's. She wants what's best for the school and understands we need candidates with connections.

Rick Lawson grew up in North Virginian, was in the army, has had a career in education, was the first white teacher in an all black school, researched school segregation, has been head of independent and parochial schools, delved into a private business for 5 years in whole foods, then became a principal in High Point. Came to Wilmington 15 years ago, Brunswick County Schools, on the Board of Ed at UVA, etc...teaching part time at Brunswick Community College.

Karen Varier has one child at CFCI, has been here for 2 years, was the Partnership president at her previous school facilitated a switch to a PTA, expressed gratitude to have the opportunity to be here, she is more focused on her son's education than he is, and she believes that parents need to be involved. She is working on a MBA and has been involved in management. She is willing to do anything in any capacity.

Heather Kelejian said that the candidates would be voted on at the end of the meeting.

Bob Marcino asked what some of our major issues we have been dealing with over the past year.

Heather Kelejian explained that our main issues have been revolving around CFCI's administrative structure and facility.

Bob Marcino asked how we sell the school to prospective families.

The board mentioned CFCI's freedom of learning, inquiry-based learning and integration of subjects and the social curriculum.

Richard Lawson asked when will we be re-chartered. Lisa Griffin answered 2015.

Kym Davidson asked what the Board is looking for in board candidates.

Rob Tripp said that there is probably a different answer from every board member; but diversity of skills and time investment are importantly.

John Rack said that commitment is important.

Jane Radack said that we are in a pivotal stage as a school and we are working on making a secure future, and it takes work.

Karen Varier gave us the Partnership update. The Partnership is meeting on a regular basis and will be joining scarecrow contest. It will be made out of all recycled materials which is the partnerships passion this year. Book fair did well, not as much money as in the past. Record sales in the attraction book fundraising. November 2: Barnes and Noble day for CFCI. The next Partnership meeting is the 2nd Tuesday in November. The Holiday Festival is December 8.

The board discussed the procedure of non-board members speaking at meetings. Heather Kelejian suggested a sign in sheet with a topic; the Parliamentarian would check the sheet and confer with president if any questions arise about the topic, and there would need to be a time limit.

Anne Patterson asked what type of time limit might work: 3-5 minutes.

John Rack clarified that the past process has been informing ahead of time.

Heather Kelejian said that it was a dual message if we don't allow speakers at the meeting unless they get on the agenda but as a board we are trying to be accessible.

Lisa Hassell says sometimes things come up at the last minute.

Jane Radack suggested that business should come first.

There could be a limit on total minutes for unplanned speakers.

Joanne Brinkley reminded the board that it is important that all paperwork would have to be previewed and there could be no handouts.

Sarah McCorcle suggested we provide guidelines for appropriate things for an open forum.

Rob Tripp suggested that those guidelines be put that on the website and that we still need to encourage people to be on the agenda by Thursday, and then also we put business first.

Lisa Hassell said that if personnel issues are not allowed, the board won't often have to address this.

Anne Patterson suggested that the sign up sheet would also have appropriateness guidelines.

Joanne Brinkley said that it is important that we are clear what our feedback be after they speak.

Pauline Piner has requested leave which will be voted on that at the end of the meeting.

Lori Barrett discussed that there are questions about clarification about design of the committees and how faculty can be voted on to the committees.

John Rack asked for clarification about the need to discuss committee structure as it currently exists right now if the ADR report suggests a change. Lori said that work needs to be done by the committees now.

Jane Radack asks for the history of 2/3 vote by the faculty.

That is a new process.

Anne Patterson said that if 2/3 is not in the bi-laws it is not necessary.

Joanne Brinkley clarified that in the past the way people have been voted on, everyone says ok, and you're on. But last year the issues that evolved made the faculty think more about the votes. A faculty discussion led to the 2/3 majority.

Heather Kelejian clarified that the membership of the committees has not changed.

Michelle Frazier asked how much energy should we put into re-inventing wheel; can we go back to the original plan until the committees are re-vamped.

Sarah McCorcle reminded the board that it is the personnel committee about which the faculty needs clarification and it is an important, New Teacher Support team etc...it wasn't an idea of commitment it was more about trusting the members of the committee to do the right thing.

This came from problems to fulfill the membership.

John Rack said that the 2/3 vote does not come from the board and if there are problems filling the committees, then the membership switches to fill the positions to volunteers. Appreciate the concern.

The Personnel Committee make up is at least 3 faculty, Personnel Officer, director, Board member.

Heather Kelejian motioned that it the faculty vote for committees stand as a majority with a quorum for this year and that the faculty vote between the two who had tied originally.

Anne Patterson seconded.

Discussion: Sarah McCorcle said that she is uncomfortable with the committee only having 3 faculty. Heather Kelejian said that the Personnel Committee charges have changed. Rob Tripp said that if the faculty had not insisted on 2/3 vote, there would have been faculty members on the committee, but because of the controversy thee will now be 3.

Motion carried.

Anne Patterson addressed the strategic plan. Jane will send out the portion out via email. She reminded that the board agreed to take a chunk of the strategic plan at each meeting, (see her notes). The Board's job is to review, update, validate/revise these sections.

Academic Excellence/Improve EOGs:

- Sarah McCorcle: more detail is needed to define how to improve, who would define that?
- Anne Patterson: not someone at the board level, the assigned party take forward the how.
- John Rack: what does “improved” mean?
- Eddie West: There is a change score, could use this, comes from DPI, let faculty define the action plan based on this.
- Jane Radack: wouldn’t the assigned party define improvement?
- Sarah McCorcle: we do not want to become test focused so it’s important to share the state ramifications with faculty
- Lisa Griffin: the EOGs are one of the most public things about CFCL, can’t ignore them, but be careful, there needs to be a balance.
- Eddie West: it is also a PR thing
- Lisa Hassell: there does have to be a balance, because as a parent they are important
- Rob Tripp: there was already general consensus as to the importance of this action step
- John Rack: we can present this in such a way so it is not punitive.
- Jane Radack: can we separate the plan from the improvement
- Anne Patterson: implementation of the plan can roll out, as a board we validate whether it is a valid effort, asked who analyzes the test now.
- Lisa Griffin: I do this now, I discuss the test scores with the faculty and don’t dwell on them, but we put a plan in place, writing scores are the focus this year, writing workshops are being attended this year.
- Anne Patterson: so Lisa Griffin will be the person in charge of analyzing the tests
- Joanne Brinkley: just last year’s results – no probably the last 3 years.
- Anne Patterson: recommend that this analyzation process is documented.
- Lisa Griffin: improvement plans can be very general.

EC effectiveness:

- Lisa Griffin: as we address EOGs, we will be addressing the academically challenged students
- Anne Patterson: but what about the academically gifted?
- Heather Kelejian agrees that addressing the academically gifted is a weakness of this school, would the EC coordinator take the lead on this?
- Sarah McCorcle: is identifying the academically gifted still valid?
- Lisa Hassell: it seems that the survey already addressed that this is still valid.
- Anne Patterson: saying that this is valid doesn’t commit the board
- Lisa Griffin: we will have to address this, it has to be done.

Action plan: recommend Lisa Griffin share with EC coordinator and say what is possible and identify the priorities and which of those can be tackled this year and report back to board in November.

Lisa Hassell gave the Finance Committee Report: have no formal budget from the state yet.
John Rack asked what happened with the idea of the individual printers. The computer teacher is looking into different ideas.

Policies and Procedures Committee Report:

Emily Barth while analyzing discipline this year because focus is on social curriculum, realized there is no term for being sent home after 4 bounces. The committee recommends NIPP.

Recommendation approved.

Recommendation for reimbursement for gas mileage.

Anne Patterson - \$.40 where did it come from? Googled it during the meeting.

Lisa Hassell: concerned about how it will impact CFCI's finances.

John Rack: reasonable to expect more than gas, wear and tear...but what is the financial impact?

Gas reimbursement policy is going back to committee.

Recommendations for Field Trip Policy:

John Rack: should there be specifications about chaperone vs. driver?

Michelle Frazier: it's pretty well covered naturally.

Sarah McCorcle: because we need drivers, it usually solves itself.

Lisa Hassell: as a parent she feels confident about the individual teacher making the decision about chaperones.

Anne Patterson: should there be a requirement for cell phone? What is the justification for the notarization for out of town field trip?

Beth Carter: for medical treatment.

Lori Barrett: attorney recommended it.

Anne Patterson: participation of chaperone should be left to the discretion to the teacher?

Beth Carter: to help teachers have discretion if a parent seems unable to chaperone.

Karen Varier: a background check? The parents should be notified, maybe a motor vehicle check?

Beth Carter will come back next meeting for further guidance about this policy.

Lisa Hassell shared that one of ADR's recommendations was for an effective communication workshop – 4 hours/ up to 50 people – January 22 is a teacher workday.

Anne Patterson moved to extend the meeting @ 9 pm. Rob Tripp seconded. Motion carried.

Lisa Griffin: will look into January 22

Joanne Brinkley: should we take it to faculty and see if there is another option?

Sarah McCorcle: if it's going to be mandatory, it's important to make it during the work week

Administrative Adhoc Committee Report: **Recommendations for job descriptions and administrative structure passed out to be discussed in November and voted on in December.**

Anne Patterson: need to have board discussion

Joanne Brinkley: can these be shared with the faculty?

Jane Radack: Yes, copies will be in the teacher work room.

Lisa Griffin reported that the Hiring Committee recommends Julie Simons as TA . Recommendation approved.

PR/Fundraising Committee recommends a new logo. Logo approved.

Jane Radack motioned to move into executive session to discuss personnel issues and board applicants.

Ke'pe Harrison seconded @ 9:14 pm. Motion carried.

John Rack motioned to come out of executive session. Heather Kelejian seconded. Board came out of executive session @ 9:19 pm

Heather Kelejian said there is a need to have a called meeting to discuss ADR recommendations and how we move forward. **Jane Radack will email board for good dates during the first week of November.**

Anne Patterson motioned to approve Pauline Piner's leave. Lisa Hassell seconded. Motion carried.

Board voted by written ballot. Richard Lawson and Bob Marcino were voted on as new Board Members. Beth Carter was voted in to fill Founder's Seat.

Heather Kelejian motioned to approve minutes from 9/18/07. Lisa Hassell seconded. Motion carried with Rob Tripp and Ke'pe Harrison abstaining.

Heather Kelejian reported that the building committee is recommending Daniel Thompson as the board's broker. He has offered to give 25% of his commission back to the school. Tom Wolfe would not charge commission.

Lisa Griffin: tough decision because only Tom Wolfe came.

Joanne Brinkley: why this guy?

Heather Kelejian: Daniel Thompson was the most impressive. Have recommendation for all 3 options.

Eddie West wanted Tom Wolfe to be asked if he would give back 25% of his commission.

Heather Kelejian will develop criteria questions and interview by email. Board will vote at next meeting based on email interviews. No need to interview 3rd candidate since it is narrowed down to Tom Wolfe and Daniel Thompson.

Heather Kelejian motioned to adjourn the meeting. Ke'pe Harrison seconded. Motion carried.

Meeting adjourned @ 9:31 pm.

Actions:

Lisa Griffin will share strategic plan items with EC coordinator and say what is possible and identify the priorities and which of those can be tackled this year and report back to board in November.

Lisa Griffin will look into January 22 as possible date for effective communication workshop for faculty and board members with ADR.

Jane Radack will email board for good dates during the first week of November for called meeting to discuss ADR recommendations.

Heather Kelejian will develop criteria questions for Tom Wolfe and Daniel Thompson based on feedback from board and interview by email. Board will vote at next meeting based on email interviews.

Admin Adhoc recommendations to be discussed at November's meeting. Lisa Hassell has been asked to research financial options for added job positions.