

**Cape Fear Center for Inquiry**  
**Minutes from Special Called Meeting**  
**11/27/07**

**Attended by:** Beth Carter, Rick Lawson, Rick Tripp, Harden Barker, Heather Kelejian, Joanne Brinkley, Sarah McCorkle, Anne Patterson, Jane Radack, Lori Barrett, Lisa Griffin, Kepe Harrison, John Rack

**Absent:**

**Visitors:** Rene Lemons-Matney, Teresa Lamb, Arden Gaddy, Cyndi O'Brien, Rene DeVos, Shellie Moore

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Meeting called to order at 6:05 pm to discuss administrative structure and job descriptions recommended by the administrative adhoc committee as well as to address some personnel concerns in executive session.

Jane Radack first addressed some of the questions that board members raised as the 11/20/07 meeting as well as via email.

Anne Patterson's questions:

- Would like to see "safety manager" in the summary of Business Coordinator
- Why did testing fall under EC Coordinator? This idea came from original input from staff as well as the idea that the EC Coordinator has to be involved in the process and that the emphasis of our curriculum is not EOG/EOC, also time-consuming at specific times during the year. The board will need to discuss moving testing coordination to Curriculum Coordinator, but must be sure to include Rick Lawson language so as to be sure when the test data is analyzed, student growth is facilitated in line with integrated and inquiry & standard course of study.
- If we put the testing coordination under the CC, we eliminate the need to cover the part time EC teacher...

Harden Barker's questions:

- Full time business: agree because of facility issues and commitment. Financial impact –if the full time salary is \$30-\$35K plus potentially \$8750 for benefits.
- We could use the net interest from 2007 of \$23,975 and cover the \$223,750 of combined support team salaries, plus extra set of benefits.
- We would still be left with the part time EC teacher's salary to cover.
- Director – subject to 3 part evaluation as well, board/staff & faculty/parents

Anne Patterson asked if we going to put how everyone is evaluated in the job descriptions; how you are evaluated is different than whom you report to. Ultimately the Board is the only evaluator of the Director.

Sarah McCorcle's questions:

- 504 plans will fall under EC Coordinator
- evaluation piece: parent surveys need to be part of a complete evaluation process...how do we word it so it is not threatening, but rather an opportunity for documenting the good along with potentially identifying areas in need of attention?

Rick Lawson

- Serve at the pleasure of the Board of Directors...part of support team responsibilities...
- instructional piece, the committee will include language under curriculum coordinator's job and team responsibilities which says that all curriculum decisions will be made in line with CFCI's inquiry based, integrated curriculum, standard course of study and social curriculum.

Community members:

Teresa Lamb: The success of the decisions made hinge on teacher involvement in the process. Last board meeting, the 2 voting faculty board members voted against accepting ADR's recommendations, which implies that the faculty's voice is not being heard. Keep in mind no matter what plan you make you will not succeed if you do not have buy in. Would like to have open forum meeting with faculty meeting that would allow for more faculty conversation. Suggestion to have a teacher on each Ad hocs currently. Everything needs to stated clearly since the members of the admin adhoc committee as well as the board members who vote these changes in will not always be on the board.

Rene Lemons-Matney: Do not rush to a vote. Positions need more work. Why is the EC Coordinator also being Testing Coodinator. It is a concern for reasons of time and is the EC Coordinator the best person to be Testing Coodinator. If the business position is full time, do we need Aciadia? Why would the business position develop a safety plan? Why is a part-time job, business position, supervising front office staff. How do you determine salary ranges?

Cyndi O'Brien: Checks and balances in the system. In the Business & HR positions, there is overlapping, could those positions be combined? Will there be consideration for requirements for that job, professional background and experience vs. specific degrees?

Jane Radack brought the discussion back to the board. We did investigate Acaida NorthStar. We pay \$51,930 pay required software fee \$2,500. The statistics seem to

speak for themselves. Michelle Frazier stated that after seeing the statistics from Acadia, and hearing from Lisa Hassell that she feels strongly we need to keep Acadia. Anne Patterson said that Acadia is a non-issue. Jane Radack summarized that we will not have that financial flexibility of internalizing Acadia's responsibilities.

Jane Radack: The plan is to go through the job descriptions one at a time.

**Support Team Responsibilities:**

Referring back to Sarah McCorcle concern about the team members serving as back ups to discipline issues. EC Coordinator, Curriculum Coordinator and Director all seem as if they would be trained for helping with discipline. The idea was that if there is a need for someone to handle someone job those 3 support team members, the other 2 could do that. How can that be re-worded to clarify? Anne Patterson: Team responsibilities are different than individual job responsibilities. If individual members are going to do it, it should be a job description. If the team is going to do it together, then it should fall under this section. An example I think team members will meet together function of team. Attending events is not a responsibility of the team. They are the doer group. Let's design who is going be on team first.

Lori B.: I disagree with Sarah McCorcle, realistically, few people may be available for discipline issues, so although the three are trained, if the HR person sees an incident should they respond.

Jane Radack: I like having support team responsibilities. We want the message to be clear that we expect these people to work as a team. But we will re-visit the issue.

Sarah McCorcle pointed out that those who came to speak did not get the salary info.

Jane Radack: Let's get through the job descriptions, because what we decide/discuss may impact those proposals, leave it for now.

**Director Job Description Discussion:**

Anne Patterson suggested specifying and more thoroughly summarizing the focus. Anne Patterson will get those specifics to committee and board. She also said that it should include the internal relationships recommendations, ie: whom reports to whom. She also added whom each supervises, years of experience, education for each postion. Each position should have the social curriculum as part of it's own job description.

Jane Radack: So the part about "leads by example" needs to be under its own heading and on every job's description.

Rob Tripp: Made the suggestion, that the admin adhoc committee meet to discuss the info., address the issues, get a final draft ready for vote.

Rick Lawson: If you listed these universals in the contract and in the focus statement, then we can be sure those are covered.

Michelle Frazier: Why not put it right up front on what is expected of the team.

Sarah: We are getting bogged down in how it is written, rather than the job responsibilities.

Lori Winner.: Under personnel how do teachers fit into the equation? Can we write committees into the jobs?

Jane Radack: Since the committees are subject to change, we could use the wording "collaborate with appropriate committees".

Lori Winner: GIT have teachers, so how will they be chosen in the future?

Heather Kelejian: Was the ADR Committee structure taken into account for Fin/Bus. with those jobs falling under different committees?

Jane Radack: No.

Sarah McCorcle: I am completely against parent evaluations.

Jane Radack: Does changing the word from evaluation to survey help? The idea is that the survey results would be addressed by the teacher in his/her self evaluation.

Sarah McCorcle: It should be a small part of your self-evaluation.

Jane Radack: I am hearing that the social curriculum part needs to be clarified and that parent surveys should not go to Director.

Sarah: Teachers collect data now, but there is no where for that information to go. Maybe the Curriculum Coordinator would collect that.

Anne Patterson: Last year, the board separated the self-evaluation from recommendations as to contract renewal. The TEC committee reports if self-evals are done satisfactorily. The Director implements evaluation, but does not create it.

Jane Radack: It must be someone's job to coordinate the evaluation of all teachers. That process of evaluation has yet to be assessed. But it makes sense that it would be the director's job to coordinate whatever process evolves.

Sarah McCorcle: What do we do next year, I am still uncomfortable with the system as written because the people who take on these roles may interpret them with their own vision.

Joanne Brinkley: Will TEC still exist, are we putting the cart for the horse.

Jane Radack: Someone needs to coordinate the evaluation process. The committee will tweak the language.

Joanne Brinkley: To clarify, the parent evaluation is a survey and that survey relates to the social curriculum.

Jane Radack: That is how it is worded now.

Sarah McCorcle: Could some things be reassigned. Could grants be assigned to the Curriculum Support? Could HR update the web-site & be in charge of CFCI reputation.

Jane Radack: The theory is that the director could delegate web-site, but would be in charge, since that person should be privy to the school as a whole.

Beth Carter: If you picture the school, there is a spokesperson and it should be the Director who can again delegate someone else to take that place when it makes sense.

Sarah McCorcle: You changed my mind.

#### **EC Coordinator Job Discussion:**

Jane Radack: Do we want discuss moving the testing from the EC Coordinator in order to give some financial flexibility to the job salaries.

Lisa Griffin: There will time of the year an EC Coordinator would not be able to do his/her job if also the testing coordinator. The EC Coordinator needs to be flexible, during testing they could not do IEP meetings, etc...

Joanne Brinkley: Is there a check & balance for the EC Coordinator if it takes over as EC director?

Jane Radack: That would be the Director's job, but it will be helpful to put it in there. Wanted to draw everyone's attention to the EC staff in the structure; it is under EC Coordinator.

Lisa Griffin: Who holds EC Faculty in compliance? Currently, on paper it is my job, but actually Trish does it. You are discussing make them supervisors.

Lori Winner: So I would go to EC Coordinator and not to the Director if I had concerns about EC students in my class?

Joanne Brinkley: Then the EC Coordinator would have the authority to go back to EC faculty and tell them what to do?

Sarah McCorcle: Maybe if you put in some language about being in charge of making sure EC faculty meets the federal standards.

Lori Winner: If the EC Coordinator is supervising that staff, would that effect pay scale?

Joanne Brinkley: Supervising compliance, not overall evaluation.

John Rack: Especially when that person is a teacher.

Lori Winner: Is it just paperwork or does also cover if I have a question in my class.

Jane Radack: We will work on the language.

Curriculum Coordinator Discussion:

Lisa G: This idea will be somewhat radical. It should happen, it something that can happen, but the CC position can come in two years as opposed to next year. This job is becoming a dumping ground for things we don't where to put them. As you look at the structure the big void is a full time Assistant Director, that would be your HR, the board's safety, the testing coordinator. This way, the board would probably not get many concerns because there would be another step before concerns even get to the Director. Then the CC could be added later. The Business Person could eventually become part-time. Swing EC Coordinator to keep that person as a part-time teaching position.

Jane: If I can respond. First, the CC is not becoming the dumping ground, so far the only thing we have discussed moving that is not already there is testing. In my conversation with Dave Faunce, he said that he would advise against using the net interest income to become administratively top heavy. He asked if we were using the interest for another administrative position, and if so, he would not recommend using it. If the Curriculum Support position is truly instructional support, then that made fiscal sense to him.

Rob: I love the Curriculum Coordinator position. It is the one position that speaks to what we are trying to do with kids.

Lori W. How many weeks does the testing fill up for the testing coordinator?

Lisa Griffin: 7 weeks throughout the year.

Jane Radack: We need a specific HR person per ADR recommendations, we pulled a lot of the job from ADR recommendations and we see that job as a proactive position.

Sarah: No new job descriptions are being added things are being rearranged. Why does the Director with an Assistant Director seem top heavy?

Jane Radack: The team idea came from faculty, a team led by the Director.

Anne Patterson: I don't think HR should be doing testing if Curriculum Coordinator is full time they should have testing, but the team has to share some of the responsibility for the testing.

Lisa Griffin: I disagree with Anne, it is very common to have it in a combined HR position. I disagree with Jane because as complaints go to faculty, they can filter up to the Asst. Director and then to the Director. It will protect the board.

Jane Radack: The structure needs to be sound in order to protect the school as well as the board, but it is not intended to be a protective buffer for the board. It is intended to clarify and delineate jobs, as well as be progressive by adding the Curriculum position.

John Rack: I don't like idea of Assistant Director, if it's someone's job is to deal with the public, it should be the Director. I am not concerned parents are going to get to us. Obviously, it would be great for you, as the director, to have an assistant director, to delegate, etc... Let's not call it Assistant Director. The Curriculum Coordinator needs to be full-time; testing coordinator could go to HR or the Curriculum Coordinator.

Jane Radack: Most of the board seems in agreement that Curriculum Coordinator should be a full-time position, but still need to figure out the testing coordinating placement.

Joanne Brinkley: 5<sup>th</sup> bullet on Curriculum Coordinator. What does that mean?

Jane Radack: Want CC to take the lead of the faculty's focus each year (ie: this year is social curriculum), as well as provide support, guidance, resources, ect...for individual classroom teacher goals (ie: science), and those areas that need attention that are identified that through testing (ie. reading)

Beth Carter: What is your thinking on having them be DPI contact.

Lisa Griffin: It has to be Director.

Sarah McCorcle: Who takes over if a teacher has to leave ASAP, would it be Curriculum Coordinator?

Jane Radack: I would want it to be this person.

John Rack: Who does now?

Sarah McCorcle: Lori/ Lisa G.

Jane Radack: Part of the CC job description is to be educated about all classrooms and therefore would be the best to do it. Needs to be added.

Joanne Brinkley: What about this part about coordinate and report pilot programs to the Board.

Jane Radack: Would report new and exciting curriculum to the Board, it's about flow of information.

Beth Carter: What is an Individual growth plan (IGP).

Jane Radack: Initially Liscenced Teachers have state mandated support that needs to be put in place; it would make sense the Curriculum Support person would be part of it.

Lisa Griffin: Language needs to be changed to reflect the new terms. At CFCI, the PIP (personal inquiry plan) takes the place of this process.

Lori Barrett: PIP is usually done at end of year, IGP should be at start, and should be updated each year.

Jane Radack: But is this the right person to do the process?

Lori Barrett: Yes.

John Rack: Just fix the wording.

Anne Patterson: Re-word for accurancy.

John: The state will continue to change it, then you have to change.

Sarah McCorcle: The PIP process needs to go to someone. We choose what to work on, write –up happens at end of year.

### **Business Operation Coordinator:**

Jane Radack: To review the ?s about this. Orginally 25 hours per week without benefits. But if we move toward a new facility, can they manage it? This person has legal items, seemed to fall into place.

Anne Patterson: I agree with current for facility responsibilities, and financial aspects of Facility, but the support team as a whole handles whole process of a new facility, with Director coordinating and answering to the Board.

Rob: Thinking about this position, it is better to have the position grow with building projects, than to have it full time and then add on responsibilities.

Sarah McCorcle: If it is a part-time position, people cannot work past 25 hrs. It is too constraining for this position.

Beth Carter: Seems to make more sense for Director to be legal liaison, why would this person supervise front office @ part-time. As for front office they should be pleasant and are part of that first impression, atmosphere of the school; the Director should supervise.

Jane Radack: We seem to all agree that the front office should go Director.

John Rack: The legal authority should go to the Director.

Rick Lawson: The legal point person can be the Director, but that person can still delegate.

Beth Carter: The team has to work together.

Jane Radack: Is there discussion about full/part time?

Anne Patterson: Legal liaison falls to Director.

Lori Winner: What about record keeping?

Lisa Griffin: Right now, we still approve the records although it goes through Acadia.

Jane Radack: It sounds like this should be shared so needs to be under both job descriptions – Business person & Director.

Joanne Brinkley: Evaluation piece should not be there yet.

Jane Radack: Full vs. Part Time - we will have net income interest every year. Right now it is \$23,900. Using the net interest income, we can cover a 4<sup>th</sup> full time position.

Sarah McCorcle: Is that money insured?

Jane Radack: Even if we pay off the bond, we should still have net interest income on our reserves and we will no longer be paying out interest on our loan. The amount may differ, but there should be net interest income each year as long as we have reserves.

Sarah McCorcle: EC Coordinator and the Curriculum Coordinator, are they not teachers, so couldn't their pay scale reflect that status.

Rick Lawson: Could you 1099 the person without benefits. Be sure to put that the Business person is the purchaser.

Anne Patterson: Wal-mart got in trouble for 1099 people without benefits.

Rick Lawson: What is \$\$ amount difference between part/full time for the Business position?

Jane Radack: This was not researched, but I ball parked it for the sake of discussion at \$30,000 – \$35,000.

Anne Patterson: That is low, not market competitive.

Joanne Brinkley: Did you look at state scales to come up with salary ranges?

Jane Radack: Rob did internet research, and we got state scale numbers, as well as average salary statistics from Lori Barrett.

Lori Winner: If we look at another position, could we not have take away a front office assistant, to get more flexibility in the budget for salaries?

Jane Radack: It sounds like there is a consensus that we have a full time Director, a full time EC, a full time CC, but the questions remain about the business position and the HR position as far as full time vs. part time.

### **Human Resource Coordinator Discussion:**

Jane Radack: There were questions about bringing the HR position and business position back together, but they require very different talents. It's not to say that some people may have both of those talents and educations, but it's not as likely.

Anne Patterson: A Business degree has some HR components, I think the person out there.

Lori Winner: I see HR being important for the faculty.

Beth Carter: ADR was called in originally because it was difficult to have the same person keeping your personnel file, handling grievances, and signing your paycheck.

Joanne Brinkley: It has been difficult to have the two in the same job; they need the separated.

Jane Radack: That was the challenge in the past; all the administrative positions were overloaded, overlapping, not delineated. ADR made it clear that these positions should be separate.

Anne Patterson: In that case, the testing piece maybe can go back into HR.

Jane Radack: Ad hoc Admin will meet and try to get a copy out before Dec. 11<sup>th</sup>, please look at it.

Sarah McCorcle: Cautions against board e-mail discussions; asked Harden to look this up as Parliamentarian.

Lori Winner: I want to see the Board take time and not necessarily vote in December.

Joanne Brinkley: Imagining walking in doors in Aug. with potentially four new people is causing panic. Really concerns me that we will start with a new slate.

Jane Radack: It is important that we remember that we are in the first step of this process, trying to come to a consensus to as to bring about a vote on the structure and job descriptions. The time line recommendations have not been approved. When we get to the next step, we can discuss those concerns.

Heather Kelejian motioned to go into executive session to discuss personnel issues. Joanne Brinkley seconded. Motion carried. Moved into executive session at 8:11pm.

Rob Tripp motioned to come out of executive session. Joanne Brinkley seconded. Motion carried. Came out of executive session @ 8:42 pm.

Jane Radack motioned to adjourn meeting. Heather Kelejian seconded the meeting. Motion carried. Meeting adjourned @ 8:42 pm.

Respectfully submitted by  
Jane Radack  
CFCI Board Secretary