

**Cape Fear Center for Inquiry  
Minutes from Monthly Board Meeting  
12/11/07**

**Attended by:** Jane Radack, Heather Kelejian, Robert Marcino, Lori Barrett, Beth Carter, Joanne Brinkley, Harden Barker, Lisa Griffin, Anne Patterson, John Rack, Sarah McCorcle, Lori Winner, Lisa Hassell

**Absent:** Rob Tripp, Rick Lawson, Michelle Frazier, Ke'pe Harrison,

**Visitors:** Pauline Piner, Emily Barth

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Meeting brought to order at 7:07 pm.

Motion to approve the minutes from 11/20/07 by Heather Kelejian. John Rack seconded. Motion carried.

Amendments to 11/27/07 were made. Heather Kelejian motioned to approve the minutes for 11/27/07. John Rack seconded. Motion carried.

There was a discussion about making the minutes more concise and to use the Agenda to help organize the minutes.

No Visiting Faculty

**ADR Adhoc Committee Report:** Heather Kelejian gave the report from the ADR adhoc committee. The committee saw the administrative structure and the committee structure as the two main focuses since these are the workhorses of the school. Since the administrative adhoc has been tackling the administrative structure, the ADR committee would work on reviewing and streamlining the committees and then bring recommendations back to the board. Lori Winner will serve on the committee.

John Rack made a motion to charge the ADR adhoc committee to examine the committee structure and make recommendations to the board. Jane Radack seconded. Motioned carried.

**Admin Adhoc Job Discriptions Discussion:** Jane Radack opened up the latest revised job descriptions for discussion and changes. The Board discussed all but the Human Resource position. There was still a concern about which of the positions could be filled by a part time position, specifically the Business Coordinator position in light of how much Northstar Acadia does for CFCI.

Bob Marcino suggested that skill sets be added to the descriptions before hiring. Bob Marcino also offered his assistance to the committee for ascertaining full or part time positions.

Lisa Griffin pointed out that CFCI must keep in mind that we will be hiring for charter schools and that should be part of skill sets set.

Skill sets could be set through hiring process. John Rack: skill sets must be clarified for by board for hiring group.

All acronyms in job descriptions will be written out and language will be reviewed for consistency.

Lisa Hassell made a motion to call a meeting to wrap up job description discussions and vote on January 3<sup>rd</sup> @ 6pm. Heather Kelejian seconded. Motion carried with one abstaining.

Anne Patterson motioned to bring salaries as an hourly rate. John Rack seconded. Motion carried.

Jane Radack will get the most recent updated versions to the board.

**Director's Report:**

Emily Barth discussed the school improvement item of Director's report, specifically the No Child Left Behind, adequate yearly progress (AYP). Even during those years that we did not have AYP, our school scores were above the state average. We have received a letter which says we have been labeled as a school that is in School Improvement mode because of math scores for 2004/05 and 2005/06. In order to get out of this label, we need 2 years where we make AYP, 2006/07 counts as one year toward the 2 years in a row you need.

Heather Kelejian signed the letter from DPI "Confirmation Form For Amended School Improvement Plans".

Crisis Team Update: A lock down at New Hanover School triggered CFCI needing to look into this. Emily went through a power point with questions posed to and answered by the Wilmington Police Officers.

Jane Radack motioned to charge the Crisis Team to come up with recommendations of reasonable steps, with input from Finance Committee, to upgrade our security. Anne Patterson seconded. Motion carried.

- The 15 ton heat pump system needs attention. Quote is \$17,400 for a new HVAC. How long are we going to be in this building? Should get more quotes; can we get a used unit?
- ADT alarm system: 100 hours spent on the phone with ADT. The system is only half way working, the system must be rewired. Will cost money. Need a back up for responding to the system. Lisa Griffin asked for a volunteer to cover; Emily Barth volunteered. Administrative team will make a rotating schedule to cover ADT response.
- Disciplinary data internalized, no price break, report back at end of year by Emily Barth.

AT 9:00 pm Lisa Hassell motioned to extend meeting for 30 minutes. Lori Winner seconded. Motion carried.

Lisa Hassell motioned to go into executive session. Lori Winner seconded. Motion carried. Lisa Griffin asked that Emily Barth stay. Harden Barker researched the request. Harden Barker explained that the Board must invite any non-member board members to stay during executive session.

Lisa Hassell motioned to come out of Executive Session. Joanne Brinkley seconded. Motion carried. Heather Kelejian invited Emily Barth to stay during part of executive session.

Joanne Brinkley moved to go into executive session @ 9:05 pm. Lisa Hassell seconded. Motion carried.

Lisa Hassell motioned to come out of executive session at 10:10 pm. Anne Patterson seconded. Motion carried.

Lisa Hassell made a motion to accept Lisa Griffin's resignation effective June 30, 2008 and accept her request for a letter of recommendation subject to adherence to the conditions of her contract. John Rack seconded. Motion passed with 2 abstentions.

Lisa Hassell motioned to adjourn 10:20 pm, Jane Radack seconded. Motion carried.

Respectfully Submitted By  
Jane H. Radack  
CFCI Board Secretary

