

**Cape Fear Center for Inquiry
Minutes from Monthly Board Meeting
December 14, 2010**

Attended by: John Fuller, David Ball, Anne Patterson, John Johnson, Harden Barker, Megan Johnson, Brenda Carey, Michele Hair

**ex-officio members,* Brian Corrigan, Pam O'Dell , Eden Avery

Absent: , René Lemons-Matney, Pauline Piner, Joan Marshall, Teresa Spanos, Todd Godbey, Deb Powell, Tom Hayes

Visitors: Michael Zentmeyer, Kathy Rettig, Nancy Johnson, Sarah McCorcle, Jay Sharpe, Andrea Busch

Meeting called to order at 7:01 pm.

Minute Approval:

Anne Patterson motioned to approve the minutes with from November 16, 2010 David Ball seconded. Motion carried with 8 yeas.

Finance Auditor Presentation

Jay Sharp of Thomas Judy & Tucker audited year ending June 2010

1. Presented independent auditors report – received unqualified opinion, which is the best opinion possible.
2. We have very good numbers in terms of cash reserve compared to other charter schools.
3. We had a gain over the last year and have had gains over the last several years.
4. We have some cash in banks that is above the insured FDIC amount, around 300k – it is recommended that we work to fix this issue.
5. School looks really well compared to most.

Inquiry Showcase

See attachment #.05 – Powerpoint Presentation “A Look at Contract Services at CFCI”

Nancy Johnson and Andrea Busch presented “A Look at Contract Services at CFCI”

1. This was a look at personnel that are contracted – three people are currently contracted. Psychologist – Joe Bunch, Speech Therapist – Adrienne Krouskop, Occupational Therapist – Andrea Busch.
2. Mr. Bunch is called in as needed; he is available to the EC staff for phone and e-mail consultation.
3. Speech Therapist – operates alone or as related services to children with other disabilities.
4. Occupational Therapy – use daily occupation to help direct activities and to evaluate and treat.

5. OT & PT are not “stand alone” services. Andrea explained the direction of the EC department in terms of Educational needs v Medical needs.
6. Andrea is also very devoted to early intervention efforts at CFCI.

Visitors:

None Spoke

Partnership:

See attachment #.5 - *CFCI Partnership Update, December 2010*

1. Eden presented the partnership report
2. The Holiday Fest was very successful, balancing low cost activities with the Festival this year and also included bringing in food for Mother Hubbard Cupboard for activity tickets.
3. Looking at a benefit concert in January

Policy & Procedures Meeting

None Given

Director's Report (Brian Corrigan):

See attachment #1 – *Director's Report December 2010*

See attachment #2 – *Amendment 2 – Duties of the Treasurer*

See attachment #3 – *Sarah McCorcle leave of Absence Letter*

1. Sarah McCorcle is requesting an extended leave of absence for the birth of her child

Action

To Accept an extended leave of absence for Sarah McCorcle to be absent from May 9th to end of 2011 school year & 2011-2012 to return in 2012-2013 year
Anne Patterson motions to approve, John Johnson seconded. Motion carries with 8 yeas.

2. Asked by Eden Avery about how this is handled, Brian Corrigan said a long term sub will be for this year and for 2011-2012 CFCI would hire an interim contract of a year with full benefits.
3. Michael Zentmeyer recommends having a policy about long term sub usage v interim contract employee.
4. Michele Hair said that she believes that this was a policy in the past.

Action

To commission the policy and procedure committee to make a policy about long term and interim contract employee policy.
Anne Patterson motions to approve, John Johnson seconded. Motion carries with 8 yeas.

5. First reading of the "Duties of the Treasurer", Anne Patterson would like language in the duties that the treasurer is also the chair of the finance committee.
6. January is lottery month.

Executive Committee

Attachment- none

1. Executive committee met Monday December 3 to discuss Brian Corrigan self evaluation
2. We are having a specially called board meeting in January, info will be sent out to board members, a blank self evaluation to review the topics and to see if we will have a quorum.

Finance committee

See attachment #4 – *Finance Meeting Minutes*

See attachment #5 - *CFCI Budget December 2010*

See attachment #6 – *Audit Findings 2010*

1. The field trip scholarship fund is very low, the partnership has budgeted money to add to this fund.
2. Budget next year will address the shortcomings and set out strategies to avoid this in the future.
3. Three teachers received NBPTS which will affect budget by 20k.
4. Michele Hair wondered why this was not foreseen and budgeted. Kathy Rettig said that this had not happened since the Admin had been here.

Action

To have Policy & Procedure Committee to review the policy 535 concerning teacher bonus for achieving national boards.

Anne Patterson motions to approve, Brenda Carey seconded. Motion carries with 8 yeas.

5. Harden Barker wonders if state will take back money. Kathy Rettig said she has not heard anything yet.

Building and Facilities Committee

See attachment #7 – *Building & Facilities Minutes*

1. David discussed the current status of the building and included with the minutes the Builder's 30 day work schedule.
2. Eden Avery wonders how the outdoor space may be used during after hours.
3. Foundations of the main building are to begin next week.

Fund Raising

1. Good turnout for Active Learning Circle events on the 3rd and 4th
2. Looking at next strategies and gearing up after next year.
3. Next is an evaluation of the playground by the green committee and will bring to B&F committee.
4. Money will be for 1. Playground, 2 Furniture 3.Required Grant match as a separate fund.

Curriculum Committee

No Information Given

Strategic Planning Committee

See attachment #9 – *Strategic Plan Minutes*

See attachment #10 – *Strategic Plan Update*

1. John Fuller discussed the Strategic Plan update –
2. Anne Patterson believes that next year after moving in the new building we should revisit and reevaluate the Strategic Plan.

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

David Ball moves to go into closed session, Anne Patterson seconds. Motion carried unanimously. Closed session began at 8:37 pm

David Ball motions to come out of closed session, Michele Hair seconds. Motion carried unanimously. Closed session ends at 8:38 pm

David Ball motion to adjourn meeting, Michele Hair seconds. Motion carries with 8 yeas.

Meeting adjourned at 8:39 pm

Respectfully submitted by:

David C. Ball

CFCI Board Secretary

Announcements & Upcoming Events

- Next Board Meeting January 18th 2011 @ 7pm

A Look at Contract Services at CFCI

December 14, 2010
Board Presentation
Nancy G Johnsen, EC Coordinator
Andrea Busch, Occupational Therapist

Currently Employed

- ▶ School Psychologist:
 - Joe Bunch, MA, HSP-LPA, LSP
 - Lead School Psychologist with Perquimans County; Doctoral candidate through UNC
 - Year 3 with CFCI
- ▶ Speech/Language Pathologist:
 - Adrienne Krouskop, MA CCC-SLP
 - K-12, private pediatric clinics, tele-practice, and acute care experience
 - Contracts through ProvidaStaff, LLC
 - Year 1 with CFCI
- ▶ Occupational Therapist:
 - Andrea Busch, OTR/L
 - Degreed from the Medical University of SC
 - Year 8 with CFCI

School Psychologist Services

- ▶ Conducts Psycho-educational testing
- ▶ Provision of psychological reports of findings
- ▶ Consultation with EC Coordinator
- ▶ Consultation with Parents

▶ Mr. Bunch is dually licensed as a clinical psychologist and clinical counselor; carries additional endorsements in Traumatic Brain Injury and the clinical evaluation & treatment of traumatized children (e.g. child abuse & neglect)

Speech Therapy Services

Services may "stand alone" for students with a Speech Impaired Disability or support other areas of disability as a related service.

Speech services provide for the diagnosis and treatment of:

- ▶ Speech disorders
 - Articulation impairments (production of sounds)
 - Fluency (ie: stuttering)
 - Voice impairments (ie: hoarse vocal quality)
- ▶ Language disorders
 - Receptive language - how well we understand
 - Expressive language - verbal output
 - Pragmatics - social language

Speech: an educational model

- Articulation - impacts spelling, reading, the ability to be understood by others
- Voice and fluency - impacts oral language skills (i.e. reading aloud, oral presentations)
- Language - Impacts the ability to understand directions, the ability understand what is spoken during lectures, the ability to express oneself with proper grammar and meaning of words, etc.
- Pragmatics - Educational social impact

Occupational Therapy A Related Service

Defined as: Occupational therapy means therapeutic use of purposeful and meaningful occupations or goal directed activities to evaluate and treat.

Intervention: remediation of impairments for

- Fine motor deficits
- Visual perceptual impairments
- Eye hand coordination
- Sensory deficits

Also includes adaptation of tasks

Physical Therapy A Related Service

Physical therapy works to assist children with disabilities to access their education.

- › Intervention: remediation or restoration of impairments of gross motor skills for:
 - walking,
 - sitting,
 - standing

OT/PT – Not “stand alone” services

- › A student must be found eligible for special education in one of the 14 disabling categories in order to be considered to receive OT or PT
- › Services must be educationally relevant: related services are provided only to help a student benefit from their special education.

Medical vs. Educational Need

In the educational setting, therapy focuses on the adaptations and interventions needed to allow a student to participate in special education and access the general curriculum

Ex: PT may work to improve speed, efficiency, and safety of movement in school. Medically a PT may work to acquire normal gait pattern, not for functional use.

Ex: In school services may work to attain an appropriate range of motion to access school activities. Medically may work to attain full range of motion.

Early Intervention Efforts

- › Designed to be Preventative
- › Delivered in the general setting for all students
- › Ex. of OT involvement
 - Kindergarteners: provide activities to develop fine motor skills and visual perceptual skills.
 - First graders: work with Handwriting Without Tears program to develop appropriate handwriting skills.

Scheduling: always a challenge!

- GOAL: To work with teachers to schedule services at most convenient times for their class schedule.
- › Not being able to provide "pull out" services during students specials classes.
 - › Not able to pull students during lunch or recess... if at all possible.
 - › This leaves core curriculum time available for special education services.
 - › Many students receive multiple services such as special education, speech therapy, and occupational therapy.

SO.....

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**CFCI Partnership Update, December 2010
Presented by Eden Avery, Member-at-Large**

Updates and upcoming events:

- December 7 Partnership meeting with 5th grade choral/band performance
- Holiday Festival, Sat Dec 11, Partnership's largest annual fundraiser – Raised over \$6,000. Large, enthusiastic attendance. Collected food donations for Mother Hubbard Cupboard; provided opportunities for students to “redeem” box tops for tickets; no activity over \$2.
- “Angel Tree” – fulfilling holiday wishes for 18 CFCI students (11 families); Partnership will buy remaining gifts this week.
- Supporting Active Learning Circle initiative
- January – Connells benefit concert @ the Soapbox (in planning phase)
- February 8 – Partnership meeting
- February 14-18 – Teacher Appreciation Week (tentative)
- March 8 – One Book, One Community Event (Cinderella)
- April 2 – Great ArtSpectations event
- May 10 – Election of new Partnership officers (co-chair & treasurer)
- Working to develop “Wilmington-Opoly” game and solicit local businesses for sponsorship and sales
- Other possibilities – Spring Fling carnival, Spring yard sale, working with CFCI community to sponsor additional fundraisers/family activities



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Cape Fear Center For Inquiry

Director's Report December 2010

FYI

- Our enrollment as of 12/6/10 is 360
- PPRC: no meeting this month.
- Please see attached administrative reports.
- The Dialog with the Director is on the calendar for January 7th @ 7:45 am. The topic will be EC Law and Services required to be administered by CFCI.
- Student-Led-Conferences occurred last Tuesday for Middle Grades.
- We are advertizing for our lottery this month. All information is up on the web site. One poster is in your packet for you to post. Thank you.
- I will be back in the building December 29th from the holiday vacation.

ACTIONS

- By-Law amendment (see attached) 1st and 2nd reading
- Sarah McCorcle's leave request

2

AMENDMENT 2 Approved: 2-16-10

The provisions enacted in this amendment override any conflicting articles in original bylaws

DUTIES OF THE TREASURER

The treasurer's role as stated in Article 8, and as listed in Article 14, Section 2 is hereby amended to allow for the treasurer to designate the Business Operations Coordinator of the Center for Inquiry to perform his or her daily duties. The Treasurer may designate the Business Operations Coordinator to sign checks, notes, deposits, and any other items that would constitute daily routine activities of the corporation. The treasurer may also designate the Business Operations Coordinator to perform accounting duties that occur in the normal course of business of the corporation. These duties shall include, but not be limited to audit, budget and other accounting functions. The Treasurer maintains responsibility for oversight of the accounting and monetary activities of the corporation. This amendment is expressly created to allow for more of an oversight role for the treasurer than a daily operation role.

To: Cape Fear Center of Inquiry

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From: Sarah McCorcle

I am pregnant and due in early May. I plan on my last day being May 6th 2010. I am requesting that I be granted a leave of absence for remainder of the 2010-11 academic year as well as the entire 2011-12 academic year. I intend on returning to my position at the start of the 2012-13. Thank you for your consideration.

Sarah McCorcle



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CFCI Meeting Minutes

Finance Committee Meeting Minutes

12/6/10

Present: Brian Corrigan, Kathy Rettig, Joanne Cress

Next meeting: 12/8/10, 4:00, Commons Area

I. Topic

Field trip scholarship fund

II. Discussion

\$75 left in the CFCI scholarship fund. The Partnership has budgeted up to \$1,000 towards scholarships. Kathy is working with the Partnership on a procedure to transfer the money.

I. Topic

Budget reports were presented and reviewed

I. Topic

National Board Professional Training Standards raises

II. Discussion

3 Teachers obtained NBPTS this month. Per state payroll procedures, these employees will receive a retroactive salary increase. Per CFCI policy 535 these employees will also receive a one-time bonus of \$1,000. This will have a budget impact of approx. \$21,000. At Todd's request there was a discussion regarding policy 535. The County no longer pays the \$1,000 bonus. Should we have the Policies & Procedure committee review the wording of the policy to bring it in line with County pay procedure for future candidates? Finance members will meet among their loop levels prior to the January meeting to bring forth ideas for budget cuts to cover the additional expense.

III. Action or Request (if any)

Finance recommends P & P review policy 535

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.

Date: 11/30/2010
 Time: 1:39 pm

CAPE FEAR CENTER FOR INQUIRY
 BUDGET REPORT (CONDENSED)
 From 11/1/2010 to 11/30/2010

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	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Behavior Support - 029	\$27,807.00	\$495.42	\$11,002.80	\$16,804.20	60.43%	
Rev - Charter Schools - 036	\$1,716,490.00	\$238,207.26	\$1,019,696.51	\$696,793.49	40.59%	
TOTAL STATE REVENUE	\$1,744,297.00	\$238,702.68	\$1,030,699.31	\$713,597.69	40.91%	
LOCAL REVENUE						
Rev - Sales Tax	\$303,800.00	\$0.00	\$0.00	\$303,800.00	100.00%	
Rev - Field Trip	\$25,000.00	\$2,883.51	\$18,737.67	\$6,262.33	25.05%	
Rev - Contributions and Donati	\$2,500.00	\$11.40	\$847.96	\$1,652.04	66.08%	
Rev - Interest Income-OP-4609	\$6,000.00	\$0.00	\$63.88	\$5,936.12	98.94%	
Rev - Interest Income-MM-1908	\$0.00	\$0.00	\$1,149.32	\$(1,149.32)	0.00%	
Rev - Interest Income-SV-4483	\$0.00	\$0.03	\$0.15	\$(0.15)	0.00%	
Rev - Interest Income-SV-4595	\$0.00	\$0.00	\$274.54	\$(274.54)	0.00%	
Rev - Various	\$5,000.00	\$1,368.05	\$2,315.35	\$2,684.65	53.69%	
Rev - Arts	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%	
Rev - Fund Balance Appropriate	\$1,102,963.99	\$0.00	\$0.00	\$1,102,963.99	100.00%	
Rev - Brunswick County - 5078	\$53,857.26	\$10,376.62	\$25,941.57	\$27,915.69	51.83%	
F & F - Brunswick County-4609	\$0.87	\$0.00	\$0.87	\$0.00	0.00%	
F & F - Brunswick County-5078	\$499.13	\$127.86	\$287.02	\$212.11	42.50%	
Rev - Duplin County - 5078	\$2,094.63	\$142.01	\$568.04	\$1,526.59	72.88%	
Rev - New Hanover County-5078	\$769,986.00	\$76,597.00	\$306,387.00	\$463,599.00	60.21%	
F & F - New Hanover - 5078	\$16,000.00	\$4,197.00	\$4,197.00	\$11,803.00	73.77%	
Rev - Pender County - 5078	\$45,790.13	\$4,136.02	\$16,544.08	\$29,246.05	63.87%	
F & F - Pender County - 5078	\$500.00	\$110.67	\$440.82	\$59.18	11.84%	
Rev - Music - 643	\$1,200.00	\$0.00	\$612.00	\$588.00	49.00%	
Rev - Fundraising - 653	\$1,000.00	\$578.50	\$4,248.15	\$(3,248.15)	-324.82%	
Rev - Capital Campaign - 660	\$0.00	\$3,197.85	\$3,197.85	\$(3,197.85)	0.00%	
Rev - Student Fees / Supplies	\$2,500.00	\$29.48	\$361.98	\$2,138.02	85.52%	
Rev - Social Dues	\$400.00	\$45.00	\$45.00	\$355.00	88.75%	
TOTAL LOCAL REVENUE	\$2,340,292.01	\$103,801.00	\$386,220.25	\$1,954,071.76	83.50%	
FEDERAL REVENUE						
Rev - Educ for Homeless-026	\$125.98	\$0.00	\$125.98	\$0.00	0.00%	
Rev - IDEA VI-B Stiver - 044	\$3,256.00	\$0.00	\$0.00	\$3,256.00	100.00%	
Rev - IDEA VI-B Handicap - 060	\$47,152.00	\$0.00	\$522.00	\$46,630.00	98.89%	
Rev - Improving Tchr Qual-103	\$3,514.60	\$0.00	\$0.00	\$3,514.60	100.00%	
Rev - ARRA Stabilization - 140	\$99,636.00	\$0.00	\$0.00	\$99,636.00	100.00%	
Rev - ARRA Title VIB - 144	\$2,398.53	\$0.00	\$0.00	\$2,398.53	100.00%	
Rev - Education Jobs Fund-155	\$74,073.00	\$0.00	\$0.00	\$74,073.00	100.00%	
TOTAL FEDERAL REVENUE	\$230,156.11	\$0.00	\$647.98	\$229,508.13	99.72%	

Date: 11/30/2010
 Time: 1:39 pm

CAPE FEAR CENTER FOR INQUIRY
 BUDGET REPORT (CONDENSED)
 From 11/1/2010 to 11/30/2010

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
CAPITAL REVENUE						
Rev - Bonds and Notes	\$4,250,000.00	\$0.00	\$0.00	\$4,250,000.00	100.00%	
TOTAL CAPITAL REVENUE	\$4,250,000.00	\$0.00	\$0.00	\$4,250,000.00	100.00%	
TOTAL REVENUE	\$8,564,745.12	\$342,503.68	\$1,417,567.54	\$7,147,177.58	83.45%	
EXPENSES						
1. Salaries & Bonuses	\$1,591,069.89	\$137,235.69	\$663,547.68	\$927,522.21	58.30%	
2. Benefits	\$449,432.84	\$34,575.11	\$172,383.71	\$277,049.13	61.64%	
3. Books & Supplies	\$347,481.98	\$6,129.10	\$39,534.03	\$307,947.95	88.62%	
4. Technology	\$32,850.00	\$141.00	\$4,332.63	\$28,517.37	86.81%	
5. Non-Cap Equipment & Leases	\$27,800.00	\$0.00	\$3,366.72	\$24,433.28	87.89%	
6. Contracted Student Services	\$82,300.00	\$4,456.21	\$25,945.96	\$56,354.04	68.47%	
7. Staff Development	\$9,036.00	\$189.60	\$1,771.74	\$7,264.26	80.39%	
8. Administrative Services	\$78,900.01	\$12,149.75	\$43,968.84	\$34,931.17	44.27%	
9. Insurances	\$27,980.25	\$1,328.00	\$15,368.69	\$12,611.56	45.07%	
10. Rents & Debt Service	\$352,604.00	\$25,533.35	\$146,918.30	\$205,685.70	58.33%	
11. Facilities	\$58,000.00	\$4,772.86	\$18,234.42	\$39,765.58	68.56%	
12. Utilities	\$48,400.00	\$3,021.53	\$16,640.90	\$31,759.10	65.62%	
13. Nutrition & Food	\$7,500.00	\$278.14	\$1,403.74	\$6,096.26	81.28%	
14. Transportation & Travel	\$2,500.00	\$29.06	\$558.71	\$1,941.29	77.65%	
15. Capital Purchases	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
16. New Site Development	\$5,065,116.56	\$24,681.37	\$852,899.74	\$4,212,216.82	83.16%	
TOTAL EXPENSES	\$8,185,971.53	\$264,520.77	\$2,006,875.81	\$6,179,095.72	75.48%	
NET SURPLUS/(DEFICIT)	\$378,773.59	\$87,982.91	\$(589,308.27)			

Date: 11/29/2010
 Time: 4:29 pm

CAPE FEAR CENTER FOR INQUIRY
 FEDERAL PROGRAMS
 From 11/1/2010 to 11/30/2010

		CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
PRC - 026						
3-3600-026-000	Rev - Educ for Homeless-026	\$125.98	\$0.00	\$125.98	\$0.00	0.00%
3-5330-026-411	Supplies and Materials - 026	\$125.98	\$0.00	\$125.98	\$0.00	0.00%
	Total PRC - 026	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 044						
3-3600-044-000	Rev - IDEA VI-B Sliver - 044	\$3,256.00	\$0.00	\$0.00	\$3,256.00	100.00%
3-5210-044-411	EC Supplies and Materials-044	\$3,256.00	\$0.00	\$0.00	\$3,256.00	100.00%
	Total PRC - 044	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 060						
3-3600-060-000	Rev - IDEA VI-B Handicap - 060	\$47,152.00	\$0.00	\$522.00	\$46,630.00	98.89%
3-5210-060-121	Salary - EC Teacher - 060	\$5,720.00	\$0.00	\$0.00	\$5,720.00	100.00%
3-5210-060-211	ER's Social Security Cost-060	\$438.00	\$0.00	\$0.00	\$438.00	100.00%
3-5210-060-312	Workshop Expense - 060	\$2,750.00	\$0.00	\$0.00	\$2,750.00	100.00%
3-5210-060-411	EC Supplies and Materials-060	\$2,664.00	\$0.00	\$0.00	\$2,664.00	100.00%
3-5240-060-311	Contracted Speech Services-060	\$2,400.00	\$0.00	\$522.00	\$1,878.00	78.25%
3-5840-060-311	Contracted Services-O/T - 060	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.00%
3-5840-060-317	Contracted Psychology - 060	\$19,180.00	\$0.00	\$0.00	\$19,180.00	100.00%
	Total PRC - 060	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 103						
3-3600-103-000	Rev - Improving Tchr Qual-103	\$3,514.60	\$0.00	\$0.00	\$3,514.60	100.00%
3-5110-103-193	Mentor Pay - 103	\$2,070.23	\$0.00	\$0.00	\$2,070.23	100.00%
3-5110-103-211	ER's Social Security Cost-103	\$158.37	\$0.00	\$0.00	\$158.37	100.00%
3-5110-103-352	Education Reimbursement-103	\$1,286.00	\$0.00	\$0.00	\$1,286.00	100.00%
	Total PRC - 103	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 140						
3-3600-140-000	Rev - ARRA Stabilization - 140	\$99,636.00	\$0.00	\$0.00	\$99,636.00	100.00%
3-5110-140-121	Salary - Teacher - 140	\$84,323.00	\$0.00	\$0.00	\$84,323.00	100.00%
3-5110-140-211	ER's Social Security Cost-140	\$6,451.00	\$0.00	\$0.00	\$6,451.00	100.00%
3-5110-140-221	ER's Retirement Cost - 140	\$8,862.00	\$0.00	\$0.00	\$8,862.00	100.00%
	Total PRC - 140	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 144						
3-3600-144-000	Rev - ARRA Title VIB - 144	\$2,398.53	\$0.00	\$0.00	\$2,398.53	100.00%
3-5210-144-121	Salary - EC Teacher - 144	\$2,228.07	\$0.00	\$0.00	\$2,228.07	100.00%
3-5210-144-211	ER's Social Security Cost-144	\$170.46	\$0.00	\$0.00	\$170.46	100.00%
	Total PRC - 144	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Date: 11/29/2010
Time: 4:29 pm

CAPE FEAR CENTER FOR INQUIRY
FEDERAL PROGRAMS
From 11/1/2010 to 11/30/2010

		<u>CURRENT BUDGET</u>	<u>MTD ACTIVITY</u>	<u>YTD ACTIVITY</u>	<u>BUDGET BALANCE</u>	<u>PERCENT REMAINING</u>
PRC - 155						
3-3600-155-000	Rev - Education Jobs Fund-155	\$74,073.00	\$0.00	\$0.00	\$74,073.00	100.00%
3-5110-155-121	Salary - Teacher - 155	\$62,689.00	\$0.00	\$0.00	\$62,689.00	100.00%
3-5110-155-211	ER's Social Security Cost-155	\$4,795.00	\$0.00	\$0.00	\$4,795.00	100.00%
3-5110-155-221	ER's Retirement Cost - 155	\$6,589.00	\$0.00	\$0.00	\$6,589.00	100.00%
	Total PRC - 155	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	TOTAL FEDERAL NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

September 30, 2010

To the Board of Directors
Cape Fear Center for Inquiry

We have audited the financial statements of the Cape Fear Center for Inquiry for the year ended June 30, 2010 and have issued our report thereon dated September 30, 2010. Professional standards require that we provide you with the following information related to our audit.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to management.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Cape Fear Center for Inquiry are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2010. We noted no transactions entered into by the Cape Fear Center for Inquiry during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing the audit.

Board of Directors
Cape Fear Center for Inquiry
September 30, 2010
Page 2 of 2

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There was no unrecorded adjustments at the end of our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 13, 2009.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Cape Fear Center for Inquiry's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

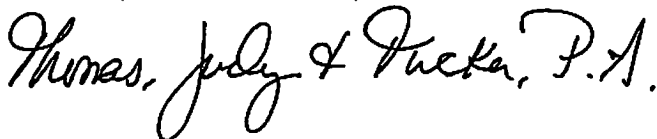
Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Cape Fear Center for Inquiry's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Cape Fear Center for Inquiry and is not to be and should not be used by anyone other than these specified parties.

Very truly yours,

THOMAS, JUDY & TUCKER, P.A.





CFCI Meeting Minutes

Building and Facilities Committee Meeting Minutes

[Date of meeting]

Present: David Ball, Brian Corrigan, Katherine Rettig, Michele Hair, Rene Lemons-Matney, Indira Grimes, Lisa Sullivan

Next meeting: January 4, 3:30 pm, CFCI

I. Topic

Construction Update

II. Discussion

Spectrum, Brian & David will have monthly and biweekly progress meetings with Spectrum at the building site. Spectrum will present work completed, issues and progress at this meeting. Minutes will be supplied from this meeting and is/will be included with these minutes. David has requested that Spectrum produce a list of work to be accomplished for the next 30 days when we meet monthly with Spectrum. All information from Spectrum will be given to the committee.

III. Action or Request (if any)

No Action

I. Topic

Building Plan Changes

II. Discussion

A minor change to the plan was required by the state. The girls toilets will have an extra stall.

III. Action or Request (if any)

No Action

I. Topic

Floor Pattern for Hallways and Entrance Vestibule

II. Discussion

Indira Grimes created a layout that was accepted by the committee

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Please attach agenda if there is one.

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



CFCI Meeting Minutes



\$600

No Action

I. Topic

Moving & Furniture

II. Discussion

Moving and Furniture have had a budget of \$6000 each. Moving will be via PODS and occur within two at the end of the school year. There is concern that the budgeted amount will not be enough for the furniture needed. The committee will work on getting a list of furniture by February.

III. Action or Request (if any)

No Action

I. Topic

Transition Team

II. Discussion

David Ball has suggested that a transition team be created that would enable a smooth move/transition from the current facility to the new facility. The responsibility of this team would be to inform teachers, staff, parents and students of the moving process, open houses, ribbon cutting, and new policies that will occur at the new school. David will request a partnership rep to be a part of the team to insure that the parents concerns are addressed.

III. Action or Request (if any)

No Action

I. Topic

NC State - Natural Learning Initiative

II. Discussion

The Scope of services (see attached) from the NLI was discussed by the committee, it was decided that although this would be beneficial to

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CFCI Meeting Minutes



the development of the outdoor learning environment at the new facility, we are unable to afford this at this time.

III. Action or Request (if any)

No Action

I. Topic

Playground

II. Discussion

Several options and ideas are being discussed and will be finalized soon. This is a focus of the Green Committee (teachers committee) and is to be brought before the Building committee shortly.

III. Action or Request (if any)

No Action

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CFCI 30 day Look Ahead for Dec 2010.

Week of 28 Nov

Classroom building,

- Frames are in production with concrete floors scheduled for pour Monday.
- Submit for Permit.

Multi Purpose Building

- MEP dwgs complete, structural dwgs in process

Week of 5 Dec

Classroom building,

- Production continuing.
- Permit in review.

Multi Purpose Building

- Assemble drawings. Production starting

Week of 12 Dec

Classroom building,

- Production continuing.

Multi Purpose Building

- Submit for permit.
- Production continuing

Site

- Install site trailer, site temp power

Week of 19 Dec

Classroom building,

- Production continuing.
- Permit approval

Multi Purpose Building

- Permit in review.
- Fabrication continuing
- Install under-slab plumbing and conduit

Week of 26 Dec

Classroom building,

- Factory closed.
- Install foundations

Multi Purpose Building

- Install slab / foundations.

November 10, 2010
The Natural Learning Initiative

Attachment A

Cape Fear Center for Inquiry, Wilmington, NC

SCHEMATIC MASTER PLAN AND OUTDOOR PLAY AND LEARNING ENVIRONMENTS

The aim of this project is to work with the Cape Fear Center for Inquiry and the PTA playground committee to create a design program, and a schematic master plan for the outdoor play and learning settings that reflect the Cape Fear Center for Inquiry educational philosophy. The design will contribute to the future development of the school's outdoor environment for all ages K through 8th.

PROJECT OBJECTIVES

The objectives of the project are to:

1. Assist the Cape Fear Center for Inquiry in expanding outdoor playing and learning opportunities to support children's healthy development in accordance with the mission of the school.
2. Prepare base plan of school grounds with material supplied by the school.
3. Hold participatory workshops with stakeholders involved in the Cape Fear Center for Inquiry outdoor environment. Stakeholders include students, faculty, staff, parents, community members and other members of the design team.
4. Create a design program to define the overall mission and objectives of the outdoor areas of the school. Define proposed outdoor play settings from feedback received through stakeholder workshops.
5. Prepare a preliminary schematic master plan for the entire campus.
6. Help the school community and PTA committee in fundraising for construction and implementation.

PROJECT TASKS

1. **Survey and analyze existing site conditions**
Secure accurate surveys (supplied by client). Inspect and evaluate existing hardscape and softscape. Assess existing topography, drainage, other site features, and site boundaries in first site visit.
2. **Conduct online surveys and design workshops**
NLI will conduct an online survey with parents and teachers. Based on the survey analysis, NLI will lead up to two design workshops with stakeholders.
OUTCOME: NLI report containing survey results and design workshop outcomes

3. Develop a design program for learning and play settings to support the objectives of the school

Online survey and design workshop outcome will form the basis for design program. NLI will develop outdoor play and learning settings that support curriculum, including safety and functional issues, outdoor needs of different age groups, requirements for programmatic spaces, and the capacity of each play and learning setting.

OUTCOME: Design program document

4. Schematic master plan and play environment designs

Produce a schematic master plan consisting of a scaled drawing of the outdoor play and learning environments showing the locations and spatial relationships of the proposed physical settings.

OUTCOME: Schematic master plan

5. Develop setting designs

Produce schematic designs for the sequence of spaces and settings within the outdoor environments. The design will consider ADA regulations and safety standards applied to school settings in addition to relevant state regulations.

OUTCOME: Setting design sketches and descriptions

6. Develop three dimensional digital model of the outdoor learning environment

Develop three dimensional digital model of the site that could be used as a reference during construction and implementation and also as part of fundraising package.

7. Prepare fundraising material

Help the school community in fundraising for construction and implementation.

OUTCOME: Fundraising package would include graphics such as information sheets, post cards, greeting cards, three dimensional digital model walkthrough etc.

8. On-going design consultation

The services of a licensed landscape architecture firm needs to be obtained to implement the design. NLI will continue to cooperate with Cape Fear Center for Inquiry, and design team members to refine designs and master plan.

COST OF SERVICES

Costs covered by this agreement include professional time of Natural Learning Initiative staff, NC State University student assistance, fringe benefit costs associated with university employees, use of university space and equipment, university indirect cost reimbursement (20.5%), ground transportation, and all normal material costs involved with production of design documents (excluding any copies required beyond the immediate design team).

Professional time, including graduate students assistance	20,245
Project supplies, mail, and printing	500
NC State University indirect cost requirement 20.5%	4,253
TOTAL	24,998



9



CFCI Meeting Minutes

[NAME OF ORGANIZATION/COMMITTEE]

Meeting Minutes

12/9/10

Present: Pauline Piner, Sarah McCordle, Anne Patterson, Brian Corrigan, John Fuller

Next meeting: January 13, 2010, 4:00, Pauline Piner's room

I. Topic

See what needs to change in the Strategic Plan

II. Discussion

Committee began by looking at the current plan (April 2010) and began reviewing the items labeled "1" from 2009-10 priorities. Some items were changed to "accomplishments". Other items had their priorities changed.

III. Action or Request (if any)

Pauline will make revisions to the plan based on discussion to present at the next Board meeting.

I. Topic

Develop a new Strategic Plan

II. Discussion

Once we move to the new facility, we need to look at the current changes in CFCI and its external environment to determine the overall direction and goals of CFCI and how we will reach these goals.

III. Action or Request (if any)

The Strategic Planning Committee will begin a new cycle of a Strategic Plan in March 2012.

I. Topic

II. Discussion

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CFCI Strategic Plan Update

April 2010

Highlights of Board (et al.) accomplishments and goals in Red
 Highlights of Administration (et al.) accomplishments and goals in Blue

Accomplishments	September 2010 Updated Goals	2010/11 Priorities
Community	Community	
1.	1. Recommit annually to the Mission, Vision, Inquiry Model and Non-Negotiables; revise as needed	B-Annually
2. Reviewed the current Charter; revise as needed	2. Review current Charter annually; revise as needed	B-Annually
<ul style="list-style-type: none"> • Reviewed Board terms (beginning and ending) as they related to Board continuity and smooth transitions 		
3. Review the currently approved Board bylaws, compare them to the 2005 revision, prepare new bylaws, and secure approval from DPI		
Academic Excellence (Students)	Academic Excellence (Students)	
1. Improved academic performance including End of Grade (EOG) results	1. Continue to improve academic performance including End of Grade (EOG) results and other performance measures	A&F-Ongoing
2. Improved effectiveness of Exceptional Children (EC) Services for academically challenged students: complied with DPI corrective action plan	2. <u>Maintain compliance with EC requirements</u>	A&F-Ongoing
3.	3. <u>Expand opportunities for and effectiveness of services for academically advanced students</u>	A&F-
4. Strengthened the middle school academic performance to ensure that students are adequately prepared for high school	4. Continue to strengthen the middle school academic performance	A&F-Ongoing
5. Increased awareness of, and interest and enrollment	5.	

B=Board, A=Administrative, F = Faculty

Priorities:

1 = 2010-11 school year; = 2011-12 school year; = in the future, after relocation to new facility

CFCI Strategic Plan Update

April 2010

Highlights of Board (et al.) accomplishments and goals in Red
 Highlights of Administration (et al.) accomplishments and goals in Blue

Accomplishments	September 2010 Updated Goals	2010/11 Priorities
in the middle grades program		
6.	6. Create a plan for successful integration of students transferring from other schools to the new facility	A&F- ■
7. Established student-led conferences and progress reports compared to the standards for grades K-5, 6-8 and between grades 5 and 6	7. Assess the effectiveness and consistency of student-led conferences and progress reports compared to the standards established for grades K-5, 6-8 and between grades 5 and 6	A&F- ■ Assessment of the effectiveness and consistency of student-led conferences and progress reports needs to be done
8. Developed an inquiry-based teaching continuum to explore the possibility of developing an assessment tool that will be able to show the academic growth based on inquiry-based teaching of a CFCI study from K-8		
Academic Excellence (Teachers)	Academic Excellence (Teachers)	
1. Increased the number of professional development opportunities	1. Increase the number of professional development opportunities	A-Ongoing
4. Developed and implemented a formal process for teachers to provide feedback and suggestions annually regarding their working environment and support received	2. Implement a formal process for teachers to provide feedback and suggestions annually regarding their working environment and support received	A&F- ■ & ■ Teachers will continue to take the bi-annual state work survey on which we will receive feedback
3. Reviewed and revised the teacher evaluation process,	3. Implement the newly developed teacher evaluation	A&F- ■

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CFCI Strategic Plan Update

April 2010

Highlights of Board (et al.) accomplishments and goals in Red
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Accomplishments	September 2010 Updated Goals	2010/11 Priorities
and created a policy and procedure to support the process.	process; evaluate effectiveness and revise as needed.	In process, evaluation of effectiveness will follow.
Governance, Administration and Infrastructure	Governance, Administration and Infrastructure	
1.	1. Improve perception of Board of Directors (BOD) effectiveness (ADR# 1, 5, 6, 10, 25, 26, 64, 65, 66)	B-Ongoing
b. Conduct an on-going self-evaluation process c. Conduct BOD self-evaluation and then annually		
2. Improved BOD communication when delegating actions to Director, Committees, <i>ad-hoc</i> committees and other groups	2.	
3. Improved communication with the BOD and accessibility to BOD meetings	3.	
4. Improved the effectiveness of BOD committees through membership, reporting structure, and flow of information		
5. Created, as needed, BOD policy and procedure addressing: a. Open meeting law compliance b. Confidentiality c. Social Curriculum d. Conflict of Interest e. Meeting attendance f. Preparation for meetings g. Responsibility for support of BOD decisions		

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CFCI Strategic Plan Update

April 2010

Highlights of Board (et al.) accomplishments and goals in Red
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Accomplishments	September 2010 Updated Goals	2010/11 Priorities
6. Reviewed and revised job descriptions for BOD members and officers, addressing responsibilities and compliance with BOD policies and procedures		
7. Developed a BOD orientation program	7. Develop ongoing continuing education program for BOD	B&A-1
8. Completed the evaluation of the administrative roles		
9. Redesigned and implemented an organizational structure aligned with the strategic plan's initiatives and activities		
a. Developed, approved and implemented a process for an annual performance review of the Director		
10. Developed a policy and procedure to support the contract renewal process for the Director		
11. Developed a process and reports for the BOD to review financial performance and audit reports, and to develop budgets		
12. Created and implemented an evaluation process for non-teaching staff and developed a policy and procedure supporting the process		
13. Implemented the Administrative Support Team		
14. Created a compensation plan and process for the director		
Growth	Growth	
1. Increased student enrollment to have methodical growth to 374 students by 2011	1.	A
2. Planned a new facility and proceeded with	2. Create collaborative process (transition team) to the	A,B&F-1&2

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CFCI Strategic Plan Update

April 2010

Highlights of Board (et al.) accomplishments and goals in Red
 Highlights of Administration (et al.) accomplishments and goals in Blue

Accomplishments	September 2010 Updated Goals	2010/11 Priorities
construction plans, financing, etc. using a collaborative process and open communication	new facility	Bldg & Fin Cte. . Ongoing; all going well.
3.	3. Create and implement a plan for successful relocation to the new facility	A&F-1
4. Evaluated the feasibility of fee-based after school care at the current location and found it infeasible	4. Evaluate the feasibility of fee-based after school care at the new facility, and if so, develop and implement a plan	A-1
5. Evaluated the feasibility of providing student transportation to the new school, and found it infeasible at this time	5.	Remove
6. Develop and implement a marketing campaign to <u>retain current students</u> and targeted toward the neighborhoods surrounding the new facility (focus: enrollment); <u>develop a plan for external signage</u>		A-1
7. Developed a business plan to raise \$2 million for the new facility	7. Revise and begin implementing a business plan to raise \$ _150,000.00_ for the new facility	B&A-1 & 2 Fund Cte is functioning; planning fundraiser "Great ArtSpectations"
8. Established a grant writing function within the Business Coordinator's job description	8. Develop a grant writing support function	A-1 & 2 It was decided to write grants on a case by case basis
9.	9. Evaluate the feasibility of athletic programs, clubs, etc.	A-1

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CFCI Strategic Plan Update

April 2010

Highlights of Board (et al.) accomplishments and goals in Red
 Highlights of Administration (et al.) accomplishments and goals in Blue

Accomplishments	September 2010 Updated Goals	2010/11 Priorities
Communication/Relationships (Internal)		
	Communication/Relationships (Internal)	
1. Collaborated with the Partnership to develop an open forum for parents with the Director and BOD		B&A-Annually
2. Developed literature and presentations to educate parents regarding NC Standard Course of Study, EOG's and No Child Left Behind		Remove
3.	3. Develop and implement a formal, annual process for all parents to provide feedback and suggestions regarding the learning environment	A & F -1 & ☐
4. Preliminary Reviews of the Grievance Policy	4. Carefully review the Grievance Policy and revise as needed	B&A-1 Executive Cte.; undone
Communications/Public Relations (External)		
	Communications/Public Relations (External)	
1. Updated and improved information to better highlight what CFCI has to offer compared to traditional public schools	1.	
2. Improves the public's knowledge of CFCI, its strengths and its advantages	2. Continue to improve the public's knowledge of CFCI, its strengths and its advantages	A-Ongoing
3. Implemented the use of the logo on all literature and public communications	3.	

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Priorities:

1 = 2010-11 school year; ☐ = 2011-12 school year; ☐ = in the future, after relocation to new facility