

**Cape Fear Center for Inquiry  
Minutes from Board of Directors Meeting  
July 19, 2011**

**Attended by:**  
Tom Hayes, Todd Godbey, John Johnson, Harden Barker, Joan Marshall, Indira Grimes, Eddie Caropreso, Eden Avery, Florence Martin, Jeanne Swafford

*\*ex-officio members:*

**Brian Corrigan,**

**Absent:** Brenda Carey, Teresa Spanos, Rene Lemons, Pam O'Dell, Pauline Piner

**Visitors:** Michael Zentmeyer, Kathy Rettig,

7:00 PM	Meeting Called to Order	Tom Hayes
7:01 PM	Approval of Board of Directors Meeting minutes from June 21, 2011 meeting <ul style="list-style-type: none"> <li>• Approval of minutes moved to end of Board of Directors meeting</li> </ul>	Tom Hayes
7:02 PM	Visiting Faculty <ul style="list-style-type: none"> <li>• None</li> </ul>	Tom Hayes
7:03 PM	Visiting Parents <ul style="list-style-type: none"> <li>• Melissa Reese – discuss policy changes and requests Board of Directors to review <ul style="list-style-type: none"> <li>○ Car Line Pick-up</li> <li>○ School Walk-in / Drop-off</li> <li>○ Does not approve of recent changes discouraging parents walking in to school for morning drop-off and afternoon pick-up</li> </ul> </li> </ul>	Tom Hayes
7:05 PM	Partnership Report ( reference Attachment 2 ) <ul style="list-style-type: none"> <li>• Description of Partnership and Partnership activities. Activities include but not limited to: <ul style="list-style-type: none"> <li>○ Monthly Partnership Meetings</li> <li>○ Book Fair</li> <li>○ Holiday Festival</li> <li>○ CFCI Angel Tree</li> <li>○ Family Fun Nights</li> </ul> </li> <li>• Funds raised during the year are supplemental funds given to teachers and the classrooms</li> <li>• Partnership President Caroline Nixon a member on the Building and Facilities Transition Team</li> </ul>	Eden Avery
7:09 PM	Directors Report ( reference Attachment 3 ) <ul style="list-style-type: none"> <li>• Transition to CFCI summer office went smooth. 5 additional PODS needed to complete the move from Randall Parkway. Total of 20 PODS required</li> <li>• New teachers, administrative team and additional faculty are part of a book study group for Teaching Children to Care.</li> <li>• EOG scores to be presented during August Board of Directors meeting.</li> <li>• Waiver granted for 180 day school year</li> <li>• Resignation – Jan Wilkerson, choir teacher ( reference Attachment 5 )</li> <li>• Resignation – Vickie Hiatt, teaching assistant</li> <li>• PowerPoint presentation – Responsive Classroom Workshop <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Approval of Student / Parent Handbook <ul style="list-style-type: none"> <li>○ Revised Table of Contents – now categorized</li> <li>○ Reference School Board policies where applicable</li> <li>○ Transportation – Car line pick-up / drop-off</li> <li>○ Dismissal time at 3:00PM for all students</li> <li>○ Walk-ups <ul style="list-style-type: none"> <li>▪ Parents discouraged from morning drop-offs</li> <li>▪ No parent walk-ups allowed for afternoon pick-ups</li> </ul> </li> <li>○ Addition of Academic Integrity Policy</li> <li>○ Rewrite of Exceptional Children ( EC ) procedure</li> </ul> </li> </ul>	Brian Corrigan

	<ul style="list-style-type: none"> <li>○ Retention Procedure</li> <li>○ Visitors Procedure</li> <li>○ Inclusion of Communications Agreement per Board of Directors request</li> <li>○ Revised Handbook Acknowledgement form</li> </ul>	
7:44 PM	<p>Tom Hayes – Request Motion to Approve 2011-2012 Parent / Student Handbook</p> <ul style="list-style-type: none"> <li>● Jeanne Swafford – Motion to Approve 2011-2012 Parent / Student Handbook</li> <li>● Indira Grimes – Motion Seconded</li> <li>● Have Motion and Second. <ul style="list-style-type: none"> <li>○ All those approving the 2011-2012 Parent / Student Handbook signify by saying Aye – <b>9 Ayes</b></li> <li>○ All those not approving the 2011-2012 Parent / Student Handbook signify by saying Nay – <b>0 Nays</b></li> </ul> </li> <li>● <b>Motion approved with 9 Ayes.</b></li> </ul>	Tom Hayes
7:45 PM	<p>Directors Report ( continued )</p> <ul style="list-style-type: none"> <li>● Request from Rene Lemons for use of additional annual leave days for a learning trip to India ( Oct 30 – Nov 11 ). Ms. Lemons offers to reimburse school for substitute teacher so no additional expenses are incurred by the school. ( reference Attachment 4 ) <ul style="list-style-type: none"> <li>○ Michael Zentmeyer – Faculty currently permitted 2 annual leave days per year. Faculty can take days off without pay and school pays for substitute teacher. Delineates faculty Annual Leave, Personal Leave and Sick Leave.</li> <li>○ Tom Hayes – Board recommends Brian Corrigan and Michael Zentmeyer follow current school policy</li> </ul> </li> <li>● Randall Parkway facility – concerns regarding condition of parking lot by building landlord. <ul style="list-style-type: none"> <li>○ Parents Marty Woodcock and Sean Reese offer to look at options regarding post removal from asphalt</li> </ul> </li> </ul>	Brian Corrigan
8:01 PM	<p>Executive Committee</p> <ul style="list-style-type: none"> <li>● John Johnson – Subcommittee composition ( reference Attachment 6 ) <ul style="list-style-type: none"> <li>○ Tom Hayes – Requests subcommittees to review meeting dates and times</li> </ul> </li> <li>● Tom Hayes – Conflict of Interest Policy ( reference Attachment 7 ) <ul style="list-style-type: none"> <li>○ Executive Committee met and satisfied with current policy <ul style="list-style-type: none"> <li>▪ Identified need to enforce more uniformly</li> </ul> </li> <li>○ Eden Avery – Policy should not summarily dismiss teachers from discussions</li> <li>○ Eddie Caropreso – suggests moving last paragraph of Conflict of Interest Policy to beginning of body of text</li> <li>○ Tom Hayes – Request Brian Corrigan to contact North Carolina Board of Education for approval to move text in the Conflict of Interest Policy</li> </ul> </li> <li>● Tom Hayes – Addressing CFCI Parents for Clarity concerns <ul style="list-style-type: none"> <li>○ Request for a Town Hall style meeting – Board does not see this as a productive way to address the current situation regarding non-renewal of teacher’s contracts</li> <li>○ Anonymous Survey of Teachers – Administrative team looking into feasibility</li> <li>○ Access to Meeting Minutes – Board has a standard form of meeting minutes for subcommittees to follow. Administrative Committee meeting minutes will be included in monthly Board of Directors minutes.</li> <li>○ Validity of Concerns – All concerns are being addressed by the Board of Directors</li> <li>○ Communications – Communications are improving. Staff is being trained to update the website. <ul style="list-style-type: none"> <li>▪ Concerns regarding Board of Directors not communicating activities – Better communication with improved posting of meeting minutes</li> </ul> </li> <li>○ Teacher Evaluations – Ad-hoc committee to be formed with teachers and community members <ul style="list-style-type: none"> <li>▪ Tasked with addressing teacher non-renewals, teacher self-evaluation process</li> <li>▪ Indira Grimes – Review timing of contract non-renewals, review verbiage of teachers contracts and the clause “at will”</li> </ul> </li> <li>○ Clear understanding of process to address issues to the Board – Open communications, reference Communications Agreement.</li> </ul> </li> </ul>	Tom Hayes

	<ul style="list-style-type: none"> <li>▪ Address person you are having issue with, then if necessary administrative staff, then finally with the Board of Directors.</li> <li>○ Leadership Training for Administration and Staff – Brian Corrigan recently attended workshop training and is working with administrative team and staff with book review of “Teaching Children to Care”</li> <li>○ Discussion with staff and faculty about Administrative Team – Brian Corrigan is working with Administrative Team, Staff and Faculty to address any issues</li> <li>○ Indira Grimes Presentation and 4 Items outlined during her June presentation to the Board of Directors <ul style="list-style-type: none"> <li>▪ Use of Flow Chart for Teacher Evaluations – working on new evaluation for the teachers</li> <li>▪ Review timing of contract non-renewals – currently being reviewed</li> <li>▪ Revert to Robert’s Rules of Order regarding Conflict of Interest – with implementation of new teacher evaluation there should no longer be concern regarding current Conflict of Interest Policy</li> <li>▪ Review of text addition to teachers contracts in 2008/2009 <ul style="list-style-type: none"> <li>• Text “This provision takes precedence over any oral agreements between the parties or any provisions of the CFCI Staff Handbook”</li> <li>• Text added to teacher contracts per review by CFCI attorney and North Carolina law as an “at will” work state and provide transparency</li> </ul> </li> </ul> </li> <li>○ Todd Godbey – Directors Evaluation <ul style="list-style-type: none"> <li>▪ Executive Committee members unable to agree on release of survey’s results. Brought before Board tonight for full discussion.</li> <li>▪ Early development of survey explained. Survey designed to be used as a tool by the Board of Directors only.</li> <li>▪ Eden Avery – Board of Directors have not reviewed the Directors survey as a group. Requests agenda item to have full discussion by Board of Directors.</li> <li>▪ Florence Martin – Question possibility of survey results being provided electronically for review. <ul style="list-style-type: none"> <li>• Tom Hayes – Not available to be provided in an electronic format. Contact Michael Zentmeyer to review copy in person.</li> </ul> </li> </ul> </li> </ul>	
8:52 PM	Tom Hayes – Request Motion to Approve Release of Numerical Data from the Directors Survey <ul style="list-style-type: none"> <li>• John Johnson – Motion to Approve Release of Numerical Data from the Directors Survey</li> <li>• Motion not Seconded</li> <li>• <b>Motion fails.</b></li> </ul>	Tom Hayes
8:53 PM	Executive Committee ( continued ) <ul style="list-style-type: none"> <li>• Tom Hayes – Email received from Ms. Tremon-Jenkins stating she would not be making her presentation during the July Board of Directors meeting.</li> <li>• Letter of Resignation received from Teresa Spanos ( reference Attachment 17 )</li> </ul>	Tom Hayes
8:54 PM	Finance Committee <ul style="list-style-type: none"> <li>• Budget reports distributed to Board members ( reference Attachments 10 )</li> <li>• Chorus enrollment for middle grades currently at 56 students. Ms. Moore will take over 5<sup>th</sup> Grade chorus.</li> <li>• Finance budgeted for a 3% reduction of funds from New Hanover County school district. Reduction to be only 1.25%</li> </ul>	Kathy Rettig
8:59 PM	Building and Facilities Committee ( reference Attachment 11 ) <ul style="list-style-type: none"> <li>• Concerns regarding the back pond and the steep creek embankment and its proximity to the K-3 playground. Brian Corrigan said that he plans on putting in temporary fencing in this location as a temporary solution.</li> <li>• A change order was negotiated between Brian Corrigan and David Ball with Spectrum which resulted in a change from CFCI owing 10 k to Spectrum crediting CFCI 12k. This includes the credit for the windows being located at the wrong height. <ul style="list-style-type: none"> <li>○ Brian Corrigan – meeting with New Hanover County officials to appeal one of the</li> </ul> </li> </ul>	Indira Grimes

	<p>finances along with the contractor</p> <ul style="list-style-type: none"> <li>• Main building near completion. <ul style="list-style-type: none"> <li>○ Fire Marshall walkthrough expected Friday, July 22.</li> <li>○ Driveway to be paved by Friday, July 22.</li> <li>○ Expect temporary Certificate of Occupancy on Monday, July 25.</li> <li>○ With temporary Certificate of Occupancy, staff and faculty can begin moving in.</li> <li>○ No children are allowed on site with temporary Certificate of Occupancy</li> </ul> </li> <li>• Multi-purpose building close to completion. 1<sup>st</sup> layer of gym floor has been installed.</li> <li>• Transition team has tentatively scheduled an Open House of the new facility on Friday, August 19.</li> <li>• Discussion permitting walk up and drop off.</li> </ul>	
9:07 PM	<p>Tom Hayes – Request Motion to Extend Meeting 30 minutes</p> <ul style="list-style-type: none"> <li>• John Johnson – Motion to Extend Meeting 30 minutes</li> <li>• Todd Godbey – Motion Seconded</li> <li>• Have Motion and Second. <ul style="list-style-type: none"> <li>○ All those approving extending the meeting 30 minutes signify by saying Aye – <b>9 Ayes</b></li> <li>○ All those not approving extending the meeting 30 minutes signify by saying Nay – <b>0 Nays</b></li> </ul> </li> <li>• <b>Motion approved with 9 Ayes.</b></li> </ul>	Tom Hayes
9:08 PM	<p>Fund Raising Committee</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	Tom Hayes
9:08 PM	<p>Curriculum Committee</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	Tom Hayes
9:08 PM	<p>Strategic Planning Committee</p> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	Tom Hayes
9:09 PM	<p>Other Announcements</p> <ul style="list-style-type: none"> <li>• Executive Committee Meeting – Monday, August 8 @ 5:00 PM</li> <li>• Board of Directors Meeting – Tuesday, August 16 @ 7:00 PM</li> </ul>	Tom Hayes
9:09 PM	<p>Tom Hayes – Request Motion to Go Into Closed Session</p> <ul style="list-style-type: none"> <li>• Todd Godbey – Motion to Go Into Closed Session</li> <li>• John Johnson – Motion Seconded</li> <li>• Have Motion and Second. <ul style="list-style-type: none"> <li>○ All those approving motion to go into closed session signify by saying Aye – <b>9 Ayes</b></li> <li>○ All those not approving motion to go into closed session signify by saying Nay – <b>0 Nays</b></li> </ul> </li> <li>• <b>Motion approved with 9 Ayes.</b></li> </ul>	Tom Hayes
9:36 PM	<p>Tom Hayes – Request Motion to Come out of Closed Session</p> <ul style="list-style-type: none"> <li>• Eddie Caropreso – Motion to Come out of Closed Session</li> <li>• Joan Marshall – Motion Seconded</li> <li>• Have Motion and Second. <ul style="list-style-type: none"> <li>○ All those approving motion to come out of closed session signify by saying Aye – <b>9 Ayes</b></li> <li>○ All those not approving to come out of closed session signify by saying Nay – <b>0 Nays</b></li> </ul> </li> <li>• <b>Motion approved with 9 Ayes.</b></li> </ul>	
9:36 PM	<p>Tom Hayes – Request Motion to Approve Open Session Meeting Minutes</p> <ul style="list-style-type: none"> <li>• Indra Grimes – Motion to Approve Open Session Meeting Minutes</li> <li>• Todd Godbey – Motion Seconded</li> <li>• Have Motion and Second. <ul style="list-style-type: none"> <li>○ All those approving Open Session Meeting Minutes signify by saying Aye – <b>9 Ayes</b></li> <li>○ All those not approving Open Session Meeting Minutes signify by saying Nay – <b>0 Nays</b></li> </ul> </li> <li>• <b>Motion approved with 9 Ayes.</b></li> </ul>	Tom Hayes
9:37 PM	<p>Tom Hayes – Request Motion to Adjourn</p> <ul style="list-style-type: none"> <li>• Todd Godbey – Motion to Adjourn</li> <li>• Harden Barker – Motion Seconded</li> <li>• Have Motion and Second. <ul style="list-style-type: none"> <li>○ All those approving adjournment of meeting signify by saying Aye – <b>9 Ayes</b></li> <li>○ All those not approving adjournment of meeting signify by saying Nay – <b>0 Nays</b></li> </ul> </li> <li>• <b>Motion approved with 9 Ayes.</b></li> </ul>	Tom Hayes

**ATTACHMENTS**

Number	Description	Page(s)
1	Board of Directors – Attendance Sheet	1
2	Partnership Update – July 19, 2011	1
3	Director’s Report – July 2011	1
4	Employee Leave Request – Ms. Rene Lemons	1
5	Letter of Resignation – Ms. Jan Wilkerson	1
6	Subcommittees Composition 2011-2012	1
7	Conflict of Interest Policy	1
8	Communication Agreement	1
9	Finance Committee Meeting Minutes – July 11, 2011	1
10	Budget Report from 06-01-2011 to 06-30-2011	6
11	Building and Facilities Committee Minutes	1
12	Policy and Procedures Committee Meeting Minutes – July 1, 2011	
13	Administrative Team Meeting Minutes – June 8, 2011	1
14	Administrative Team Meeting Minutes – June 16, 2011	1
15	Administrative Team Meeting Minutes – June 22, 2011	1
16	Administrative Team Meeting Minutes – July 11, 2011	1
17	Letter of Resignation – Teresa Spanos	1

**Announcements and Upcoming Events**

Date	Description	Location
August 8, 2011	Executive Committee Meeting	CFCI Offices, 800 Shipyard Blvd Wilmington, NC
August 16, 2011	Board of Directors Meeting – July	CFCI School 2525 Wonder Way Wilmington, NC

**ATTACHMENT 1**

**Board of Directors – Attendance**

	<b>Term</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
	<b>Expires</b>	<b>2011</b>	<b>2011</b>	<b>2011</b>	<b>2011</b>	<b>2011</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>2012</b>	<b>2012</b>	<b>2012</b>
Tom Hayes ( P ) President	12-Jun	X	X										
Brenda Carey ( P ) Vice President	13-Jun	X	E										
Todd Godbey ( P ) Treasurer	12-Jun	X	X										
John Johnson ( P ) Secretary	13-Jun	X	X										
Eddie Caropreso ( C )	14-Jun	X	X										
Florence Martin ( C )	14-Jun	X	X										
Harden Barker ( F )	13-Jun	X	X										
Indira Grimes ( F )	14-Jun	X	X										
Jeanne Swafford ( C )	14-Jun	E	X										
Joan Marshall ( P )	13-Jun	X	X										
Teresa Spanos ( C )	14-Jun	X	E										
Brian Corrigan* ( S ) Director	-	X	X										
Eden Avery ( P )* Partnership Representative	-	X	X										
Pam O'Dell* ( S )	-	X	E										
Pauline Piner* ( F )	-	X	E										
Rene Lemons* ( F ) Founder's Seat	-	X	E										

**LEGEND:**

- |                       |                                 |
|-----------------------|---------------------------------|
| X – Present           | ( P ) – Parent                  |
| E – Excused           | ( C ) – Community Member        |
| A – Absent            | ( F ) – Faculty / Teacher       |
| * - Non-voting Member | ( S ) – Staff / School Employee |

**NOTE:** Members will be responsible for providing notification of absence along with updates on any project or action item status.

**ATTACHMENT 2**  
**Partnership Update – July 2011**

**CFCI Partnership Update, July 19, 2011**  
**Presented by Eden Avery, Partnership Member-at-Large**

The **CFCI Partnership** serves as the parent / teacher organization at the school. The group works to support the mission and vision of the school by organizing fundraisers, community events, and assisting wherever help is needed. The Partnership believes that parent support, both time and financial, should directly impact the students in the school. All parents, faculty and staff are considered to be members of the Partnership.

The Partnership's primary role is to provide support for the CFCI community through fundraising and activities such as:

- Quarterly school-wide Partnership meetings (providing updates and special topic information)
- Providing supplemental money for teachers/classrooms
- Faculty/staff and volunteer appreciation efforts
- Sponsoring socials and family fun nights
- Organizing fall and spring book fairs (proceeds can be used by faculty for classroom book purchases)
- Organizing the annual Holiday Festival (primary school-wide fundraiser/holiday family event)
- Assisting with CFCI "Angel Tree" (holiday gifts for CFCI families)
- Sponsoring the school-wide recycling program

**Planning/Upcoming events for 2011-2012 School Year:**

- Partnership Executive Team will continue to meet over the summer to plan events for next year (meeting dates, family activities, fundraising campaigns, etc.)
- Back-to-school teacher luncheon being planned (possibly for one of the first teacher work days)
- Annual open house/back-to-school social will be planned as soon as school calendar dates are confirmed
- Traditionally, Board members have been introduced to CFCI community at first Partnership meeting in the fall
- Plan to sponsor regular family fun night events (free/nominal charge) to provide opportunities for parents, students, staff/faculty to socialize and help strengthen our sense of community
- Caroline Nixon (Partnership Chair) serves on the Transition Team (help to communicate new procedures for the new campus to parents, etc.)



# Cape Fear Center For Inquiry

## FYI

- Transition to summer office went smooth. All school furnishing are in PODS. We needed 5 more PODS then we originally planned for. A total of 20 PODS were used.
- PPRC report
- Responsive Classroom workshop update.
- Teaching Children to Care book study part 1 will be August 15<sup>th</sup>. The new teachers on staff this year, the administrative team, and several other teachers on staff will be participating in this book study over the course of this year.
- Lori Underwood will present our EOG scores at the August meeting.
- All teachers were issued their contracts and all have signed them. Teachers return on August 16<sup>th</sup>.
- Jan Wilkerson resigned (see attached letter) from the chorus contracted position. We are currently advertising for this.
- Tentative date for Open House will be August 19<sup>rd</sup> from 5:30-7:30 and student 1<sup>st</sup> day of school is on August 23<sup>th</sup>.
- Vickie Hiatt, teaching assistant resigned. We have posted the position.
- I am planning on going to Maine the week of Oct 17<sup>th</sup>. There is a scheduled board meeting the 18<sup>th</sup> that I will not be able to attend.

## ACTIONS

- Approval of Student/Parent Handbook
- Rene Lemons' leave request
- Randall Parkway building

**ATTACHMENT 4**  
**Employee Leave Request – Ms. Rene Lemons**

July 8, 2011

Dear Board of Directors,

I am writing to request that I be allowed to use some of my annual leave on student attendance days this coming fall. I have an opportunity to go to India from October 30 - November 11, 2011. I would use my two annual leave days allowed by policy and would need to use an additional six annual leave days. I am willing to pay for my substitute on those days so that the school would not incur any additional expense. I will learn so much on this trip that I will be able to share with my students and hopefully the wider CFCI community. I am already planning a bird study with my first graders and am excited about the opportunity to observe and learn about Indian birds as well as local culture and other wildlife. Thank you for considering my request.

Sincerely,

Rene Lemons

ATTACHMENT 5  
Letter of Resignation – Ms. Jan Wilkerson

**Jan M. Wilkerson**

213 Small Dove Court  
Wilmington, NC 28412  
[rwilkerson1@ec.rr.com](mailto:rwilkerson1@ec.rr.com)

June 9, 2011

Dear Mr. Corrigan:

*The purpose of this letter is to provide you with an official notification of my intent to resign my position, effective at the end of this school year. Please know how very much I've enjoyed my brief time here at the school and just how much I appreciate having the tremendous opportunity to teach our many wonderful choral students.*

*My decision in this matter is not easily made and I make it with a measure of reservation. I will certainly miss the many friendships that I've made here at the school and I'm just as confident that I will miss the day to day interaction with students that I've come to know so well this year.*

*Once again, thank you and the entire CCFI family. Best wishes for future success!*



Jan Wilkerson

ATTACHMENT 6  
Subcommittees Composition

2011 / 2012 Subcommittee	Administrative Team	Executive Team	Curriculum Policy	Finance	Strategic Planning	Building and Facilities	Fund Raising	Policy and Procedure Review
Type of Committee	Standing	Standing	Standing	Standing	Standing	Standing	Ad Hoc	Ad Hoc
Chairperson	Brian Corrigan ( Director )	Tom Hayes ( BOD - President )		Todd Godbey ( BOD - Treasurer )	Pauline Piner ( Faculty / Board Member )	Indira Grimes ( Faculty / Board Member )	Tom Hayes ( BOD - President )	Pam O'Dell ( Staff / Board Member )
Members	Michael Zentmeyer ( Human Resources )	Brian Corrigan ( Director )	Jeanne Swafford ( Board Member )	Brian Corrigan ( Director )	Brian Corrigan ( Director )	Brian Corrigan ( Director )	Eden Avery ( Board Member )	Brian Corrigan ( Director )
Members	Kathy Rettig ( Bus Oper Coordinator )	Brenda Carey ( BOD - Vice President )	Lori Underwood ( Staff / Curriculum Coord )	Harden Barker ( Faculty / Board Member )	Teresa Spanos ( Board Member )	David Ball ( Community Member )		Harden Barker ( Faculty / Board Member )
Members	Lori Underwood ( Curriculum Coordinator )	Todd Godbey ( BOD - Treasurer )	Florence Martin ( Board Member )	Joanne Brinkley ( Faculty )	Edward Caropreso ( Board Member )	Joan Marshall ( Board Member )		Lisa Brackney ( Faculty )
Members	Nancy Johnsen ( EC Coordinator )	John Johnson ( BOD - Secretary )		John Johnson ( BOD - Secretary )		Kathy Rettig ( Staff / Bus Oper Coord )		Kathy Winner ( Faculty )
Members				Kathy Rettig ( Staff / Bus Oper Coord )		Michelle Hair ( Faculty / Board Member )		Michael Zentmeyer ( Staff )
Members						Rene Lemons ( Faculty / Board Member )		
Members								
Members								

2010 / 2011 Subcommittee	Administrative Team	Executive Team	Curriculum Policy	Finance	Strategic Planning	Building and Facilities	Fund Raising	Policy and Procedure Review
Type of Committee	Standing	Standing	Standing	Standing	Standing	Standing	Ad Hoc	Ad Hoc
Chairperson	Brian Corrigan ( Director )	Teresa Spanos ( BOD - President )	Deb Powell ( Board Member )	Todd Godbey ( BOD - Treasurer )	Pauline Piner ( Faculty / Board Member )	David Ball ( BOD - Secretary )	Tom Hayes ( Board Member )	Harden Barker ( Faculty )
Members	Michael Zentmeyer ( Human Resources )	John Fuller ( BOD - Vice President )	Lori Underwood ( Curriculum Coordinator )	Brian Corrigan ( Director )	Brian Corrigan ( Director )	Brian Corrigan ( Director )	Beth Carter ( Faculty )	Brian Corrigan ( Director )
Members	Kathy Rettig ( Bus Oper Coordinator )	Todd Godbey ( BOD - Treasurer )	Beth Carter ( Faculty )	Harden Barker ( Faculty )	Teresa Spanos ( BOD - President )	Indira Grimes ( Faculty )		Lisa Brackney ( Faculty )
Members	Lori Underwood ( Curriculum Coordinator )	David Ball ( BOD - Secretary )	Jan Tremon-Jenkins ( Faculty )	Joanne Brinkley ( Faculty )	John Fuller ( BOD - Vice President )	Joan Marshall ( Board Member )		Lori Winner ( Faculty )
Members	Nancy Johnsen ( EC Coordinator )	Brian Corrigan ( Director )	Brenda Carey ( Board Member )	Joanne Cress ( Faculty )	Sarah McCorcle ( Faculty / Board Member )	John Johnson ( Board Member )		Michael Zentmeyer ( Human Resources )
Members				Kathy Rettig ( Staff / Bus Oper Coord )	Anne Patterson ( Board Member )	Kathy Rettig ( Staff / Bus Oper Coord )		Pan O'Dell ( Staff )
Members				Tom Hayes ( Board Member )	Megan Johnson ( Board Member )	Lisa Sullivan ( Faculty )		
Members						Michelle Hair ( Faculty / Board Member )		
Members						Rene Lemons ( Faculty / Board Member )		

Notes:  
 Executive Committee - Meets Week Prior to Board Meeting Monday of Each Month, 5:00 PM  
 Curriculum Policy - Meets Second ( 2nd ) Monday of Each Month @ 3:15 PM  
 Finance - Meets Week Prior to Board Meeting Monday of Each Month, 4:00 PM  
 Strategic Planning - Meets First ( 1st ) Tuesday of Each Month, 3:30 PM  
 Building & Facilities - Meets Last Monday of Each Month, 3:30 PM  
 Fund Raising - Meeting Times Not established

ATTACHMENT 7  
Conflict of Interest Policy

AMENDMENT 1                      Approved: 2-16-10

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

## CONFLICT OF INTEREST

Any officer, key employee, or committee member having an interest in a contract, other transaction or program presented to or discussed by the Board or Board Committee for authorization, approval, or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board or committee prior to its acting on such contract or transaction. Such transaction which might reasonably be construed to be adverse to the corporation's interest. The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor be present during in the discussion or deliberations with respect to, such contract or transaction (other than to present factual information or to respond to questions prior to the discussion). The minutes of the meeting shall reflect the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation. The Board may adopt conflict of interest policies requiring: (a) regular annual statements from officers and key employees to disclose existing and potential conflict in interest; and, (b) corrective and disciplinary actions with respect to transgressions of such policies.

For the purpose of this section, a person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the corporation, or is a director, trustee or officer o f or has a significant financial or influential interest in the entity contracting or dealing with the corporation.

## Communication Agreement

CFCI believes that clear and open communication is paramount in maintaining focus on our mission and vision. Therefore, the following guidelines of communication are expected.

**Take responsibility for your own feelings.** Do not expect others to read your mind. Use "I" statements and refrain from blaming.

**Communicate directly with the person or persons involved in an issue.** Do not work through go-betweens or serve as a go-between for others. If someone asks you for information about an issue in which you are not directly involved, direct him/her to the proper source.

**Do not speak critically about others behind their backs unless you voice the same criticisms to their face.** To avoid unhelpful speculation, give specific names when you make a critical comment in a meeting.

**State your position or concern before asking how others feel about it.** Do not set someone up to give the "wrong" answer. Be courageous and put yourself on the spot first.

**Practice active listening.** Listen silently with your whole self until the speaker has finished speaking. Then restate what the speaker has said and wait for confirmation.

**Provide continual feedback.** Do not allow resentments to build up, and do not forget to give positive strokes.

**Respect and validate others' feelings.** If you do not agree or do not support another's statement, acknowledge what has been said, then make your point.

**Use humor softly, not sharply.**

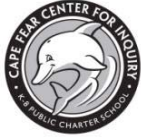
I, \_\_\_\_\_, understand and appreciate the importance that the communication agreement contributes to the strength and well-being of our community of learners at CFCI.

I also understand that following the communication agreement is an expectation. I agree to follow and support my colleagues in following the communication agreement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 9  
Finance Committee Meeting Minutes – July 11, 2011



# Cape Fear Center For Inquiry

## Finance Committee

Meeting Minutes

July 11<sup>th</sup>, 2011

Present: Todd Godbey, Brian Corrigan, Kathy Rettig, Tom Hayes, John Johnson, Joanne Brinkley

Next meeting: **August 8<sup>th</sup>, 2011**

### I. Topic

Budget Reports

### II. Discussion

Reports were handed out. These reports are DRAFT. Year end reports will not be final until the audit is complete in August. Please send any questions to Kathy

### I. Topic

Revised Chorus position

### II. Discussion

Student enrollment in chorus for the 11-12 school year is approx. 56 and counting. In order to accommodate enrollment, the new chorus teacher will teach two blocks of M.S. chorus. Ms. Moore will be responsible for 5th grade chorus. Payment for the chorus teacher is based on certification and experience. Last chorus teacher was paid \$10,332. The range of pay for the new schedule would be \$7,608 to \$12,460.

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

## BUDGET REPORT

From 6/1/2011 to 6/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>REVENUE</b>						
<b>STATE REVENUE</b>						
Rev - Behavior Support - 029	\$31,299.00	\$410.80	\$31,299.00	\$0.00	0.00%	
Rev - Charter Schools - 036	\$1,734,681.00	\$0.00	\$1,734,681.00	\$0.00	0.00%	
<b>TOTAL STATE REVENUE</b>	<b>\$1,765,980.00</b>	<b>\$410.80</b>	<b>\$1,765,980.00</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b>LOCAL REVENUE</b>						
Rev - Sales Tax	\$303,800.00	\$0.00	\$142,262.35	\$161,537.65	53.17%	
Rev - Field Trip	\$36,000.00	\$290.95	\$35,322.43	\$677.57	1.88%	
Rev - Contributions and Donati	\$2,500.00	\$0.00	\$1,847.96	\$652.04	26.08%	
Rev - Interest Income-OP-4609	\$150.00	\$0.00	\$147.69	\$2.31	1.54%	
Rev - Interest Income-MM-1908	\$3,300.00	\$254.38	\$3,021.33	\$278.67	8.44%	
Rev - Interest Income-SV-4483	\$10.00	\$0.02	\$0.33	\$9.67	96.70%	
Rev - Interest Income-SV-4595	\$900.00	\$0.00	\$845.84	\$54.16	6.02%	
Rev - Various	\$3,235.15	\$828.24	\$3,235.15	\$0.00	0.00%	
Rev - Arts	\$5,449.02	\$0.00	\$5,449.02	\$0.00	0.00%	
Rev - Fund Balance Appropriate	\$1,102,963.99	\$0.00	\$0.00	\$1,102,963.99	100.00%	
Rev - Brunswick County - 5078	\$62,259.74	\$10,376.62	\$62,259.74	\$0.00	0.00%	
F & F - Brunswick County-4609	\$0.87	\$0.00	\$0.87	\$0.00	0.00%	
F & F - Brunswick County-5078	\$814.51	\$265.84	\$814.51	\$0.00	0.00%	
Rev - Duplin County - 5078	\$1,562.11	\$284.02	\$1,704.12	\$(142.01)	-9.09%	
Rev - New Hanover County-5078	\$765,969.00	\$0.00	\$765,969.00	\$0.00	0.00%	
F & F - New Hanover - 5078	\$16,432.71	\$0.00	\$16,432.71	\$0.00	0.00%	
Rev - Pender County - 5078	\$49,632.24	\$8,272.04	\$49,632.24	\$0.00	0.00%	
F & F - Pender County - 5078	\$1,256.43	\$190.96	\$1,256.43	\$0.00	0.00%	
Rev - Music - 643	\$1,240.00	\$0.00	\$1,240.00	\$0.00	0.00%	
Rev - Fundraising - 653	\$10,000.00	\$573.00	\$9,068.83	\$931.17	9.31%	
Rev - Capital Campaign - 660	\$37,159.47	\$936.26	\$37,159.47	\$0.00	0.00%	
Rev - Student Fees / Supplies	\$650.00	\$0.00	\$623.98	\$26.02	4.00%	
Rev - Social Dues	\$400.00	\$0.00	\$293.00	\$107.00	26.75%	
<b>TOTAL LOCAL REVENUE</b>	<b>\$2,405,685.24</b>	<b>\$22,272.33</b>	<b>\$1,138,587.00</b>	<b>\$1,267,098.24</b>	<b>52.67%</b>	
<b>FEDERAL REVENUE</b>						
Rev - Educ for Homeless-026	\$125.98	\$0.00	\$125.98	\$0.00	0.00%	
Rev - IDEA VI-B Sliver - 044	\$3,256.00	\$0.00	\$3,256.00	\$0.00	0.00%	
Rev - IDEA VI-B Handicap - 060	\$53,479.88	\$11,357.65	\$50,383.11	\$3,096.77	5.79%	
Rev - Improving Tchr Qual-103	\$3,514.60	\$444.79	\$2,893.76	\$620.84	17.66%	
Rev - IDEA VI-B Spec Needs-118	\$2,000.00	\$68.80	\$578.20	\$1,421.80	71.09%	
Rev - ARRA Stabilization - 140	\$99,636.41	\$0.00	\$99,636.41	\$0.00	0.00%	
Rev - ARRA IDEA VI-B - 144	\$2,398.53	\$0.00	\$2,398.53	\$0.00	0.00%	
Rev - Education Jobs Fund-155	\$74,073.00	\$6,619.94	\$66,334.03	\$7,738.97	10.45%	

Date: 06/29/2011

Time: 1:32 pm

CAPE FEAR CENTER FOR INQUIRY

BUDGET REPORT

From 6/1/2011 to 6/30/2011

	<b>CURRENT BUDGET</b>	<b>MTD ACTIVITY</b>	<b>YTD ACTIVITY</b>	<b>BUDGET BALANCE</b>	<b>PERCENT REMAINING</b>	<b>NOTES</b>
<b>TOTAL FEDERAL REVENUE</b>	<b>\$238,484.40</b>	<b>\$18,491.18</b>	<b>\$225,606.02</b>	<b>\$12,878.38</b>	<b>5.40%</b>	
<b>CAPITAL REVENUE</b>						
Rev - Interest Income BD 5221	\$3,589.08	\$0.00	\$3,589.08	\$0.00	0.00%	
Rev - Bonds and Notes	\$4,250,000.00	\$0.00	\$4,250,000.00	\$0.00	0.00%	
<b>TOTAL CAPITAL REVENUE</b>	<b>\$4,253,589.08</b>	<b>\$0.00</b>	<b>\$4,253,589.08</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b>TOTAL REVENUE</b>	<b>\$8,663,738.72</b>	<b>\$41,174.31</b>	<b>\$7,383,762.10</b>	<b>\$1,279,976.62</b>	<b>14.77%</b>	

## BUDGET REPORT

From 6/1/2011 to 6/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>EXPENSES</b>						
<b>1. Salaries &amp; Bonuses</b>						
Salary - Teacher	\$906,023.59	\$85,966.07	\$914,830.63	\$(8,807.04)	-0.97%	
Salary - Teacher - 140	\$84,323.41	\$0.00	\$84,323.41	\$0.00	0.00%	
Salary - Teacher - 155	\$62,689.00	\$5,602.51	\$56,378.27	\$6,310.73	10.07%	
Salary - Mentor Pay - 103	\$2,070.23	\$0.00	\$2,000.00	\$70.23	3.39%	
Salary - Teacher Assistant	\$70,290.00	\$5,733.44	\$67,187.72	\$3,102.28	4.41%	
Salary - Substitute	\$24,870.00	\$3,920.00	\$24,870.00	\$0.00	0.00%	
Salary - Substitute - 103	\$350.00	\$0.00	\$245.00	\$105.00	30.00%	
Salary - Full Time Sub	\$25,036.00	\$2,590.00	\$20,766.00	\$4,270.00	17.06%	
Salary - EC Teacher	\$167,217.00	\$17,598.01	\$167,125.96	\$91.04	0.05%	
Salary - EC Teacher - 060	\$5,720.00	\$0.00	\$5,720.00	\$0.00	0.00%	
Salary - EC Teacher - 144	\$2,228.07	\$0.00	\$2,228.07	\$0.00	0.00%	
Salary - EC Assistant	\$12,000.00	\$968.00	\$11,154.00	\$846.00	7.05%	
Salary - EC Substitute	\$700.00	\$140.00	\$700.00	\$0.00	0.00%	
Salary - Behavioral - 029	\$24,029.27	\$0.00	\$24,029.27	\$0.00	0.00%	
Salary - Guidance	\$23,066.59	\$1,046.00	\$23,066.59	\$0.00	0.00%	
Salary - Principal	\$81,000.00	\$6,750.00	\$81,000.00	\$0.00	0.00%	
Salary - Assistant Principal	\$51,000.00	\$4,250.00	\$50,528.50	\$471.50	0.92%	
Salary - Office	\$42,136.00	\$3,662.34	\$39,466.08	\$2,669.92	6.34%	
Salary - Business Manager	\$81,000.00	\$6,750.01	\$81,000.12	\$(0.12)	0.00%	
Salary - Bonus	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0.00%	
<b>Total 1. Salaries &amp; Bonuses</b>	<b>\$1,668,749.16</b>	<b>\$144,976.38</b>	<b>\$1,659,619.62</b>	<b>\$9,129.54</b>	<b>0.55%</b>	
<b>2. Benefits</b>						
Social Security Cost	\$111,565.92	\$10,520.92	\$111,551.88	\$14.04	0.01%	
Social Security Cost - 029	\$1,822.53	\$0.00	\$1,822.53	\$0.00	0.00%	
Social Security Cost - 060	\$438.00	\$0.00	\$438.00	\$0.00	0.00%	
Social Security Cost - 103	\$185.15	\$0.00	\$168.96	\$16.19	8.74%	
Social Security Cost - 140	\$6,451.00	\$0.00	\$6,451.00	\$0.00	0.00%	
Social Security Cost - 144	\$170.46	\$0.00	\$170.46	\$0.00	0.00%	
Social Security Cost - 155	\$4,795.00	\$428.60	\$4,067.48	\$727.52	15.17%	
State Retirement Cost	\$161,148.39	\$12,544.18	\$135,849.17	\$25,299.22	15.70%	
State Retirement Cost - 029	\$1,750.00	\$0.00	\$1,750.00	\$0.00	0.00%	
State Retirement Cost - 140	\$8,862.00	\$0.00	\$8,862.00	\$0.00	0.00%	
State Retirement Cost - 155	\$6,589.00	\$588.83	\$5,888.28	\$700.72	10.63%	
Hospitalization Cost	\$142,958.40	\$9,859.20	\$137,618.00	\$5,340.40	3.74%	
Hospitalization Cost - 029	\$3,697.20	\$410.80	\$3,697.20	\$0.00	0.00%	
Unemployment Cost	\$18,489.30	\$6,488.65	\$17,765.18	\$724.12	3.92%	
<b>Total 2. Benefits</b>	<b>\$468,922.35</b>	<b>\$40,841.18</b>	<b>\$436,100.14</b>	<b>\$32,822.21</b>	<b>7.00%</b>	
<b>3. Books &amp; Supplies</b>						
Instructional Supplies	\$22,050.00	\$388.57	\$18,299.98	\$3,750.02	17.01%	
Instructional Supplies - 026	\$125.98	\$0.00	\$125.98	\$0.00	0.00%	

Date: 06/29/2011  
 Time: 1:32 pm

**CAPE FEAR CENTER FOR INQUIRY**  
**BUDGET REPORT**  
 From 6/1/2011 to 6/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EC Instructional Supplies	\$36.00	\$(228.67)	\$23.98	\$12.02	33.39%	
EC Instructional Supplies - 044	\$3,256.00	\$0.00	\$3,256.00	\$0.00	0.00%	
EC Instructional Supplies - 060	\$2,664.00	\$252.65	\$2,299.83	\$364.17	13.67%	
Safety Supplies	\$800.00	\$0.00	\$757.76	\$42.24	5.28%	
Arts Supplies	\$4,100.00	\$0.00	\$3,618.92	\$481.08	11.73%	
Office Supplies	\$9,436.40	\$1,106.88	\$9,436.40	\$0.00	0.00%	
Board of Directors Supplies	\$50.00	\$0.00	\$29.78	\$20.22	40.44%	
Postage	\$1,274.06	\$105.11	\$1,186.06	\$88.00	6.91%	
Memberships	\$1,415.00	\$0.00	\$1,366.00	\$49.00	3.46%	
Social Dues	\$400.00	\$71.62	\$283.63	\$116.37	29.09%	
Sales Tax Expense	\$303,800.00	\$107.84	\$219,402.47	\$84,397.53	27.78%	
Music Supplies	\$3,500.00	\$0.00	\$1,745.20	\$1,754.80	50.14%	
Student Activity - Fundraising	\$3,523.24	\$60.00	\$3,523.24	\$0.00	0.00%	
<b>Total 3. Books &amp; Supplies</b>	<b>\$356,430.68</b>	<b>\$1,864.00</b>	<b>\$265,355.23</b>	<b>\$91,075.45</b>	<b>25.55%</b>	
<b>4. Technology</b>						
Internet Services	\$200.00	\$8.00	\$173.88	\$26.12	13.06%	
Instructional Software	\$4,200.00	\$0.00	\$2,952.40	\$1,247.60	29.70%	
Office Software	\$2,500.00	\$0.00	\$2,046.66	\$453.34	18.13%	
Non-Capitalized Office Hardware	\$250.00	\$0.00	\$0.00	\$250.00	100.00%	
Supplies and Materials	\$600.00	\$0.00	\$538.73	\$61.27	10.21%	
Technology Computer Equipment	\$4,000.00	\$0.00	\$3,861.98	\$138.02	3.45%	
<b>Total 4. Technology</b>	<b>\$11,750.00</b>	<b>\$8.00</b>	<b>\$9,573.65</b>	<b>\$2,176.35</b>	<b>18.52%</b>	
<b>5. Non-Cap Equipment &amp; Leases</b>						
Instructional Equipment	\$450.00	\$0.00	\$403.66	\$46.34	10.30%	
Reproduction Costs	\$12,000.00	\$507.84	\$11,259.55	\$740.45	6.17%	
Office Equipment	\$500.00	\$0.00	\$55.00	\$445.00	89.00%	
<b>Total 5. Non-Cap Equipment &amp; Leases</b>	<b>\$12,950.00</b>	<b>\$507.84</b>	<b>\$11,718.21</b>	<b>\$1,231.79</b>	<b>9.51%</b>	
<b>6. Contracted Student Services</b>						
Instructional Services	\$720.00	\$(720.00)	\$0.00	\$720.00	100.00%	
EC Services	\$0.00	\$(3,132.00)	\$2,490.50	\$(2,490.50)	0.00%	
EC Services - 060	\$10,000.00	\$3,177.50	\$10,000.00	\$0.00	0.00%	
Psychological Services - 060	\$16,180.00	\$7,927.50	\$14,695.00	\$1,485.00	9.18%	
Speech Services	\$8,379.00	\$3,639.50	\$8,379.00	\$0.00	0.00%	
Speech Services - 060	\$15,727.00	\$0.00	\$15,727.00	\$0.00	0.00%	
Field Trips	\$39,500.00	\$2,085.63	\$39,407.82	\$92.18	0.23%	
<b>Total 6. Contracted Student Services</b>	<b>\$90,506.00</b>	<b>\$12,978.13</b>	<b>\$90,699.32</b>	<b>\$(193.32)</b>	<b>-0.21%</b>	
<b>7. Staff Development</b>						
Workshop Expenses	\$5,000.00	\$(189.00)	\$1,284.44	\$3,715.56	74.31%	
Workshop Expenses - 103	\$341.32	\$0.00	\$35.01	\$306.31	89.74%	
EC Workshop Expenses - 060	\$2,750.88	\$0.00	\$1,503.28	\$1,247.60	45.35%	

## BUDGET REPORT

From 6/1/2011 to 6/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EC Workshop Expenses - 118	\$2,000.00	\$68.80	\$578.20	\$1,421.80	71.09%	
Education Reimbursements	\$0.00	\$165.00	\$0.00	\$0.00	0.00%	
Education Reimbursements - 103	\$567.90	\$444.79	\$444.79	\$123.11	21.68%	
<b>Total 7. Staff Development</b>	<b>\$10,660.10</b>	<b>\$489.59</b>	<b>\$3,845.72</b>	<b>\$6,814.38</b>	<b>63.92%</b>	
<b>8. Administrative Services</b>						
Advertising	\$4,500.00	\$678.77	\$4,159.52	\$340.48	7.57%	
Audit Services	\$10,300.00	\$0.00	\$10,300.00	\$0.00	0.00%	
Bank Fees	\$850.00	\$9.80	\$842.18	\$7.82	0.92%	
Financial Services	\$37,142.10	\$2,740.00	\$36,840.00	\$302.10	0.81%	
General Administration	\$3,380.00	\$1,886.49	\$3,377.79	\$2.21	0.07%	
Legal Services	\$3,600.00	\$0.00	\$2,347.50	\$1,252.50	34.79%	
SIMS/NC WISE Services	\$16,707.91	\$1,252.50	\$16,515.00	\$192.91	1.15%	
Technology Support Services	\$11,377.82	\$1,859.90	\$11,377.82	\$0.00	0.00%	
Human Resources	\$750.00	\$0.00	\$622.00	\$128.00	17.07%	
Other Tax Payments	\$4,052.32	\$0.00	\$4,052.32	\$0.00	0.00%	
Donations	\$5,030.00	\$0.00	\$5,028.52	\$1.48	0.03%	
<b>Total 8. Administrative Services</b>	<b>\$97,690.15</b>	<b>\$8,427.46</b>	<b>\$95,462.65</b>	<b>\$2,227.50</b>	<b>2.28%</b>	
<b>9. Insurances</b>						
Workers Compensation	\$8,662.38	\$3,314.00	\$8,662.38	\$0.00	0.00%	
General Liability	\$24,161.63	\$3,678.00	\$24,161.63	\$0.00	0.00%	
Other Insurance & Judgments	\$2,831.25	\$0.00	\$2,826.56	\$4.69	0.17%	
<b>Total 9. Insurances</b>	<b>\$35,655.26</b>	<b>\$6,992.00</b>	<b>\$35,650.57</b>	<b>\$4.69</b>	<b>0.01%</b>	
<b>10. Rents &amp; Debt Service</b>						
Building Rent	\$355,754.05	\$32,533.79	\$355,754.05	\$0.00	0.00%	
<b>Total 10. Rents &amp; Debt Service</b>	<b>\$355,754.05</b>	<b>\$32,533.79</b>	<b>\$355,754.05</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b>11. Facilities</b>						
Building Repairs & Maintenance	\$4,000.00	\$563.90	\$3,704.50	\$295.50	7.39%	
Building Supplies & Materials	\$3,000.00	\$17.25	\$1,432.11	\$1,567.89	52.26%	
Contracted Custodial Services	\$40,000.00	\$3,780.00	\$33,860.00	\$6,140.00	15.35%	
Custodial Supplies & Materials	\$9,500.00	\$744.00	\$8,929.99	\$570.01	6.00%	
Security Monitoring	\$5,153.09	\$0.00	\$4,809.23	\$343.86	6.67%	
<b>Total 11. Facilities</b>	<b>\$61,653.09</b>	<b>\$5,105.15</b>	<b>\$52,735.83</b>	<b>\$8,917.26</b>	<b>14.46%</b>	
<b>12. Utilities</b>						
Electricity	\$27,000.00	\$2,305.49	\$23,674.93	\$3,325.07	12.32%	
Water & Sewer	\$5,500.00	\$1,413.96	\$5,374.97	\$125.03	2.27%	
Waste Management	\$22,700.00	\$314.50	\$2,178.33	\$20,521.67	90.40%	
Telephone	\$11,000.00	\$846.51	\$10,175.35	\$824.65	7.50%	
Mobile Communications	\$600.00	\$50.00	\$550.00	\$50.00	8.33%	

Date: 06/29/2011  
 Time: 1:32 pm

CAPE FEAR CENTER FOR INQUIRY  
 BUDGET REPORT  
 From 6/1/2011 to 6/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>Total 12. Utilities</b>	<b>\$66,800.00</b>	<b>\$4,930.46</b>	<b>\$41,953.58</b>	<b>\$24,846.42</b>	<b>37.20%</b>	
<b>13. Nutrition &amp; Food</b>						
Food Supplies & Materials	\$43.33	\$0.00	\$43.33	\$0.00	0.00%	
Food Purchases	\$3,500.00	\$80.74	\$3,495.64	\$4.36	0.12%	
<b>Total 13. Nutrition &amp; Food</b>	<b>\$3,543.33</b>	<b>\$80.74</b>	<b>\$3,538.97</b>	<b>\$4.36</b>	<b>0.12%</b>	
<b>14. Transportation &amp; Travel</b>						
Vehicle Gas & Diesel Fuel	\$1,500.00	\$129.44	\$687.91	\$812.09	54.14%	
<b>Total 14. Transportation &amp; Travel</b>	<b>\$1,500.00</b>	<b>\$129.44</b>	<b>\$687.91</b>	<b>\$812.09</b>	<b>54.14%</b>	
<b>16. New Site Development</b>						
General Contracts	\$2,294,020.49	\$84,051.54	\$1,361,960.24	\$932,060.25	40.63%	
Miscellaneous Contracts	\$2,065,576.46	\$10,871.70	\$2,061,485.93	\$4,090.53	0.20%	
Debt Services - Principal	\$487,500.00	\$0.00	\$487,500.00	\$0.00	0.00%	
Debt Services - Interest	\$120,981.84	\$11,399.88	\$120,532.62	\$449.22	0.37%	
Bond Issuance Cost	\$108,680.05	\$0.00	\$108,680.05	\$0.00	0.00%	
Moving Expenses	\$0.00	\$360.00	\$360.00	\$(360.00)	0.00%	
Capital Campaign - 660	\$900.00	\$0.00	\$833.14	\$66.86	7.43%	
<b>Total 16. New Site Development</b>	<b>\$5,077,658.84</b>	<b>\$106,683.12</b>	<b>\$4,141,351.98</b>	<b>\$936,306.86</b>	<b>18.44%</b>	
<b>TOTAL EXPENSES</b>	<b>\$8,320,223.01</b>	<b>\$366,547.28</b>	<b>\$7,204,047.43</b>	<b>\$1,116,175.58</b>	<b>13.42%</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$343,515.71</b>	<b>\$(325,372.97)</b>	<b>\$179,714.67</b>			



# Cape Fear Center For Inquiry

## Building and Facilities Committee

Building Update

June 27, 3:30 pm, CFCI *old building*

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

*Next meeting:*

BUILDING & FACILITIES (on Site) MONDAY JULY 25 @ 10AM

TRANSITION TEAM (Port City Java @ Henrys) MONDAY JULY 25 @ 11AM

### I. Topic

#### Construction Update

### II. Discussion

The discussion this month is centered on concerns of the committee focused on the back pond and the steep creek embankment and its adjacency to the K-3 playground. Brian Corrigan said that he plans on putting in temporary fencing in this location as a solution until a fence can be built. The cost and installation of the temp fence was not discussed. The committee also discussed a fence at Shipyard in the "CFCI natural area" we will wait to see the extent the planting of bushes at this location protects the students and will look at options at that time.

A preliminary Punch List was created Friday July 8th, the main building is nearing completion with the Gym Building closely behind.

### I. Topic

#### Construction Update – Change Order

### II. Discussion

A change order was negotiated between Brian /David B and Spectrum over the last month, the result was change from CFCI owing 10 k to Spectrum crediting CFCI 12k. This includes the credit for the windows being located at the wrong height.

### I. Topic

#### Transition Team

### II. Discussion

If all goes well with the CO of the new building the transition team has established a August 19th as the day to have a ribbon cutting and open house.

Also discussed was to allow a walk up drop off procedure for parents who wish to do so. It will be necessary to have a cross walk and parent volunteer crossing guard at the creek bridge.

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

**ATTACHMENT 12**  
**Policy and Procedures Committee Meeting Minutes – July 1, 2011**

Policy Meeting Minutes Friday, 7/1/11; 10am

In Attendance: Lisa Brackney, Pam O'Dell, Brian Corrigan, Jill Rodzik

Next Meeting: Thursday, 8/4/11; 10am location to be determined

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**Topic:** Plan for contract non-renewal procedures

**Discussion:** All evaluation aspects need to be overhauled. Current evaluation-self-reflection, PIP, student data, observation by Director. Need for responsive classroom to be included in the observation. Current process and procedures will stay for 2011-12 school year until new ones get adopted.

**Action Needed:** Teachers and staff on board meet to revise evaluation process and procedures. Policy will then meet to look at non-renewal/dismissal process and procedure for teachers. Also, policy and procedure committee will address staff at the beginning faculty meetings and encourage communication throughout the year in regards to the evaluation process.

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**Topic:** Revision of Student Handbook Table of Contents

**Discussion:** Review of committee's ideas.

**Action Needed:** Brian will take suggestions to combine the like ideas within the table of contents and create subcategories based on the committee suggestions. Conversation will continue through email for a deadline of the Friday before the July board meeting.

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**Topic:** Parking at new school

**Discussion:** Committee considered parents walking students to school for arrival/dismissal.

**Action Needed:** Due to safety concerns of crossing Wonder Way and hindering the progress of the car line, committee rejected idea of walk up for student arrival/dismissal

**ATTACHMENT 13**  
**Administration Team Meeting Minutes – June 8, 2011**

Cape Fear Center for Inquiry  
June 8th, 2011  
9:00 am

Attending: Brian Corrigan, Lori Underwood, Nancy Johnsen, Michael Zentmeyer, Kathy Rettig

Michael-

- New teacher update
- Health insurance update
- Temp space contract
- Beginning teachers discussion

Lori-

- Retest wraps up Thursday
- Discussion of summer admin team goals
- Testing update

Nancy-

- EC update
- EC teachers are taking the praxis test on Saturday
- EC team meeting scheduled for Tuesday 8:30 am

Kathy-

- Cleaning contract discussion
- Copier contract discussion
- Working on a new parent email list
- Discussion re: playground move schedule

Brian-

- Transition team update

Next meeting Tuesday June 14th 1pm

**ATTACHMENT 14**  
**Administration Team Meeting Minutes – June 16, 2011**

Cape Fear Center for Inquiry  
June 16th, 2011  
10:00 am

Attending: Brian Corrigan, Lori Underwood, Nancy Johnsen, Michael Zentmeyer, Kathy Rettig

Michael-

- Update on the move
- Update on the phone systems and internet for the temp facility
- How are we going to mount the projector screens?

Kathy-

- Payroll update
- Discussion regarding the budget that was passed. It includes 5 extra school days

Nancy-

- In process of checking progress reports
- EC EOY reporting update

Lori-

- Progress reports are almost complete
- EOG testing discussion
- NC Cloud site visit was cancelled
- 10 teachers are scheduled for the summer institute
- Out on Friday

Brian-

- Building update
- Finance update
- Board meeting discussion

Next meeting Wednesday June 22nd 1pm

**ATTACHMENT 15**  
**Administration Team Meeting Minutes – June 22, 2011**

Cape Fear Center for Inquiry  
June 22nd, 2011  
10:00 am

Attending: Brian Corrigan, Lori Underwood, Nancy Johnsen, Michael Zentmeyer, Kathy Rettig

Michael-

- Met with the new teachers this am
- Working on year end reports
- Paper checks update
- Move discussion
- Lease update
- Out July 1st
- Discussion regarding summer schedules
- Teacher contract discussion
- Chairman of the committee is responsible to posting the minutes on the website
- Discussion about the chorus position

Kathy-

- Phone SYSTEM update
- Working on getting the mulch and sand removed
- Out of the office on July 5th
- Working on year end
- Contract update
- New Hanover County surplus sale is Saturday

Lori-

- Mentor update and discussion regarding mentor training
- Calendar discussion
- Working on a book study for Teaching Children to Care. All new teachers, Brian, Lori and anyone else interested can participate
- Common Core Curriculum training update
- Meeting with Joanne Brinkley re: Responsive Classrooms
- Receiving training on the new teacher evaluation tool on July 6th and 7th
- Creating a packet for students that are new to CFCl
- Discussion about curriculum resources for the 2nd grade

Nancy-

- EC update

Brian-

- Attending Responsive Classroom training on June 30th
- EOY reporting
- Building update – tentative date for CO for the main building July 18th, Multi August 15th

**ATTACHMENT 16**  
**Administration Team Meeting Minutes – July 8, 2011**

Cape Fear Center for Inquiry  
July 8<sup>th</sup>, 2011  
11:00 am

Attending: Brian Corrigan, Lori Underwood, Nancy Johnsen, Michael Zentmeyer, Kathy Rettig

Nancy-  
EC update  
Reports submitted

Kathy-  
-Update on the old CFCI site  
-Working on ordering furniture  
-Working on parent email distribution lists

Michael-  
-Posted the chorus teacher position on-line  
-Working on the board policy handbook

Lori-  
-Test scores update  
-Researching on-line discipline records options  
-Teaching Children to Care book study update  
-Mentor training update  
-New teacher orientation update  
-Classroom walk through discussion  
-Working on the 6th grade study skill special  
-Common Core training is July 11,12, and 13th in Kinston  
-Beginning teacher update  
-Evaluation timeline  
-Discussion regarding updating the evaluation process

Brian-  
-Working on student handbook  
-Responsive classroom update  
-Website update

**ATTACHMENT 17**  
**Letter of Resignation – Ms. Teresa Spanos**

To: Tom Hayes, President CFCI Board  
From: Teresa Spanos  
Re: Resignation

Dear Tom,

When I decided to re-sign on to the board, I was unaware of the medical issues I was facing. My recent surgery has led me to re-evaluate my lifestyle and priorities. Because of a desire to simplify and focus on my health and family, I feel I must resign from the CFCI board.

I also felt compelled to re-up because I felt a heartfelt duty to help facilitate the transition through this difficult time at our school. My heart has, for many years, been with CFCI and its vision and mission. Of late, however, the level of discourse in this community has fallen to a disappointingly negative level. As I move forward away from my surgery, my goal is to keep my environment as positive and rewarding as possible.

I am proud to have served CFCI on the CFCI board, proud of the love, the hours and hours, the energy, the tears, and loyal support I have given. I loved what this school provided my children, and I will always be grateful for the many gifts they received from having attended school here. It is time for me to let go, however, and move on, taking care of my health and sense of well-being. I wish for CFCI to flourish, and I trust and know this board will do its best to ensure a positive, unified, and academically enriching environment for its students.

Thank you,

Teresa Spanos