

**Cape Fear Center for Inquiry
Minutes from Board of Directors Meeting
October 18, 2011**

Attended by:

Tom Hayes, Brenda Carey, John Johnson, Florence Martin, Harden Barker, Indira Grimes, Jeanne Swafford, Joan Marshall, Todd Godbey, Steve Lee

***ex-officio members:**

Eden Avery, Pam O'Dell, Pauline Piner, Rene Lemons,

Absent: Eddie Caropreso, Brian Corrigan,

Visitors: Kathy Rettig, Lori Underwood, Michael Zentmeyer, Nancy Johnsen, Amanda Benton

7:00 PM	Meeting Called to Order	Tom Hayes
7:01 PM	<p>Tom Hayes – Request Motion to Approve Lori Underwood to present information to the Board of Directors on behalf of Brian Corrigan.</p> <ul style="list-style-type: none"> • Jeanne Swafford – Motion to Approve Lori Underwood to present information to the Board of Directors on behalf of Brian Corrigan. • Harden Barker – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving Lori Underwood to present information to the Board of Directors on behalf of Brian Corrigan signify by saying Aye – 9 Ayes ○ All those not approving Lori Underwood to present information to the Board of Directors on behalf of Brian Corrigan signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes
7:01 PM	<p>Tom Hayes – Request Motion to Approve Board of Directors Meeting minutes from September 20, 2011 meeting</p> <ul style="list-style-type: none"> • Jeanne Swafford – Motion to Approve Board of Directors Meeting minutes from September 20, 2011 • Indira Grimes – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving the Board of Directors Meeting minutes from September 20, 2011 signify by saying Aye – 9 Ayes ○ All those not approving the Board of Directors Meeting minutes from September 20, 2011 signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes
7:03 PM	<p>Visiting Faculty</p> <ul style="list-style-type: none"> • None 	Tom Hayes
7:03 PM	<p>Visiting Parents</p> <ul style="list-style-type: none"> • None 	Tom Hayes
7:04 PM	<p>Partnership Report (reference Attachment 2)</p> <ul style="list-style-type: none"> • CFCI Community events & Classroom support <ul style="list-style-type: none"> ○ Chili's "Give Back" – Second grade earned \$80 on Oct 6. Thank you Chili's and CFCI staff and families! ○ CFCI Spirit T-shirt – band and chorus are using these shirts as their "uniform" • Fundraising <ul style="list-style-type: none"> ○ Frank's Card – we earned \$3000 ○ On-going box tops collection – earned over \$200 in box tops already this year ○ "Link" to Harris Teeter and Food Lion VIP cards (earned \$555 from Harris Teeter last year) ○ On-going "give-back" events: Chili's restaurant first Thursday of every month (classes/grades can sign up to be beneficiaries); Learning Express discount cards good through Oct 20 (10% discount for families/10% back to CFCI) 	Eden Avery

	<ul style="list-style-type: none"> • Communications <ul style="list-style-type: none"> ○ Partnership no longer is allowed to send e-mails through administration's master parent listing so we have had to generate our own e-mail distribution list to be able to communicate directly with parents ○ CFCI PTO (Partnership) Facebook page continues to have over 250 active users monthly ○ Partnership executive team is very supportive of the community forum/town hall meeting being planned by the board to enhance communication within the CFCI community • Upcoming events <ul style="list-style-type: none"> ○ Holiday Festival, Saturday December 10, 10am-2pm <ul style="list-style-type: none"> ▪ Annual "winter" fundraiser and family fun event ▪ Planning underway with "room parents" from each classroom – Each grade will sponsor a game/activity and themed basket for a raffle ▪ Donations being sought for the raffle – retailers, restaurants, vacation rentals, etc. ○ Will help coordinate/support the annual CFCI "Angel Tree" (providing holiday gifts for qualifying CFCI families) • Steve Lee – Requests reasoning behind decision to not allow Partnership access to administration's master parent / email listing. • Eden Avery – Requests more clarification on decision • Lori Underwood – Will request Brian prepare a response to questions 	
7:14 PM	<p>Directors Report (reference Attachment 3)</p> <ul style="list-style-type: none"> • Current Enrollment 398 students (max capacity 404) • Pam O'Dell – Policy & Procedures Review Committee, policy revisions (reference Attachment 4) <ul style="list-style-type: none"> ○ Student / Parent Handbook updated with walk-up changes to transportation ○ Middle Grades Curriculum updated ○ Policy 550, Leave General Information updated Eligibility and Rate of Earning based on the length of State service – 1st Reading (reference Attachment 5) ○ Lice Policy is addressed in the Safety Section of the CFCI 2011-2012 Parent / Student Handbook on page 50 (http://www.cfc.net/pdf/1112student%20hand%20book%2010.24.11.pdf) 	Lori Underwood
7:19 PM	<p>Tom Hayes – Request Motion to Approve Revisions to Policy 430 - Exceptional Children's Program</p> <ul style="list-style-type: none"> • Brenda Carey – Motion to Approve Revisions to Policy 430 - Exceptional Children's Program • Todd Godbey – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving the Revisions to Policy 430 - Exceptional Children's Program signify by saying Aye – 10 Ayes ○ All those not approving the Revisions to Policy 430 - Exceptional Children's Program signify by saying Nay – 0 Nays • Motion approved with 10 Ayes 	Tom Hayes
7:19 PM	<p>Tom Hayes – Request Motion to Approve Revisions to Policy 435 - Student Support Information</p> <ul style="list-style-type: none"> • Brenda Carey – Motion to Approve Revisions to Policy 435 - Student Support Information • Todd Godbey – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving the Revisions to Policy Policy 435 - Student Support Information signify by saying Aye – 10 Ayes ○ All those not approving the Revisions to Policy 435 - Student Support Information signify by saying Nay – 0 Nays • Motion approved with 10 Ayes 	Tom Hayes
7:21 PM	<p>Directors Report (continued)</p> <ul style="list-style-type: none"> • Indra Grimes – Teacher Evaluation Committee (reference Attachment 6) 	Lori Underwood

7:27 PM	<ul style="list-style-type: none"> ○ Pieces of administrative evaluation include: <ul style="list-style-type: none"> ▪ Corrective Action ▪ Action Plan ▪ Professional rubric (needs tweaking) ▪ Observations ○ Jeanne Swafford – Question regarding number of teachers at CFCl – Answer 27 ○ Eden Avery – Question regarding handling of teacher contract non-renewals <ul style="list-style-type: none"> ▪ Indira Grimes – to be addressed ● Lori Underwood <ul style="list-style-type: none"> ○ Students participated in a Constitutional Convention and assembly. The new social contract is in the hallway by the front doors: <ul style="list-style-type: none"> ▪ Have A Good Attitude ▪ Express Your Awesomeness ▪ Keep Learning Until The Earth Stops Spinning ▪ Respect Everyone And Everything ▪ Treat Others The Way You Want To Be Treated ○ Coastal Horizons to make a Board presentation during 2nd quarter 2012 ○ CFCl awarded a Landfall Foundation grant for \$6,000.00 for active learning space (outdoor spaces). Special thanks to Heather Kelejian for writing the grant. ○ Brian and Pam will host a Dialog with the Director on Nov 7th at 6pm-7pm regarding attendance and tardy policies. ○ Director’s self-evaluation will be given to the Executive Committee at their November meeting. ○ Request for leave by teacher – Amanda Benton (<ul style="list-style-type: none"> ▪ Tom Hayes identifies possible Conflict of Interest, will remove self from discussion and vote ▪ Eden Avery identifies possible Conflict of Interest, will not remove self from discussion 	
7:42 PM	<p>Tom Hayes – Request Motion to Go Into Closed Session to discuss Teacher Leave Request for Amanda Benton (reference Attachment 7)</p> <ul style="list-style-type: none"> ● Jeanne Swafford – Motion to Go Into Closed Session ● Brenda Carey – Motion Seconded ● Have Motion and Second. By a show of hands please signify your vote. <ul style="list-style-type: none"> ○ All those approving motion to go into closed session signify by show of hands – 7 Ayes ○ All those not approving motion to go into closed session signify by show of hands – 3 Nays ● Motion approved with 7 Ayes. ● Tom Hayes removes self from the meeting 	Tom Hayes
7:44 PM	<p><i>Closed Session – NC GS 143-318.11 Section (a) Subsection (5)(ii)</i></p> <ul style="list-style-type: none"> ● <i>Discussion – Teacher Leave, Amanda Benton, 4th Grade Teacher</i> 	
8:03 PM	<p>Brenda Carey – Request Motion to Come out of Closed Session</p> <ul style="list-style-type: none"> ● Todd Godbey – Motion to Come out of Closed Session ● Indira Grimes – Motion Seconded ● Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving motion to come out of closed session signify by saying Aye – 9 Ayes ○ All those not approving to come out of closed session signify by saying Nay – 0 Nays <p>Motion approved with 9 Ayes.</p>	Brenda Carey
8:03 PM	<p>Brenda Carey – Request Motion to Approve Teacher Leave Request for Amanda Benton</p> <ul style="list-style-type: none"> ● Todd Godbey – Motion to Approve Teacher Leave Request for Amanda Benton ● Joan Marshall – Motion Seconded ● Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving motion to Approve Teacher Leave Request for Amanda Benton signify by saying Aye – 9 Ayes 	Brenda Carey

	<ul style="list-style-type: none"> ○ All those not approving to Approve Teacher Leave Request for Amanda Benton signify by saying Nay – 0 Nays ○ One (1) abstain – Tom Hayes <p>Motion approved with 9 Ayes.</p> <ul style="list-style-type: none"> ● Tom Hayes returns to the meeting 	
8:04 PM	<p>Directors Report (continued)</p> <ul style="list-style-type: none"> ● Recommendation to move December 2011 Board of Directors meeting to Thursday, December 15, 2011 	Lori Underwood
8:04 PM	<p>Tom Hayes – Request Motion to move December 2011 Board of Directors meeting to 12/15/2011</p> <ul style="list-style-type: none"> ● Brenda Carey – Motion to move December 2011 Board of Directors meeting to 12/15/2011 ● Steve Lee – Motion Seconded ● Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving move December 2011 Board of Directors meeting to 12/15/2011 signify by saying Aye – 10 Ayes ○ All those not approving the Revision to Amendment 1 – Conflict of Interest, Revised 09-20-2011 signify by saying Nay – 0 Nays <p>● Motion approved with 10 Ayes.</p>	Tom Hayes
8:04 PM	<p>Tom Hayes – Request Motion to move December 15, 2011 Board of Directors meeting time to 6:00PM</p> <ul style="list-style-type: none"> ● Harden Barker – Motion to move December 15, 2011 Board of Directors meeting time to 6:00PM ● Jeanne Swafford – Motion Seconded ● Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving move December 15, 2011 Board of Directors meeting time to 6:00PM signify by saying Aye – 10 Ayes ○ All those not approving move December 15, 2011 Board of Directors meeting time to 6:00PM signify by saying Nay – 0 Nays <p>● Motion approved with 10 Ayes.</p>	Tom Hayes
8:05 PM	<p>Directors Report (continued)</p> <ul style="list-style-type: none"> ● Eden Avery – Request to be emailed the process and timeline for the Director’s Evaluation 	Lori Underwood
8:08 PM	<p>Executive Committee</p> <ul style="list-style-type: none"> ● Town Hall Meeting scheduled for Thursday, November 17, 2011 from 6:00 PM until 8:00 PM <ul style="list-style-type: none"> ○ Alternative Dispute Resolution (ADR) Services and Training will contact parents and community via email requesting questions be forwarded to ADR. ADR will receive emails and group those questions by topic and forward for review. ○ ADR will facilitate the Town Hall Meeting with Board members, staff and administration available to answer the questions presented. ○ ADR can provide a follow-up report summarizing the meeting and results. 	Tom Hayes
8:21 PM	<p>Tom Hayes – Request Motion to have Tom Hayes to interface with ADR and report these activities to the Board.</p> <ul style="list-style-type: none"> ● Harden Barker – Motion to delegate to Tom Hayes to interface with ADR and report these activities to the Board. ● Jeanne Swafford – Motion Seconded ● Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving to delegate to Tom Hayes to interface with ADR and report these activities to the Board signify by saying Aye – 10 Ayes ○ All those not approving to delegate to Tom Hayes to interface with ADR and report these activities to the Board signify by saying Nay – 0 Nays <p>Motion approved with 10 Ayes.</p>	Tom Hayes
8:21 PM	<p>Executive Committee (continued)</p> <ul style="list-style-type: none"> ● Review of Policy 250 – Resolution Policy (reference Attachment 08) <ul style="list-style-type: none"> ○ Policy to be reviewed by Policy and Procedure Review Committee and make recommendations. 	Tom Hayes

	<ul style="list-style-type: none"> ○ Request an example from the NC Department of Public Instructions (DPI) for review. ● Discussion of Investigation/Due Diligence for possible Property Acquisition in Closed Session 	
8:29 PM	<p>Finance Committee (reference Attachments 09)</p> <ul style="list-style-type: none"> ● Budget reports distributed to Board members (reference Attachments 10, 11, 12 and 13) <ul style="list-style-type: none"> ○ Study Island – fund request from Grades 2 through 5 to purchase. Finance Committee tabled until 2011/2012 clarified ○ Letter to Finance Committee from Lori Underwood, Curriculum Coordinator (reference Attachments 14) <ul style="list-style-type: none"> ▪ Lori attended state-wide testing coordinator training. North Carolina is implementing changes to in testing, accountability, curriculum and instruction. Letter addresses three (3) areas of concern: <ol style="list-style-type: none"> 1. Where is the state of NC headed? 2. Where is CFCI in comparison? 3. What are we going to do about it? 	Kathy Rettig
8:41 PM	<p>Tom Hayes – Request Motion to Approve IT Support Budget Increase in the Amount of \$1,600.00 through December 31, 2011</p> <ul style="list-style-type: none"> ● Jeanne Swafford – Motion to Approve IT Support Budget Increase in the Amount of \$1,600.00 through December 31, 2011 ● Brenda Carey – Motion Seconded ● Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving the IT Support Budget Increase in the Amount of \$1,600.00 through December 31, 2011 signify by saying Aye – 10 Ayes ○ All those not approving the IT Support Budget Increase in the Amount of \$1,600.00 through December 31, 2011 signify by saying Nay – 0 Nays ● Motion approved with 10 Ayes 	Tom Hayes
8:47 PM	<p>Building and Facilities Committee (reference Attachment 15)</p> <ul style="list-style-type: none"> ● Spectrum is coming out at the end of the week with the factory rep and also the roofing manufacturer rep. The plan is to bring material and weld material strips along every seam (that’s where it’s leaking). Continuous leaks have been computer room, Harden Barker’s room, the hallway outside of Hardens’ room, and Michael Zentmeyer’s office. ● For student safety, immediate need to remove metal edging from Middle Grades play area. Originally planned for use as a garden area. ● Forrest Graham is installing a flagpole and landscaping around the flagpole for his Eagle Scout project. ● Include Fund Raising and Green Team in playground discussions before going to finance to make ensure money is being spent correctly before putting a cement pad in the the Middle Grades. ● Parents & students really want soccer goals for Middle Grades playground. 	Indira Grimes
8:52 PM	<p>Fund Raising Committee (reference Attachment 16)</p> <ul style="list-style-type: none"> ● Have Fund Raising Committee as an “umbrella” structure to coordinate all fund raising activities throughout the school year. 	Tom Hayes
8:56 PM	<p>Curriculum Committee (reference Attachment 17)</p> <ul style="list-style-type: none"> ● Plans for organizing and making available the professional development in the school <ul style="list-style-type: none"> ○ Conference Room: Shelving the back room ○ Organize/Document/etc... ○ Discussed housing EC documents online. ● Three needs: Shelving and organizing; TIME to shelve, organize; document. ● Shelving – immediate need for surplus shelves ● Discussed book study and workshop results <ul style="list-style-type: none"> ○ Book study: Idea to make it also an opportunity for social interaction with parents who may not have had a chance to interact with one another previously ○ Inquiry Workshop: Discussed integration of inquiry into Partnership meetings- 	Jeanne Swafford

	<p>concern about parent participation.</p> <ul style="list-style-type: none"> o School-wide Inquiry Curriculum Night 	
9:00 PM	<p>Tom Hayes – Request Motion to Extend Meeting thirty (30) minutes</p> <ul style="list-style-type: none"> • Todd Godbey – Motion to Extend Meeting 30 minutes • Indira Grimes – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> o All those approving extending the meeting 30 minutes signify by saying Aye – 9 Ayes o All those not approving extending the meeting 30 minutes signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. • Florence Martin leaves the meeting 	Tom Hayes
9:01 PM	<p>Strategic Planning Committee (<i>reference Attachment 18</i>)</p> <ul style="list-style-type: none"> • Set procedure for CFCI’s next 5 year strategic plan. • Set timeline for CFCI’s next 5 year strategic plan. 	Steve Lee
9:03 PM	<p>Tom Hayes – Discussion of Strategic Planning Chair Eddie Caropreso</p> <ul style="list-style-type: none"> • Discussion regarding Strategic Planning Chair Eddie Caropreso attendance record of committee meetings 	Tom Hayes
9:07 PM	<p>Tom Hayes – Request Motion to Remove current Strategic Planning Chair Eddie Caropreso and nominate Steve Lee as Strategic Planning Chair</p> <ul style="list-style-type: none"> • Brenda Carey - Motion to Remove current Strategic Planning Chair Eddie Caropreso and nominate Steve Lee as Strategic Planning Chair • Todd Godbey – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> o All those approving motion to Remove current Strategic Planning Chair Eddie Caropreso and nominate Steve Lee as Strategic Planning Chair signify by saying Aye – 9 Ayes o All those not approving motion to Remove current Strategic Planning Chair Eddie Caropreso and nominate Steve Lee as Strategic Planning Chair signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes
9:07 PM	<p>Other Announcements</p> <ul style="list-style-type: none"> • Executive Committee Meeting – Monday, November 7 @ 5:00 PM • Board of Directors Meeting – Tuesday, November 15 @ 7:00 PM 	Tom Hayes
9:19 PM	<p>Tom Hayes – Request Motion to Go Into Closed Session to discuss:</p> <ol style="list-style-type: none"> 1. Cleaning Contract – NCGS 143-318.11 Section (a) Subsection (5)(ii) 2. Investigation/Due Diligence for possible Property Acquisition – NCGS 143-318.11 Section (a) Subsection (5)(i) <ul style="list-style-type: none"> • Todd Godbey – Motion to Go Into Closed Session • Brenda Carey – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> o All those approving motion to go into closed session signify by saying Aye – 8 Ayes o All those not approving motion to go into closed session signify by saying Nay – 1 Nays • Motion approved with 8 Ayes. 	Tom Hayes
<i>9:19 PM</i>	<i>Closed Session – NC GS 143-318.11 Section (a) Subsection (5)(i) and Subsection (5)(ii) Discussion – Cleaning Contract Review</i>	<i>Tom Hayes</i>
9:46 PM	<p>Tom Hayes – Request Motion to Come out of Closed Session</p> <ul style="list-style-type: none"> • Todd Godbey – Motion to Come out of Closed Session • Brenda Carey – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> o All those approving motion to come out of closed session signify by saying Aye – 9 Ayes o All those not approving to come out of closed session signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes

9:46 PM	<p>Tom Hayes – Request Motion to Extend Meeting 30 minutes</p> <ul style="list-style-type: none"> • Todd Godbey – Motion to Extend Meeting 30 minutes • Jeanne Swafford – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving extending the meeting 30 minutes signify by saying Aye – 9 Ayes ○ All those not approving extending the meeting 30 minutes signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes
9:47 PM	<p>Tom Hayes – Request Motion to Go Into Closed Session to discuss:</p> <ol style="list-style-type: none"> 1. Investigation/Due Diligence for possible Property Acquisition – NCGS 143-318.11 Section (a) Subsection (5)(i) <ul style="list-style-type: none"> • Brenda Carey – Motion to Go Into Closed Session • Todd Godbey – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving motion to go into closed session signify by saying Aye – 9 Ayes ○ All those not approving motion to go into closed session signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes
9:48 PM	<p><i>Closed Session – NC GS 143-318.11 Section (a) Subsection (5)(i)</i> <i>Discussions – Investigation/Due Diligence for possible Property Acquisition of property located at 621 Shipyard Blvd:</i></p>	Tom Hayes
9:54 PM	<p>Tom Hayes – Request Motion to Come out of Closed Session</p> <ul style="list-style-type: none"> • Todd Godbey – Motion to Come out of Closed Session • Brenda Carey – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving motion to come out of closed session signify by saying Aye – 9 Ayes ○ All those not approving to come out of closed session signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes
9:55 PM	<p>Tom Hayes – Request Motion to Approve the revision of the Cleaning Contract</p> <ul style="list-style-type: none"> • Todd Godbey – Motion to Approve the revision of the Cleaning Contract • Indra Grimes – Motion Seconded • Have Motion and Second. <ul style="list-style-type: none"> ○ All those approving motion Approve the revision of the Cleaning Contract signify by saying Aye – 7 Ayes ○ All those not approving to come out of closed session signify by saying Nay – 2 Nays • Motion approved with 7 Ayes. 	Tom Hayes
9:57 PM	<p>Tom Hayes – Request Motion to Approve Brian Corrigan proceeding with Investigation/Due Diligence for possible Property Acquisition and commercial property appraisal</p> <ul style="list-style-type: none"> • Todd Godbey – Motion to Approve Brian Corrigan proceeding with Investigation/Due Diligence for possible Property Acquisition and commercial property appraisal • Brenda Carey – Motion Seconded • Have Motion and Second. • All those approving motion Approve Brian Corrigan proceeding with Investigation/Due Diligence for possible Property Acquisition and commercial property appraisal signify by saying Aye – 9 Ayes • All those not approving Brian Corrigan proceeding with Investigation/Due Diligence for possible Property Acquisition and commercial property appraisal signify by saying Nay – 0 Nays • Motion approved with 9 Ayes. 	Tom Hayes
9:57 PM	<p>Tom Hayes – Burnt Mill Property Contract/Lease Update</p> <ul style="list-style-type: none"> • Initial offer of \$5,000.00 rejected. Counter offer from Burnt Mill Property owner received in the amount of \$25,000.00. Recommend to our attorney to proceed as previously discussed. 	Tom Hayes

9:59 PM	Tom Hayes – Change Order(s) for Current Property/Building at 2525 Wonder Way <ul style="list-style-type: none"> Changes Order(s) to be reviewed by Building and Facilities Committee and brought before Board of Directors during the November 2011 meeting. 	Tom Hayes
10:05 PM	Tom Hayes – Request Motion to Adjourn the Board of Directors meeting <ul style="list-style-type: none"> Jeanne Swafford – Motion to Adjourn Todd Godbey – Motion Seconded Have Motion and Second. <ul style="list-style-type: none"> All those approving motion to Adjourn signify by saying Aye – 9 Ayes All those not approving to Adjourn signify by saying Nay – 0 Nays <p>Motion approved with 9 Ayes.</p>	Tom Hayes

ATTACHMENTS

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Announcements and Upcoming Events

Date	Description	Location
October 10, 2011	Executive Committee Meeting	CFCI School 2525 Wonder Way Wilmington, NC
October 18, 2011	Board of Directors Meeting – September	CFCI School 2525 Wonder Way Wilmington, NC

ATTACHMENT 1

Board of Directors – Attendance

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

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.

CFCI Partnership Update, October 18, 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 and community events, which benefit CFCI faculty and students/families. The Partnership believes that parent support, both time and financial, should directly impact the students in the school. All CFCI parents, faculty and staff are considered to be members of the Partnership.

CFCI Community events & Classroom support

- Fall Book Fair, Oct 4-6, was well attended. Thank you to all who volunteered and shopped!
- Second grade earned \$80 through the first Chili's "give back" event on Oct 6. Thank you Chili's and CFCI staff and families!
- CFCI spirit t-shirt sales are going strong – band and chorus are using these shirts as their "uniform" and an order form has been e-mailed to families on Partnership's distribution list

Fundraising

- *Fund the Wonder* – Partnership's annual fundraising effort to limit the number of "selling" fundraisers families are asked to participate in. Funds will be used to support special requests made by teachers for needs for their new classrooms. The campaign will run throughout the year so families can contribute at a time that is best for them.
- Frank's Card sales went very well – earned \$3000
- On-going box tops collection – earned over \$200 in box tops already this year
- "Link" to Harris Teeter and Food Lion VIP cards (earned \$555 from Harris Teeter last year)
- On-going "give-back" events: Chili's restaurant first Thursday of every month (classes/grades can sign up to be beneficiaries); Learning Express discount cards good through Oct 20 (10% discount for families/10% back to CFCI)
- Eden serves on the board fundraising subcommittee as representative from the Partnership

Communications

- Partnership no longer is allowed to send e-mails through administration's master parent listing so we have had to generate our own e-mail distribution list to be able to communicate directly with parents
- CFCI PTO (Partnership) Facebook page continues to have over 250 active users monthly
 - Maintained by Partnership executive team - Updated at least weekly, often daily
 - Partnership posts reminders about upcoming Partnership events and relevant announcements from the administration and board; also fields inquiries from parents
 - To be able to properly monitor the site, the Partnership executive team has asked to be contacted first before an announcement is posted on the page
- Partnership has had inquiries from parents about forming a school wide directory for families but not within Partnership's purview or ability to do so
- Partnership executive team is very supportive of the community forum/town hall meeting being planned by the board to enhance communication within the CFCI community

Upcoming events

- Holiday Festival, Saturday December 10, 10am-2pm
 - Annual "winter" fundraiser and family fun event
 - Planning underway with "room parents" from each classroom – Each grade will sponsor a game/activity and themed basket for a raffle
 - Donations being sought for the raffle – retailers, restaurants, vacation rentals, etc.
- Will help coordinate/support the annual CFCI "Angel Tree" (providing holiday gifts for qualifying CFCI families)



Cape Fear Center For Inquiry



Director's Report October 2011

FYI

- Our enrollment as of 9/12/11 was 398
- PPRC: policy revisions
 - FYI Handbook revisions dealing with transportation and MG curriculum
- Teacher Evaluation Design: update – see notes
- Constitutional Convention and assembly was very well done. I was extremely proud of how our students. Please notice the new social contract in the hallway by the front doors. – **HAVE A GOOD ATTITUDE, EXPRESS YOUR AWESOMENESS, KEEP LEARNING UNTIL THE EARTH STOPS SPINNING, RESPECT EVERYONE AND EVERYTHING, TREAT OTHERS THE WAY YOU WANT TO BE TREATED.**
- No one showed for the October 6th Coastal Horizons presentation. If you would like we can try to schedule a short board presentation.
- We won a Landfall Foundation grant in the amount of \$6000 for active learning space (outdoor areas). The “Green Team” is gathering input from students and staff and will then be deciding what to do next with the outdoor space and area for grades 4-8 play space. Special thanks to Heather Kelejian for writing the grant.
- Pam and I will be hosting a Dialog with the Director Nov 7th at 6pm-7pm regarding policies having to do with attendance and tardies.
- Just a reminder: my self-evaluation will be given to the Executive Committee at their November meeting.

ACTIONS

- 2nd read 430 EC Program
- 2nd read 435 Student Support Information
- Policy 550 updated formula from the state
- Request for leave by teacher
- December Board Meeting date need discussion. School will be on vacation on that Tuesday the 20th of December and no staff including myself will be present. Administration recommends moving date to Thursday December 15th.



CFCI Meeting Minutes



Policy and Procedure

Meeting Minutes

06/09/2011

Present: Pam O'Dell, Lisa Brackney, Harden Barker, Brian Corrigan

Next meeting: Friday-11//11, 3:30pm conference room

I. Topic

Transportation.

II. Discussion

Add-ons to the transportation.

III. Action or Request (if any)

Copy/paste highlighted blurb from "Walk Up" (page 13--change multipurpose building to school). After Car line: add bicyclist bulleted list (highlighted page 11). Add After school: highlighted blurb (page 12).

I. Topic

Middle Grades-Language Arts.

II. Discussion

Review of new blurb for handbook.

III. Action or Request (if any)

Change to new description based on students being taught Language Arts only in grade level and not leveled throughout the middle grades.

I. Topic

Policy 550.

II. Discussion

Review of policy 550.

III. Action or Request (if any)

Add in policy 550 re: Leave General Information.

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.



CFCI Meeting Minutes



I. Topic

Lice Policy.

II. Discussion

Review of policy.

III. Action or Request (if any)

Change "14 consecutive days" to "2 consecutive days" after a case of lice has been detected in the room. This will go to faculty first to be reviewed.

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.

550 Leave General Information

Definitions

Full-time Employee

A full-time employee is one whose regular work week is the number of hours set as full time in his or her class of work, but not less than 30 hours per week. Full-time employees earn leave at the rates indicated below.

Part-time Employee

A part-time employee is one whose regular work week is the number of hours indicated for his or her class of work, but not more than 29 hours per week. Leave options will not be made available to part-time employees.

Teacher Interns

Student teachers are not employees of CFCI and therefore, leave options are not made available to them.

Recording Leave Units

Leave may be recorded in one half days or whole days. A leave record for each employee will be maintained in the Human Resources Coordinator office.

Eligibility and Rate of Earning

All full-time employees who work or are paid leave (including paid holidays and workers' compensation) for one half or more of the workdays in a monthly pay period are entitled to earn annual vacation leave at the same rate provided for State employees.

The rate of earning is based on the length of State service as follows:

Years of State Service	Days Per Month Earned
Less than 2 <u>5</u> years	1.0 1.17
2 but less than 5 years	1.15
5 but less than 10 years	1.40 1.42
10 but less than 15 years	1.65 1.67
15 but less than 20 years	1.90 1.92
20 years or more	2.15 2.17



CFCI Meeting Minutes



Teacher Evaluation Committee

TEC: 10/3/11, 3:30pm, Brian Corrigan's office

Present: Brian Corrigan, Rene Lemons, Harden Barker, Pauline Piner, Indira Grimes

Next meeting: 10/24/11 at 3:30pm

I. Topic

Administrative Evaluation

II. Discussion

Team decided to focus on administrative portion since some hard decisions will have to be made at the end of this school year.

Pieces of administrative evaluation include:

- Corrective Action
- Action Plan
- Professional rubric (needs tweaking)
- Observations

Grievances – They get to write a response on Corrective Action form.
May get peer support – letters of rebuttal.

More details on above pieces:

Professional rubric

- Committee Commitment – Are you on one? Do you show up at the meetings?
- Duties – Are you performing assigned duties? Are you contributing to your team?

Observations

- 1 announced with pre- and post-conference.
- 1 unannounced – We were discussing CFCI standards to include in unannounced visits.
- Ideally 1 unannounced per month?

Data

- For this year use the current reading & math diagnostics.
- Next year we will implement science and humanities diagnostics.

I. Topic

Deliverables

II. Discussion

Brian is to create a walk-through checklist that includes some of the CFCI standards (the ones that can be observed on a walk through, of course).

The rest of us are to look at the professional rubric and make recommendations.

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.

Dear Board of Directors,

I have a wonderful opportunity to travel to Peru for professional development as well as a mission trip for six weeks in January and February. I will be able to take a four week class called "Teaching English as a Foreign Language." After the class I will have a TEFL certificate and be certified to teach English as a foreign language. The mission trip involves working with children and adults in an orphanage for 8 days.

The class is designed to learn to teach English in a way that is purposeful, culturally sensitive, and efficient. There are three weeks of intensive training followed by one week of practicum, or teaching in a classroom in Cusco, Peru. Being a new teacher, I have only experienced teaching in a classroom at CFCI. I have never experienced teaching children of other cultures or in a school that is not financially stable. I would be able to learn ways to adapt my teaching to accommodate students and I will be able to bring these new ideas back to our school. Being bilingual is a priceless commodity. I am currently learning Spanish and use it in my current classroom on a daily basis. By surrounding myself with another language, I would come back to CFCI as an asset to our Spanish speaking families as well as our students who are taking Spanish classes.

I would be traveling to an orphanage located in a small, rural community in Peru with a non-profit organization called Kianthe. We would be working with the adults in the community to start a bakery to generate financial income for the community as a whole as well as jobs for many of the adults. We would also be working with the children on hygienic education and preventative medicine that we take for granted in the US. I am expecting to find myself as a teacher, a learner, and a person by working with the people in Peru. After teaching at CFCI for a few years, I feel it is necessary to find myself as a teacher to better support my students in inquiry. So far this year, I have already been faced with challenges to accommodate a variety of students. Traveling to another setting and being with the children there will no doubt give me a new lens on educating and connecting with my students at CFCI.

While I am away, I would also be able to learn about the history and culture of Peru. The class is Monday through Friday and I plan to spend my weekends exploring Inca ruins and the historical city of Cusco, Machu Picchu, and surrounding villages. Cusco was deemed a World Heritage Site in 1983 by United Nations Educational, Scientific and Cultural Organization (UNESCO). I realize that all of my students will not be able to travel to Peru, but I hope to model the global learning called for in the Common Core standards by showing my students the importance of experiencing other cultures. My excitement and knowledge will immediately transfer to my students at CFCI while I am away and when I return.

Teaching in the 21st century is demanding. Currently, I teach my children how to communicate with all people, even those of cultures that are different than their own. As an American who has always lived in Eastern North Carolina, I have very little experience with other cultures. Our school is not as diverse as some of the surrounding areas. My students do not always experience other cultures at school, but they will inevitably see other cultures in their lives. This opportunity would allow me to be on the other side of the cultural experience. I expect to learn ways to be more culturally aware of minorities and bring back these strategies to teach my students how to be more culturally aware on a daily basis.

Another element of living in the 21st century is communicating through technology. While away, my students would communicate with me through our class website. They are already posting articles online every day. I will communicate with the substitute to make changes in plans ensuring that my students are being challenged on a daily basis. I have high expectations for my students that will not be undermined by my leaving the country.

I also plan to use Skype and FaceTime chatting to talk with my students on a regular basis. I intend to keep a blog with pictures and videos so my students could see what I am experiencing in real time, not just when I come back. I would prepare my students on the geography of the region before I leave and leave plans that incorporate some lessons on culture and literature from the area for my substitute. I also expect to gain connections with the orphanage and the schools in Peru to create a community where we can help them and they can help CFCI. I am expecting pen pal relationships to form among my students as well as the desire to learn about other cultures.

Upon return, I would share my knowledge of Peru, but I would also be able to share my global experience of being immersed in another culture. By becoming more fluent in the Spanish language, I would also be an asset to our students and staff by being an interpreter for our parents who are not fluent English speakers. I plan to share this experience with my students, students of other classes, and the staff of CFCI through my pictures, videos, and oral presentations.

I have read policy 561 Educational Leave and Travel. I was not able to give 4 months in advance notice because I was just given the opportunity at the end of September. I have contacted Lori Underwood, Michael Zentmeyer, and Brian Corrigan. I also understand that the fourth criterion of the policy asks that I have 5 years of experience, 2 of which is at CFCI. I have been a teacher at CFCI for two years, but I do not have 5 years of total experience. I am asking you to please make an exception to this policy based on the irreplaceable knowledge and experience I will bring back to CFCI. I believe I have met all the other requirements of CFCI policy 561. I understand that I will not receive pay or benefits or accrue leave while I am away. Due to travel deadlines, I am asking that you make a decision tonight if at all possible.

Thank you for your consideration,
AB Benton

561 Education and Travel Extended Leave Policy

From time to time, school employees may desire an extended leave of absence from their duties at CFCI. Extended leave includes but may not be limited to pursuit of a graduate degree; travel; writing a book; conducting research; or teaching at another school.

Employees wishing to take an extended leave of absence from CFCI must submit their request in writing to the Director 4 months prior to the start date of requested leave. The Director, after careful review of the request, will make a recommendation to the Board of Directors.

The following criteria must be met and should be addressed in the request for leave:

1. The employee will show that this opportunity cannot be fulfilled while still maintaining their employment at CFCI (i.e., graduate school in another state, travel to a foreign country, etc.)

2. The employee will show that the CFCI community will benefit from his/her participation in the activity and how that will be accomplished.
3. The employee will explain why this leave of absence is desired.
4. The employee has been at CFCI for a minimum of two years. Teachers must have a minimum of 5 years teaching experience (according to their license), but only the two most recent must be at CFCI.
5. The employee has not taken extended leave from CFCI within the last five years.
6. The employee must be able to document that their job performance at CFCI has been successful in accordance with established policies.
7. Only one employee per loop level or similarly grouped job designation may be on leave per year.
8. If leave is granted, all personal property must be removed from the school and all school property must remain. The school is not responsible for any property left behind.
9. The employee will submit a written update of the leave connected activities every three months.

The employee must inform the Director of the purpose and length of the leave and the benefit from the experience to CFCI.

If extended leave is granted by the Board of Directors, an interim employee will be hired to fill the absent employee's position. The absent employee will sign a contract stating that their position will be available to him/her upon return as long as the leave is no longer than one year and all criteria of the leave are met.

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During the extended leave time, no salary or benefits will be continued for the absent employee. No vacation leave, sick leave, or personal days will be accrued or can be cashed in. Retirement will not be contributed to during the absence and no health insurance premiums will be paid by CFCI.

If at any time during the leave the absent employee chooses not to fulfill the purpose of the leave, he/she forfeits the right to return to CFCI.

250 Resolution Policy

Resolution Process

As in most organizations, conflicts between parties arise. Some develop over differing interpretations of policies and procedures while others simply because of clashes of personality or communication style. It is the policy of the CFCI's Board of Directors and its Dispute Resolution Committee (DRC) that the large majority of these conflicts be resolved between the parties themselves in a civil manner and consistent with the social curriculum or, when warranted, with the aid of internal or external mediation.

In the event that conflicts cannot be resolved despite efforts of the parties or management intervention, as appropriate, these conflicts can be brought to the DRC for resolution.. When doing so, the parties agree to abide by the following procedure and furthermore understand that the opinions of the DRC are to be considered the "last court of appeal". The DRC is not a standing committee of the Board. The Board will appoint DRC members on an as needed basis.

Step 1 First, the parties involved in the dispute shall make an earnest effort to communicate with each other in an effort to resolve the dispute. If unresolved, the parties are encouraged to enlist the services of a member or members of the Administrative Support Team (AST), acceptable to all parties, to mediate.

Note: The CFCI Board of Directors is not considered a part of the AST, nor is it an extension or agent thereof.

If the dispute remains unresolved:

Step 2 One or more of the disputing parties may officially request a hearing by the DRC by communicating their position and complaint in writing to the DRC (preferably by e-mail) following a format described in the CFCI's Handbook for Students and Parents. The request should include a summary of the dispute, parties involved and a brief review of the actions taken to resolve the dispute, including dates, participants, outcome, etc.

Step 3 The DRC shall decide, after reviewing the abovementioned complaint, to: a) request additional information or clarification and/or, b) forward the complaint to the other parties with a request for their written response and statement of position, or c) dismiss the matter and decline further action.

Step 4 After reviewing all the relevant position statements, the DRC shall decide to a) issue a final ruling to all parties, or b) arrange a meeting of all parties for further discussion before issuing a final ruling (the DRC may invite others with relevant experience or expertise to the meeting as needed) or c) take other actions as appropriate. The final decision will be communicated in writing to the parties.



CFCI Meeting Minutes



Finance Committee Meeting Minutes

October 10th, 2011

Present: Todd Godbey, Brian Corrigan, Kathy Rettig, Joanne Cress, Harden Barker, Joanne Brinkley

Next meeting: **November 14th, 2011**

I. Topic

Budget Reports August 2011

II. Discussion

Reports were handed out. Please send any questions to Kathy

I. Topic

Federal EDU fund

II. Discussion

Kathy received notification from the state that we will be receiving more Federal EDU funds this year. We have not been given an amount however, last year we received \$74,000.

I. Topic

Study Island

II. Discussion

Grades 2 through 5 would like to purchase Study Island an online progress monitoring tool that students can access anywhere they have internet. The price is \$11.95 per student for a total of \$2199. Finance will decide whether or not to recommend purchase at the November meeting.

I. Topic

Technology Support Contract

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.



CFCI Meeting Minutes



II. Discussion

Kathy presented a letter from Lori Underwood regarding technology (please see attached). There were three main components to the letter.

1. Where is the state of NC headed?

North Carolina has a goal of one computer for every student.
Moving towards all testing taking place online

2. Where is CFCI in comparison

We are behind due to a lack of equipment/hardware, training, etc.

3. What do we do?

Increase the Instructional Technologist's hours to a minimum of 20 hours per week.

Develop a plan for increasing the number of student Computers

Work with the technology committee, Instructional Technologist, faculty, and the board to develop a well-defined plan

We have put in place a new technology request tracking process in order to gather data.

After a discussion Finance has recommended approving a new contract for 80 hours per month at a rate of \$1600.

III. Action or Request (if any)

Vote on new IT contract

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.

**CAPE FEAR CENTER FOR INQUIRY
SEPTEMBER 30, 2011 CASH**

OP BB&T 4609	\$	365,957.13
MM SECU 1908	\$	248,549.73
SV SECU 4483	\$	25.88
SV BB&T 4595	\$	1,728.96
BD BB&T 5221	\$	<u>-</u>
TOTAL	\$	<u><u>616,261.70</u></u>

CAPE FEAR CENTER FOR INQUIRY
 FEDERAL PROGRAMS
 From 9/1/2011 to 9/30/2011

		CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
PRC - 060						
3-3600-060-000	Rev - IDEA VI-B Handicap - 060	\$49,007.77	\$8,502.00	\$8,502.00	\$40,505.77	82.65%
3-5210-060-121	Salary - EC Teacher - 060	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	0.00%
3-5210-060-211	ER's Social Security Cost-060	\$459.00	\$459.00	\$459.00	\$0.00	0.00%
3-5210-060-233	ER's Unemployment Cost-060	\$137.00	\$0.00	\$0.00	\$137.00	100.00%
3-5210-060-312	EC Workshop Expenses - 060	\$3,647.60	\$0.00	\$0.00	\$3,647.60	100.00%
3-5210-060-411	EC Supplies and Materials-060	\$3,279.17	\$0.00	\$0.00	\$3,279.17	100.00%
3-5240-060-311	Contracted Speech Services-060	\$12,000.00	\$1,580.50	\$1,580.50	\$10,419.50	86.83%
3-5840-060-311	Contracted Services-O/T - 060	\$8,000.00	\$462.50	\$462.50	\$7,537.50	94.22%
3-5840-060-317	Contracted Psychology - 060	\$15,485.00	\$0.00	\$0.00	\$15,485.00	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	\$2,837.84	\$0.00	\$280.08	\$2,557.76	90.13%
3-5110-103-163	Substitute Pay-Staff Dev-103	\$106.00	\$0.00	\$0.00	\$106.00	100.00%
3-5110-103-193	Mentor Pay - 103	\$71.00	\$0.00	\$0.00	\$71.00	100.00%
3-5110-103-211	ER's Social Security Cost-103	\$14.00	\$0.00	\$0.00	\$14.00	100.00%
3-5110-103-312	Workshop Expenses - 103	\$2,306.84	\$0.00	\$280.08	\$2,026.76	87.86%
3-5110-103-352	Education Reimbursement-103	\$340.00	\$0.00	\$0.00	\$340.00	100.00%
	Total PRC - 103	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 118						
3-3600-118-000	Rev - IDEA VI-B Spec Needs-118	\$1,421.80	\$1,421.80	\$1,421.80	\$0.00	0.00%
3-5210-118-411	EC Supplies and Materials -118	\$1,421.80	\$1,421.80	\$1,421.80	\$0.00	0.00%
	Total PRC - 118	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 155						
3-3600-155-000	Rev - Education Jobs Fund-155	\$7,738.97	\$0.00	\$7,738.97	\$0.00	0.00%
3-5110-155-121	Salary - Teacher - 155	\$6,408.03	\$0.00	\$6,408.03	\$0.00	0.00%
3-5110-155-211	ER's Social Security Cost-155	\$490.21	\$0.00	\$490.21	\$0.00	0.00%
3-5110-155-221	ER's Retirement Cost - 155	\$840.73	\$0.00	\$840.73	\$0.00	0.00%
	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%

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT (CONDENSED)
 From 9/1/2011 to 9/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Behavior Support - 029	\$39,139.00	\$2,670.00	\$2,670.00	\$36,469.00	93.18%	
Rev - Charter Schools - 036	\$1,982,152.38	\$193,225.60	\$459,942.53	\$1,522,209.85	76.80%	
TOTAL STATE REVENUE	\$2,021,291.38	\$195,895.60	\$462,612.53	\$1,558,678.85	77.11%	
LOCAL REVENUE						
Rev - Sales Tax	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%	
Rev - Field Trip	\$45,000.00	\$1,758.00	\$1,763.00	\$43,237.00	96.08%	
Rev - Interest Income-OP-4609	\$125.00	\$0.00	\$13.14	\$111.86	89.49%	
Rev - Interest Income-MM-1908	\$2,500.00	\$293.38	\$819.93	\$1,680.07	67.20%	
Rev - Interest Income-SV-4483	\$650.00	\$0.03	\$0.09	\$649.91	99.99%	
Rev - Interest Income-SV-4595	\$100.00	\$0.00	\$71.95	\$28.05	28.05%	
Rev - Various	\$2,500.00	\$8,999.32	\$8,999.32	\$(6,499.32)	-259.97%	
Rev - Various - 5078	\$0.00	\$57.32	\$0.00	\$0.00	0.00%	
Rev - Arts	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Rev - Fund Balance Appropriate	\$1,052,607.64	\$0.00	\$0.00	\$1,052,607.64	100.00%	
Rev - Brunswick County Schools	\$67,102.20	\$10,376.64	\$10,376.64	\$56,725.56	84.54%	
F & F - Brunswick County-4609	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Rev - Duplin County Schools	\$757.68	\$160.20	\$160.20	\$597.48	78.86%	
Rev - New Hanover County	\$815,253.00	\$0.00	\$75,614.00	\$739,639.00	90.73%	
F & F - New Hanover County	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Rev - Pender County Schools	\$57,563.64	\$7,055.64	\$7,055.64	\$50,508.00	87.74%	
F & F - Pender County Schools	\$750.00	\$160.65	\$160.65	\$589.35	78.58%	
Rev - Grants	\$0.00	\$0.00	\$500.00	\$(500.00)	0.00%	
Rev - Music - 643	\$250.00	\$0.00	\$0.00	\$250.00	100.00%	
Rev - Capital Campaign - 660	\$15,000.00	\$900.00	\$1,500.00	\$13,500.00	90.00%	
Rev - Student Fees / Supplies	\$650.00	\$792.00	\$2,068.00	\$(1,418.00)	-218.15%	
Rev - Social Dues	\$350.00	\$0.00	\$0.00	\$350.00	100.00%	
TOTAL LOCAL REVENUE	\$2,171,659.16	\$30,553.18	\$109,102.56	\$2,062,556.60	94.98%	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	\$49,007.77	\$8,502.00	\$8,502.00	\$40,505.77	82.65%	
Rev - Improving Tchr Qual-103	\$2,837.84	\$0.00	\$280.08	\$2,557.76	90.13%	
Rev - IDEA VI-B Spec Needs-118	\$1,421.80	\$1,421.80	\$1,421.80	\$0.00	0.00%	
Rev - Education Jobs Fund-155	\$7,738.97	\$0.00	\$7,738.97	\$0.00	0.00%	
TOTAL FEDERAL REVENUE	\$61,006.38	\$9,923.80	\$17,942.85	\$43,063.53	70.59%	
CAPITAL REVENUE						
Rev - Interest Income BD 5221	\$60.00	\$0.00	\$58.58	\$1.42	2.37%	
TOTAL CAPITAL REVENUE	\$60.00	\$0.00	\$58.58	\$1.42	2.37%	

Date: 10/05/2011
Time: 7:57 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT (CONDENSED)
From 9/1/2011 to 9/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
TOTAL REVENUE	\$4,254,016.92	\$236,372.58	\$589,716.52	\$3,664,300.40	86.14%	
EXPENSES						
1. Salaries & Bonuses	\$1,662,055.26	\$133,853.12	\$355,638.48	\$1,306,416.78	78.60%	
2. Benefits	\$531,389.71	\$39,370.43	\$105,751.15	\$425,638.56	80.10%	
3. Books & Supplies	\$154,501.69	\$7,740.02	\$50,279.22	\$104,222.47	67.46%	
4. Technology	\$34,099.50	\$1,095.57	\$5,252.92	\$28,846.58	84.60%	
5. Non-Cap Equipment & Leases	\$26,500.00	\$2,168.19	\$3,139.19	\$23,360.81	88.15%	
6. Contracted Student Services	\$89,485.00	\$2,123.00	\$2,123.00	\$87,362.00	97.63%	
7. Staff Development	\$8,794.44	\$150.00	\$584.92	\$8,209.52	93.35%	
8. Administrative Services	\$91,570.64	\$10,323.35	\$20,950.21	\$70,620.43	77.12%	
9. Insurances	\$37,004.00	\$2,325.00	\$13,647.32	\$23,356.68	63.12%	
10. Rents & Debt Service	\$1,500.00	\$0.00	\$8,712.45	\$(7,212.45)	-480.83%	
11. Facilities	\$63,000.00	\$11,274.43	\$11,689.12	\$51,310.88	81.45%	
12. Utilities	\$53,731.76	\$(2,030.86)	\$(10.60)	\$53,742.36	100.02%	
13. Nutrition & Food	\$7,600.00	\$338.93	\$338.93	\$7,261.07	95.54%	
15. Capital Purchases	\$48,000.00	\$13,388.48	\$13,388.48	\$34,611.52	72.11%	
16. New Site Development	\$1,058,361.50	\$27,091.85	\$434,577.67	\$623,783.83	58.94%	
TOTAL EXPENSES	\$3,867,593.50	\$249,211.51	\$1,026,062.46	\$2,841,531.04	73.47%	
NET SURPLUS/(DEFICIT)	\$386,423.42	\$(12,838.93)	\$(436,345.94)			

BUDGET REPORT

From 9/1/2011 to 9/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Behavior Support - 029	\$39,139.00	\$2,670.00	\$2,670.00	\$36,469.00	93.18%	
Rev - Charter Schools - 036	\$1,982,152.38	\$193,225.60	\$459,942.53	\$1,522,209.85	76.80%	
TOTAL STATE REVENUE	\$2,021,291.38	\$195,895.60	\$462,612.53	\$1,558,678.85	77.11%	
LOCAL REVENUE						
Rev - Sales Tax	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%	
Rev - Field Trip	\$45,000.00	\$1,758.00	\$1,763.00	\$43,237.00	96.08%	
Rev - Interest Income-OP-4609	\$125.00	\$0.00	\$13.14	\$111.86	89.49%	
Rev - Interest Income-MM-1908	\$2,500.00	\$293.38	\$819.93	\$1,680.07	67.20%	
Rev - Interest Income-SV-4483	\$650.00	\$0.03	\$0.09	\$649.91	99.99%	
Rev - Interest Income-SV-4595	\$100.00	\$0.00	\$71.95	\$28.05	28.05%	
Rev - Various	\$2,500.00	\$8,999.32	\$8,999.32	\$(6,499.32)	-259.97%	Need increased
Rev - Various - 5078	\$0.00	\$57.32	\$0.00	\$0.00	0.00%	
Rev - Arts	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Rev - Fund Balance Appropriate	\$1,052,607.64	\$0.00	\$0.00	\$1,052,607.64	100.00%	
Rev - Brunswick County Schools	\$67,102.20	\$10,376.64	\$10,376.64	\$56,725.56	84.54%	
F & F - Brunswick County-4609	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Rev - Duplin County Schools	\$757.68	\$160.20	\$160.20	\$597.48	78.86%	
Rev - New Hanover County	\$815,253.00	\$0.00	\$75,614.00	\$739,639.00	90.73%	
F & F - New Hanover County	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Rev - Pender County Schools	\$57,563.64	\$7,055.64	\$7,055.64	\$50,508.00	87.74%	
F & F - Pender County Schools	\$750.00	\$160.65	\$160.65	\$589.35	78.58%	
Rev - Grants	\$0.00	\$0.00	\$500.00	\$(500.00)	0.00%	need budget
Rev - Music - 643	\$250.00	\$0.00	\$0.00	\$250.00	100.00%	
Rev - Capital Campaign - 660	\$15,000.00	\$900.00	\$1,500.00	\$13,500.00	90.00%	
Rev - Student Fees / Supplies	\$650.00	\$792.00	\$2,068.00	\$(1,418.00)	-218.15%	need increased
Rev - Social Dues	\$350.00	\$0.00	\$0.00	\$350.00	100.00%	
TOTAL LOCAL REVENUE	\$2,171,659.16	\$30,553.18	\$109,102.56	\$2,062,556.60	94.98%	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	\$49,007.77	\$8,502.00	\$8,502.00	\$40,505.77	82.65%	
Rev - Improving Tchr Qual-103	\$2,837.84	\$0.00	\$280.08	\$2,557.76	90.13%	
Rev - IDEA VI-B Spec Needs-118	\$1,421.80	\$1,421.80	\$1,421.80	\$0.00	0.00%	
Rev - Education Jobs Fund-155	\$7,738.97	\$0.00	\$7,738.97	\$0.00	0.00%	
TOTAL FEDERAL REVENUE	\$61,006.38	\$9,923.80	\$17,942.85	\$43,063.53	70.59%	
CAPITAL REVENUE						
Rev - Interest Income BD 5221	\$60.00	\$0.00	\$58.58	\$1.42	2.37%	
TOTAL CAPITAL REVENUE	\$60.00	\$0.00	\$58.58	\$1.42	2.37%	

Date: 10/05/2011
Time: 7:57 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 9/1/2011 to 9/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
TOTAL REVENUE	\$4,254,016.92	\$236,372.58	\$589,716.52	\$3,664,300.40	86.14%	

**CAPE FEAR CENTER FOR INQUIRY
 BUDGET REPORT
 From 9/1/2011 to 9/30/2011**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
1. Salaries & Bonuses						
Salary - Teacher	\$1,035,511.00	\$82,904.56	\$225,445.59	\$810,065.41	78.23%	
Salary - Teacher - 155	\$6,408.03	\$0.00	\$6,408.03	\$0.00	0.00%	
Salary - Mentor Pay - 103	\$71.00	\$0.00	\$0.00	\$71.00	100.00%	
Salary - Teacher Assistant	\$82,417.50	\$6,938.63	\$6,938.63	\$75,478.87	91.58%	
Salary - Substitute	\$25,000.00	\$1,610.00	\$1,610.00	\$23,390.00	93.56%	
Salary - Substitute - 103	\$106.00	\$0.00	\$0.00	\$106.00	100.00%	
Salary - EC Teacher	\$180,715.73	\$10,561.25	\$41,006.52	\$139,709.21	77.31%	
Salary - EC Teacher - 060	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	0.00%	
Salary - EC Assistant	\$10,890.00	\$0.00	\$0.00	\$10,890.00	100.00%	
Salary - EC Substitute	\$700.00	\$0.00	\$0.00	\$700.00	100.00%	
Salary - Behavioral - 029	\$39,139.00	\$2,670.00	\$2,670.00	\$36,469.00	93.18%	
Salary - Guidance	\$22,481.00	\$1,873.33	\$3,746.66	\$18,734.34	83.33%	
Salary - Principal	\$81,000.00	\$6,750.00	\$20,250.00	\$60,750.00	75.00%	
Salary - Assistant Principal	\$51,000.00	\$4,250.00	\$12,750.00	\$38,250.00	75.00%	
Salary - Office	\$39,616.00	\$3,545.34	\$8,563.02	\$31,052.98	78.38%	
Salary - Business Manager	\$81,000.00	\$6,750.01	\$20,250.03	\$60,749.97	75.00%	
Total 1. Salaries & Bonuses	\$1,662,055.26	\$133,853.12	\$355,638.48	\$1,306,416.78	78.60%	
2. Benefits						
Social Security Cost	\$126,885.06	\$9,608.27	\$25,779.31	\$101,105.75	79.68%	
Social Security Cost - 060	\$459.00	\$459.00	\$459.00	\$0.00	0.00%	
Social Security Cost - 103	\$14.00	\$0.00	\$0.00	\$14.00	100.00%	
Social Security Cost - 155	\$490.21	\$0.00	\$490.21	\$0.00	0.00%	
State Retirement Cost	\$225,905.17	\$15,309.58	\$42,412.14	\$183,493.03	81.23%	
State Retirement Cost - 155	\$840.73	\$0.00	\$840.73	\$0.00	0.00%	
Hospitalization Cost	\$159,991.00	\$13,993.58	\$35,769.76	\$124,221.24	77.64%	
Unemployment Cost	\$16,667.54	\$0.00	\$0.00	\$16,667.54	100.00%	
Unemployment Cost - 060	\$137.00	\$0.00	\$0.00	\$137.00	100.00%	
Total 2. Benefits	\$531,389.71	\$39,370.43	\$105,751.15	\$425,638.56	80.10%	
3. Books & Supplies						
Instructional Supplies	\$25,000.00	\$2,838.88	\$3,432.28	\$21,567.72	86.27%	
EC Instructional Supplies	\$3,584.80	\$189.36	\$189.36	\$3,395.44	94.72%	
EC Instructional Supplies - 060	\$3,279.17	\$0.00	\$0.00	\$3,279.17	100.00%	
Safety Supplies	\$800.00	\$0.00	\$0.00	\$800.00	100.00%	
Arts Supplies	\$7,770.92	\$0.00	\$0.00	\$7,770.92	100.00%	
Office Supplies	\$8,500.00	\$908.43	\$1,151.22	\$7,348.78	86.46%	
Board of Directors Supplies	\$50.00	\$0.00	\$0.00	\$50.00	100.00%	
Postage	\$1,200.00	\$149.08	\$165.85	\$1,034.15	86.18%	
Memberships	\$1,315.00	\$1,101.00	\$1,126.00	\$189.00	14.37%	
Social Dues	\$580.00	\$0.00	\$0.00	\$580.00	100.00%	
Sales Tax Expense	\$100,000.00	\$320.62	\$41,636.87	\$58,363.13	58.36%	

**CAPE FEAR CENTER FOR INQUIRY
 BUDGET REPORT
 From 9/1/2011 to 9/30/2011**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Music Supplies	\$1,000.00	\$810.85	\$1,155.84	\$(155.84)	-15.58%	need increased
EC Supplies - 118	\$1,421.80	\$1,421.80	\$1,421.80	\$0.00	0.00%	
Total 3. Books & Supplies	\$154,501.69	\$7,740.02	\$50,279.22	\$104,222.47	67.46%	
4. Technology						
Internet Services	\$192.00	\$16.00	\$56.00	\$136.00	70.83%	
Instructional Software	\$5,407.50	\$0.00	\$2,011.45	\$3,396.05	62.80%	
Non-Capitalized Hardware	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
Office Software	\$2,500.00	\$0.00	\$208.33	\$2,291.67	91.67%	
Supplies and Materials	\$1,000.00	\$1,079.57	\$1,079.57	\$(79.57)	-7.96%	need increased
Technology Computer Equipment	\$0.00	\$0.00	\$1,897.57	\$(1,897.57)	0.00%	add budget
Total 4. Technology	\$34,099.50	\$1,095.57	\$5,252.92	\$28,846.58	84.60%	
5. Non-Cap Equipment & Leases						
Instructional Equipment	\$17,000.00	\$181.89	\$421.61	\$16,578.39	97.52%	
Reproduction Costs	\$9,500.00	\$1,804.41	\$2,535.69	\$6,964.31	73.31%	
Office Equipment	\$0.00	\$181.89	\$181.89	\$(181.89)	0.00%	add budget
Total 5. Non-Cap Equipment & Leases	\$26,500.00	\$2,168.19	\$3,139.19	\$23,360.81	88.15%	
6. Contracted Student Services						
EC Services	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
EC Services - 060	\$8,000.00	\$462.50	\$462.50	\$7,537.50	94.22%	
Psychological Services	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Psychological Services - 060	\$15,485.00	\$0.00	\$0.00	\$15,485.00	100.00%	
Speech Services	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Speech Services - 060	\$12,000.00	\$1,580.50	\$1,580.50	\$10,419.50	86.83%	
Field Trips	\$47,000.00	\$80.00	\$80.00	\$46,920.00	99.83%	
Total 6. Contracted Student Services	\$89,485.00	\$2,123.00	\$2,123.00	\$87,362.00	97.63%	
7. Staff Development						
Workshop Expenses	\$2,500.00	\$150.00	\$304.84	\$2,195.16	87.81%	
Workshop Expenses - 103	\$2,306.84	\$0.00	\$280.08	\$2,026.76	87.86%	
EC Workshop Expenses - 060	\$3,647.60	\$0.00	\$0.00	\$3,647.60	100.00%	
Education Reimbursements - 103	\$340.00	\$0.00	\$0.00	\$340.00	100.00%	
Total 7. Staff Development	\$8,794.44	\$150.00	\$584.92	\$8,209.52	93.35%	
8. Administrative Services						
Advertising	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	
Audit Services	\$10,500.00	\$0.00	\$0.00	\$10,500.00	100.00%	
Bank Fees	\$600.00	\$190.35	\$224.21	\$375.79	62.63%	
Financial Services	\$41,280.00	\$3,100.00	\$9,300.00	\$31,980.00	77.47%	
Legal Services	\$3,600.00	\$1,707.50	\$1,707.50	\$1,892.50	52.57%	
SIMS/NC WISE Services	\$18,180.00	\$1,387.50	\$4,162.50	\$14,017.50	77.10%	
Technology Support Services	\$9,600.00	\$3,830.00	\$5,430.00	\$4,170.00	43.44%	

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
 From 9/1/2011 to 9/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Human Resources	\$250.00	\$108.00	\$126.00	\$124.00	49.60%	
Other Tax Payments	\$4,060.64	\$0.00	\$0.00	\$4,060.64	100.00%	
Total 8. Administrative Services	\$91,570.64	\$10,323.35	\$20,950.21	\$70,620.43	77.12%	
9. Insurances						
Workers Compensation	\$6,332.00	\$0.00	\$4,798.78	\$1,533.22	24.21%	
General Liability	\$6,306.00	\$2,325.00	\$8,064.06	\$(1,758.06)	-27.88%	
Other Insurance & Judgments	\$24,366.00	\$0.00	\$784.48	\$23,581.52	96.78%	
Total 9. Insurances	\$37,004.00	\$2,325.00	\$13,647.32	\$23,356.68	63.12%	
10. Rents & Debt Service						
Debt Service - Interest	\$0.00	\$0.00	\$7,357.62	\$(7,357.62)	0.00%	
Building Rent	\$1,500.00	\$0.00	\$1,354.83	\$145.17	9.68%	
Total 10. Rents & Debt Service	\$1,500.00	\$0.00	\$8,712.45	\$(7,212.45)	-480.83%	
11. Facilities						
Building Repairs & Maintenance	\$3,000.00	\$3,965.00	\$3,965.00	\$(965.00)	-32.17%	
Building Supplies & Materials	\$3,000.00	\$902.55	\$960.55	\$2,039.45	67.98%	
Contracted Custodial Services	\$40,000.00	\$3,307.00	\$3,307.00	\$36,693.00	91.73%	
Custodial Supplies & Materials	\$15,000.00	\$1,657.45	\$1,670.28	\$13,329.72	88.86%	
Security Monitoring	\$2,000.00	\$1,442.43	\$1,786.29	\$213.71	10.69%	
Total 11. Facilities	\$63,000.00	\$11,274.43	\$11,689.12	\$51,310.88	81.45%	
12. Utilities						
Electricity	\$40,000.00	\$(2,990.72)	\$(2,347.30)	\$42,347.30	105.87%	
Water & Sewer	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	
Waste Management	\$2,200.00	\$360.15	\$980.51	\$1,219.49	55.43%	may want to increase, seems low
Telephone	\$5,531.76	\$599.71	\$1,356.19	\$4,175.57	75.48%	
Total 12. Utilities	\$53,731.76	\$(2,030.86)	\$(10.60)	\$53,742.36	100.02%	
13. Nutrition & Food						
Food Supplies & Materials	\$100.00	\$0.00	\$0.00	\$100.00	100.00%	
Food Purchases	\$7,500.00	\$338.93	\$338.93	\$7,161.07	95.48%	
Total 13. Nutrition & Food	\$7,600.00	\$338.93	\$338.93	\$7,261.07	95.54%	
15. Capital Purchases						
Cap Instructional Computers	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Cap Instructional Equipment	\$43,000.00	\$4,856.80	\$4,856.80	\$38,143.20	88.71%	
Cap Technology	\$0.00	\$8,531.68	\$8,531.68	\$(8,531.68)	0.00%	need budget
Total 15. Capital Purchases	\$48,000.00	\$13,388.48	\$13,388.48	\$34,611.52	72.11%	
16. New Site Development						
General Contracts	\$50,000.00	\$4,124.58	\$7,144.58	\$42,855.42	85.71%	
Miscellaneous Contracts	\$748,932.70	\$1,000.00	\$390,525.00	\$358,407.70	47.86%	

Date: 10/05/2011
Time: 7:57 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 9/1/2011 to 9/30/2011

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Debt Services - Principal	\$120,830.00	\$0.00	\$0.00	\$120,830.00	100.00%	
Debt Services - Interest	\$132,598.80	\$3,968.77	\$15,368.76	\$117,230.04	88.41%	
Moving Expenses	\$6,000.00	\$16.28	\$3,557.11	\$2,442.89	40.71%	
Capital Campaign - 660	\$0.00	\$17,982.22	\$17,982.22	\$(17,982.22)	0.00%	need budget
Total 16. New Site Development	\$1,058,361.50	\$27,091.85	\$434,577.67	\$623,783.83	58.94%	
TOTAL EXPENSES	\$3,867,593.50	\$249,211.51	\$1,026,062.46	\$2,841,531.04	73.47%	
NET SURPLUS/(DEFICIT)	\$386,423.42	\$(12,838.93)	\$(436,345.94)			

** According to the net surplus/ deficit, and the fact that you have the fund balance appropriated included in the budget, please be mindful that you are currently projecting to reduce your contingency by over 665,000. i am sure you are already aware of this, but just wanted to remind you.

October 4, 2011

Dear Members of the Finance Committee,

In my position, I have the opportunity to see a wide variety of lessons and practices in our school as well as interact with leaders in other schools and school districts across the state. I am out of town this week and have drafted this letter ahead because I feel a need to share some of my professional concerns with you as you continue to work through our school budget.

Last week I attended state-wide testing coordinator training in Raleigh along with many representatives from traditional districts and charter schools across the state. Updates of changes in testing for this year as well as a preview of the changes the state of North Carolina is implementing over the next few years in testing and accountability and curriculum and instruction was presented. The sessions and discussions were eye-opening! For these reasons I want to focus on three key questions in this letter:

- 1) Where is the state of NC headed?
- 2) Where is CFCI in comparison?
- 3) What are we going to do about it?

Where is the state of NC headed?

North Carolina has taken on a one to one initiative in hopes that across the state schools and school systems will continue to work towards a goal of one computer for every student. Many schools have worked to reprioritize their funding to work to reach this goal. I spoke with multiple school systems that are rolling out iPad or Android tablets, have restructured their schools for multiple computer labs, have multiple laptop carts per 3-4 classrooms and some who have laptops for all students' grades 4-12.

Most of the school system coordinators I spoke with shared other initiatives that have funded some general classroom hardware such as teacher laptops, projectors, document cameras, SMART/Promethean Boards, wireless tablets, Remote systems, digital cameras and more.

State testing updates included the information that the new state tests will be administered online. All High School EOC's as well as Extend 2 Testing will be online starting with field testing this April, 2012. Grades 3-8 EOG assessments for math, reading and science will be paper/pencil for field testing, but are going to have an online option when they roll out 2012-2013. The state's expectation is that schools build the capacity to assess as many students as possible online by 2013-2014.

These tests have been developed to be online assessments; therefore, students taking paper/pencil tests will be at a disadvantage. For example, in a reading test a student might be asked to choose appropriate synonyms for a paragraph. In a "traditional" multiple choice test there are four options and the child picks one. In the new tests, there may be six or seven options. The online test will include interactive software to allow the child to manipulate and replace the words within the paragraph so that they can then read the material in context. Math tests will be moving to some "gridded" responses meaning that students will actually "bubble in" the correct answer using the digits 0-9. With the interactive tests, students will have the option to move colored digital manipulatives around.

Some other exciting conversations that took place about the push for more interactive, updated, software and program availability dealt with a new Instructional Improvement System that is “in the works.” This system will provide tools and resources for districts and teachers in five major areas: Standards and Curriculum; Instructional Design; Practice and Delivery; Assessment and Growth; Professional Development; and Data Analysis and Reporting. This system already has components that will support our need to grow in technology as well as support our Inquiry method of teaching and learning. It will help streamline data collection, assessments, and grade book (potential free replacement for TeacherEase...still standards-based). Other exciting advantages include interactive/digital assessments (formative, benchmark and summative) that tie directly to the New Common Core and Essential Standards.

State teachers and NCDPI have recognized that the world is moving faster than our state and nation. They are taking steps to close some of those gaps. Some of the steps they have taken involve taking the curriculum and making it more conceptually-based, individualized and connected to the world...finally taking on some of what CFCI has been doing all along...and we do it because it works! But in addition, they have embraced changes in instruction to incorporate more technology, hardware, software, productions, connectivity, system rejuvenation, and more.

Where is CFCI in comparison?

Instruction at CFCI, minus the integration of technology, is above and beyond most other schools and school systems in North Carolina. My concerns here are not with our instruction from that point of view, rather from the lack of technology integration at a 21st century level on a regular basis. This fact is due to a lack of equipment/hardware, training, as well as sporadic Internet reliability.

Last year CFCI made progress in purchasing laptops and projectors for classrooms and this year we have a computer lab, which opened up another laptop cart for classroom teachers to check out. The technology committee has been created and last year conducted professional development and provided technology support. This year the committee is drafting a new state Technology Plan for submission by October 31st, developing a new CFCI website, looking for grants and businesses to provide hardware support, and evaluating professional development and support needs for our teachers.

Attached to this letter are the results from a faculty technology survey that went out on Friday, September 30, 2011. You’ll notice as you glance through the data, teacher frustration with lack of equipment, accessibility to the internet, printer issues, planning and integration, availability of the laptop carts etc.

Here is the reality. We are behind! We are behind in the amount of equipment we have, the accessibility of the equipment for student and teacher use, equipment usage training, purposefully planned lessons that integrate technology on a consistent basis and the support needed for lesson development. Plain and simple we are behind because we do not have enough equipment for our students! Our teachers are literally competing to get student computers. Many teachers do not have the training or necessarily the opportunity to develop numerous technology-rich lessons because of the lack of hardware/software/access. Our Instructional Technologist (Paul) has worked non-stop getting

our internet up and running, firewall set up, student logins created, he's fought with Time Warner and other companies over connection issues, and, currently, he is working with SonicWall to figure out what is going on with the wireless connection. Once these new building/access issues are corrected, Paul's goal is to be able to stay ahead of the problems. He is the first to tell you that good IT people are proactive making technology request forms less necessary.

So what do we do?

This is my proposal, which requires some short and long-term planning on the part of the board, technology committee, teachers and administration.

- 1) Increase the Instructional Technologist's hours to a minimum of 20 hours a week. Bringing him on as a member of the faculty could increase his likelihood of staying with CFCI. We could not function at the level we are functioning without someone of his competence and with less than 20 hours.
- 2) Develop a plan for increasing the number of student computers. This plan needs to include a review of our current budget and long term budget planning, fundraising priorities, grants, and business donations. HOWEVER, without Item #1, this is difficult. The technology committee, some parents, and even Paul are seeking donations and grants for more computers, but it takes manpower to get them set up and running. If we are not going to have that support then frankly, we will be wasting our time.
- 3) Work with the technology committee, Instructional Technologist, faculty and the board to develop a well-defined plan for transitioning CFCI from the top notch school that it is to a state of the art school of inquiry with all of the technological resources students need to be successful in this fast-paced 21st Century world.

We have to find a way to take our school to the "next level" with technology; not only for the purpose of keeping up with the state and nation, but more so because our students deserve to have the best in all areas of their education. I realize this change in thinking may take some people out of their comfort zones; however, we promise to teach kids to think and create in personally meaningful ways as well as to challenge them at high academic levels. This is the **2011-2012** school year! These students were BORN digitally creative. We must foster that and help them grow in their digital world or we will be doing a disservice to this generation and generations to follow.

Sincerely,

Lori Underwood



CFCI Meeting Minutes



Building & Facilities Committee and Transition Team

B&F Committee: September 26, 2011 in Indira Grimes' Room
Present: Brian Corrigan, Kathy Rettig, Indira Grimes

Next meeting:

BUILDING & FACILITIES: MONDAY October 31 @ 3:30 pm in Indira Grimes' room.

I. Topic

Building Updates

II. Discussion

We have not heard back FROM CTT about the change orders and the portion they would be willing to assume.

ECC has finished all the things on their punch list.

Spectrum is coming out at the end of the week with the factory rep and also the roofing manufacturer rep. The plan is to bring material and weld material strips along every seam (that's where it's leaking). This is a fairly large project, but they're bringing in the big wigs. Continuous leaks have been computer room, Harden's room, the hallway outside of Hardens' room, and Zentmeyer's office.

Kathy is still getting bids on riser enclosure/door. Should be a swinging door or sliding door.

I. Topic

Grounds Update

II. Discussion

Kathy and Brian walked around outside today preparing for landscaping bids.

Need to take the metal edging out for safety in middle grades play area.

Will look into putting some type of fence around grate in MG playground so it won't get covered/filled with dirt from the rain any more.

Playground and back fence was started today. They started putting cement, but stopped due to rain.

Brian wants to go to fundraising and green team before going to finance to make sure we're spending the playground money correctly before putting a cement pad in

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CFCI Meeting Minutes



the MG area. We will also need to check with city before doing this. Brian will get bids for pervious pads.

Parents & students really want soccer goals for MG playground.

Discussed potential location for pad in MG playground.

How can we address the grass not growing in MG playground? We could mulch the entire area. Any other ideas? We will touch base with the Green Team on this one. Also ask them what to do with the canopy. Still have two picnic tables in Indira's backyard.

Flagpole – Forrest Graham is installing for his Eagle Scout project. He will also be doing a landscaping around it. This will begin the weekend of October 8 and will be going in front of the handicap parking spots up front.

I. Topic

Other Items

II. Discussion

Kathy just got information from the insurance company. They recommend padding on the metal beams in the MP room.

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CFCI Meeting Minutes



Fundraising Committee

Meeting Minutes - *October 3, 2011*

Present: Tom Hayes (chair), Michael Rheel, Beth Carter, Brian Brinkley, Eden Avery, Brian Corrigan

Next meeting: November 7; 3:30; CFCI

I. Topic

Role of the Board Fundraising Committee

II. Discussion

Tom proposed that this committee serve as an "umbrella" structure or clearinghouse for CFCI fundraising initiatives and possibly keep a master calendar. Individuals representing each initiative would report updates, etc. to the committee: GreatArtSpectations (Beth), Active Learning Circle (Brian B.), Partnership (Eden), and Grant opportunities (Brian B.?). This coordination would help prevent overlap in timing of fundraising activities and over burdening parents/staff. The group agreed with this structure.

Michael shared ideas he has for involving students in fundraising activities and possibilities for connecting the school on-line via google docs or a master calendar.

III. Action or Request (if any)

Determine how to develop and utilize a "master calendar" for fundraising activities?

I. Topic

Fundraising initiative updates

II. Discussion

GreatArtSpectations: Beth reported that planning is underway for the second annual spring event. The vision for GreatArt is to raise money for a specific special "need" each year. Last year, the event raised over \$7,000 to fund "active learning spaces" in the new facility (new specials classroom needs, K-3 playground equipment). The group is still working to determine exactly how this year's funds will be used (possibly for the 4-8 playground).

Active Learning Circle: Brian B. reported that this was designed as a one-time campaign last year which now has concluded. It raised over \$21,000 to

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CFCI Meeting Minutes



fund active learning spaces. He will coordinate a closing “thank you” for donors.

Partnership: Eden reported that the Partnership traditionally has raised funds to support teachers with their classroom needs (this is the focus of Fund the Wonder again this year). The Partnership also has been the primary “inside” fundraiser targeting CFCI parents. There was general consensus among the group that this should continue to try to prevent over-burdening of parents/faculty.

Grants: Four grants were applied for last year but were not funded. There are many sources offering grants to schools (especially for playground equipment) but it was reported that the grant process is very competitive now and it is difficult to receive funds. The group generally agreed that seeking grants should be a priority but it was unclear who will be responsible for coordinating this process.

III. Action or Request (if any)

Determine who will be responsible for seeking grants/coordinating the application process?

I. Topic

Fundraising and Strategic Planning

II. Discussion

The group discussed the need to tie fundraising with strategic planning for the school to ensure that funds raised are used for “high priority” needs and fit with the strategic vision for the school. It was proposed that fundraising should be incorporated into the board’s 5 year Strategic Plan and that this year should be a “planning year” to establish goals and priorities. It was suggested that something like a needs assessment be conducted to determine priorities for funding - Brian B. suggested utilizing a “CFCI-honored approach” to gather input from everyone (parents, teachers/staff, students) about what CFCI needs the most. It was discussed that the board should be setting priorities with input from parents and faculty.

III. Action or Request (if any)

Determine how to proceed in coordinating with the Strategic Planning Committee?

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CFCI Meeting Minutes

11 Curriculum Committee Meeting Minutes

October 11, 2011

Present: Lori Underwood, Jeanne Swafford, Florence Martin, Nancy Johnsen, Rene Lemons,
Tracy Pena, Jennifer Gallo

Next meeting: November 8, 2011

I. Topic

Welcome parent representative & introductions

II. Discussion

Everyone introduced themselves to our new parent members and vice versa.

III. Action or Request (if any)

none

I. Topic

Plans for organizing and making available the professional development in the school

II. Discussion

Figuring out how to make sense of all of the new and old books, curriculum resources, etc.

Conference Room: Shelving the back room

Organize/Document/etc...

Discussed housing EC documents online.

ACCESS or EXCEL- see about importing Excel into Access.

Florence suggested looking into the cost of a site license

Three needs:

- 1- Shelving and organizing- High school shop class, donated book shelves, contractors
- 2- TIME to shelve, organize, and document
- 3- How will we record/organize the information? Excel,

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CFCI Meeting Minutes

ACCESS, EndNote.....

III. Action or Request (if any)

Shelving:

Get word out- WE need surplus shelves

This is our temporary plan- but tell about the long term plan of good shelving and see if anyone steps up

ANNOUNCE:

Jeanne has two and we have one

Organize:

Temporary- Sign out sheet

When:

Starting this process on Halloween 10/31

- Shelves
- Rubbermaids/boxes/etc.- specify sizes
- Money for shelving/storage

I. Topic

Update on family survey results related to curriculum

II. Discussion

Discussed book study and workshop results

Book study: Idea to make it also an opportunity for social interaction with parents who may not have had a chance to interact with one another previously

Inquiry Workshop: Discussed integration of inquiry into Partnership meetings- concern about parent participation.

Discusses pros/cons of demonstration with parent participation v/s student School-wide Inquiry Curriculum Night

Idea: Incorporate this into the Holiday Festival- have Inquiry

Rooms...different times

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Partnership meetings- providing information or is it an opportunity for all parents to participate/attend?

III. Action or Request (if any)

Invite Caroline to the next meeting- to brainstorm how to better get parents to meetings

Academic Calendar on CFCI website- Lori U. will discuss with technology committee

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CFCI Meeting Minutes



Strategic Planning

Oct. 13, 2011

Meeting Minutes

I. Topic

Set procedure for CFCI's next 5 year strategic plan.

II. Discussion

Strategic Planning Committee (SPC) will ask all CFCI committees to submit their 5 year goals, SPC will have a template for the committees to follow. As part of this, committees will be asked to identify strengths and weaknesses of CFCI. The Administrative team will review the committee goals and add anything these goals that may have been overlooked. The upcoming CFCI Town Hall meeting will also be used as an opportunity to identify strengths and weaknesses of the school. Materials submitted by the committees and from the Town Hall meeting will be posted on-line for community review. SPC will also use the gathered information to synthesize a survey to be taken by the greater CFCI community, which will gauge the relative value of the ideas generated. SPC goal with this format is to ensure that at the end of the process you (the greater CFCI community) will have had an opportunity to participate.

III. Action or Request (if any)

No action requested at this time.

I. Topic

Set timeline for CFCI's next 5 year strategic plan.

II. Discussion

Present process to the CFCI BOD at the October meeting
November 10th SPC will put together template to CFCI Committees for their 5 year goals and school strengths and weaknesses.
November 15th template and process will be presented to CFCI BOD for approval.
December Strategic Planning template goes out to committees.
February 9th committee report due back to SPC.

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CFCI Meeting Minutes



February 16th Administrative feedback on committee reports due back to SPC.

March CFCI Community survey out. Community survey completion.

Final draft on-line for community comments.

April final draft to CFCI BOD for first read through.

May CFCI BOD vote on new strategic plan

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Cape Fear Center for Inquiry
10:00 am

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

Lori-

- Safety Patrol
- Draft letter

BT's

Observed 3 and met with all; observing others today and tomorrow
BT/Mentor training on SMART goals and new standards tomorrow

B&N meeting today at 12:30

9/27- Technology Plan writing at library with Sam & Joanne

10/31- Technology Plan is due

Jon, AB, Courtney- Website

All brainstorming areas of strength so teachers know who to go to for what for trouble shooting

Searching for grants and going to start going to businesses- HAVE TO GET MORE TECHNOLOGY

Only have 14 working laptops and being fought over 2-8. Many classroom computers still don't work, kids can't get on, computers are not connected to printer.

Testing-

BIG stuff coming down pipe- Field testing in April all grades 4-8 (Math or Reading)-
ALL extend 2 kids grades 3-8, Algebra

Third Tues each month regional meeting- state wants face to face mtgs. Hoping for some webinars though

Lots of training modules rolling out (not required, but will present at staff meeting soon (28th??))

Professional Development

9/30: Common Core Math- Rene and Indira; 6-8 Social Studies- Lori U.; Specials area of focus-Ingrid and Missy (2-3 hours)

Out:

Friday 9/23- "summer" personal day

Tuesday 9/27- Tech Plan

Thursday 9/29- Raleigh state-wide test coordinator training/update

10/5-10/11- "summer" personal days

Kathy-

- Need first aid kits. Lori will ask Jason about basic requirements
- Thermostat discussion
- Cleaning up conference room discussion
- Working on bids for an enclosure for the riser located in the band room

- Nancy and Michael will switch offices on Oct. 13th
- Speakers will also be installed on Oct. 13th

Michael-

- All new hire paperwork has been finalized
- Retirement system update
- Need to schedule the required trainings
 - Sexual harassment
 - DSS
 - Blood borne pathogens

Nancy-

- EC funding update. We received an additional \$2000 PRC 118 funding
- EC schedule update
- EC update

Town Hall meeting discussion

Brian –

- Working on obtaining final CO
- Safety
- Discussion re: teacher evaluation process

Cape Fear Center for Inquiry
September 28, 2011
11:30 am

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

Kathy-

- The Inquiry Foundation received its 501(c)(3) status from the IRS
- Discussion regarding the recommendations made by the insurance company
- Trying to get information re: requirements for the riser enclosure in band room
- Tech services discussion
- New copiers will be here tomorrow
- I will give the information to Beth re: Billy Smith

Michael-

- Oct. 5th will be blood borne pathogens training
- Oct. 12th or 19th will be the bullying and harassment training

Lori-

- Discussion and update regarding the tech plan meeting yesterday
- More technology discussion
- Constitutional convention is Friday
- Constitutional celebration is Monday at 9am
- 1/2 day of professional development Friday is a potluck
- Out for testing training Thursday

Nancy-

- OBOC meeting update
- EC update
- Car drop off/ pickup discussion. The current duty schedule for EC teachers makes scheduling team meetings and IEP meeting difficult. Can they rotate with classroom teachers to give them some planning time?

Brian –

- Town hall discussion
- Fundraising concerns
- Fire drill discussion. Brian will put the admin posts and duties in writing to go in the fire drill book
- _Reducing class size as the #1 budget priority for 2012-2013