

**Cape Fear Center for Inquiry  
Minutes from Monthly Board Meeting  
4/21/09**

**Attended by:** David Ball, Harden Barker, Beth Carter, Linda Conley, Brian Corrigan, John Fuller, Michele Hair, Rick Lawson, Sarah McCorcle, Anne Patterson, Deb Powell, Jane Radack, Teresa Spanos, Jan Tremon-Jenkins, Jean Wiles

**Absent:** Partnership, Bob Marcino

**Visitors:** Tami Mix, Lori Barrett, Michael Zentmeyer, Kathy Rettig, Rene Lemons-Matney , Rene Devos, Nancy Johnson, Middle Grade Parents/Families of Dancers

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Meeting called to order at 6:59 pm.

**Minute Approval:**

David Ball called to approve the minutes from 3-17-09. Deb Powell seconded. Motion carried with 11 yeas and 1 abstention. John Fuller motioned to approve the minutes from 4-14-09. Sarah McCorcle seconded. Motion carried with 11 yeas and 1 abstention.

**Visitors:** No comments.

**Inquiry Showcase/Presentation:** Rene Devos, CFCI's PE teacher, presented the different levels of participation allowed within the PE curriculum via the Middle Grades' dance unit. Middle Grade students demonstrated the 4 levels of difficulty of one particular dance.

**Partnership:** Not present.

**Director's Report (Brian Corrigan):**

*Action Items:*

- The researched and revised Policy and Procedures Manual (PPM) as written was presented for board approval. The discussion included what the procedure will be to amend, void or change the policies and procedures in the future. Historically, the board has not delineated between procedures and policies. There is a difference between policies and procedures. Procedures are more administratively driven. Policies are usually set by the board.

Sarah McCorcle motioned to accept the PPM as researched board approved policies and charge the Director to create a committee to correct the inaccuracies and within the process delineate between policies and procedures. Anne Patterson seconded. Motion carried unanimously. Board members were asked to read the PPM thoroughly and submit apparent discrepancies to Michael Zentmeyer.

- Closed session to review recommendations for contract letters of intent deferred to the end of the meeting.

*Informational Items:*

Rene Lemons-Matney shared the revised teacher evaluation process. The process has been presented to the faculty. The intent is that this will be approved so that when the teachers sign their contracts for the 2009/2010 school year, they will understand that this is the process by which they will be evaluated.

**Executive Committee Report:**

*New Business:*

- No redirected agenda requests.
- To date, there has been only one application for the 2 board seats opening up in June. Both board seats are currently held by parents.
- 2009/1010 Slate, which is still open for interested parties:

Treasurer: Jean Wiles

Secretary: David Ball

Vice: John Fuller

President: Anne Patterson

Parliamentarian: Teresa Spanos

- Recommended renewal of Director's contract for 2009-2010 school year will be delayed until the Director Evaluation process is completed.
- Anne Patterson, Jane Radack and Beth Carter volunteered to begin the process of developing a Board self-evaluation process and tool.

*Old Business:*

- Debbie Powell moved approve the following timeline and process for the Director's evaluation for the 2008-09 school year. Jane Radack seconded. Motion carried unanimously.

**Cape Fear Center for Inquiry (CFCI)  
Director Evaluation Process  
2008-09**

	<b>When</b>	<b>What</b>	<b>By Whom</b>	<b>Status</b>
1	April 3 <sup>rd</sup>	Director completes and submits self-evaluation and provides any supporting documentation to the Board Secretary	Director	Completed
2	March 2 <sup>nd</sup> to 15 <sup>th</sup>	On-line survey conducted	Open to the CFCI	Completed

		for a two week period to obtain input from the CFCI community	community	
3	March 17 <sup>th</sup>	Input survey summarized and distributed to the Board Executive Committee	Board Secretary	Completed
4	April	Input obtained from Partnership President	Board Secretary to request	
5	April (date to be scheduled)	Director available to the to answer questions regarding self-evaluation	Executive Committee (closed session)	
6		Review Director's performance, self-evaluation, and input; and prepare formal evaluation summary document		
7	April 21 <sup>st</sup>	Vote to extend/not to extend an employment agreement to the Director for the upcoming year	Board Meeting (open session)	
8	May 4 <sup>th</sup> called Board Meeting	Brief presentation of performance by Director	Board Meeting (closed session)	
9		Presentation, discussion of Director's evaluation by Board President	Director excused.	
10		Verbal presentation of the evaluation to the Director	Director invited back	
11	May 19 <sup>th</sup>	Director presents goals and priorities for the upcoming year	Board Meeting	
12		Review and approve the Director's goals and priorities for the upcoming year		
13		Action regarding renewal of the Director's contract		
13	May 19 <sup>th</sup> – discussion June 16 <sup>th</sup> – approval	Review the Director evaluation process and revise as needed; establish time line for 2009-10	Board with input from Director	
14	Pending Actions	Develop the Director's compensation plan and process for review, negotiations and approval		

- Jane Radack presented the Board Member Attendance Guidelines, revised on advice from Jean Krufft from the State Charter School Department. Deb Powell moved to approve the revised Board Member Attendance Guidelines. Jean Wiles seconded. Motion carried unanimously. The board decided that the Board Secretary will monitor attendance and the Board President will address these issues.

## **BOARD MEMBER ATTENDANCE GUIDELINES APPROVED AS FOLLOWS:**

### **I. PURPOSE**

CFCI board directors are charged with the duty of carrying out the responsibilities entrusted to them for the care and management of the Cape Fear Center of Inquiry. The purpose of these guidelines are to promote informed decision making relative to these responsibilities.

North Carolina Open Meetings Laws will always be followed.

### **II. REGULAR BOARD MEETINGS**

- A. Regular Board Meetings are set as the 3rd Tuesday of each month.
- B. The chairperson may cancel a regular meeting for: a lack of business; inclement weather, other emergencies.
- C. An attendance of 75% of the annual regular meetings, or better is expected of each director.

### **III. SPECIAL BOARD MEETINGS**

- A. Special meetings may be called by the Chairperson.
- B. An attendance of 70%, of the special meetings, or better will be expected of each director.

### **IV. EMERGENCY MEETINGS**

- A. Emergency meetings may be called by the Chairperson.
- B. Each director is encouraged to make every effort to attend an emergency meeting so called.

### **V. COMMITTEE MEETINGS**

- A. Committee meetings are generally scheduled by the superintendent subject to the availability of most members.
- B. Some assignments meet on a regular basis.
- C. Active involvement in these meetings helps to ensure a balance in decision making. Therefore, directors are strongly encouraged to attend all such meetings as assigned.

## VI. NONATTENDANCE

If a Board member is unable to meet the guidelines specified above, the Board president may set up a meeting with said board member to discuss his/her future commitment and intent. The Board of Directors reserves the right to remove any board member and/or officer for proper cause, which may include lack of attendance. Said removal must be by a majority vote, at a meeting whose time, place, and object the charged member has been duly notified, with reasons for such proposed removal and after an opportunity to be heard in defense against the removal.

- Current policy states that part time employees do not accrue pro-rated personnel leave, although in years past, some part-time personnel did have pro-rated personnel leave. Part time employees are not paid for personnel days, but are not responsible for substitute payment.

### **Finance Committee:**

#### *New Business:*

- State and County cuts could result in a need for a \$154,111.23 reduction in our budget. The State has requested a call back of our budget. CFCI will have to make cuts if that happens and must submit a worst case scenario budget. The Finance Committee came with a recommended budget. The discussion included the need to better understand all cuts.

Jane Radack motioned to delay the vote on the recommended budget to give board members a chance to look at the specific details for future board discussion, for faculty involvement and for individuals to be informed if they might be impacted by budget cuts. Jean Wiles seconded. Motion carried unanimously.

- Payroll: Jean Wiles motioned to leave payroll as is with additional contract language that explains any pay received for work left undone would need to be reimbursed to CFCI. Teresa Spanos seconded. Motion carried with 10 yeas and 2 abstentions. A clause will be put onto the Employee contract.
- A \$250,000 CD will be moved so as to earn more interest on the money.

#### *Old Business:*

At 8:59 pm, John Fuller motioned to extend the meeting for 30 minutes. Sarah McCorcle seconded. Motion carried unanimously.

- Tom Wolfe has prepared a packet on the consideration of selling Blue Clay Road. His report included the idea of selling it for \$27,000 an acre. \$549,450 is a fair market price, giving 6 months to a year to sell the property, with a 5%

commission, or 8% commission depending whether there is more than one broker involved.

Sarah McCorcle motioned to put a for sale sign on the property. Jean Wiles seconded. Motion carried unanimously.

### **Building and Facilities:**

*New Business:* None.

*Old Business:*

- Potential sites for a future CFCI facility are still being pursued.

Anne Patterson motioned to charge the committee to go through a selection process for a firm to proceed with due diligence about building when the time comes. Teresa Spanos seconded. Motion carried unanimously.

**Strategic Planning:** No report.

**Curriculum:** The Committee is focusing on the development of an academic continuum as well as a continuum for inquiry skills.

### **See Deb's minutes.**

Jane Radack motioned to go into closed session to review recommendations for contract letters of intent (NC statute 143-318.11.section a, part 1). Teresa Spanos seconded. Motion carried unanimously. Closed session began at 9:21 pm.

Jane Radack moved to come out of closed session. Teresa Spanos seconded. Motion carried unanimously. Closed session ended at 9:22 pm. John Fuller motioned to invite Michael Zentmeyer into closed session. Jean wiles seconded. Motion carried unanimously.

John fuller motioned to go into closed session to review recommendations for contract letters of intent (NC statute 143-318.11.section a, part 1). Jean Wiles seconded. Closed session began at 9:22.

Jane Radack motioned to come out of closed session. Jean Wiles seconded. Motion carried unanimously. Closed session ended at 10:14 pm.

Jane Radack motioned to amend the John Fuller's motion to extend the meeting for 90 minutes. John Fuller seconded. Motion carried unanimously

Anne Patterson motioned that we accept the nominations for contract letters of intent with the addition of 2 teacher positions. Linda Conley seconded. Motion carried with 2 abstentions.

Michele Hair motioned to adjourn the meeting. Jean Wiles seconded. Motion carried unanimously. Meeting adjourned at 10:17 PM.

*Respectfully submitted by:*  
*Jane H. Radack*  
*CFCI Board Secretary*