

Cape Fear Center for Inquiry

DRAFT 10-4-10

Committee	Curriculum Policy	Finance	Strategic Planning	Building and Facilities	Fund-Raising	Policy and Procedure Review
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Type of Committee	Standing	Standing	Standing	Standing	Ad Hoc	Ad Hoc
Description	<p>The Curriculum Policy Committee facilitates discussion of curricular theory and philosophy within CFCI and seeks to ensure that our school follows its mission and vision for education. The group addresses how teaching and learning are approached at our school using the inquiry model. The group communicates curricular issues with parents, teachers, and the Board.</p>	<p>The Finance Committee is responsible for reviewing and providing guidance for the school's financial matters.</p> <p>Requests and proposals for non-budgeted items should be submitted to Finance for recommendation</p> <p>Once the budget has been approved by the Board, Finance Committee approval is not required for expenditures necessary for the day-to-day operation of the school as long as allocated funds are available.</p> <p>Fiscal decisions that are dictated by board policy or bylaws are not under the purview of the Finance Committee.</p>	<p>The CFCI Strategic Planning Committee assists the CFCI Board of Directors by providing continual attention to current situations and changes in CFCI and its external environment, and identifies where CFCI is going over the next three to five years. The Board approved strategic plan determines the overall direction and goals of CFCI and how it plans to reach these goals.</p>	<p>The directive of the building and facilities committee is to oversee the maintenance of the new building and grounds, to propose policies that would allow for the continuation of a vibrant learning environment and to establish a long-term plan for the growth and update of the CFCI campus.</p>	<p>The purpose of the CFCI Fund-raising committee is to establish an annual fund-raiser to benefit CFCI, thus adding an annual source of revenue which can be utilized by the Board to purchase equipment/supplies, or to enhance academic or recreational opportunities for students.</p>	<p>Policies and procedures are reviewed at the Board or Director's request. CFCI community members may request a review of a particular policy or procedure from the Executive Board or the Director.</p>
Membership Number	There is a maximum of eight members on the	At least six	Membership should be up to five members	Approximately 10 members	The ideal size of this committee would be	About seven

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Chair	<p>committee, including the Curriculum Coordinator.</p> <p>The chairperson must be a Board member and will be recommended by the Curriculum Policy Committee members and approved by the Board.</p>	<p>The Finance Committee and is chaired by the Board Treasurer.</p>	<p>plus the CFCI Director; three should be board members and diverse to include community, faculty, and parents' representation.</p> <p>The chairperson must be a Board member and will be recommended by the Strategic Planning Committee members and approved by the Board President.</p>		<p>set at between 10 and 15.</p> <p>A Board member shall serve as chair of the committee.</p>	<p>PPRC is lead by the Director and overseen by one board member.</p>
Other members	<p>Teachers on the committee should, to the greatest extent possible, represent a range of loop and subject areas.</p>	<p>Other members include the Director, Business Operation Coordinator, 3 teachers (one K-5, one Middle Grades, one Specialist), and other Board members.</p>	<p>The members of the CFCI Board volunteer to serve on the Strategic Planning Committee. Additional members may include one teacher and a Partnership member.</p>	<p>The unique qualities of CFCI as a K-8 school creates a dynamic culture within the learning environment created. Each loop level and the middle grades are distinctive stages in a student's life. Taking this into account, it is important for this committee to have a representative from each loop level.</p> <ul style="list-style-type: none"> a. Four Teachers – One from each loop & middle grades b. 2 or 3 CFCI Board 	<p>This committee shall be composed of Board members, teachers, artists, parents, and volunteers. The committee members will invite 5 artists to serve on the committee and work with CFCI students for a one-year commitment. The Partnership will also have at least one representative. The committee will have a minimum of a chair and a secretary as officers.</p>	<p>The composition of the PPRC is as follows: Director, at least one board member for over-site, Michael Zentmeyer (human resources) and one teacher from each loop level.</p>

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Selection	Members of this committee are self-selected.	Teachers are placed on the committees- either vote or volunteer. (Faculty will decide at 9/15 meeting.)	A non-board member teacher will be approved by the faculty.	Members c. CFCI Director d. CFCI Business Operations Teachers will be chosen by loop level in September each year The teachers will be elected each year.	Teachers and CFCI employees may volunteer to serve.	Loop levels pick their representative.
Term	Ideally, members of the committee serve for two years with staggered rotations.	Rotation of the members – 1 year term, can serve 3 consecutive terms	Each committee member will rotate off the committee after three years of service.	In order to have continuity from year-to-year the Board members will remain on the committee through their term on the Board.	Teachers, employees, Board members, Partnership, parents, and volunteers will serve two-year terms, and may volunteer for subsequent terms. Every effort will be made to stagger terms so that when a Board member, teacher/employee, parents, volunteers, and artists rotate off, another rotates on.	No formal rotation.
Members needed		Needed: Teachers, Board members			Needed: Board members including a committee chair.	Needed: one teacher per loop level
Membership Skills	1. Desire to give input on curricular issues related to inquiry in		Strategic Planning Committee members must have	It is preferred to have committee members who have a vision for		

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	<p>general and CFCI in particular.</p> <p>2. Willingness to conduct research / background readings to support committee activities.</p>		<p>organizational skills, forward thinking skills, strong communications skills, and have knowledge of the vision, mission, and values of CFCI. Specific experience with strategic planning is helpful, but not required. The committee may utilize outside resources and assistance as needed.</p>	<p>the growth and development of the CFCI educational community.</p>		
Charge	<p>The Curriculum Policy Committee is charged with, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Address curricular concerns voiced by community members in a timely manner to consistently improve learning 2. Develop guidelines for inquiry and assessment 3. Support staff by locating appropriate resources to meet student and teacher needs 4. Create and disseminating 	<p>Directive of the Finance Committee include:</p> <ol style="list-style-type: none"> 1. Review Monthly budget reports 2. Solicit CFCI Community input on budget ideas 3. Provide input to the entire Board in regards to fiscal responsibility 4. Develop an annual operating budget with staff 5. Review and recommend an annual budget for Board approval 6. Review financial requests and proposals and 	<p>The Strategic Planning Committee is charged with, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Periodically develop a strategic plan (approximately every 3-5 years) 2. With existing plan in place: <ol style="list-style-type: none"> a. Review on an annual basis b. Note those objectives that have been accomplished c. Refine and add objectives, as needed 	<p>The directives of the Building and Facilities Committee are to:</p> <ol style="list-style-type: none"> 1. Oversee the maintenance of the new building and grounds 2. Propose policies that would allow for the continuation of a vibrant learning environment 3. Establish a long-term plan for the growth and update of the CFCI campus 	<p>During the 2010-11 school year, the Fund-Raising Committee invited 5 local artists to work with student in creating works of art, which will be auctioned at the first annual "Great ArtSpectations" fundraiser on March 26, 2011.</p> <p>In the following years, other artists will be invited to work with students during the fall semester. The artwork created and donated by the artists will be auctioned</p>	<p>PPRC brings revisions and new policy for readings to the CFCI Board through the Director's Monthly Report.</p>

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	documents that articulate CFCI teaching standards, practices, and expectations	make recommendations to the Board of Directors for approval 7. Teacher members will report back to faculty	d. Assign responsibilities for each objective – committee, role, group e. Present the strategic plan update to the Board for approval 3. Creates/conducts/ tallies/presents the annual Board Self-Evaluation as a strategic tool		during the annual spring auction. The CFCI Art Teacher will work closely with the 5 artists to plan/chair the aspects of “Great ArtSpectations” that have to do with the artists’ donations to the auction, and artists’ work with students in teaching and creating art.	
Meeting Schedule	Generally meets the third Monday of the month at 3:30 pm				Monthly	The first Thursday of every month