

Cape Fear Center for Inquiry Strategic Improvement Plan

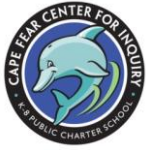


CFCI Strategic Planning Committee and CFCI Committee Chairs

Member	Role
Lori Roy	Director (Strategic)
Holly Konrady	Teacher (Strategic)
Nancy Johnsen	EC Coordinator (Strategic)
Jeanne Swafford	Executive Committee/Board Chair
Michael Rheel	Fundraising Chair
Lori Benazzi	Social Committee Chair
Michael Zentmeyer	PPRC Committee Chair
Kathy Rettig	Business Operations/Finance Committee
Jennifer Paetzold	Life Long Learning Chair/Curriculum Coordinator
Courtney Lewis	Technology Chair
Beth Carter/Jackie Anderson	Green Team Chair
Missy Ritchie/Beth Carter	Great ArtSpectations
Jennifer Fite	Partnership Chair/Parent

2014 CFCI Board of Directors

Member	Role
Jeanne Swafford	Board Chair
Marc Meryde	Board Vice Chair
Todd Godbey	Treasurer
Cathey Luna	Parent
Diana Michel	Community Member
Missy Ritchie	Art Teacher
Samantha Deprisco	K-1 Teacher
Nancy Kachadurian	4-5 Teacher/Founders Seat
Leigh Venters	Parent/ Partnership Liaison
Joanne Cress	Technology Teacher
Julie Sartorius	2-3 Teacher
Lori Roy	Director



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CFCI Mission Statement

Cape Fear Center for Inquiry is committed to promoting students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing and empowering environment.

Vision Statement

CFCI will foster academic and social inquiry based learning by enriching the state curriculum. We will facilitate research, communication and action through:

- community partnerships
- environmental education
- global connection
- technology
- wellness.

Motto

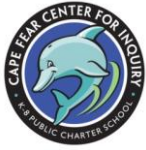
Learn. Share. Live.

Beliefs:

At CFCI, we believe that the whole child is more important than any single factor. We recognize physical, intellectual, emotional and social development as integral parts of each child's growth and learning process.

Therefore, we:

- Focus on student inquiry because we believe that all children have an innate sense of wonder.
- Design and provide hands-on, integrated and exciting learning experiences— through classroom and field experiences— because children learn best when they are actively engaged in making personally meaningful connections.
- Are committed to a small student-teacher ratio because this is the best way to create communities of learners.
- Nurture our students to be independent, lifelong learners by increasing responsibility for their learning,
- Appreciate diversity among learners because we value the uniqueness of each child.
- Aggressively prepare our students to become effective communicators, critical thinkers and creative problem solvers because problem solving is a natural part of everyday life.
- Implement a comprehensive social curriculum because children learn best in a safe and caring environment where every child is respected and valued.
- Rely on mutual support of home, school and community. Communication and family involvement are vital to ensuring student growth. We agree that nurturing and educating children are monumental tasks that require the collaborative efforts

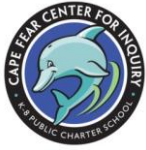


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Strategic Planning Standards Overview

Standard	Standard Description
1- Student Growth	Faculty, staff and administration at the Cape Fear Center for Inquiry will continuously review student academic, developmental and social performance data to be certain that individual student needs are being met and that students are consistently being challenged to grow.
2- Governance	All members of the Board of Directors at the Cape Fear Center for Inquiry will become familiar with local and state policies, procedures and General Statutes to ensure proper governance. The Directors will work to increase the public's understanding of the Boards role within the school structure and become more visible to the CFCI community.
3- Communication	The school commits to using the most up-to-date variety of communication methods to effectively and appropriately disperse information to the CFCI community.
4- Public Relations & Fundraising	The CFCI community members (faculty, staff, board, parents/families, students) will support CFCI by sharing positive, up to date information about our school throughout the community. The CFCI community will support the fundraising efforts of the school through fundraiser attendance, grant writing, monetary donations, event planning, etc.
5- Building & Grounds	The CFCI community members (faculty, staff, board, parents/families, students) commit to developing and/or supporting a plan to maintain and enhance the school grounds, classrooms, and general building needs.
6- 10-Year Renewal	Members of the Cape Fear Center for Inquiry will complete all components of the state adopted Charter Renewal process to ensure our compliance and continued success as a North Carolina Public Charter School.

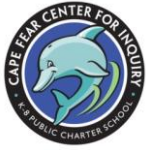


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Standard 1: STUDENT GROWTH- Faculty, staff and administration at the Cape Fear Center for Inquiry will continuously review student academic, developmental and social performance data to be certain that individual student needs are being met and that students are consistently being challenged to grow.

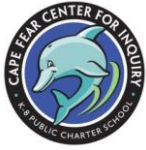
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes (how do we show we've done it?)	Timeline	February 2014 Update
<p>a. Teachers will continue to research and develop differentiated lessons and assessments based on the new Common Core and NC Essential Standards.</p>	<p>Share new ideas and strategies at loop level meetings</p> <p>Staff meeting shares</p> <p>Add to and utilize Wiki created by Ms. Lewis</p>	<p>Lesson plan development</p> <p>Students at different ability levels are growing academically as evidenced through formative and summative assessment data.</p>	<p>August 2013-June 2014</p>	<p>Many teachers developed SMART goals in this area (especially on higher level learners) and are using teammates, QTL Professional Development Resources and other resources to develop stronger, more differentiated lessons. Teachers will continue working through their SMART goals throughout the year.</p> <p>Some teachers have expressed an interest in continuing to learn more techniques for differentiating to meet the needs of all learners.</p>
<p>b. Teachers will work with administration to locate and/or develop inquiry-based common assessments in grades K-2/3 & 3-8.</p>	<p>Utilize Home Base resources</p> <p>Review possible assessments (NWEA, ClassScape, local training, etc.)</p>	<p>Meeting Minutes- Google Docs</p> <p>Assessment samples</p> <p>EOG, MSL results</p> <p>Portfolio data</p>	<p>August 2013-June 2014</p> <p>(Share/update with faculty monthly. Celebrate successes!)</p>	<p>- K-1 teachers are piloting a new math assessment</p> <p>- 2-3 teachers are piloting Reading 3D in preparation for 3rd grade testing requirements</p>



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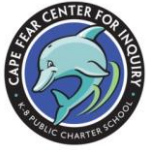
	Teachers share and create common assessments during data team meetings	collection		- Data Team Meetings are occurring monthly and teachers are beginning to share and develop common resources (ie: 4-5 math resource folders, 6-8 using common assessment tool to measure student engagement)
c. Teachers, administration and support personnel will continuously review student data (formative, benchmark, EOGs, attendance, behavior logs, etc) to inform them about student strengths and weaknesses and make adjustment to instruction and the learning environment as needed.	Hold bi-monthly loop level data meetings (Wed. afternoons) Analyze EOG data when released in the fall and discuss in data meetings	Meeting minutes- Google Docs Data charts and graphs	August 2013-June 2014	- B, M, E year assessments in math and reading and other areas Held a meeting to discuss and explore EOG data when released in November. Jennifer, Nancy and Lori meet each Friday following Wednesday DTM's to provide teachers feedback via Google Docs from Data Team Meeting Minutes (developed a new plan to ensure feedback is timely)
d. The Technology Committee will support classroom teachers in the development and implementation technology-rich lessons, utilizing the technology available and planning for more technology in	Technology Committee will meet with Curriculum Coordinator and develop a plan for	Lesson Plans Staff meeting shares (minutes from meeting)	August 2013-June 2014	The technology committee will be integrating Tech Bytes into our Vertical Team Meetings to encourage greater use of technology throughout the school .



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the future.	supporting teachers in the development and implementation of lessons	Teacher/student surveys		<p>Tech Committee Chair did a PD on Google Docs that has been utilized, particularly by 4-5 loop and many specialists</p> <p>In speaking with CFCI students, many share that they do not do all that much technology in the classroom because there are computer problems. Others expressed excitement about the Nook tablets, makey-makey, use of videos, etc. They love hands on learning, but would like to see more technology integration with it.</p>
e.				

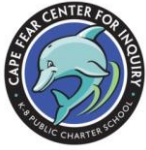


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Standard 2: GOVERNANCE- The Board of Directors at the Cape Fear Center for Inquiry will become familiar with local and state policies, procedures and General Statutes to ensure proper governance. The Directors will work to increase the public’s understanding of the Boards role within the school structure and become more visible to the CFCI community.

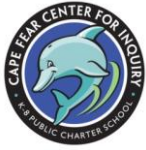
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	February 2014 Update
<p>a. The Board of Directors will utilize the NCDPI Board Governance webinars to access Continuous Education.</p>	<p>Participate in webinars monthly between Board meetings</p> <p>Executive committee develops 15-20 minute discussion follow up sessions for the board meetings to discuss the training topics</p> <p>Have Executive Committee and/or other Board members attend a formal training (ie: BCBS, UNCW, ECU...)</p>	<p>Meeting minutes</p> <p>Discussion handouts</p> <p>Board survey</p>	<p>June 2013- November 2013</p>	<p>- Beginning of year, board members completed webinars between meetings, then reviewed material as Executive committee led discussion.</p> <p>- 11 Board members, including the new members attended a 2 day Qeno Board Training in Oct. 2013</p>
<p>b. The Executive Committee will develop an orientation notebook that will remain with the Board of Directors as a training reference.</p>	<p>Develop notebook using ideas from NCDPI and other charter school board resources</p>	<p>Development of notebook</p>	<p>June 2013- November 2013</p> <p>(may add to notebooks throughout the</p>	<p>- Lori provided new board members in the summer with orientation documents (charter, bi-laws, etc.). Really need to make this process more continuous either with</p>



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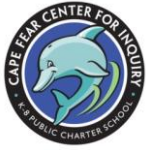
	Add to the notebook monthly		year)	online documents in one place or by created folders ahead of time.
c. Work with teachers, administration and parents to facilitate a better understanding of the CFCI Board of Directors' role as an effective governing body of the school.	<p>Create Board Bios for the website</p> <p>Board members attend school and community events (ie: Open House, Great Art, etc.)- purposeful introductions at events</p> <p>Order Board Member name tags or IDs so that parents can easily identify Board members on campus</p>	<p>Feedback from Partnership, teachers, and parents</p> <p>Survey of stakeholders</p>	August 2013-until	<p>Still need to create board bios for web (will have together once the</p> <p>Still need to get name tags/some form of identification</p> <p>Board members have been more visible at school events</p> <p>Director has received many positive emails about the monthly Board Highlights in the newsletter.</p> <p>The Partnership will begin to invite all Board Members to all Partnership functions, by email or handwritten note.</p>
d. Board members will actively recruit qualified community members to serve on the Board of Directors	Each Board member reaches out monthly to at least one person/ organization until community	Community membership positions are filled with quality candidates	August 2013-December 2013	<p>Located one new community member</p> <p>Still in search of another along with new parent members</p>



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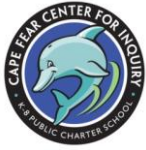
	positions are filled.			Discussing recruiting and interview process of new board members currently
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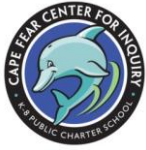
Standard 3: COMMUNICATION- Use the most up-to-date variety of communication methods to effectively and appropriately disperse information to the CFCI community.				
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	February 2014 Update
<p>a. Reevaluate different forms of communication to be sure we are using the most up to date methods to reach all stake holders. (the school website and work to make it more user friendly to the community, Twitter; Social Media, mobile access.....)</p>	<p>Work with IT, tech committee and local web designer to evaluate current website and make improvements</p> <p>Director creates Twitter account, imbeds into website and updates with school news frequently</p> <p>Work with Partnership to get information out through Facebook</p>	<p>Website changes/ improvements; mobile friendly website</p> <p>Development, utilization and number of followers via Twitter and Facebook</p>	<p>July 2013- December 2013</p>	<p>New website is great! Thank you Derek Schmidt with DesignLoud!</p> <p>Twitter and Facebook accounts are very active. Followers continue to increase. May want to consider using Twitter for other things...ie: Partnership, Riptide Runners, etc.</p> <p>Partnership and school have great communication with social media</p>
<p>b. Continue utilizing Google Forms and other sources to develop surveys for information and feedback from the community.</p>	<p>Develop surveys as needed to collect parents, student, staff and board information.</p>	<p>Survey results/ feedback</p>	<p>July 2013-June 2013</p>	<p>Google Forms and Survey Monkey utilized regular.</p> <p>Also using Sign Up Genius for events at times.</p>
<p>c. Increase the community's awareness of the roles and responsibilities of the CFCI Board of Directors and the Administrative Team. (some overlap with Governance 2c)</p>	<p>Introduce Board and Team members at Community Events</p> <p>Include Board of Directors biographies on the CFCI website.</p>	<p>Community feedback survey on visibility and understanding of the roles and responsibilities of the Board and</p>	<p>July 2013-June 2013</p>	<p>Monthly newsletters are helping with this!</p> <p>Bulletin Board in admin hallway was on display during first few weeks of school also helps explain.</p>



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	<p>Develop document that defines the role of each administrator</p> <p>Highlight a Board member each month in newsletter</p>	Admin.		<p>May want to make that information more digitally available on the website... maybe an FAQ?</p> <p>Still need bios on site!</p>
<p>d. Develop procedures for email communication to ensure confidentiality/FERPA rules and regulations are being followed.</p>	<p>Develop procedures</p> <p>Share with faculty at opening meeting</p>	<p>Procedures are followed throughout the year</p> <p>Communication is clearer and more effective</p>	<p>July 2013-August 2013</p>	<p>Done and distributed at opening faculty meeting. Remind teachers, parents and others periodically if the procedures are not followed. Very supportive reference document to have.</p>

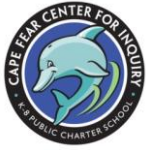


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Standard 4: PUBLIC RELATIONS & FUNDRAISING- The CFCI community members (faculty, staff, board, parents/families, students) will support CFCI by sharing positive, up to date information about our school throughout the community. The CFCI community will support the fundraising efforts of the school through fundraiser attendance, grant writing, monetary donations, event planning, etc.

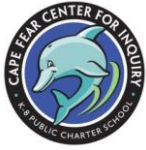
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	February 2014 Update
<p>a. Reach out to local media, surrounding businesses and organizations to increase community knowledge about our school and lay groundwork for potential sponsorships</p>	<p>Ensure all communication is updated with photographs, the new mission, vision, motto, etc.</p> <p>Work with students and teachers to capture our new school vision in an easily shared graphic/picture (maybe consider grade level themes with the 5 areas... use staff for this!)</p> <p>Contact media sources with ALL events and exciting student news.</p>	<p>Updated communication</p> <p>Completed graphic/ themes/ units</p> <p>Log of media contacts and press releases</p>	<p>July 2013- October 2013</p> <p>August 2013- June 2014</p> <p>Ongoing</p>	<p>- Still need to update pamphlets with new mission, motto, etc.</p> <p>- Have not moved forward with “owning” the vision through a visual representation...graphic/picture that we could frequently and easily reference.</p> <p>Have been contacting media and will continue to do so.</p> <p>Increasing number of contacts through networking.</p>
<p>b. Gain support from all stakeholders (Board of Directors, Faculty/Staff, Parents, Community Members, etc.) to the</p>	<p>Directly approach different groups and share needs to see how they may help (use teachers AND students)</p>	<p>Log of groups that have been approached</p> <p>Increase the number of sponsorships by at least 2</p>	<p>Annually</p>	<p>SHARE Month! Working with many businesses and organizations to establish partnerships will accomplishing service learning.</p>



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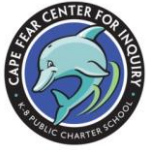
<p>Fundraising Committee and their annual and long-term goals.</p>		<p>each year for the next three years.</p>		
<p>c. Develop new, successful fundraising events while maintaining and growing others already in place</p>	<p>Have annual fundraising goals and a fundraising theme to support the goals each year</p> <p>Survey stakeholders to ensure that we are aware of and utilizing the experience and expertise of our community members</p> <p>Hold a fall fundraising brunch that reaches out to local businesses for sponsorship and financial support;</p> <p>Kick off brick fundraiser</p> <p>Continue with Great ArtSpectations Fundraiser- establish goal, sponsorships, etc.</p>	<p>Promotional materials for the theme</p> <p>Raise \$20,000 through fundraisers, grants, donations and sponsors in the 2013-2014 school year.</p> <p>Annual survey</p> <p>Number of sponsorships and amount of money raised at the first fall fundraiser</p> <p>Bricks are installed and purchased- 2014 goal= 100 bricks sold</p>	<p>Fall 2013, '14, '15,</p> <p>June 2014, '15, '16</p> <p>June-August 2014, '15, '16</p> <p>Fall 2014</p> <p>Kickoff- Aug 2014</p>	<p>Fundraising committee has reevaluated what we are capable of doing this year and we are going to work on establishing relationships with local businesses and organizations for more stakeholders.</p> <p>Need to conduct new survey...very little response on the first survey.</p> <p>Pressing "pause" on this idea for a while as we establish partnerships.</p> <p>26 out of 100 bricks have been sold</p> <p>As of 2-17-14 we have \$2,900</p>



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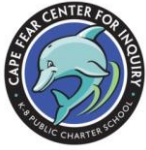
	<p>Establish a CFCI endowment fund. Determine</p> <p>Track, then increase the number of grants applied for and received each year by developing a grant writing team (fundraising adhoc) and creating an electronic form to keep the Board and Staff updated on grants</p>	<p>Attainment of annual goal. (2014- approx. \$15,000) Funds are raised to support the Art Department and Fundraising Theme for the year.</p> <p>Establish an initial high interest account (money market?) to begin putting 5% of major fundraisers into, when funds have grown, move to endowment fund.</p> <p>Team is developed</p> <p>Form is created and utilized</p> <p>Number of grant applications is tracked and increased over three year period.</p>	<p>Fundraiser-ongoing</p> <p>Annual event (held in spring)</p> <p>Fall 2013- establish initial account</p> <p>Annually-reassess balance in account, determine next steps</p> <p>Fall 2013- establish team</p> <p>Fall 2013- finalize electronic Google Form</p> <p>Fall 2013- Spring 2016</p>	<p>in sponsors for Great Art. Collecting artwork now Family sponsor letters went out ***Goal is \$20,000!!!*** Artists coming in two weeks!</p> <p>This is contingent on how much we earn in fundraising this year.</p> <p>Mike Rheel is going to head up electronically setting up a record of grants applied for.</p> <p>The Google Form has been created and shared.</p> <p>Partnership will continue to hold the Fund the Wonder Campaign each year. Box Top collections will continue to take place along with coordinating Harris Teeter Together</p>
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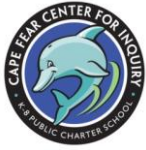
				<p>in Education and various other fundraisers during the year. All proceeds will go toward teacher stipends, United Streaming subscription, family nights, Holiday Festival, and more as funds allocate.</p>
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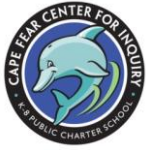
Standard 5: BUILDING AND GROUNDS- The CFCI community members (faculty, staff, board, parents/families, students) commit to developing and/or supporting a plan to maintain and enhance the school grounds, classrooms, and general building needs.				
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	February 2014 Update Notes
a. Address fundraising items that overlap (Brick path (also fundraising)				See standard 4c
b. Reevaluate school budget to include seasonal grounds maintenance and upkeep (ie: fertilizer	<p>Contact and receive bids from landscaping companies</p> <p>Contact and receive bids from company that is authorized to maintain retention ponds</p> <p>Contact and receive bids from impervious pavement maintenance company</p>	Companies are hired and grounds are properly maintained according to county and city regulations as well as for aesthetic beauty.	<p>July 2013- companies are located and hired</p> <p>August 2013- August 2014</p>	<p>Contracted with business to prepare grounds for school to start.</p> <p>Green Team is going to take on spring preparation.</p> <p>Contracted with retention pond maintenance company to ensure compliance</p> <p>Contracted with impervious pavement maintenance company to ensure compliance</p>
c. Develop a plan for rotating painting of classrooms, furniture replacement and upgrades, etc.	Review budget and develop plan of action to present for approval with Finance Committee	<p>Classrooms upgrades take place</p> <p>Classrooms, halls, gym, and offices are painted on a rotated annual schedule</p>	<p>July 2013-August 2013 (plan and budget developed)</p> <p>August 2013- August 2016</p>	We have discussed, but not put a plan to paper as of 2-17-14



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<p>d. Develop and implement a school-wide service plan for supporting building and grounds cleanliness, maintenance, and environmental awareness.</p>	<p>Work with Green Team, staff and student body to develop a Campus Cleanup plan this fall</p> <p>Implement a Waste Free Lunch Program</p> <p>Work closely with cleaning contractor to stay abreast of cleaning issues/concerns</p>	<p>The campus is clean.</p> <p>The school produces less trash after the implementation of the Waste Free Program.</p>	<p>August 2013-June 2013</p>	<p>Classes have their designated areas on the grounds</p> <p>We will “stop drop and share” during share month and part of that will include picking up grounds</p> <p>Need to work with Green Team to make this more frequent</p> <p>Waste Free Lunch ideas have been shared through newsletters periodically</p> <p>Jackie- re-pitch composting</p> <p>Working closely with cleaning contractor and frequently addressing issues/concerns</p>
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Standard 6: 10 YEAR RENEWAL: Members of the Cape Fear Center for Inquiry will complete all components of the state adopted Charter Renewal process to ensure our compliance and continued success as a North Carolina Public Charter School.

Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	February 2014 Update Notes
a. Follow renewal guidelines as outlined by the North Carolina Department of Instruction (see attached documentation)	Assign sections to be completed by designated personnel as outlined in the renewal guidelines	Achieve our charter renewal	Fall 2013-2015	<ul style="list-style-type: none"> - In compliance with all required areas - Completed initial renewal application/document - Setting up groups for interviews with site visit April 23rd at this time.