

**Cape Fear Center for Inquiry  
Board of Directors Agenda  
August 16, 2016- 6:00pm**

***Nurturing a Sense of Wonder.** 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.*

**Roll Call** Lori Roy, Lisa Sharpe, Cathey Luna, Kelly Dodd, Missy Ritchie, Todd Fischer, Lauren Lombardi, Ashley Cooksley, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Jackie Anderson, Angela Carson

<b>Time</b>	<b>Subject</b>	<b>Chair/Presenter</b>	<b>Activity</b>
6:00 PM	<i><b>Call to Order</b></i>	<b>Cathey Luna</b>	Action
6:01	<i><b>Approval of Minutes: 7/19/16</b></i>	<b>Cathey Luna</b>	Action
6:02	<i><b>Visiting Faculty*</b></i>	<b>TBD</b>	Information
6:07	<i><b>Visiting Parent or Community Members*</b></i>	<b>TBD</b>	Information
6:17	<i><b>Partnership</b></i> <ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<b>Angela Carson</b>	Information
6:25	<i><b>Life Long Learning</b></i> <ul style="list-style-type: none"> <li>Committee Report and BOY Professional Development Update</li> </ul>	<b>Jennifer Paetzold</b>	Information
6:35	<i><b>Director's Report</b></i> <ul style="list-style-type: none"> <li>Beginning of Year Update</li> <li>Interim Spanish Teacher Recommendation</li> <li>Teaching Assistant Recommendations</li> <li>Network Administrator evaluation update</li> <li>Technology- Board Committee (vote)</li> <li>Lori Roy- Maternity Request (vote)</li> <li>Maternity Plan- Lori Roy</li> </ul>	<b>Lori Roy</b>	Information/ Discussion/ Action
	<i><b>Standing Committee Reports:</b></i>		
7:00	<i><b>Finance</b></i> <ul style="list-style-type: none"> <li>Budget Report/Dashboard</li> <li>Committee Report</li> <li>Federal Fiscal Monitoring Report and Policies that will be forthcoming</li> </ul>	<b>Kathy Rettig</b>	Information
7:15	<i><b>Executive Committee</b></i> <ul style="list-style-type: none"> <li>No Committee Report</li> </ul>	<b>Cathey Luna</b>	Information
7:15	<i><b>Policy and Procedure Review</b></i> <ul style="list-style-type: none"> <li>Upcoming Policies to be developed with PPRC</li> </ul>	<b>Jennifer Solomon</b>	Information
7:25	<i><b>Development Committee (Formerly Fundraising &amp; Strategic)</b></i> <ul style="list-style-type: none"> <li>No Committee Report</li> </ul>	<b>Julie Sartorius</b>	Information



Cape Fear Center for Inquiry  
Board of Directors Minutes  
July 19, 2016- 6:00pm

***Nurturing a Sense of Wonder.** 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.*

**Roll Call** Cathey Luna, Lori Roy, Kelly Dodd, Todd Fischer, Kristin Hudson, Cathi Mintz, Jackie Anderson, Lisa Sharpe, Lisa Buchanan

Time	Subject	Chair/Presenter	Activity
6:00 PM	<i>Meeting called to order at 6:08pm by Cathey Luna.</i>	Cathey Luna	Action
6:01	<i>Approval of Board Minutes: 6/21/16</i> <ul style="list-style-type: none"> <li>Todd motioned to approve minutes, Kristen seconded. All approved.</li> </ul>	Cathey Luna	Action
6:02	<i>Visiting Faculty*</i> <ul style="list-style-type: none"> <li>N/A</li> </ul>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i> <ul style="list-style-type: none"> <li>N/A</li> </ul>	TBD	Information
6:10	<i>Director's Report</i> <ul style="list-style-type: none"> <li>Lori Roy recognized our three <b>new board members</b>- Angela Carson- Partnership representative who was unable to today, but looks forward to August, Cathi Mintz- teacher board member and Lisa Buchanan our new Community Member approved in June who joins us from UNCW with the Watson College of Education.</li> <li>Lori shared that <b>new board member training</b> took place prior to today's meeting. More resources will be shared virtually and all board members are encouraged to ask questions at any time.</li> <li><b>Conflict of Interest signing for all board members</b>- <i>postponed until August when Jennifer Solomon returns</i></li> <li><b>Exceptional Children's Teacher Recommendation</b> <ul style="list-style-type: none"> <li>On June 27, 2016 an 8 member panel interviewed 3 candidates for the Exceptional Children's position. The panel unanimously recommends April Radabaugh. April is a licensed Special Education teacher with 8 years of teaching experience. April has</li> </ul> </li> </ul>	Lori Roy	Information/ Discussion Action

	<p>served students with specific learning disabilities, autism, other health impairments, created and implemented IEPs and taught in collaborative classrooms. April brings both enthusiasm and a variety of experience to CFCL.</p> <ul style="list-style-type: none"> <li> <b>7-8 English Language Arts Teacher</b>  <b>Recommendation- Kim Carr</b> <ul style="list-style-type: none"> <li>On July 5, 2016 a 10 member panel interviewed Kim Carr for the 7th and 8th grade ELA position. The panel was very intrigued and brought Kim back in to share an integrated lesson plan and discuss it in detail with the Middle Grades team and Lori Roy for a second interview. The panel highly recommends Kim Carr for the 7th/8th grade ELA position. Kim is a licensed K-6 teacher and 6-8 ELA/Social Studies teacher. She has experience, specifically in science, social studies and language arts. She comes highly recommended from her colleagues and her supervisors. Kim brings a love of learning, knowledge or a variety of curricular areas and age groups and experience to CFCL.</li> </ul> </li> <li> <b>Academic Intervention Specialist</b>  <b>Recommendation- Lisa Cole</b> <ul style="list-style-type: none"> <li>On July 11th, a 10 member panel with representatives from all loops including EC and Specials interviewed Lisa Cole for the Academic Intervention Specialist position. The panel unanimously recommends Lisa Cole for this position as she clearly has a strong understanding for both math and literacy and is confident in working with elementary and middle grades students. Lisa brings many of years of teaching experience to CFCL. She has her master's in Curriculum Instruction</li> </ul> </li> </ul>		
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	<p>and Supervision and has put that to work as a lead teacher in her school. She has served as a model teacher for others in New Hanover County in both literacy in math. She has a vast knowledge of the core curriculum areas and is experienced in integrating math and literacy into everything. She has a real passion for children and for helping adults and the committee is confident she will be a great fit for this position!</p> <ul style="list-style-type: none"> <li>• <b>Todd Fischer made a motion to approve the three teacher recommendations above. Kristin Hudson seconded that motion. All approved in favor.</b></li> <li>• <b>Update: Spanish position- Interviews July 25th, recommendation for the August Board Meeting.</b></li> <li>• <b>Summer Updates-</b> <ul style="list-style-type: none"> <li>○ Lori shared the excitement about the new building color, updated the board on the immense success with Camp Invention in June and gave an update on the Professional Development plan for the new year including math PD with UNCW, Curricular Conversations with Brad Walker, plans for opening meeting, and Unit Planning with teams.</li> <li>○ Lori gave update that finances look good for the 2016-2017 school year and shared the school would be able to fund an additional Teaching Assistant to provide large support in grades 2-3, additional support in 4-5 and the small group of students who are taking both 8th grade math and Math 2 through the North Carolina Virtual Public School (NCVPS).</li> </ul> </li> <li>• <b>Network Administrator (former IT Specialist) job description and evaluation update</b> <ul style="list-style-type: none"> <li>○ Recommended job description was presented to the board. Discussion was made to add one additional</li> </ul> </li> </ul>		
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	<p>descriptor to address the importance of long term planning for our current one to one goal and other goals as they evolve. The wording is as follows: <i>Develop plan to deal with equipment obsolescence and the roll out of new technology that meets the current and future needs of CFCI</i>. Kristin Hudson made a motion to approve the job description with the addition of the line above. Todd Fischer seconded the motion. All in favor.</p> <ul style="list-style-type: none"> <li>○ IT equipment has been ordered, but we are waiting on it's arrival. Todd offered to help find people to wire, etc. and work with Paul once equipment comes in. Lori will share with Paul/Kathy.</li> <li>○ Todd Fischer, Jennifer Solomon, and Lori Roy will have an evaluation draft for this position to share with the Board of Directors in August.</li> <li>● Technology Committee- discussion about possible board committee (vote necessary) <ul style="list-style-type: none"> <li>○ Board discussed the importance and value of adding a board member to this committee. Discussion over the evolution of technology even since 2011. Board could help support big goals like current goal of 1:1 grades 5-8. Decision was made to move this to an August vote.</li> </ul> </li> </ul>		
6:35	<p><b><i>Partnership</i></b></p> <ul style="list-style-type: none"> <li>● Electronic election took place. 1st meeting will be August 8th at 5pm. Angela Carson will be the new Member at Large. Paige Houser will be co-chair, Amy Lambe- secretary and Mary Skerritt- treasurer. We are still waiting to hear about the resolution of the 501c3/Tax ID situation from last school year.</li> </ul>	<b>Lori Roy</b>	Information

6:40	<b><i>Life Long Learning</i></b> <ul style="list-style-type: none"> <li>No Committee Report- update in Director's Report</li> </ul>	Jennifer Paetzold - Lori Roy today	Information
6:50	<b><i>Finance</i></b> <ul style="list-style-type: none"> <li>Budget Report and Dashboard shared. Kathy Rettig will be at the August Board meeting and can answer any questions. She is also available and happy to sit down with any board member at any time to answer questions.</li> </ul>	Kathy Rettig- Lori Roy today	Information/ Discussion/ Action
7:00	<b><i>Executive Committee</i></b> <ul style="list-style-type: none"> <li>Cathey shared the Committee opportunities for board members. Some Board members were prepared to share their committee preference. Kristin &amp; Cathey- Finance, Lisa- Life Long Learning, Jackie &amp; Todd - Technology, Cathi- PPRC, Todd- Development</li> </ul>	Cathey Luna	Information
7:15	<b><i>Policy and Procedure Review</i></b> <ul style="list-style-type: none"> <li>Disabilities and Food Allergies Procedure for Handbook- 2nd read/vote <ul style="list-style-type: none"> <li>Todd Fischer made a motion to accept the Disabilities and Food Allergies procedures as written. Kristin seconded the motion. All in favor. Motion approved.</li> </ul> </li> <li>Student Leave for Educational Opportunity Procedure for Handbook- 2nd read/vote <ul style="list-style-type: none"> <li>Todd Fischer made a motion to approve the Student Leave for Educational Opportunity Procedures as written. Lisa Buchanan seconded the motion. All in favor. Motion passed.</li> </ul> </li> </ul>	Lori Roy	Action
7:15	<b><i>Development Committee (Formerly Fundraising &amp; Strategic)</i></b> <ul style="list-style-type: none"> <li>No Committee Report</li> </ul>	Lori Roy	Information
7:15	<b><i>Other Announcements and/or Upcoming events:</i></b> <ul style="list-style-type: none"> <li>First teacher workday- August 16th</li> <li>Open House- August 18th 5pm-7pm</li> <li>First day of school: August 23rd!!!</li> <li>Parent Meetings will be scheduled for all grade levels once school gets started. Middle Grades is planning a 6-8 meeting for parents and students to really help families understand the development of the middle</li> </ul>	Cathey Luna	Information Action

	<p>grades child as well as changing expectations from elementary to middle grades.</p> <ul style="list-style-type: none"> <li>• Next Executive Committee Meeting: <i>Tuesday, August 9th at 2pm at CFCI- Lori's office</i></li> <li>• Next Board Meeting- August 16, 2016- 6pm- CFCI Museum Room</li> </ul>		
7:15	<b><i>Closed Session for meeting critique (NC statute 143-318.11)</i></b>	<b>Cathey Luna</b>	Discussion
7:20	<b><i>Adjournment</i></b>	<b>Cathey Luna</b>	Action

***Board Agenda Requests:*** If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Ashley Cooksley at [acooksley@cfci.net](mailto:acooksley@cfci.net) with “CFCI Board Agenda” in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.

**All requests and materials need to be submitted by noon on the first Friday of the month.** Items not received by this time will not be considered for the following month’s Board meeting. The Board Executive Committee reserves the right to determine whether the item is added to the agenda, to ask for additional information, or to redirect the request to an appropriate committee or person.



**Cape Fear Center for Inquiry  
Board of Directors Minutes  
August 16, 2016- 6:00pm**

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**Roll Call** Lori Roy, Lisa Sharpe, Cathey Luna, Kelly Dodd, Missy Ritchie, Todd Fischer, Lauren Lombardi, Ashley Cooksley, Kristin Hudson, Cathi Mintz, Jackie Anderson, Angela Carson

<b>Time</b>	<b>Subject</b>	<b>Chair/Presenter</b>	<b>Activity</b>
6:00 PM	<b><i>Call to Order</i></b>	<b>Cathey Luna</b>	Action
6:01	<b><i>Approval of Minutes: 7/19/16</i></b> <ul style="list-style-type: none"> <li><i>Todd Fischer motioned to approve minutes, Kristin Hudson seconded. All approved.</i></li> </ul>	<b>Cathey Luna</b>	Action
6:02	<b><i>Visiting Faculty*</i></b> <ul style="list-style-type: none"> <li>No visiting faculty</li> </ul>	<b>TBD</b>	Information
6:03	<b><i>Visiting Parent or Community Members*</i></b> <ul style="list-style-type: none"> <li>No visiting parents or community members</li> </ul>	<b>TBD</b>	Information
6:04	<b><i>Partnership</i></b> <ul style="list-style-type: none"> <li>Non-profit tax status resolved</li> <li>Teacher appreciation lunch being held for teachers on 8/17/16</li> <li>Orientation being held on 8/18/16</li> </ul>	<b>Angela Carson</b>	Information
6:15	<b><i>Life Long Learning</i></b> <ul style="list-style-type: none"> <li>Rework of budget to shift PD</li> <li>Heidi Mills will be at CFCI on 9/30/16 for additional PD</li> <li>Brad Walker is working on curriculum language</li> <li>Teachers are being requested to recommend parents that can cover as substitutes to enable curriculum conversations, and allow MTSS to be fully implemented</li> <li>Promoting school pictures since this is a great revenue source to enable PD</li> <li>Question from Cathey Luna to see if Dana (school pictures) can update Nancy Kachadurian's name</li> </ul>	<b>Jennifer Paetzold</b>	Information
6:22	<b><i>Director's Report</i></b> <ul style="list-style-type: none"> <li><b>Beginning of Year Update</b> – opening staff meeting at Reidman Center went well, with a lot of sharing of information and enthusiasm overall</li> <li><b>Interim Spanish Teacher Recommendation</b> – Lori Roy recommended that the Board approve Autumn Jenkins as the Interim Spanish Teacher. <i>Kristin Hudson made a motion to approve Autumn Jenkins as Interim Spanish Teacher.</i></li> </ul>	<b>Lori Roy</b>	Information/ Discussion/ Action

	<p><i>Lauren Lombardi seconded, all approved.</i></p> <ul style="list-style-type: none"> <li>• <b>Teaching Assistant Recommendations</b> – Lori Roy recommended that the Board approve Linda Moore as Teaching Assistant. <i>Kristin Hudson made a motion to approve Linda Moore as Teaching Assistant. Lauren Lombardi seconded, all approved.</i></li> <li>• <b>Exceptional Children’s Teaching Assistant</b> – application had to be withdrawn due to scheduling conflict. The team will be interviewing other candidates.</li> <li>• <b>Network Administrator evaluation update</b> – Jennifer Solomon has pulled recommendations/guidance from other schools and universities and combined with CFCI’s information. A recommendation and an evaluation process will be in place by November.</li> <li>• <b>Technology- Board Committee</b> – It’s recommended that Technology become an formal Board Committee in order to provide an additional level of support. <i>Todd Fischer made the motion to approve, Kristin Hudson seconded, all approved.</i></li> <li>• <b>Lori Roy- Maternity Request</b> – Lori Roy has requested maternity leave from December, 2016 – March, 2017. <i>Ashley Cooksley made a motion to approve, Kristin Hudson seconded, all approved.</i></li> <li>• <b>Maternity Plan</b>- Lori Roy presented her maternity plan to the Board. <ul style="list-style-type: none"> <li>○ Jennifer Paetzold and Lori Benazzi will split general “Director” duties. ALL larger parent/student concerns will be taken on as a team and Lori Roy will be consulted.</li> <li>○ Lori Roy will complete BT and new to CFCI 1<sup>st</sup> and 2<sup>nd</sup> evals before leaving, and 1<sup>st</sup> career teacher evals. All others will be completed April / May.</li> <li>○ Faculty / Staff concerns – managed by Jennifer Paetzold or Lori Benazzi</li> <li>○ Student Discipline – duties split between Jennifer Paetzold and Lori Benazzi.</li> <li>○ DPI/Principal – Jennifer Paetzold, Lori Benazzi, and Pam O’Dell</li> <li>○ Committees – Both Jennifer P and Lori B will attend</li> <li>○ PD – Jennifer P</li> <li>○ Todd Fischer asked if the school security conversations as well as current security</li> </ul> </li> </ul>		
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	<p>processes will in any way be jeopardized by Lori Roy's absence. Lori Roy confirmed that all security processes including alarms and security alerts will continue to be handled in accordance with policy. Additionally, all staff reviews and administration will continue as planned.</p>		
	<b><i>Standing Committee Reports:</i></b>		
6:38	<p><b><i>Finance</i></b></p> <ul style="list-style-type: none"> <li>Audit will be final by October at the latest, but more likely to be completed by September.</li> <li>Following our Fiscal Monitoring Review, there are two policies that will need to be crafted. <ol style="list-style-type: none"> <li>A policy stating that we will include the indebtedness clause on all contracts.</li> <li>Add to our cash management policies – a debarment policy and a policy on the procedure for requesting federal funds and spending said funds.</li> </ol> </li> </ul>	<b>Kathy Rettig</b>	Information
6:50	<p><b><i>Executive Committee</i></b></p> <ul style="list-style-type: none"> <li>No Committee Report</li> </ul>	<b>Cathey Luna</b>	Information
6:51	<p><b><i>Policy and Procedure Review</i></b></p> <ul style="list-style-type: none"> <li>Jennifer Solomon presented two policies that will be reviewed at September's Board Meeting: <ol style="list-style-type: none"> <li>CIPA (Children's Internet Protection Act) Checklist. We have a policy in place now, but we need to add more information regarding our firewall protection and monitoring for internet usage on CFCI campus.</li> <li>Return-to-Learn After Concussion – An example policy was distributed.</li> </ol> </li> <li>Discussion regarding Internet safety, including social media awareness. Jennifer Solomon shared information about a parent workshop to discuss this topic. The Executive Committee will review the information and discuss in the next meeting.</li> </ul>	<b>Jennifer Solomon</b>	Information
7:05	<p><b><i>Development Committee (Formerly Fundraising &amp; Strategic)</i></b></p> <ul style="list-style-type: none"> <li>No Committee Report</li> </ul>		Information
7:06	<p><b><i>Other Announcements and/or Upcoming events:</i></b></p> <ul style="list-style-type: none"> <li>Next Executive Committee Meeting: 9/9/16 in Lori Roy's office</li> <li>Next Board Meeting- 9-20-16 at 6:00pm in the</li> </ul>	<b>Cathey Luna</b>	Information

	CFCI Museum Room <ul style="list-style-type: none"> <li>Open House- 5-5:30 Partnership update, sweet treat, Welcome, intro of new teachers in MPR, 5:30-7:00 floating Open House</li> </ul>		Action
7:10	<i>Adjournment</i>	<b>Cathey Luna</b>	Action

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## CFCI Partnership Board Meeting August 8, 2016

Attendance: Amy Lambe, Lori Roy, Sarah Raper, Angela Carson

### **General Information:**

- All positions are a 1 year commitment
- Google drive is used to share information between board members
- Sarah will email a copy of the Bi laws to all new board members
- Amy will make a Partnership website that can be linked to the CFCI homepage
- Name tags will be made for board members
- Amy will handle communication that comes through the Partnership email account
- Partnership Board meets every month
- The Partnership meets every other month
- Ray Borges helped with getting the Tax Exempt status for the Partnership
  - \*Board still needs to file the forms listed in the Exempt status letter due to failure to file taxes in previous years
  - \* Need to contact Mr. Borges about filing taxes from this year
- Mary and Paige will have access to Partnership funds
  - \*they need to meet with Isaac at the bank to transfer their names

### **Open House:**

- Open house is from 5:30-7:00
- Families are invited to come at 5:00 in the Gym/Multi Purpose room for popsicles, meet and greet, Partnership introductions and Lori's Welcome Message

- Partnership will purchase 600 popsicles
- We will have name tags for families to wear during open house
- We will sell shirts from 5:00-7:00
- Tables set up for recruiting Partnership Parent Representatives for each classroom and volunteers for Partnership Committees.
- Partnership Parent Representatives can get class email lists from Pam or Lori

### **Teacher Appreciation:**

- Partnership will host a lunch for teachers on August 17
- 60 staff members
- It will be in the gym and served at 11:30
- Angela will talk to Jason's Deli and Taste of Italy and then contact the Board for a decision (Dairy and gluten allergies will be provided for)
- Lori will email the staff to let them know about lunch
- Lori will try to have the tables moved to the gym before 10:30
- Amy and Angela will set up @ 10:30 and stay to clean up

### **Partnership Committees:**

- Each committee has a leader and volunteers
- Partnership Board members work as liaisons between the board and each committee

### **Committees:**

1. Fund the Wonder: Isaac Bigness and Jessica Marsico will lead
2. Box Tops: Tiffany Walker will lead
3. Social:
4. Book Fair: Shelly Thomas

5. Holiday Festival:

6. Teacher Appreciation:

7. Partnership Representatives: (not really a committee but a Board member will need to oversee)

**Follow Up Items:**

- Who will purchase popsicles
- Who will purchase name tags for open house
- Volunteer Sign up sheets & a little poster need to be made
- Inquire about other board members who may be able to host Teacher Lunch
- Arrange a meeting with Mary, Paige and Isaac at the bank
- Ask for volunteers to help distribute popsicles and work at the tables during open house
- Choose Committees to sponsor



# CFCI Meeting Minutes



## **Lifelong Learning Committee**

Date: 5-10-16

*Present: Lisa Sharpe, Rene Lemons, Wes Rose, Kristen Gray, Jennifer Paetzold, Joanne Brinkley*

*Visitors: Lori Roy*

*Next meeting: September 13, 2016*

## **Topic: PD Discussion and Updates/PD Calendar**

Discussion of changes leading up to this meeting.

UNCW monies charged

Heidi Mills charges

Sub money

Discussion of the overall of UNCW PD overall for CFCI

Evaluate follow-ups after 19<sup>th</sup> ...feedback sheet key

4/5 team that went to Meredith Workshop share

Rene...Number Talks; Place Value

Share at Opening Meeting new plan for PD and the key nature of feedback

Curricular Conversations with Brad Walker ...continuity with Heidi Mills

### **Action or Request (if any)**

Book Study: take to faculty discussion

JP touch base again with Heidi regarding consortium dates

JP share L3/PD @ Opening Meeting



## DRAFT CFCI Professional Development Budget 2016-2017- Adjusted 8/12/16

Budget	\$10,000
Remaining Picture Money	\$1,972
Fall picture estimate	\$2,000
Spring picture estimate	\$2,000
<b>Total</b>	<b>\$15,972</b>

Vendor	Number	Cost	Balance	Notes
Fall Heidi Mills		1500	\$14,472	Need to confirm
<del>Spring Heidi Mills</del>		0	\$14,472	Looking at possibly Brad Walker as a spring inquiry follow up
Hotel Heidi Mills		150	\$14,322	Hopefully hotel will be less than \$150, but need to plan
Math PD- Shelby Morgue and Ginger Rhodes (\$1400 per session)	4	\$5,600	\$8,722	\$600 per person + \$100 for planning- Aug, Oct, Nov, Feb, Apr (adjusted down to 3 follow ups instead of 4)
1/2 Day subs for Math PD (3 days) - calculated 27 teachers * 3 days= 81 * \$40 (1/2 day sub)= \$3240	81	\$ 3,240.00	\$5,482	We are also looking for UNCW SS/ELA 6-8 connections too, specialist brainstorming still taking place
Book Study	0	\$ -	\$5,482	We will talk about book study possibility as a faculty and review remaining budget to make determination
Professional Development Resources-Budget for additional PD support items (articles/subscriptions...)		\$ 200.00	\$5,282	Shelby mentioned today there may be some resources, articles etc. they provide. Some we may want to purchase, some they will be able to provide for free. Want to allot a little money here for valuable materials to support the year-long PD
Food for PD days (early math PD, two Heidi days)		\$ 225.00	\$5,057	At minimum we should feed our guests, usually we do continental breakfast then a potluck. Could do everyone pitch in, etc. for lunch, there are options
<b>Other</b>				

Opening Meeting Space	1	\$200	\$4,857	
Three teachers- 4-5 Summer Math teacher PD	3	\$ 885.00	\$3,972	This is for training only, teachers pay for travel, food, lodging etc.
Lodging CFI in SC- November (2-3 rooms) \$120/night	3	\$ 360.00	\$3,612	Estimating high with \$120 for hotel, share rooms/beds,
Lodging CFI in SC- April (2-3 rooms) \$120/night	3	\$ 360.00	\$3,252	
Mileage CFCI (4 cars max)- \$165.60 per car, per trip	4	\$662.40	<b>\$2,589.60</b>	

<b>Remaining Budget: \$2,589.60</b>	Funds for individual/loop opportunities as well as a possible book study pending faculty discussion.
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**Recommendation: Autumn Jenkins- Interim Spanish Teacher**

On July 26, 2016 a 5 person panel interviewed 2 candidates for the Spanish teacher position (open due to Mrs. Stenzels' year leave of absence). The panel unanimously recommends Autumn Jenkins for the position. Autumn taught Spanish previously at CFCI when Mrs. Stenzel was on her first maternity leave. Since that time, Autumn has taught Spanish at New Hanover high school. She is bilingual and certified ESL. She has many ideas for the Spanish program at CFCI. We are excited about her enthusiasm and passion.

**Recommendation: Linda Moore- Teaching Assistant**

On August 8th a 5 member panel interviewed 3 candidates for a Teacher Assistant position. The panel recommends Linda Moore. Linda embodies many facets of CFCI. She was a 4th grade teacher for 3 years, she is retired from UNC-W, she is involved with keep New Hanover County Beautiful and is a strong proponent of inquiry based learning. She is very enthusiastic about being a part of CFCI.

**Recommendation: Nicholas O'Connor- Exceptional Children's Teaching Assistant**

On August 10th a 6 member panel interviewed 3 candidates for an EC Teacher Assistant. The panel recommends Nicholas O'Connor. Nicholas is currently pursuing his Master's in elementary education at UNC-W. He has a Bachelor's in Education as well. He also has experience with the EC population in various settings. He has worked with students with severe behavioral issues and students with Autism. He is excited to join the CFCI team.

# Lori Roy 2016-2017 Maternity Leave Plan

**Leave Request:** Beginning of December through end of March (all depending on baby of course)

## **General "Director" Duties**

These include, but are not limited to PR, student discipline, addressing parent/community concerns, attending after school events and more.

**Jennifer Paetzold and Lori Benazzi will split these duties. All larger parent/student concerns will be taken on as a team and Lori Roy will be consulted.**

## **Evaluations-**

Lori R. will complete BT and new to CFCI 1st and 2nd evals **before** leaving and 1st (some 2nd) career teacher evals before leaving. She will finish any remaining April-May. (may look at evals for career teachers differently for one year with PD goals, etc. if board approves)

## **Faculty/Staff Concerns**

Faculty will continue to follow the CFCI Communication Agreement. However, should a concern arise that needs to be discussed with the Director, the teacher should go to Jennifer Paetzold or Lori Benazzi, whichever is available at that time.

If there is a performance or professional concern that needs to be address, Jennifer Paetzold and Lori Benazzi will address these as a team and will consult with Lori Roy.

## **Student Discipline**

Jennifer Paetzold and Lori Benazzi will split Student Discipline in a manner to be determined. (maybe divide K-8, maybe first available...discuss this wording with LB and JP).

If there is a reportable offense (ie: weapons, drugs, sexual assault...), Lori Roy will be consulted.

The teacher/adult observer will complete the discipline referral when needed. Pam, Jennifer/Lori and parent will get a copy. Pam/Sara will record the information in PowerSchool and Lori/Jennifer will retain the original document in a file for reporting records.

## **DPI/Principal Reporting**

Paetzold/Benazzi/O'Dell (**Pam** already has rights to complete many of these reports. It is basically monthly PMR during that time of year anyway. Most reporting is fall/spring when Lori R. will be here)

## **Committees-**

Executive- Hold them in house and Jennifer/Lori B. both attend (December is non-issue and Lori R. may even be around)- **ALL Committees need to start (if not already) keeping minutes and sharing them with Lori Roy for Board and to share with faculty. This not only helps expedite Board business, but**

# **Lori Roy 2016-2017 Maternity Leave Plan**

creates more open communication and transparency. In Lori's absence, minutes will be sent to Jennifer Paetzold AND Lori Benazzi. Since Jennifer P. will be developing Faculty Agendas, Lori B. will develop Board agendas and pull together the electronic packet and paper packet for those who request paper.

Development- Lori B. (on already)

Finance- Kathy (on already)- will still contact Lori R. with big financial concerns/changes/approvals etc. during that time

## **Professional Development-**

Jennifer P. and L3 will continue preparing and sharing Professional Development

It is Lori R's hope with the new teachers on staff and the amazing math and inquiry PD we will be putting in place next year to return and participate partially or fully during those days during leave (ie: workdays, curricular conversations, math Fridays with UNCW) this is not a commitment on Lori R's part, but absolutely her hope.

## **Clerical-**

*Monthly Newsletters- Looking for additional contributors (students, committees, teachers), Jennifer P/Lori B will rotate and collaborate putting together*

Social Media Updates – Will utilize Technology Committee Reps with this to be sure that we are sharing all of the awesome things happening in loops- future item to be discussed in Technology Meeting. All Admin will be able to post general information.

Weekly Faculty Agendas- Jennifer Paetzold

School-wide communication to parents- All Administrative Team Members, Paetzold/Benazzi are "go-tos" for Partnership, etc.

July 16, 2016

Dear CFCI Board of Directors,

As you all know, Jason and I are expecting our second child, due December 11, 2016, but likely to come a bit earlier than that. I am writing you today to request maternity leave that will begin sometime in early December and conclude approximately the first week of April 2017. The administrative team and I have been working hard to develop a plan to ensure that my duties are covered during my absence and that there is still a flow of communication.

Jason and I are so excited about this next stage in our lives and truly appreciate the support we continually feel from the CFCI Community. We have already felt such warm encouragement and excitement from everyone and know that Baby Roy #2 will be loved as another new member of the CFCI family.

Sincerely,

Lori Roy

Date: 08/11/2016

Time: 2:41 pm

## CAPE FEAR CENTER FOR INQUIRY

## BUDGET REPORT (CONDENSED)

From 7/1/2016 to 7/31/2016

Page 1 of 2

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Summer Reading Program	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	PRC 029 Note Revenue \$50,000.00 Expenses \$37,800.00 Needs adjusted please
Rev - Behavior Support - 029	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
Rev - Charter Schools - 036	\$2,216,824.24	\$166,692.92	\$166,692.92	\$2,050,131.32	92.48%	
TOTAL STATE REVENUE	\$2,271,824.24	\$166,692.92	\$166,692.92	\$2,105,131.32	92.66%	
LOCAL REVENUE						
Rev - Sales Tax	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Rev - Field Trip	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	
Rev - Contributions and Donati	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
Rev - Interest Income-MM-1908	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Rev - Interest Income-SV-4483	\$1.00	\$0.00	\$0.00	\$1.00	100.00%	
Rev - Interest Income-SV-4595	\$125.00	\$0.00	\$0.00	\$125.00	100.00%	
Rev - Various	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Rev - ERATE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
Rev - Brunswick County Schools	\$78,969.60	\$0.00	\$0.00	\$78,969.60	100.00%	
F & F - Brunswick County-4609	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Rev - Duplin County Schools	\$966.00	\$0.00	\$0.00	\$966.00	100.00%	
Rev - New Hanover County	\$949,608.00	\$0.00	\$0.00	\$949,608.00	100.00%	
F & F - New Hanover County	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Rev - Pender County Schools	\$17,364.96	\$0.00	\$0.00	\$17,364.96	100.00%	
F & F - Pender County Schools	\$300.00	\$0.00	\$0.00	\$300.00	100.00%	
Rev - Fundraising - 653	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Rev - Riptide Runners	\$4,300.00	\$0.00	\$0.00	\$4,300.00	100.00%	
Rev - Fees / Supplies - 4609	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
Rev - Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
TOTAL LOCAL REVENUE	\$1,142,634.56	\$0.00	\$0.00	\$1,142,634.56	100.00%	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
TOTAL FEDERAL REVENUE	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
TOTAL REVENUE	\$3,464,458.80	\$166,692.92	\$166,692.92	\$3,297,765.88	95.19%	



Date: 08/11/2016

Time: 2:41 pm

CAPE FEAR CENTER FOR INQUIRY

BUDGET REPORT (CONDENSED)

From 7/1/2016 to 7/31/2016

Page 2 of 2

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
1. Salaries & Bonuses	\$1,866,180.15	\$119,844.80	\$119,844.80	\$1,746,335.35	93.58%	
2. Benefits	\$627,743.02	\$38,512.00	\$38,512.00	\$589,231.02	93.87%	
3. Books & Supplies	\$60,812.26	\$5.13	\$5.13	\$60,807.13	99.99%	
4. Technology	\$34,000.00	\$935.78	\$935.78	\$33,064.22	97.25%	
5. Non-Cap Equipment & Leases	\$22,000.00	\$3,031.00	\$3,031.00	\$18,969.00	86.22%	
6. Contracted Student Services	\$75,200.00	\$0.00	\$0.00	\$75,200.00	100.00%	
7. Staff Development	\$19,000.00	\$150.00	\$150.00	\$18,850.00	99.21%	
8. Administrative Services	\$84,876.00	\$4,998.00	\$4,998.00	\$79,878.00	94.11%	
9. Insurances	\$44,322.00	\$0.00	\$0.00	\$44,322.00	100.00%	
10. Rents & Debt Service	\$309,425.37	\$25,325.03	\$25,325.03	\$284,100.34	91.82%	
11. Facilities	\$143,800.00	\$437.19	\$437.19	\$143,362.81	99.70%	
12. Utilities	\$56,450.00	\$205.44	\$205.44	\$56,244.56	99.64%	
13. Nutrition & Food	\$8,650.00	\$0.00	\$0.00	\$8,650.00	100.00%	
14. Capital Purchases	\$42,000.00	\$0.00	\$0.00	\$42,000.00	100.00%	
15. New Site Development	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
16. Capital Campaign - 660	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	
TOTAL EXPENSES	\$3,464,458.80	\$193,444.37	\$193,444.37	\$3,271,014.43	94.42%	
NET SURPLUS/(DEFICIT)	\$0.00	\$(26,751.45)	\$(26,751.45)			

Date: 08/11/2016

Time: 2:38 pm

CAPE FEAR CENTER FOR INQUIRY

Page 1 of 5

BUDGET REPORT

From 7/1/2016 to 7/31/2016

REVENUE

STATE REVENUE

Rev - Summer Reading Program	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
Rev - Behavior Support - 029	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Rev - Charter Schools - 036	\$2,216,824.24	\$166,692.92	\$166,692.92	\$2,050,131.32	92.48%
<b>TOTAL STATE REVENUE</b>	<b>\$2,271,824.24</b>	<b>\$166,692.92</b>	<b>\$166,692.92</b>	<b>\$2,105,131.32</b>	<b>92.66%</b>

PRC 029 Note  
Revenue \$50,000.00  
Expenses \$37,800.00  
Needs adjusted please

LOCAL REVENUE

Rev - Sales Tax	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
Rev - Field Trip	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%
Rev - Contributions and Donati	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
Rev - Interest Income-MM-1908	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
Rev - Interest Income-SV-4483	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
Rev - Interest Income-SV-4595	\$125.00	\$0.00	\$0.00	\$125.00	100.00%
Rev - Various	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
Rev - ERATE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%
Rev - Brunswick County Schools	\$78,969.60	\$0.00	\$0.00	\$78,969.60	100.00%
F & F - Brunswick County-4609	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
Rev - Duplin County Schools	\$966.00	\$0.00	\$0.00	\$966.00	100.00%
Rev - New Hanover County	\$949,608.00	\$0.00	\$0.00	\$949,608.00	100.00%
F & F - New Hanover County	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%
Rev - Pender County Schools	\$17,364.96	\$0.00	\$0.00	\$17,364.96	100.00%
F & F - Pender County Schools	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
Rev - Fundraising - 653	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
Rev - Riptide Runners	\$4,300.00	\$0.00	\$0.00	\$4,300.00	100.00%
Rev - Fees / Supplies - 4609	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
Rev - Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
<b>TOTAL LOCAL REVENUE</b>	<b>\$1,142,634.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,142,634.56</b>	<b>100.00%</b>

FEDERAL REVENUE

Rev - IDEA VI-B Handicap - 060	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
<b>TOTAL FEDERAL REVENUE</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>100.00%</b>

TOTAL REVENUE

<b>\$3,464,458.80</b>	<b>\$166,692.92</b>	<b>\$166,692.92</b>	<b>\$3,297,765.88</b>	<b>95.19%</b>
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Date: 08/11/2016

Time: 2:38 pm

## CAPE FEAR CENTER FOR INQUIRY

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## BUDGET REPORT

From 7/1/2016 to 7/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>EXPENSES</b>						
<b>1. Salaries &amp; Bonuses</b>						
Salary - Teacher	\$1,135,703.00	\$75,799.08	\$75,799.08	\$1,059,903.92	93.33%	
Salary - Teacher Assistant	\$80,026.20	\$885.44	\$885.44	\$79,140.76	98.89%	
Salary - Substitute	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%	
Salary - EC Teacher	\$208,990.00	\$16,115.84	\$16,115.84	\$192,874.16	92.29%	
Salary - EC Assistant	\$12,181.95	\$0.00	\$0.00	\$12,181.95	100.00%	
Salary - EC Substitute	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Salary - Behavioral - 029	\$37,800.00	\$0.00	\$0.00	\$37,800.00	100.00%	
Salary - Guidance	\$34,452.00	\$2,871.00	\$2,871.00	\$31,581.00	91.67%	
Salary - Psychologist	\$22,000.00	\$717.50	\$717.50	\$21,282.50	96.74%	
Salary - Principal	\$74,590.00	\$6,215.84	\$6,215.84	\$68,374.16	91.67%	
Salary - Assistant Principal	\$56,871.00	\$4,739.25	\$4,739.25	\$52,131.75	91.67%	
Salary - Office	\$42,498.00	\$2,578.50	\$2,578.50	\$39,919.50	93.93%	
Salary - Business Manager	\$75,840.00	\$6,320.01	\$6,320.01	\$69,519.99	91.67%	
Salary - Technology	\$43,228.00	\$3,602.34	\$3,602.34	\$39,625.66	91.67%	
<b>Total 1. Salaries &amp; Bonuses</b>	<b>\$1,866,180.15</b>	<b>\$119,844.80</b>	<b>\$119,844.80</b>	<b>\$1,746,335.35</b>	<b>93.58%</b>	
<b>2. Benefits</b>						
Social Security Cost	\$142,762.78	\$8,959.54	\$8,959.54	\$133,803.24	93.72%	
State Retirement Cost	\$285,898.80	\$17,496.78	\$17,496.78	\$268,402.02	93.88%	
Hospitalization Cost	\$189,181.44	\$12,055.68	\$12,055.68	\$177,125.76	93.63%	
Unemployment Cost	\$9,900.00	\$0.00	\$0.00	\$9,900.00	100.00%	
<b>Total 2. Benefits</b>	<b>\$627,743.02</b>	<b>\$38,512.00</b>	<b>\$38,512.00</b>	<b>\$589,231.02</b>	<b>93.87%</b>	
<b>3. Books &amp; Supplies</b>						
Riptide Runners	\$4,300.00	\$0.00	\$0.00	\$4,300.00	100.00%	
Instructional Supplies	\$27,112.26	\$0.00	\$0.00	\$27,112.26	100.00%	
EC Instructional Supplies	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
Health Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Safety Supplies	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%	
Student Activity Supplies	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
Office Supplies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Board of Directors Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Postage	\$2,300.00	\$0.00	\$0.00	\$2,300.00	100.00%	
Memberships	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Sales Tax Expense	\$3,000.00	\$5.13	\$5.13	\$2,994.87	99.83%	
<b>Total 3. Books &amp; Supplies</b>	<b>\$60,812.26</b>	<b>\$5.13</b>	<b>\$5.13</b>	<b>\$60,807.13</b>	<b>99.99%</b>	
<b>4. Technology</b>						
Instructional Software	\$15,500.00	\$727.45	\$727.45	\$14,772.55	95.31%	
EC Software	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	

Date: 08/11/2016

Time: 2:38 pm

## CAPE FEAR CENTER FOR INQUIRY

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## BUDGET REPORT

From 7/1/2016 to 7/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Non-Capitalized Hardware	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Office Software	\$2,500.00	\$208.33	\$208.33	\$2,291.67	91.67%	
Non-Capitalized Office Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Supplies and Materials	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Technology Computer Equipment	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
<b>Total 4. Technology</b>	<b>\$34,000.00</b>	<b>\$935.78</b>	<b>\$935.78</b>	<b>\$33,064.22</b>	<b>97.25%</b>	
<b>5. Non-Cap Equipment &amp; Leases</b>						
Instructional Equipment	\$7,000.00	\$3,031.00	\$3,031.00	\$3,969.00	56.70%	
EC Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Reproduction Costs	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	
<b>Total 5. Non-Cap Equipment &amp; Leases</b>	<b>\$22,000.00</b>	<b>\$3,031.00</b>	<b>\$3,031.00</b>	<b>\$18,969.00</b>	<b>86.22%</b>	
<b>6. Contracted Student Services</b>						
Instructional Services	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
EC Services	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Speech Services	\$23,000.00	\$0.00	\$0.00	\$23,000.00	100.00%	
Field Trips	\$37,000.00	\$0.00	\$0.00	\$37,000.00	100.00%	
<b>Total 6. Contracted Student Services</b>	<b>\$75,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,200.00</b>	<b>100.00%</b>	
<b>7. Staff Development</b>						
Workshop Expenses	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00%	
EC Workshop Expenses	\$3,000.00	\$150.00	\$150.00	\$2,850.00	95.00%	
<b>Total 7. Staff Development</b>	<b>\$19,000.00</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$18,850.00</b>	<b>99.21%</b>	
<b>8. Administrative Services</b>						
Advertising	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Audit Services	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00%	
Bank Fees	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Financial Services	\$43,656.00	\$3,638.00	\$3,638.00	\$40,018.00	91.67%	
General Administration	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	
Legal Services	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
PowerSchool Services	\$16,320.00	\$1,360.00	\$1,360.00	\$14,960.00	91.67%	
Technology Support Services	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Human Resources	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100.00%	
Other Tax Payments	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
<b>Total 8. Administrative Services</b>	<b>\$84,876.00</b>	<b>\$4,998.00</b>	<b>\$4,998.00</b>	<b>\$79,878.00</b>	<b>94.11%</b>	
<b>9. Insurances</b>						
Workers Compensation	\$8,165.00	\$0.00	\$0.00	\$8,165.00	100.00%	
General Liability	\$32,500.00	\$0.00	\$0.00	\$32,500.00	100.00%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	

Date: 08/11/2016

Time: 2:38 pm

## CAPE FEAR CENTER FOR INQUIRY

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## BUDGET REPORT

From 7/1/2016 to 7/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>Total 9. Insurances</b>	<b>\$44,322.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,322.00</b>	<b>100.00%</b>	
<b>10. Rents &amp; Debt Service</b>						
Debt Service - Principal	\$205,262.70	\$16,474.80	\$16,474.80	\$188,787.90	91.97%	
Debt Service - Interest	\$98,637.67	\$8,850.23	\$8,850.23	\$89,787.44	91.03%	
Building Rent	\$5,525.00	\$0.00	\$0.00	\$5,525.00	100.00%	
<b>Total 10. Rents &amp; Debt Service</b>	<b>\$309,425.37</b>	<b>\$25,325.03</b>	<b>\$25,325.03</b>	<b>\$284,100.34</b>	<b>91.82%</b>	
<b>11. Facilities</b>						
Building Repairs & Maintenance	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%	
Building Supplies & Materials	\$15,000.00	\$3.19	\$3.19	\$14,996.81	99.98%	
Contracted Custodial Services	\$70,000.00	\$0.00	\$0.00	\$70,000.00	100.00%	
Custodial Supplies & Materials	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	
General Contract	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Security Monitoring	\$5,800.00	\$434.00	\$434.00	\$5,366.00	92.52%	
<b>Total 11. Facilities</b>	<b>\$143,800.00</b>	<b>\$437.19</b>	<b>\$437.19</b>	<b>\$143,362.81</b>	<b>99.70%</b>	
<b>12. Utilities</b>						
Electricity	\$38,000.00	\$0.00	\$0.00	\$38,000.00	100.00%	
Water & Sewer	\$7,000.00	\$0.00	\$0.00	\$7,000.00	100.00%	
Waste Management	\$2,450.00	\$205.44	\$205.44	\$2,244.56	91.61%	
Telephone	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	
<b>Total 12. Utilities</b>	<b>\$56,450.00</b>	<b>\$205.44</b>	<b>\$205.44</b>	<b>\$56,244.56</b>	<b>99.64%</b>	
<b>13. Nutrition &amp; Food</b>						
Food Supplies & Materials	\$150.00	\$0.00	\$0.00	\$150.00	100.00%	
Food Purchases	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Other Food - Office	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
<b>Total 13. Nutrition &amp; Food</b>	<b>\$8,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,650.00</b>	<b>100.00%</b>	
<b>14. Capital Purchases</b>						
Cap Instructional Computers	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Cap Office Computers	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Cap Instructional Equipment	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
<b>Total 14. Capital Purchases</b>	<b>\$42,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,000.00</b>	<b>100.00%</b>	
<b>15. New Site Development</b>						
Bank Service Fee	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
<b>Total 15. New Site Development</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>100.00%</b>	
<b>16. Capital Campaign - 660</b>						
Capital Campaign Expenses - 660	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	

Date: 08/11/2016

Time: 2:38 pm

CAPE FEAR CENTER FOR INQUIRY

Page 5 of 5

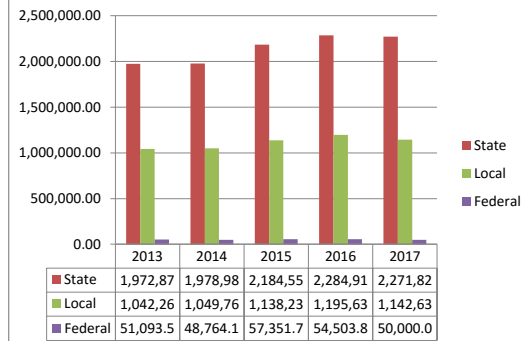
BUDGET REPORT

From 7/1/2016 to 7/31/2016

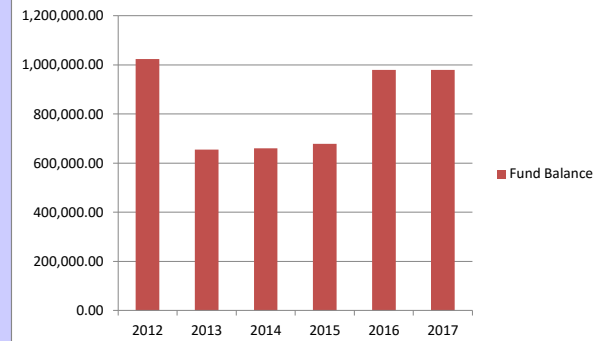
	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total 16. Capital Campaign - 660	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	
TOTAL EXPENSES	\$3,464,458.80	\$193,444.37	\$193,444.37	\$3,271,014.43	94.42%	
NET SURPLUS/(DEFICIT)	\$0.00	\$(26,751.45)	\$(26,751.45)			

## CFCI FINANCIAL DASHBOARD

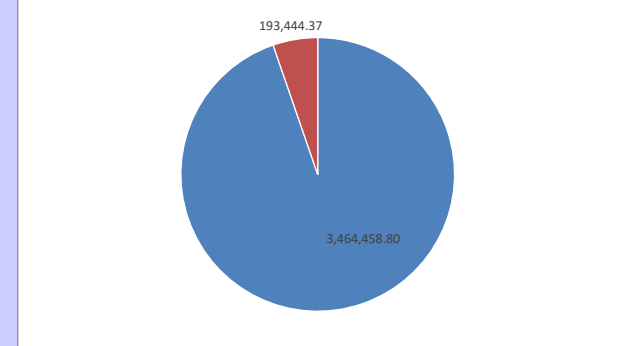
### Revenue



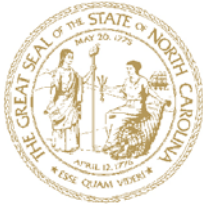
### Fund Balance



### YTD Expense



As of July 31st we have completed 8.3% of the fiscal year and spent 5.5% of our budgeted funds.



# PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William W. Cobey Jr., Chairman

DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., State Superintendent

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August 8, 2016

Katherine Rettig  
Business Operations Coordinator  
Cape Fear Center for Inquiry  
2525 Wonder Way  
Wilmington, NC 28401

Subject: Cape Fear Center for Inquiry (65A) – 2015-16 Title I/Federal Programs Fiscal Monitoring Report

Dear Ms. Rettig:

The North Carolina Department of Public Instruction completed the on-site Title I and federal programs fiscal monitoring review of the Cape Fear Center for Inquiry on April 05, 2016. The following areas were reviewed for federal compliance for fiscal year ended June 30, 2015 and the current fiscal year:

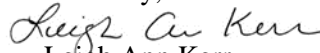
- Time and Effort (OMB Circular A-87)
- Equipment (EDGAR 80.32)
- Contracts and Invoices (EDGAR 80.36)
- Internal Controls
- Cash Management (CMIA, EDGAR 80.20)
- Race to the Top (PRC 156)

The preliminary results of our fiscal monitoring review were discussed during an exit conference with you and your staff on April 05, 2016. The final Fiscal Monitoring Report of the Cape Fear Center for Inquiry, including any identified deficiencies and recommendations, is attached for your review.

A written response to any deficiencies noted in the report should be submitted to Irwin Benjamin at [Irwin.Benjamin@dpi.nc.gov](mailto:Irwin.Benjamin@dpi.nc.gov) 30 days from the date of this letter. The response should include corrective action planned or implemented, the title of the individual responsible for completing the action and the action completion date. *Failure to respond to DPI within the required timeframe may result in enforcement action for noncompliance.*

We appreciate the cooperation provided by you and your staff during the 2015-16 monitoring process. If you have any questions, please contact Irwin Benjamin, Fiscal Monitor, Monitoring and Compliance Section, at [Irwin.Benjamin@dpi.nc.gov](mailto:Irwin.Benjamin@dpi.nc.gov) or (919) 807-3738 or Leigh Ann Kerr, Assistant Director School Business, at [LeighAnn.Kerr@dpi.nc.gov](mailto:LeighAnn.Kerr@dpi.nc.gov) or (919) 807-3553.

Sincerely,

  
Leigh Ann Kerr

LCK/ib

c: Cathy Luna, Board Chair  
Lori Roy, Director  
Bill Hussey, Exceptional Children

Donna Brown, Federal Programs  
Irwin Benjamin, Monitoring and Compliance

## OFFICE OF FINANCIAL AND BUSINESS SERVICES DIVISION OF SCHOOL BUSINESS

LEIGH ANN KERR, Assistant Director | [Leighann.Kerr@dpi.nc.gov](mailto:Leighann.Kerr@dpi.nc.gov)

6334 Mail Service Center | Raleigh, North Carolina 27699-6334 | (919) 807-3553 | Fax (919) 807-3704

An Equal Opportunity/Affirmative Action Employer





## Fiscal Monitoring Report

**Unit:** 65A

**Charter School:** Cape Fear Center for Inquiry

**Date On-Site:** April 5, 2016

**Fiscal Monitor:** Irwin Benjamin

**Report Date:** August 8, 2016

### BACKGROUND

The Elementary & Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA) and other federal laws require local education agencies (LEAs) to provide programs and services to their districts based on the requirements specified in each of the authorizing statutes. The laws further require that state education agencies such as the North Carolina Department of Public Instruction (DPI) monitor the implementation of federal programs by subrecipients and determine if the funds are being used by the LEA for the intended purpose and achieving the overall objectives of the funding initiatives.

### PROGRAMS REVIEWED:

<u>PRC</u>	<u>Program Description</u>	<u>Reviewed</u>	<u>PRC</u>	<u>Program Description</u>	<u>Reviewed</u>
017	CTE –Career Technical Education		105	Title I School Improvement	
026	McKinney-Vento Homeless		108	Educational Technology	
047	Delinquent Youth in State Agency Facilities		109	Rural & Low Income	
049	IDEA VI-B -Pre-School Handicapped		110	Title IV-21 <sup>st</sup> Century Community Learning	
050	ESEA Title I - Basic		111	Title III -Language Acquisition State Grant	
051	ESEA Title I -Migrant		112	Title II- B –Math & Science	
058	CTE –Capacity Building		113	Summer Mini 21 <sup>st</sup> Century Community Learning	
060	IDEA VI-B Handicapped	X	114	Children with Disabilities	
065	ESEA Title I – Even Start		117	School Improvement Grant	
070	IDEA Early Intervening Services (EIS)		118	IDEA VI-B Special Needs Targeted	X
082	IDEA VI-B State Improvement		119	IDEA-Targeted Assistance Preschool	
091	Small, Rural Schools Achievement (SRSA)		121	ESEA Title I Office of Early Learning	
100	Rewards Schools Mini-Grants		143	ARRA -School Improvement	
101	Title V Abstinence Ed		146	ARRA - State Aid ED Technology	
103	Title II- Improving Teacher Quality	X	156	Race to the Top -ARRA	
104	Title III -Language Acquisition -State		157	Regional Leadership	
			158	RTTT Recruitment Incentive	
			159	RTTT STEM	



**DETAILED FISCAL MONITORING DEFICIENCIES AND REQUIRED ACTIONS:**

**A. Time and Effort (2 CFR Part 225 - formerly OMB Circular A-87), Certifications Statements**

**Process:** Reviewed a sample of payroll records of employees paid 100% from federal funds for the time period of the 2014-15 FY and 2015-16 FY for the required time and effort documentation.

**Criteria:** Time and effort reporting is required under the Cost Principles for State, Local, and Indian Tribal Governments 2 CFR Part 225 (formerly OMB Circular A-87). Pursuant to OMB Circular A-87, employees who work solely on a single federal award or cost objective need only complete a periodic certification. The periodic certification must be prepared at least semi-annually, be signed by the employee or the supervisory official having firsthand knowledge of the work performed by the employee, state that the employee worked solely on that single federal award or cost objective during the period covered by the certification and be an after-the-fact determination of actual effort expended.

If a State, Local or Tribal government fail to maintain original Time and Effort records of its employees, the North Carolina Department of Public Instruction, as the awarding agency, may deny and/or disallow a minimum of 10% or up to and including the entire award of the payroll and/or fringe benefits portion of the grant in accordance with Code of Federal Regulations Title 34 § 80.43 (a)(2).

**Deficiencies:** Review of the sample time and effort, certifications, revealed no deficiencies.

**Required Actions:** None.

**B. Time and Effort (2 CFR Part 225 - formerly OMB Circular A-87), Personnel Activity Reports**

**Process:** Reviewed a sample of payroll records of employees paid from multiple funds, including federal funds, for the time period of MONTH 201X for the required time and effort documentation.

**Criteria:** Time and effort reporting is required under the Cost Principles for State, Local, and Indian Tribal Governments 2 CFR Part 225 (formerly OMB Circular A-87). Employees who work on multiple activities or cost objectives of which at least one is federal must complete a personnel activity report (PAR) or equivalent documentation. PARs or equivalent documentation must reflect an after-the-fact distribution of the actual activity of each employee, account for the total activity for which each employee is compensated, be prepared at least monthly and coincide with one or more pay periods, and be signed by the employee. Comparisons of budgeted distributions with actual costs based on the monthly activity reports must be made at least quarterly. If the variances between total budgeted and total actual costs are 10 percent or more, adjustments must be made at least quarterly to the LEA's financial records, including to billings made to federal grantor agencies. If the variances are less than 10 percent, the adjustments may be recorded annually.



**Deficiencies:** Review of the sample time and effort, Personnel Activity Reports, yielded no noted deficiencies.

**Required Actions:** None.

**C. Equipment (2 CFR Part 200.313, formerly EDGAR 80.32)**

**Process:** Reviewed documents maintained for equipment purchased with federal funds for accurate and adequate documentation. Reviewed equipment and property documentation for evidence a physical inventory was conducted within the prior two years.

**Criteria:** 2 CFR Part 200.313, formerly EDGAR 80.32, requires LEAs have documented procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition. For subrecipients' equipment: (a) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property and (b) a physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

**Deficiencies:** Review determined that the Cape Fear Center for Inquiry did not use Federal funds to purchase equipment, therefore no deficiencies are noted.

**Required Actions:** None.



**D. Contracted Services (2 CFR 200.318 – 200.326, formerly EDGAR 80.36) - Response Required**

**Process:** Reviewed a sample of contracts and invoices for adequate documentation for the time period of the fiscal year ended June 30, 2015 and year-to date for the fiscal year ending June 30, 2016.

**Criteria:** Contractual service agreements, regardless of the funding source, should be maintained and in compliance with all applicable state and federal rules, laws and legislation. All contractual agreements should identify all tasks the provider is to perform (scope of work), the events that trigger payment (deliverables), the required level of services (performance standards), and remedies for non-performance. Supporting documentation for contractual agreements should be sufficient, reliable, and verifiable. Failure to maintain adequate contract and supporting documentation increases the likelihood of detecting fiscal risk as early as possible, thus failing to protect public funds, ensuring the delivery of required services and providing timely notification to the provider of areas of noncompliance.

**Deficiency:** Review of contracts and invoices determined that 1 of the 6 (17%) sample items reviewed for the time period of the fiscal year ended June 30, 2015 and year-to date for the fiscal year ended June 30, 2016, did not have a valid contract/service agreement on file for FY 2015-16. Specific details are as follow:

	Vendor	PRC	Missing Contract Element
1	Hook Psychological Services	060	Indebtedness Language required for charter school contracts by North Carolina General Statue 115C-238.29H.

Additionally, the school does not require all vendors to submit invoices that meet general business standards. For example, the school provides certain vendors with a time sheet and in some cases a log. The vendor submits these documents instead of an invoice and the charter uses this documentation to determine the payment amount without preparing a check request or purchase order. We strongly recommend the school develop and implement documented accounts payable procedures designed to ensure only authorized purchases occur. Utilization of a standard invoice format would strengthen internal controls. If the school continues to use an alternative documentation method, it must ensure such method allows sufficient detail for invoices to be reviewed for:

- (i) The nature, quality, and quantity of goods ordered and the related price
- (ii) Accuracy of all arithmetic calculations and extensions
- (iii) Allowability of expenditure
- (iv) Proper general ledger account and department coding
- (v) Authorization documentation.



**Required Actions:** Cape Fear Center for Inquiry must take necessary steps to ensure a valid contractual agreement is obtained for expenditures charged to object code 311 Contracted Services and that supporting documentation for payments related to contracts are adequate.

**Accordingly, we require The Cape Fear Center for Inquiry provide evidence of corrective action by submission of the following documentation:**

- **Board approved policies and procedures designed to ensure the existence of a contractual service agreement for all expenditures charged to object code 311, Contracted Services.**
- **Policy should include process for when time sheets are submitted in place of an invoice and require that documentation of the services provided are maintained along with the timesheets to ensure that the services provided match with the agreed upon contractual services.**
- **Policy should ensure that proper approval for the payment of goods and services is provided prior to payment being issued.**
- **Evidence that appropriate staff was informed of policies and procedures to ensure a contractual service agreement is on file to include all supporting documents (memorandum, email, etc.)**

#### **E. Internal Controls – Response Required**

**Process:** Interviewed accounting staff and reviewed documented policies and procedures governing procurement transactions including review of vendors for suspension and debarment, bidding/competition processes, use of rebates and credits and compliance with the Cash Management Act of 1990.

**Deficiencies:** Review determined that written policies are not in place for the Procurement process and the Cash Management process.

**Required Actions:** The Cape Fear Center for Inquiry must take the necessary steps and provide evidence of a corrective action plan designed to ensure sufficient internal controls are in place including board approved policies and procedures governing the procurement and cash management processes that meet all requirements under Uniform Grant Guidance, Code of Federal Regulations and EDGAR. The Cape Fear Center for Inquiry must also provide evidence of communication to appropriate staff regarding both policies and procedures referenced above (e.g. email, memorandum, meeting minutes, etc.) Policies and procedures for the management of the procurement process, to include procedure for new vendors.

Procurement policies must be designed to endure compliance with the following:

- Conflicts of interest § 200.318(c)(1)
- Fostering economy and efficiency



- Identifying responsible contractors § 200.318(h)
- Recordkeeping § 200.318(i)
- Competition § 200.319
- Methods of procurement §200.320
  - Micro Purchases § 200.67
  - Small Purchases
  - Sealed Bids
  - Competitive Proposals
  - Sole Source
- Contract cost and price §200.323

Cash management policies must be designed to ensure compliance with the following:

- 2 CFR Part 200.305 which requires non-federal entities have written cash management policies designed to minimize the time elapsing between the transfer and subsequent disbursement of funds
- Cash Management Improvement Act of 1990 which provides the general rules and procedures for the efficient transfer of funds for federal financial assistance programs between the federal government and the states

#### **F. Cash Management (2 CFR Part 200.305, formerly 34 CFR Part 80)**

**Process:** Interviewed accounting staff regarding federal cash requests and reviewed cash management policies and procedures. Obtained and reviewed Cash Request Sheet, Federal Payroll Order Report and Accounts Payable Recap Register to ensure federal funds were spent within three business days of receipt and that checks are dated and recorded in the general ledger per the funds requirement date. In addition, informed accounting staff of the Cash Management Monitoring System which records federal revenue and expenditure activity.

**Criteria:** The Cash Management Improvement Act of 1990 (CMIA) was placed in operation to prevent interest earnings on federal funds. Payments to LEAs/charter schools are subject to the requirements in 2 CFR Part 200.305, formerly 34 CFR Part 80, applicable to State, local, and Indian tribal governments which are part of the Education Department General Administrative Regulations (EDGAR). Section 34 CFR 80.20-21 states that methods and procedures for payment shall minimize the time elapsing between the transfer of funds and disbursements by the grantee (DPI) and the sub grantee/recipient (LEA/charter school). Recipient must promptly remit (at least quarterly) interest earned on advances of grant funds in excess of \$500. Recipients are allowed to retain \$500 annually to offset administrative costs of maintaining the account.

**Deficiencies:** Review of cash management yielded no noted deficiencies.

**Required Actions:** None.



**G. Race to the Top (RttT) PRC 156**

**Process:** N/A.

**Deficiencies:** N/A.

**Required Actions:** None.

**CAPE FEAR  
SURPLUS & CASH  
AUGUST 31, 2016**

<b>CASH 8/31/2016</b>		
OP NEW 8818	\$	974,552.67
OP BBT 4609	\$	-
MM SECU 1908	\$	260,144.13
SV SECU 4483	\$	26.88
SV BBT 4595	\$	-
PETTY CASH	\$	420.00
<b>TOTAL</b>	<b>\$</b>	<b>1,235,143.68</b>

<b>FY16 Fund Balance</b>	1,271,474.82
LESS: Fund Balance Added to FY17 Budget	-
<b>*TRUE REMAINING FUND BALANCE</b>	<b>\$ 1,271,474.82</b>

<b>FY17</b>	
YEAR-TO-DATE NET SURPLUS/(DEFICIT)	\$0.00
<b>*TRUE REMAINING FUND BALANCE</b>	<b>\$ 1,271,474.82</b>
<b>ANTICIPATED POSITION 06/30/17</b>	<b>\$1,271,474.82 **</b>

\*\* Anticipated position is based on the assumption that school's current budget is monitored/updated according to actual expenditures.



Date: 09/12/2016

Time: 2:22 pm

## CAPE FEAR CENTER FOR INQUIRY

Page 1 of 2

## BUDGET REPORT (CONDENSED)

From 8/1/2016 to 8/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>REVENUE</b>						
<b>STATE REVENUE</b>						
Rev - Summer Reading Program	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Rev - Behavior Support - 029	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
Rev - Charter Schools - 036	\$2,216,824.24	\$246,053.09	\$412,746.01	\$1,804,078.23	81.38%	
<b>TOTAL STATE REVENUE</b>	<b>\$2,271,824.24</b>	<b>\$246,053.09</b>	<b>\$412,746.01</b>	<b>\$1,859,078.23</b>	<b>81.83%</b>	
<b>LOCAL REVENUE</b>						
Rev - Sales Tax	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Rev - Field Trip	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	
Rev - Contributions and Donati	\$1,500.00	\$26.55	\$26.55	\$1,473.45	98.23%	
Rev - Interest Income-MM-1908	\$2,000.00	\$184.73	\$433.20	\$1,566.80	78.34%	
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.04	\$0.96	96.00%	
Rev - Interest Income-SV-4595	\$125.00	\$0.00	\$0.00	\$125.00	100.00%	
Rev - Various	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Rev - ERATE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
Rev - Brunswick County Schools	\$78,969.60	\$0.00	\$0.00	\$78,969.60	100.00%	
F & F - Brunswick County-4609	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Rev - Duplin County Schools	\$966.00	\$0.00	\$0.00	\$966.00	100.00%	
Rev - New Hanover County	\$949,608.00	\$0.00	\$0.00	\$949,608.00	100.00%	
F & F - New Hanover County	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Rev - Pender County Schools	\$17,364.96	\$0.00	\$0.00	\$17,364.96	100.00%	
F & F - Pender County Schools	\$300.00	\$0.00	\$0.00	\$300.00	100.00%	
Rev - Fundraising - 653	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Rev - Riptide Runners	\$4,300.00	\$0.00	\$0.00	\$4,300.00	100.00%	
Rev - Fees / Supplies - 4609	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
Rev - Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
<b>TOTAL LOCAL REVENUE</b>	<b>\$1,142,634.56</b>	<b>\$211.30</b>	<b>\$459.79</b>	<b>\$1,142,174.77</b>	<b>99.96%</b>	
<b>FEDERAL REVENUE</b>						
Rev - IDEA VI-B Handicap - 060	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
<b>TOTAL FEDERAL REVENUE</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>100.00%</b>	
<b>TOTAL REVENUE</b>	<b>\$3,464,458.80</b>	<b>\$246,264.39</b>	<b>\$413,205.80</b>	<b>\$3,051,253.00</b>	<b>88.07%</b>	

Date: 09/12/2016

Time: 2:22 pm

CAPE FEAR CENTER FOR INQUIRY

BUDGET REPORT (CONDENSED)

From 8/1/2016 to 8/31/2016

Page 2 of 2

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>EXPENSES</b>						
1. Salaries & Bonuses	\$1,866,180.15	\$150,314.78	\$270,159.58	\$1,596,020.57	85.52%	
2. Benefits	\$627,743.02	\$46,308.72	\$84,820.72	\$542,922.30	86.49%	
3. Books & Supplies	\$60,812.26	\$6,726.50	\$6,731.63	\$54,080.63	88.93%	
4. Technology	\$34,000.00	\$3,668.49	\$4,604.27	\$29,395.73	86.46%	
5. Non-Cap Equipment & Leases	\$22,000.00	\$3,395.10	\$6,426.10	\$15,573.90	70.79%	
6. Contracted Student Services	\$75,200.00	\$25.00	\$25.00	\$75,175.00	99.97%	
7. Staff Development	\$19,000.00	\$1,833.40	\$1,983.40	\$17,016.60	89.56%	
8. Administrative Services	\$84,876.00	\$8,690.65	\$13,688.65	\$71,187.35	83.87%	
9. Insurances	\$44,322.00	\$15,548.50	\$15,548.50	\$28,773.50	64.92%	
10. Rents & Debt Service	\$309,425.37	\$200.00	\$25,950.03	\$283,475.34	91.61%	
11. Facilities	\$143,800.00	\$5,740.35	\$6,177.54	\$137,622.46	95.70%	
12. Utilities	\$56,450.00	\$6,596.94	\$6,802.38	\$49,647.62	87.95%	
13. Nutrition & Food	\$8,650.00	\$0.00	\$0.00	\$8,650.00	100.00%	
14. Capital Purchases	\$42,000.00	\$0.00	\$0.00	\$42,000.00	100.00%	
15. New Site Development	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
16. Capital Campaign - 660	\$20,000.00	\$6,619.14	\$6,619.14	\$13,380.86	66.90%	
<b>TOTAL EXPENSES</b>	<b>\$3,464,458.80</b>	<b>\$255,667.57</b>	<b>\$449,536.94</b>	<b>\$3,014,921.86</b>	<b>87.02%</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$0.00</b>	<b>\$(9,403.18)</b>	<b>\$(36,331.14)</b>			

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BUDGET REPORT

From 8/1/2016 to 8/31/2016

REVENUE

STATE REVENUE

Rev - Summer Reading Program	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
Rev - Behavior Support - 029	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Rev - Charter Schools - 036	\$2,216,824.24	\$246,053.09	\$412,746.01	\$1,804,078.23	81.38%
<b>TOTAL STATE REVENUE</b>	<b>\$2,271,824.24</b>	<b>\$246,053.09</b>	<b>\$412,746.01</b>	<b>\$1,859,078.23</b>	<b>81.83%</b>

LOCAL REVENUE

Rev - Sales Tax	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%
Rev - Field Trip	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%
Rev - Contributions and Donati	\$1,500.00	\$26.55	\$26.55	\$1,473.45	98.23%
Rev - Interest Income-MM-1908	\$2,000.00	\$184.73	\$433.20	\$1,566.80	78.34%
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.04	\$0.96	96.00%
Rev - Interest Income-SV-4595	\$125.00	\$0.00	\$0.00	\$125.00	100.00%
Rev - Various	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
Rev - ERATE	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%
Rev - Brunswick County Schools	\$78,969.60	\$0.00	\$0.00	\$78,969.60	100.00%
F & F - Brunswick County-4609	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
Rev - Duplin County Schools	\$966.00	\$0.00	\$0.00	\$966.00	100.00%
Rev - New Hanover County	\$949,608.00	\$0.00	\$0.00	\$949,608.00	100.00%
F & F - New Hanover County	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%
Rev - Pender County Schools	\$17,364.96	\$0.00	\$0.00	\$17,364.96	100.00%
F & F - Pender County Schools	\$300.00	\$0.00	\$0.00	\$300.00	100.00%
Rev - Fundraising - 653	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
Rev - Riptide Runners	\$4,300.00	\$0.00	\$0.00	\$4,300.00	100.00%
Rev - Fees / Supplies - 4609	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
Rev - Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
<b>TOTAL LOCAL REVENUE</b>	<b>\$1,142,634.56</b>	<b>\$211.30</b>	<b>\$459.79</b>	<b>\$1,142,174.77</b>	<b>99.96%</b>

FEDERAL REVENUE

Rev - IDEA VI-B Handicap - 060	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
<b>TOTAL FEDERAL REVENUE</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>100.00%</b>

TOTAL REVENUE

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>TOTAL REVENUE</b>	<b>\$3,464,458.80</b>	<b>\$246,264.39</b>	<b>\$413,205.80</b>	<b>\$3,051,253.00</b>	<b>88.07%</b>	

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## BUDGET REPORT

From 8/1/2016 to 8/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>EXPENSES</b>						
<b>1. Salaries &amp; Bonuses</b>						
Salary - Teacher	\$1,135,703.00	\$93,381.28	\$169,180.36	\$966,522.64	85.10%	
Salary - Teacher Assistant	\$80,026.20	\$1,886.26	\$2,771.70	\$77,254.50	96.54%	
Salary - Substitute	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%	
Salary - EC Teacher	\$210,565.00	\$20,171.43	\$36,287.27	\$174,277.73	82.77%	
Salary - EC Assistant	\$12,181.95	\$228.48	\$228.48	\$11,953.47	98.12%	
Salary - EC Substitute	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Salary - Behavioral - 029	\$36,225.00	\$0.00	\$0.00	\$36,225.00	100.00%	
Salary - Guidance	\$34,452.00	\$7,073.59	\$9,944.59	\$24,507.41	71.13%	
Salary - Psychologist	\$22,000.00	\$1,819.13	\$2,536.63	\$19,463.37	88.47%	
Salary - Principal	\$74,590.00	\$6,837.67	\$13,053.51	\$61,536.49	82.50%	
Salary - Assistant Principal	\$56,871.00	\$4,976.25	\$9,715.50	\$47,155.50	82.92%	
Salary - Office	\$42,498.00	\$3,088.02	\$5,666.52	\$36,831.48	86.67%	
Salary - Business Manager	\$75,840.00	\$6,952.00	\$13,272.01	\$62,567.99	82.50%	
Salary - Technology	\$43,228.00	\$3,900.67	\$7,503.01	\$35,724.99	82.64%	
<b>Total 1. Salaries &amp; Bonuses</b>	<b>\$1,866,180.15</b>	<b>\$150,314.78</b>	<b>\$270,159.58</b>	<b>\$1,596,020.57</b>	<b>85.52%</b>	
<b>2. Benefits</b>						
Social Security Cost	\$139,991.60	\$11,288.09	\$20,247.63	\$119,743.97	85.54%	
Social Security Cost - 029	\$2,771.18	\$0.00	\$0.00	\$2,771.18	100.00%	
State Retirement Cost	\$280,090.26	\$22,964.95	\$40,461.73	\$239,628.53	85.55%	
State Retirement Cost - 029	\$5,808.54	\$0.00	\$0.00	\$5,808.54	100.00%	
Hospitalization Cost	\$183,986.16	\$12,055.68	\$24,111.36	\$159,874.80	86.90%	
Hospitalization Cost - 029	\$5,195.28	\$0.00	\$0.00	\$5,195.28	100.00%	
Unemployment Cost	\$9,900.00	\$0.00	\$0.00	\$9,900.00	100.00%	
<b>Total 2. Benefits</b>	<b>\$627,743.02</b>	<b>\$46,308.72</b>	<b>\$84,820.72</b>	<b>\$542,922.30</b>	<b>86.49%</b>	
<b>3. Books &amp; Supplies</b>						
Riptide Runners	\$4,300.00	\$0.00	\$0.00	\$4,300.00	100.00%	
Instructional Supplies	\$27,112.26	\$3,283.51	\$3,283.51	\$23,828.75	87.89%	
EC Instructional Supplies	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
Health Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Safety Supplies	\$1,200.00	\$546.90	\$546.90	\$653.10	54.43%	
Student Activity Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	0.00%	
Office Supplies	\$8,000.00	\$279.90	\$279.90	\$7,720.10	96.50%	
Board of Directors Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Postage	\$2,300.00	\$0.00	\$0.00	\$2,300.00	100.00%	
Memberships	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Sales Tax Expense	\$3,000.00	\$1,116.19	\$1,121.32	\$1,878.68	62.62%	
<b>Total 3. Books &amp; Supplies</b>	<b>\$60,812.26</b>	<b>\$6,726.50</b>	<b>\$6,731.63</b>	<b>\$54,080.63</b>	<b>88.93%</b>	

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**CAPE FEAR CENTER FOR INQUIRY**  
**BUDGET REPORT**  
From 8/1/2016 to 8/31/2016

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	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>4. Technology</b>						
Instructional Software	\$15,500.00	\$908.00	\$1,635.45	\$13,864.55	89.45%	
EC Software	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Non-Capitalized Hardware	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Office Software	\$2,500.00	\$208.33	\$416.66	\$2,083.34	83.33%	
Non-Capitalized Office Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Supplies and Materials	\$3,000.00	\$1,190.96	\$1,190.96	\$1,809.04	60.30%	
Technology Computer Equipment	\$8,000.00	\$1,361.20	\$1,361.20	\$6,638.80	82.99%	
<b>Total 4. Technology</b>	<b>\$34,000.00</b>	<b>\$3,668.49</b>	<b>\$4,604.27</b>	<b>\$29,395.73</b>	<b>86.46%</b>	
<b>5. Non-Cap Equipment &amp; Leases</b>						
Instructional Equipment	\$7,000.00	\$2,752.15	\$5,783.15	\$1,216.85	17.38%	
EC Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Reproduction Costs	\$12,000.00	\$567.95	\$567.95	\$11,432.05	95.27%	
Office Equipment	\$0.00	\$75.00	\$75.00	\$(75.00)	0.00%	
<b>Total 5. Non-Cap Equipment &amp; Leases</b>	<b>\$22,000.00</b>	<b>\$3,395.10</b>	<b>\$6,426.10</b>	<b>\$15,573.90</b>	<b>70.79%</b>	
<b>6. Contracted Student Services</b>						
Instructional Services	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
EC Services	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Speech Services	\$23,000.00	\$0.00	\$0.00	\$23,000.00	100.00%	
Field Trips	\$37,000.00	\$25.00	\$25.00	\$36,975.00	99.93%	
<b>Total 6. Contracted Student Services</b>	<b>\$75,200.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$75,175.00</b>	<b>99.97%</b>	
<b>7. Staff Development</b>						
Workshop Expenses	\$16,000.00	\$1,640.40	\$1,640.40	\$14,359.60	89.75%	
EC Workshop Expenses	\$3,000.00	\$193.00	\$343.00	\$2,657.00	88.57%	
<b>Total 7. Staff Development</b>	<b>\$19,000.00</b>	<b>\$1,833.40</b>	<b>\$1,983.40</b>	<b>\$17,016.60</b>	<b>89.56%</b>	
<b>8. Administrative Services</b>						
Advertising	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Audit Services	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00%	
Bank Fees	\$3,000.00	\$22.15	\$22.15	\$2,977.85	99.26%	
Financial Services	\$43,656.00	\$3,638.00	\$7,276.00	\$36,380.00	83.33%	
General Administration	\$4,000.00	\$132.00	\$132.00	\$3,868.00	96.70%	
Legal Services	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
PowerSchool Services	\$16,320.00	\$1,360.00	\$2,720.00	\$13,600.00	83.33%	
Technology Support Services	\$500.00	\$3,480.00	\$3,480.00	\$(2,980.00)	-596.00%	
Human Resources	\$1,400.00	\$58.50	\$58.50	\$1,341.50	95.82%	
Other Tax Payments	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
<b>Total 8. Administrative Services</b>	<b>\$84,876.00</b>	<b>\$8,690.65</b>	<b>\$13,688.65</b>	<b>\$71,187.35</b>	<b>83.87%</b>	
<b>9. Insurances</b>						

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BUDGET REPORT

From 8/1/2016 to 8/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Workers Compensation	\$8,165.00	\$798.50	\$798.50	\$7,366.50	90.22%	
General Liability	\$32,500.00	\$14,750.00	\$14,750.00	\$17,750.00	54.62%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	
<b>Total 9. Insurances</b>	<b>\$44,322.00</b>	<b>\$15,548.50</b>	<b>\$15,548.50</b>	<b>\$28,773.50</b>	<b>64.92%</b>	
<b>10. Rents &amp; Debt Service</b>						
Debt Service - Principal	\$205,262.70	\$0.00	\$16,474.80	\$188,787.90	91.97%	
Debt Service - Interest	\$98,637.67	\$0.00	\$8,850.23	\$89,787.44	91.03%	
Building Rent	\$5,525.00	\$200.00	\$625.00	\$4,900.00	88.69%	
<b>Total 10. Rents &amp; Debt Service</b>	<b>\$309,425.37</b>	<b>\$200.00</b>	<b>\$25,950.03</b>	<b>\$283,475.34</b>	<b>91.61%</b>	
<b>11. Facilities</b>						
Building Repairs & Maintenance	\$40,000.00	\$380.00	\$380.00	\$39,620.00	99.05%	
Building Supplies & Materials	\$15,000.00	\$39.56	\$42.75	\$14,957.25	99.72%	
Contracted Custodial Services	\$70,000.00	\$4,853.29	\$4,853.29	\$65,146.71	93.07%	
Custodial Supplies & Materials	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	
General Contract	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Security Monitoring	\$5,800.00	\$467.50	\$901.50	\$4,898.50	84.46%	
<b>Total 11. Facilities</b>	<b>\$143,800.00</b>	<b>\$5,740.35</b>	<b>\$6,177.54</b>	<b>\$137,622.46</b>	<b>95.70%</b>	
<b>12. Utilities</b>						
Electricity	\$38,000.00	\$4,443.69	\$4,443.69	\$33,556.31	88.31%	
Water & Sewer	\$7,000.00	\$443.80	\$443.80	\$6,556.20	93.66%	
Waste Management	\$2,450.00	\$202.45	\$407.89	\$2,042.11	83.35%	
Telephone	\$9,000.00	\$1,507.00	\$1,507.00	\$7,493.00	83.26%	
<b>Total 12. Utilities</b>	<b>\$56,450.00</b>	<b>\$6,596.94</b>	<b>\$6,802.38</b>	<b>\$49,647.62</b>	<b>87.95%</b>	
<b>13. Nutrition &amp; Food</b>						
Food Supplies & Materials	\$150.00	\$0.00	\$0.00	\$150.00	100.00%	
Food Purchases	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Other Food - Office	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
<b>Total 13. Nutrition &amp; Food</b>	<b>\$8,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,650.00</b>	<b>100.00%</b>	
<b>14. Capital Purchases</b>						
Cap Instructional Computers	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Cap Office Computers	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Cap Instructional Equipment	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
<b>Total 14. Capital Purchases</b>	<b>\$42,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,000.00</b>	<b>100.00%</b>	
<b>15. New Site Development</b>						
Bank Service Fee	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
<b>Total 15. New Site Development</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>100.00%</b>	

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BUDGET REPORT

From 8/1/2016 to 8/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
16. Capital Campaign - 660						
Capital Campaign Expenses - 660	\$20,000.00	\$6,619.14	\$6,619.14	\$13,380.86	66.90%	
Total 16. Capital Campaign - 660	\$20,000.00	\$6,619.14	\$6,619.14	\$13,380.86	66.90%	
TOTAL EXPENSES	\$3,464,458.80	\$255,667.57	\$449,536.94	\$3,014,921.86	87.02%	
NET SURPLUS/(DEFICIT)	\$0.00	\$(9,403.18)	\$(36,331.14)			