

Cape Fear Center for Inquiry

Board of Directors Agenda

June 20, 2017- 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, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Jackie Anderson, Angela Carson

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Cathey Luna	Action
6:01	<i>Approval of Minutes: 3/21/17</i>	Cathey Luna	Action
6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Information
	<i>Committee Reports:</i>		
6:15	<i>Partnership</i> <ul style="list-style-type: none"> Committee Report 	Stephen Hill	Information
6:25	<i>Life Long Learning</i> <ul style="list-style-type: none"> Committee Report 	Jennifer Paetzold	Information
6:35	<i>Technology Committee</i> <ul style="list-style-type: none"> Committee Report- Chromebooks are here! 	Jennifer Paetzold/ Todd Fischer	
6:45	<i>Finance</i> <ul style="list-style-type: none"> Budget Reports 	Kathy Rettig	Information
6:55	<i>Policy and Procedure Review</i> Vote: New Student Enrollment, Early Kindergarten Entry, Application changes, Homeschooled enrollments	Jennifer Solomon/ Lori Roy	Information/ Discussion/ Action
7:20	<i>Development Committee</i> <ul style="list-style-type: none"> No Committee Report- summer work coming up 	Todd Fischer/ Lori Roy	Information
7:45	<i>Director's Report</i> <ul style="list-style-type: none"> Parent Collaborative Network Recommendations Contracts (closed session- personnel) Teacher Recommendations (closed session- personnel) 	Lori Roy	Information/ Discussion/ Action

8:15	<i>Executive Committee</i> <ul style="list-style-type: none"> Director's Evaluation 	Cathey Luna	Information / Discussion/ Action
8:30	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> Next Executive Committee Meeting: <i>TBD</i> Next Board Meeting- 7-18-17- in the CFCI Museum Room at 6pm 	Cathey Luna	Information Action
8:35	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Cathey Luna	Discussion
7:47	<i>Adjournment</i>	Cathey Luna	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@cfc.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
June 20, 2017- 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, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Jackie Anderson, Angela Carson, Ashley Cooksley

Absent: Cathey Luna, Jennifer LaFleur, Lisa Buchanan, Cathi Mintz

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Action
6:01	<i>Approval of Minutes: 3/21/17</i> •	Ashley Cooksley	Motion to approve as corrected - Kristin Hudson Second - Todd Fischer Motion passed.
6:02	<i>Visiting Faculty*</i>	Nancy Kachadurian Rene Lemons Joanne Brinkley Sam DePrisco	– spoke about the educational leave policy. Asked the board to revisit the policy and consider making changes in order to retain hard-working, excellent faculty. -asked board to be aware of and adhere to leave and evaluation policies and procedures in making faculty contract decisions. - shared with the board that Julie Naylor, who did not receive educational leave, will be getting training in Responsive Classroom and Singapore Math, and hopes that we reconsider the decision to grant the leave, and revisit the policy. -Sam DePrisco echoed her concerns about the denial of Julie Naylor's leave request, and requested the board revisit the policy or create a new policy which would enable CFCI to retain teachers who need a year for personal reasons.
6:07	<i>Visiting Parent or Community Members*</i>	Tiffany Walker	Also asked the board to reconsider Julie Naylor's leave. She asked the board to consider changing the way it handles faculty and parent questions and concerns and be able to respond more real-time to those comments made at the beginning of the meeting.
	<i>Committee Reports:</i>		

6:15	Partnership <ul style="list-style-type: none"> Committee Report 	Angela Carson	August 18 – Back to school luncheon for faculty September 26 - First Partnership meeting – it will be a party! 25 parents have signed up to read the book <u>The Gift of Failure</u> . July 27 – 6:30 – at Angela’s house, Executive Committee
6:25	Life Long Learning <ul style="list-style-type: none"> Committee Report 	Jennifer Paetzold	Professional Development for the 2017-2018 school year: * Lisa Cole applied for and received a UTOTES science grant. 6 sessions of 16 faculty members will participate in this concerning using the school grounds as a learning focus and utilizing the Museum of Natural Sciences in Raleigh. * Also, school will take a look at problem-solving model for math and Singapore Math NWEA MAP will be the new whole-school assessment and used as universal screener. *We have ordered and received Google Chrome Books for grades 4-8, Tech training will be done with faculty, and how to teach the students to use them. Tech committee has to develop policies as to student use. *Looking at reading comprehension in the classroom, K-8. *Also faculty will continue a once-a-month curricular conversation, loop level specific. *Inquiry and responsive classroom training will be PD to be held during faculty meetings.
6:35	Technology Committee <ul style="list-style-type: none"> Committee Report- Chromebooks are here! 	Jennifer Paetzold/ Todd Fischer	Todd announced that we got a \$10,000.00 General Electric grant that includes two 3-D printers! Joanne Cress will be changing the middle grades technology curriculum to be units of study in a station-fashion to include the 3-D printers. Thanks Todd! Paul Allen’s update is included in a separate file.
6:45	Finance <ul style="list-style-type: none"> Budget Reports 	Kathy Rettig	Presented, no questions.
6:55	Policy and Procedure Review Vote: New Student Enrollment, Early Kindergarten Entry, Application	Jennifer Solomon/ Lori Roy	Early Check Outs. Todd suggested that we move the sentence: " ***Please notify the school before 2:30 PM if there are any changes in your child’s method of transportation from school” to the Transportation section of the handbook. <ul style="list-style-type: none"> Enrolling homeschooled students. Ashley Cooksley asked about the deadline of June 1 to have testing

	changes, Homeschooled enrollments		<p>done. Lori Roy answered that we have to trust the parents to present accurate information. Ashley suggested that we make the font bigger or different to highlight the homeschool requirements on the application.</p> <p>Early Entry to Kindergarten Process.</p> <p>Todd Fischer moved that we approve all 3 policies, with the changes mentioned above to the Early Check Out Policy to move the sentence to the Transportation Policy, and change the fonts to highlight homeschool information and requirements on the CFCI enrollment application. Kristin Hudson seconded, and the motion passed.</p>
7:20	<p><i>Development Committee</i></p> <ul style="list-style-type: none"> No Committee Report-summer work coming up 	Todd Fischer/ Lori Roy	<p>Todd shared that we were able to sell wrist-bands for Downtown Sundown and got \$997.50 for volunteering. We'll be looking for other opportunities to make money like this. We got a STEAM grant from GE and will be used to purchase a stage, light bar, new sound system, mics and rights to produce a play for Wes Rose's music program.</p>
7:45	<p><i>Director's Report</i></p> <ul style="list-style-type: none"> Parent Collaborative Network Recommendations Contracts (closed session-personnel) Teacher Recommendations (closed session-personnel) 	Lori Roy	<p>Lori shared her excitement that the Partnership is organized for next fall!</p> <p>Painting will be done in many classrooms over summer. Fencing will be added to the upper playground, and we'll add security features to the front entrance. We hope to add the pergola to the outdoor classroom platform, but need a pergola design. Chrome books have been delivered for all students 4-8.</p> <p>Parent Collaborative Network is now created, and Lori is recommending that we select Jenny Whitney (K-1), Sarah Raper (2-3), Elaine Jack (4-5), and Kelli Flowers and Keri Wray (6-8) as members.</p> <p>Kristin Hudson motioned that we approve the slate. Lauren Lombardi seconded. Motion passed. Lori will notify them tomorrow.</p>
8:15	<p><i>Executive Committee</i></p> <ul style="list-style-type: none"> Director's 	Ashley Cooksley	<p>Moved to closed session</p> <p>Todd Fischer voted to go into closed session. Kristin</p>

	Evaluation		Hudson seconded. Motion passed. Closed session notes are provided in a separate file.
8:35	<i>Closed Session</i>	Ashley Cooksley	A summary of notes taken in closed session is available in a separate file. Kristin Hudson moved that the board go back into open session to vote on contracts. Beth Carter seconded. Motion passed.
	<i>Open Session to Vote on contracts</i>		Lauren Lombardi motioned that we approve the slate of teachers recommended by Lori Roy for contract renewal for the 2017-2018 school year. Kristin Hudson seconded. Motion passed. Lori Roy recommended the hiring of Jess Frank and Gina Faragher as two new EC teachers. Todd Fischer made a motion to approve, and Kristin Hudson seconded. The motion passed. Lauren Lombardi motioned to approve Lori Roy's contract for 2017-2018, and Todd Fischer seconded. The motion passed.
	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> Next Executive Committee Meeting: July 11, 2:00 p.m. Next Board Meeting- 7-18-17- in the CFCI Museum Room at 6pm	Ashley Cooksley	
7:47	<i>Adjournment</i>	Ashley Cooksley	Lauren Lombardi motioned to adjourn the meeting. Kristin Hudson seconded. The motion passed.

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Date: 06/06/2017

Time: 1:53 pm

CAPE FEAR CENTER FOR INQUIRY

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BUDGET REPORT

From 5/1/2017 to 5/31/2017

REVENUE

STATE REVENUE

Rev - Summer Reading Program	\$21,732.03	\$0.00	\$5,350.03	\$16,382.00	75.38%
Rev - Behavior Support - 029	\$50,000.00	\$4,534.16	\$49,606.57	\$393.43	0.79%
Rev - Charter Schools - 036	\$2,291,730.00	\$121,834.26	\$2,291,730.00	\$0.00	0.00%
TOTAL STATE REVENUE	\$2,363,462.03	\$126,368.42	\$2,346,686.60	\$16,775.43	0.71%

LOCAL REVENUE

Rev - Sales Tax	\$5,500.00	\$0.00	\$3,978.10	\$1,521.90	27.67%
Rev - Field Trip	\$52,000.00	\$4,396.00	\$51,796.18	\$203.82	0.39%
Rev - Contributions and Donati	\$2,583.05	\$1,072.12	\$2,583.05	\$0.00	0.00%
Rev - Interest Income-MM-1908	\$2,000.00	\$186.63	\$2,383.49	\$(383.49)	-19.17%
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.19	\$0.81	81.00%
Rev - Interest Income-SV-4595	\$125.00	\$0.00	\$0.00	\$125.00	100.00%
Rev - Various	\$9,133.44	\$5,843.83	\$9,133.44	\$0.00	0.00%
Rev - Clubs	\$90.00	\$0.00	\$90.00	\$0.00	0.00%
Rev - Brunswick County Schools	\$120,231.95	\$10,019.33	\$100,193.29	\$20,038.66	16.67%
F & F - Brunswick County-4609	\$1,100.00	\$117.62	\$1,099.16	\$0.84	0.08%
Rev - Duplin County Schools	\$1,008.32	\$0.00	\$1,008.32	\$0.00	0.00%
Rev - New Hanover County	\$940,392.00	\$156,732.00	\$862,026.00	\$78,366.00	8.33%
F & F - New Hanover County	\$27,000.00	\$4,285.00	\$26,483.00	\$517.00	1.91%
Rev - Pender County Schools	\$9,811.62	\$1,509.48	\$8,302.14	\$1,509.48	15.38%
F & F - Pender County Schools	\$300.00	\$27.90	\$119.01	\$180.99	60.33%
Rev - Fundraising - 653	\$5,031.00	\$0.00	\$3,031.00	\$2,000.00	39.75%
Rev - Riptide Runners	\$4,387.00	\$92.00	\$4,387.00	\$0.00	0.00%
Rev - Capital Campaign - 660	\$25,000.00	\$12,499.00	\$24,946.90	\$53.10	0.21%
Rev - Fees / Supplies - 4609	\$2,192.50	\$0.00	\$2,192.50	\$0.00	0.00%
Rev - Social Dues	\$500.00	\$0.00	\$452.00	\$48.00	9.60%
TOTAL LOCAL REVENUE	\$1,208,386.88	\$196,780.93	\$1,104,204.77	\$104,182.11	8.62%

FEDERAL REVENUE

Rev - IDEA VI-B Handicap - 060	\$54,322.40	\$0.00	\$54,322.40	\$0.00	0.00%
Rev - IDEA VI-B Spec Needs-118	\$1,469.22	\$0.00	\$1,469.22	\$0.00	0.00%
TOTAL FEDERAL REVENUE	\$55,791.62	\$0.00	\$55,791.62	\$0.00	0.00%

TOTAL REVENUE

\$3,627,640.53	\$323,149.35	\$3,506,682.99	\$120,957.54	3.33%
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Date: 06/06/2017

Time: 1:53 pm

CAPE FEAR CENTER FOR INQUIRY

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BUDGET REPORT

From 5/1/2017 to 5/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
1. Salaries & Bonuses						
Salary - Teacher	\$1,163,703.00	\$95,951.06	\$1,038,026.26	\$125,676.74	10.80%	
Salary - Teacher - 016	\$1,666.49	\$0.00	\$1,666.49	\$0.00	0.00%	
Salary - Teacher Assistant	\$100,026.20	\$11,687.82	\$90,871.38	\$9,154.82	9.15%	
Salary - Additional Responsibility - 016	\$612.84	\$0.00	\$612.84	\$0.00	0.00%	
Salary - Substitute	\$27,000.00	\$3,440.00	\$21,625.00	\$5,375.00	19.91%	
Salary - EC Teacher	\$160,000.00	\$16,762.93	\$132,175.50	\$27,824.50	17.39%	
Salary - EC Teacher - 060	\$50,930.64	\$0.00	\$50,930.64	\$0.00	0.00%	
Salary - EC Assistant	\$23,573.43	\$2,738.61	\$21,526.07	\$2,047.36	8.69%	
Salary - EC Substitute	\$3,680.00	\$400.00	\$3,320.00	\$360.00	9.78%	
Salary - Behavioral - 029	\$36,225.00	\$3,307.50	\$35,905.00	\$320.00	0.88%	
Salary - Guidance	\$36,175.00	\$3,014.59	\$33,016.90	\$3,158.10	8.73%	
Salary - Psychologist	\$33,000.00	\$3,923.06	\$30,025.62	\$2,974.38	9.01%	
Salary - Principal	\$78,320.00	\$6,526.67	\$71,793.54	\$6,526.46	8.33%	
Salary - Assistant Principal	\$61,815.00	\$4,976.25	\$57,301.75	\$4,513.25	7.30%	
Salary - Office	\$42,498.00	\$1,422.14	\$36,898.62	\$5,599.38	13.18%	
Salary - Business Manager	\$79,632.00	\$6,636.00	\$72,996.01	\$6,635.99	8.33%	
Salary - Technology	\$47,500.00	\$3,958.33	\$42,508.00	\$4,992.00	10.51%	
Total 1. Salaries & Bonuses	\$1,946,357.60	\$164,744.96	\$1,741,199.62	\$205,157.98	10.54%	
2. Benefits						
Social Security Cost	\$139,607.47	\$11,896.17	\$123,030.10	\$16,577.37	11.87%	
Social Security Cost - 016	\$173.70	\$0.00	\$173.70	\$0.00	0.00%	
Social Security Cost - 029	\$2,771.18	\$248.93	\$2,697.75	\$73.43	2.65%	
Social Security Cost - 060	\$3,391.76	\$0.00	\$3,391.76	\$0.00	0.00%	
State Retirement Cost	\$280,090.26	\$22,513.40	\$243,243.51	\$36,846.75	13.16%	
State Retirement Cost - 016	\$136.76	\$0.00	\$136.76	\$0.00	0.00%	
State Retirement Cost - 029	\$5,808.54	\$498.25	\$5,808.54	\$0.00	0.00%	
Hospitalization Cost	\$183,986.16	\$15,343.36	\$161,412.40	\$22,573.76	12.27%	
Hospitalization Cost - 016	\$21.40	\$0.00	\$21.40	\$0.00	0.00%	
Hospitalization Cost - 029	\$5,195.28	\$479.48	\$5,195.28	\$0.00	0.00%	
Unemployment Cost	\$9,900.00	\$0.00	\$3,992.47	\$5,907.53	59.67%	
Total 2. Benefits	\$631,082.51	\$50,979.59	\$549,103.67	\$81,978.84	12.99%	
3. Books & Supplies						
Riptide Runners	\$4,415.61	\$1,765.61	\$4,415.61	\$0.00	0.00%	
Instructional Supplies	\$35,112.26	\$2,493.48	\$25,100.34	\$10,011.92	28.51%	
Instructional Supplies - 016	\$2,738.84	\$0.00	\$2,738.84	\$0.00	0.00%	
EC Instructional Supplies	\$6,040.00	\$1,859.05	\$4,391.02	\$1,648.98	27.30%	
Health Supplies	\$200.00	\$0.00	\$58.35	\$141.65	70.83%	
Safety Supplies	\$1,200.00	\$0.00	\$546.90	\$653.10	54.43%	
Clubs Supplies	\$350.00	\$0.00	\$322.20	\$27.80	7.94%	

Date: 06/06/2017

Time: 1:53 pm

CAPE FEAR CENTER FOR INQUIRY

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BUDGET REPORT

From 5/1/2017 to 5/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Student Activity Supplies	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.00%	
Office Supplies	\$8,000.00	\$74.59	\$4,012.94	\$3,987.06	49.84%	
Board of Directors Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Postage	\$2,300.00	\$49.00	\$335.90	\$1,964.10	85.40%	
Memberships	\$2,500.00	\$110.00	\$481.30	\$2,018.70	80.75%	
Social Dues	\$500.00	\$0.00	\$111.14	\$388.86	77.77%	
Sales Tax Expense	\$5,637.32	\$334.57	\$5,615.13	\$22.19	0.39%	
Unidentified Purchases	\$0.00	\$1,360.46	\$5,820.59	\$(5,820.59)	0.00%	
EC Supplies - 118	\$1,469.22	\$0.00	\$1,469.22	\$0.00	0.00%	
Total 3. Books & Supplies	\$72,163.25	\$8,046.76	\$56,919.48	\$15,243.77	21.12%	
4. Technology						
Instructional Software	\$21,500.00	\$0.00	\$13,729.44	\$7,770.56	36.14%	
Non-Capitalized Hardware	\$2,000.00	\$588.96	\$588.96	\$1,411.04	70.55%	
Office Software	\$2,500.00	\$208.34	\$2,291.69	\$208.31	8.33%	
Non-Capitalized Office Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Supplies and Materials	\$16,167.86	\$0.00	\$15,449.60	\$718.26	4.44%	
Technology Computer Equipment	\$8,000.00	\$0.00	\$2,772.37	\$5,227.63	65.35%	
Total 4. Technology	\$51,167.86	\$797.30	\$34,832.06	\$16,335.80	31.93%	
5. Non-Cap Equipment & Leases						
Instructional Equipment	\$7,879.46	\$749.66	\$6,629.12	\$1,250.34	15.87%	
EC Equipment	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Reproduction Costs	\$12,000.00	\$414.00	\$11,098.29	\$901.71	7.51%	
Office Equipment	\$1,500.00	\$0.00	\$1,442.67	\$57.33	3.82%	
Total 5. Non-Cap Equipment & Leases	\$21,879.46	\$1,163.66	\$19,170.08	\$2,709.38	12.38%	
6. Contracted Student Services						
Instructional Services	\$900.00	\$40.00	\$895.76	\$4.24	0.47%	
EC Services	\$8,000.00	\$975.00	\$5,643.75	\$2,356.25	29.45%	
Speech Services	\$29,000.00	\$2,421.50	\$24,316.50	\$4,683.50	16.15%	
Field Trips	\$54,000.00	\$1,555.02	\$45,238.50	\$8,761.50	16.23%	
Total 6. Contracted Student Services	\$91,900.00	\$4,991.52	\$76,094.51	\$15,805.49	17.20%	
7. Staff Development						
Workshop Expenses	\$16,000.00	\$302.40	\$8,279.35	\$7,720.65	48.25%	
EC Workshop Expenses	\$3,000.00	\$264.97	\$2,849.56	\$150.44	5.01%	
Total 7. Staff Development	\$19,000.00	\$567.37	\$11,128.91	\$7,871.09	41.43%	
8. Administrative Services						
Advertising	\$2,000.00	\$0.00	\$690.00	\$1,310.00	65.50%	
Audit Services	\$8,626.00	\$0.00	\$8,626.00	\$0.00	0.00%	
Bank Fees	\$3,000.00	\$518.67	\$1,357.89	\$1,642.11	54.74%	

Date: 06/06/2017

Time: 1:53 pm

CAPE FEAR CENTER FOR INQUIRY

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BUDGET REPORT

From 5/1/2017 to 5/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Financial Services	\$43,656.00	\$3,638.00	\$40,018.00	\$3,638.00	8.33%	
General Administration	\$11,280.00	\$1,809.60	\$7,481.32	\$3,798.68	33.68%	
Legal Services	\$3,000.00	\$0.00	\$1,000.00	\$2,000.00	66.67%	
PowerSchool Services	\$16,320.00	\$1,360.00	\$14,960.00	\$1,360.00	8.33%	
Technology Support Services	\$4,100.00	\$0.00	\$4,040.13	\$59.87	1.46%	
Human Resources	\$1,400.00	\$39.00	\$927.00	\$473.00	33.79%	
Other Tax Payments	\$2,648.89	\$0.00	\$2,648.89	\$0.00	0.00%	
Total 8. Administrative Services	\$96,030.89	\$7,365.27	\$81,749.23	\$14,281.66	14.87%	
9. Insurances						
Workers Compensation	\$8,165.00	\$764.00	\$6,319.00	\$1,846.00	22.61%	
General Liability	\$32,500.00	\$7,964.00	\$22,714.00	\$9,786.00	30.11%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	
Total 9. Insurances	\$44,322.00	\$8,728.00	\$29,033.00	\$15,289.00	34.50%	
10. Rents & Debt Service						
Debt Service - Principal	\$205,262.70	\$16,892.54	\$182,353.03	\$22,909.67	11.16%	
Debt Service - Interest	\$98,637.67	\$8,432.49	\$96,222.30	\$2,415.37	2.45%	
Building Rent	\$5,525.00	\$0.00	\$4,875.00	\$650.00	11.76%	
Total 10. Rents & Debt Service	\$309,425.37	\$25,325.03	\$283,450.33	\$25,975.04	8.39%	
11. Facilities						
Building Repairs & Maintenance	\$26,239.00	\$377.00	\$10,323.31	\$15,915.69	60.66%	
Building Supplies & Materials	\$15,000.00	\$1,059.86	\$4,673.95	\$10,326.05	68.84%	
Contracted Custodial Services	\$70,000.00	\$4,780.00	\$54,504.10	\$15,495.90	22.14%	
Custodial Supplies & Materials	\$12,000.00	\$466.82	\$8,709.76	\$3,290.24	27.42%	
General Contract	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Security Monitoring	\$5,800.00	\$0.00	\$1,854.50	\$3,945.50	68.03%	
Memorial Fund Expenses	\$500.00	\$291.88	\$291.88	\$208.12	41.62%	
Total 11. Facilities	\$130,539.00	\$6,975.56	\$80,357.50	\$50,181.50	38.44%	
12. Utilities						
Electricity	\$36,000.00	\$3,077.23	\$30,782.10	\$5,217.90	14.49%	
Water & Sewer	\$7,000.00	\$0.00	\$6,212.35	\$787.65	11.25%	
Waste Management	\$2,450.00	\$221.39	\$2,295.50	\$154.50	6.31%	
Telephone	\$9,000.00	\$0.00	\$7,036.61	\$1,963.39	21.82%	
Total 12. Utilities	\$54,450.00	\$3,298.62	\$46,326.56	\$8,123.44	14.92%	
13. Nutrition & Food						
Food Supplies & Materials	\$150.00	\$0.00	\$13.49	\$136.51	91.01%	
Food Purchases	\$8,000.00	\$643.24	\$4,532.65	\$3,467.35	43.34%	
Other Food - Office	\$700.00	\$131.77	\$599.68	\$100.32	14.33%	

Date: 06/06/2017

Time: 1:53 pm

CAPE FEAR CENTER FOR INQUIRY

Page 5 of 5

BUDGET REPORT

From 5/1/2017 to 5/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total 13. Nutrition & Food	\$8,850.00	\$775.01	\$5,145.82	\$3,704.18	41.86%	
14. Capital Purchases						
Cap Instructional Computers	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
Cap Office Computers	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Cap Instructional Equipment	\$12,597.70	\$0.00	\$0.00	\$12,597.70	100.00%	
Total 14. Capital Purchases	\$64,597.70	\$0.00	\$0.00	\$64,597.70	100.00%	
15. New Site Development						
Bank Service Fee	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
Total 15. New Site Development	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
16. Capital Campaign - 660						
Capital Campaign Expenses - 660	\$20,000.00	\$1,368.20	\$17,196.48	\$2,803.52	14.02%	
Improvement to Existing Site - 660	\$6,792.00	\$0.00	\$6,792.00	\$0.00	0.00%	
Total 16. Capital Campaign - 660	\$26,792.00	\$1,368.20	\$23,988.48	\$2,803.52	10.46%	
17. Transportation and Travel						
Travel	\$120.00	\$0.00	\$111.20	\$8.80	7.33%	
Total 17. Transportation and Travel	\$120.00	\$0.00	\$111.20	\$8.80	7.33%	
TOTAL EXPENSES	\$3,618,677.64	\$285,126.85	\$3,038,610.45	\$580,067.19	16.03%	
NET SURPLUS/(DEFICIT)	\$8,962.89	\$38,022.50	\$468,072.54			

Cape Fear Center for Inquiry



Enrolling Students Who Were Previously Homeschooled

Parents of children who have been homeschooled should take note of the following information and pay particular attention to submission requirements and dates with regard to application and enrollment.

In North Carolina, an annual standardized test should be administered to all homeschooled students from the age of 7 until their graduation from your Homeschool Program. 5 & 6 year old students should be tested annually if they are enrolled in an open home school listed with DNPE.

The North Carolina home school testing law requires that the test satisfy three criteria. The test must be nationally standardized (reports scores as *national* percentiles, stanines and/or grade equivalents and compares student test results to a national norm); be an *achievement* test (one measuring subject knowledge); and, cover at least the subject areas of:

- English Grammar
- Reading
- Spelling
- Mathematics

Below are some examples of tests that you can consider:

- The California Achievement Test (CAT)
- The Iowa Test of Basic Skills (ITBS) – grades 1 – 8
- The Personalized Achievement Summary System (PASS)
- The Stanford Achievement Test
- Terra Nova Tests
- The Woodcock-Johnson Tests of Achievement

FAQ regarding testing

When do the tests need to be administered and ordered?

State law requires that they be administered annually. No exceptions are allowed for any reason.

Once the home school has filed its Notice of Intent with DNPE, the student(s) must be administered the test within the first twelve months of DNPE's initial acknowledgment of your Notice of Intent (date shown on your email as the date school was opened) and then once during each of the following consecutive twelve month periods.

For more valid comparison purposes, it is *recommended* that the student(s) be tested each successive year during that same month.

Who pays the financial cost of the annual testing of my child?

The parent/guardian who serves as the chief administrator of the home school pays for it. There are no government (state or federal) or private funding sources available to pay any part of its cost.

Is testing required for special needs children?

Yes. The home school law (unlike public school law) does *not* allow for exemptions from the annual testing requirement.

However, the law does permit, for example, the administering of a 2nd grade level test to a 13 year old who is functioning academically at the 2nd grade level. Note that the science and social studies sections of the test are *recommended* but are *not required by statute*.

In addition, North Carolina home school law does not mandate that the student achieve a certain minimum score on the nationally standardized test in order for the parent/guardian to be legally permitted to continue to home school that student during the following (or any future) school year.

Non-reader test editions are permitted and are available.

Are there any exceptions to the testing requirement?

No. North Carolina's law addressing the annual nationally standardized testing of non-public school students (both home and conventional) makes no exceptions for any reason.

What is the process for enrolling a homeschooled student back in public school?

Home school laws do not address this subject. Thus, North Carolina public school laws apply. Those laws give each local public school principal wide latitude in deciding what he/she will (or will not) accept as transfer credit into the local public school and what will be needed to enroll the student there.

If your child has been accepted into CFCI via our lottery system, testing results are required to be submitted to the school by June 1st of the application year. A best approach is to submit testing information along with your application to ensure accurate grade level applications. Failure to submit these required documents would constitute an incomplete enrollment packet and the school reserves the right to remove the student from the enrollment roster and offer the spot to the next student on the waiting list.

CFCI relies upon accurate and truthful information on the application forms. If a parent/legal guardian provides false or incorrect information on the application, such as but not limited to providing an incorrect grade level in order to obtain a better chance of enrollment, the application will be considered invalid and the student will be deemed ineligible for admission. If it is found that the tests submitted are not valid based on evidence presented by the parent/legal guardians, and/or test administrators, the application will be considered invalid and the student will be deemed ineligible for admission.

Who determines grade placement for home schooled 5 & 6 year old students?

[G.S. 115C-288\(a\)](#) empowers public school principals to grade and classify pupils in their respective schools.

[G.S. 115C-364\(c\)](#) states that the official student entry point into North Carolina's public schools shall be at the kindergarten level. The law, however, does not mandate how long the student must remain in that kindergarten class.

Cape Fear Center for Inquiry



North Carolina Early Entry to Kindergarten Process

The North Carolina General Assembly passed BH-1099, allowing early admission to Kindergarten of a child who has reached his/her fourth birthday by April 16th if the child demonstrates extraordinary academic ability and maturity. The State of North Carolina has created standards for the principal to use in determining if a child is appropriate for early entrance to kindergarten. Once the principal receives the minimum requirements the principal shall confer with a committee of professional educators to consider for each child various standards that will indicate readiness.

Standards established by the state of North Carolina are described as follows:

- ☐ **Student Aptitude-** The child shall score at the 98th percentile on a standard individual test of intelligence such as the *Stanford-Binet*, *The Wechsler Preschool and Primary Scale of Intelligence*, the *Kaufman Anderson*, or any other comparable tests, that shall be administered by a licensed psychologist.*
- ☐ **Achievement-** The child shall score at the 98th percentile on either Reading or Mathematics on a standard test such as the *Metropolitan Readiness Test*, the *Stanford Early School Achievement test*, the *Mini Battery of Achievement*, the *Woodcock-Johnson*, the *Test of Early Mathematics (TEMA)*, the *Test of Early Reading Ability (TERA)* or any other comparable tests that shall be administered by a licensed psychologist.*
- ☐ **Performance-** The child shall be able to perform tasks well above same-age peers as evidenced by behaviors in one or more areas such as independent reading, problem-solving skills, advanced vocabulary, and some writing fluency. The parent shall submit a sample of the child's work that shows outstanding examples of ability in any area including, but not limited to, art, mathematics, writing, dramatic play, creative productions, science, or social interactions.
- ☐ **Observable Student Behavior/Student Interest-** The child shall demonstrate social and developmental maturity sufficient to participate in a structured setting for a full school day. The child shall be capable of following verbal instructions and functioning independently within a group. The parent shall provide two recommendation letters (from non-family members) with specific documentation of physical and social maturity from preschool teachers, child care workers, pediatricians, or others who have direct knowledge of the child. Useful documentation checklists include *The California Preschool Competency Scale*, the *Harrison Scale* or any other comparable scale of early social development.
- ☐ **Motivation/Student Interest-** The principal or principal's designee shall conduct an informal interview with the child and a more structured interview to determine if the child displays a thirst for knowledge and seeks new and challenging learning situations.

***Parents are responsible for arranging and paying for this test. CFCI cannot provide a recommendation for a psychologist. It is recommended parents/guardians obtain recommendations from the child's pediatrician or family physician.**

Parents wishing to have their children considered must submit information by June 1st of the school's instructional year. All testing should be administered after the April 16th that follows the child's fourth birthday. The Director shall decide whether to grant the parent's request for enrollment within three weeks of receiving this information. The Director may conditionally enroll the child for up to ninety days in order to observe whether the child is able to adjust to the school setting. If the Director determines that the child has not adjusted to the school setting, the Director shall deny the request for enrollment. However, before the child is exited from school, the Director shall invite the parent to assist in the development of intervention strategies for the child. If those strategies are not successful, the Director shall provide the parents at least 10 days notice before exiting the child from school so the parent may arrange child care, if needed.

Steps for Parents to Take

1. Schedule aptitude and achievement tests with a licensed private psychologist. It is recommended you receive a referral from your pediatrician or your family physician. Testing is at the cost of the parent and must occur after April 16th.
2. If the child meets the minimum testing expectations of 98% percentile on aptitude and 98% percentile on reading, or math achievement, begin to gather work samples and letters of recommendations. **If the child does not meet these expectations the process should stop.**
3. Upon gathering all standard information: aptitude scores, achievement scores, performance or work samples, and letters of recommendation (from non-family members), complete the application for early admission to kindergarten (page four of this packet).
4. Submit all documentation and application to the school.
5. If an administrator feels the submitted packet meets the minimum requirements, a school-based interview/assessment will be scheduled to meet the child and parent.
6. Upon a final decision regarding the placement of a candidate, parents may reach out to the appropriate learning community if questions or concerns arise.

Is Early Entry to Kindergarten the best choice for your child?

The early entrance for kindergarten process is designed to provide an opportunity for students to enter kindergarten early. The process is designed for students who are not only academically ready and advanced, but who are also demonstrating advanced characteristics socially, emotionally, and developmentally that would demonstrate readiness for the elementary classroom environment. Students who are ready for kindergarten early are advanced in multiple areas when compared to their same-age peers, or other four year-olds of the same birth month. Advancement is necessary in multiple areas as kindergarten's expectations are heavily based on academics and preparing our students for the 21st century. Many students can demonstrate academic ability based on the exposure provided by parents and day care settings; however, few children will demonstrate the aptitude, or thinking ability, needed to enter kindergarten early. When considering early entrance into kindergarten, keep in mind it is a process designed to meet the academic and social needs of the child, not as a replacement for child care. Students accepted into kindergarten early will be placed in a class where peers could be up to two years older.

The following factors and questions should be considered when determining if the early entrance process is something you wish to pursue for your child:

Questions to consider	Factors/Characteristics to consider
<ul style="list-style-type: none">• Is my child capable of working successfully with children who are one year older?• Does my child adapt well to change, or will the adjustment frustrate him/her?• What long term impacts will early kindergarten placement have on my child's long term academic career (e.g. beginning college and high school a year early)?• Does my child ask questions to advance his/her learning?• Can my child decode challenging words?• Does my child have an understanding of basic math concepts, such as shapes, time, number recognition?• Does my child demonstrate leadership with same-age peers?• Is my child able to maintain interest for long periods of time?• Does my child demonstrate a curiosity about learning new things?• Does my child demonstrate strong memory and recall skills?• Is my child able to maintain a structured schedule for longer periods of time than same-age peers?	<p>My child...</p> <ul style="list-style-type: none">• Believes he/she can experience success at new tasks• Can maintain personal care and hygiene with little assistance from adults (e.g. use the bathroom, tie shoes, button and zip garments)• Thoughtfully considers feedback and adjusts behavior appropriately• Has the ability to focus attention for long periods of instruction• Demonstrates fine and large motor skills coordination• Can be separated from a parent without being upset• Demonstrates strong interpersonal skills with age-mates and older peers• Follows routines and schedules• Is enthusiastic about routines and schedules• Follows given and multi step directions

CFCI APPLICATION FOR EARLY ADMISSION TO KINDERGARTEN

Based on North Carolina Law and State Standards for Early Admission

It is the responsibility of the parents/guardians to present information to the school to support that the child has extraordinary academic ability and is appropriately mature to justify early admission.

STUDENT NAME: _____
Last First Middle

BIRTHDATE: _____

PARENT'S NAMES: _____

ADDRESS: _____

PHONE: HOME _____ OTHER _____

HOME SCHOOL: _____

Information to Submit	Meets Expectation	Score (If applicable)
APTITUDE TEST SCORE OF 98% on a standard individual test of intelligence administered by a licensed psychologist after April 16 th .	Yes _____ No _____	Full Scale IQ Percentile _____
ACHIEVEMENT TESTS SCORE OF 98% on a standard individual test in reading or math administered by a licensed psychologist after April 16 th .	Yes _____ No _____ *Note: Score meets or exceeds 98% in reading or math	Reading Percentile _____ Math Percentile _____
North Carolina Standards for Early Entry to Kindergarten are that a child meets the aptitude and achievement test expectations. If a child does not meet both aptitude and achievement test expectations the process stops here and a submission to the school is not necessary.		

Information to Submit	Please initial that the following documents are included:
STUDENT WORK showing outstanding ability in any of the following areas: art, math, writing, dramatic play, creative productions, science, reading, social interactions, etc. Maximum of six items. Quality will be given greater consideration than quantity.	
TWO LETTERS OF RECOMMENDATION with specific documentation of physical and social maturity from child care workers, pediatricians, or others with direct knowledge of the child (non-family members).	

When submission of the information listed above meets the minimum eligibility requirements, separate interviews by school personnel with both the child and the parent(s) will evaluate the child's level of motivation and interest in learning. **In addition, the school will conduct an assessment of the child to determine an extraordinary level of kindergarten readiness.**

Parent Signature _____ Date Submitted _____

Early Entry to Kindergarten

Children who will reach their fourth birthday by April 16 may enter kindergarten if they demonstrate an extraordinary level of academic ability and maturity.

Parents must submit the required early admission information to the school by June 1st of the school's instructional year. The school must respond within three (3) weeks. It is the responsibility of the Director and/or the Director's designee to find that the child has extraordinary academic ability and the maturity to justify admission.

When submission of the information meets the minimum eligibility requirements, separate interviews by school personnel with both the child and the parent(s) will evaluate the child's level of motivation and interest in learning. **In addition, the school will conduct an assessment of the child to determine an extraordinary level of kindergarten readiness.**

Please click [here](#) to download the information for Early Entry to Kindergarten.

Early Entry to Kindergarten Parent Observation Checklist

Child's Name: _____ School: _____

Parent's Name: _____ Date: _____

Please place a check in each column that applies. If you check a column "Quite Often" or "Almost Always", give an example from your child's life in the right hand column.

	Seldom or Never	Sometimes	Quite Often	Almost Always	Example from your child's life
My child is a "self-starter" who works well alone, needing few directions and little supervision.					
My child independently reasons things out for himself/herself.					
My child easily draws conclusions from presented information.					
My child is able to go from the concrete to the abstract.					
My child sets high personal goals and expects to see results from his/her work.					
My child avoids typical ways of doing things choosing instead to find a new way to approach a problem or topic.					
My child continues to work on a project even when faced with temporary defeats and slow results.					
My child needs little external motivation and enjoys the challenge of new and different topics.					
My child is curious about the "how and why" of his/her surroundings.					

	Seldom or Never	Sometimes	Quite Often	Almost Always	Example from your child's life
My child is willing to challenge accepted ideas.					
My child is keenly observant; he/she usually “sees more or gets more” out of a story, film, experiment, problem, etc than others.					
My child shows emotional sensitivity to world issues.					
My child is concerned with right and wrong and good and bad.					
My child uses advanced vocabulary for his/her age in written and oral communication.					
My child demonstrates expressive and effective use of words, numbers, and symbols.					
My child demonstrates a large number of ideas or solutions and elaborates upon them.					
My child is an innovative risk taker who finds imaginative ways of solving problems.					
My child displays a keen sense of humor.					
My child is individualistic and does not fear being different.					
My child strives towards perfection and is self-critical.					
My child adapts readily to new situations.					

	Seldom or Never	Sometimes	Quite Often	Almost Always	Example from your child's life
My child is adamant about his/her beliefs.					
My child prefers working or playing alone rather than doing something “just to go along with the group”.					
My child reads a great deal and frequently selects books beyond his/her age.					
My child enjoys learning for its own sake.					
My child displays and intense interest and skill in an area.					

Early Check Outs

Just as absent or tardy students cannot fully participate in all learning opportunities, students who are checked out early miss valuable classroom time. Parents should consult the school calendar and make doctor's and other appointments after school or on teacher workdays when possible.

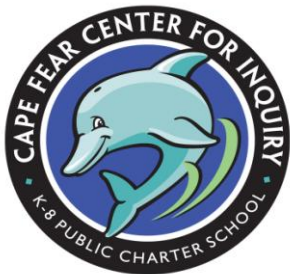
Students checked out for the day before 11:30am are absent for the day.

When a student is being checked out, the parent must sign the child out in the front office. The school will not honor requests that the child wait in the front office at a specific time or meet their parent in the parking lot. Students will not be released to siblings less than 18 years of age. Parents should allow time for following the procedure above.

*****Please notify the school before 2:30 PM if there are any changes in your child's method of transportation from school. To ensure a safe and orderly dismissal, checkouts are not permitted after 2:30 PM.**

Student Release

Each student must have on file a list of people to whom they may be released from school. Though it may cause an occasional inconvenience, this policy is essential for each child's safety. If students are to ride with someone not on his or her list of people to whom they may be released, a signed note or email MUST be sent by a parent giving permission. **Any person picking a student up should be prepared to show ID.** Students will not be allowed to use the telephone to arrange transportation during the school day.



IN _____

WL# _____

For office use only

**Application for
Prospective Students 2017/18**

Due on or before January 31 , 2017

Lottery Number _____

In order for the application to be considered complete, fill in all information. Please print all information requested (except where asked to provide a signature.)

STUDENT INFORMATION

Grade Level Entering _____

Applicant's Name: _____

First

Middle

Last

Applicant's Address: _____

Street

City

Zip Code

Applicant's Home Telephone: _____ Cell: _____

Applicant's Date of Birth: _____

***Kindergarten applicants must be 5 years old on or before Aug. 31, 2017 to apply**

GUARDIAN INFORMATION *Please complete guardian information below as appropriate.*

Mother/Guardian Name: _____

Mother/Guardian Occupation: _____ Work Phone: _____

Mother/Guardian Address: _____

Father/Guardian Name: _____

Father/Guardian Occupation: _____ Work Phone: _____

Father/Guardian Address: _____

E-mail address: _____

******Please include e-mail address******

We use email to initially notify you about your child's enrollment status. It is important that this information is provided unless you do not have a valid email address.

PREVIOUS SCHOOL HISTORY

Last school applicant attended _____

2016/17(current) grade level:_____ **Was this a private, public or homeschool?** _____

(If last school was **out of state**, please list contact information (phone #, address, etc.)_____

Currently, is the applicant suspended or expelled from school? (circle one) Yes No

If yes, please state the reason for suspension/expulsion. _____

*****Homeschool applicants please request additional packet from the front office for information on testing requirements. We cannot guarantee grade levels applied for with regard to homeschool applicants without receiving testing documentation prior to our lottery.**

TRANSPORTATION PLAN

The founders of CFCI had to set priorities in how resources would be utilized. In our charter with the state, we chose to emphasize quality teachers and safe facility over providing an elaborate transportation system for students. Therefore, we do not provide buses for transportation. Parents are responsible for providing transportation to and from school. We encourage neighborhood car pools and we are on a city bus line.

MEALS

Meals are not provided on site. Parents are responsible for providing nutritious lunches and snacks from home.

OTHER

If you believe your child qualifies as a fourth or fifth priority listed below, please explain in the space provided so that CFCI can review appropriate records.

Siblings of students who have completed the highest grade level offered by CFCI and who were enrolled in at least four grade levels offered by CFCI will be given a **fourth priority**. Students who were enrolled in CFCI within the two previous school years but left the school to participate in an academic study abroad program or a competitive admission residential program or because of the vocational opportunities of the student's parent will be given a **fifth priority**.

*On the first day of school, **all** families will receive a form for free lunch. **You must fill out and return the form.** If you qualify, a lunch will be provided by the school if you request it. All information will be kept confidential.*

I/We, _____ (applicant's parents/guardians) understand the school's programs and policies. We are aware of and willing to support the transportation and meal plans.

Parent/Guardian signature

Date

(Please keep this page for your information)

Cape Fear Center for Inquiry

Application and Enrollment Process for Prospective Students

Statement of Non-Discriminatory Policy

The Cape Fear Center for Inquiry shall not discriminate against any student on the basis of gender, race, creed, color, religion, national origin, age, ancestry, disability, or measures of intellectual ability or achievement or aptitude or athletic ability in its admissions or education programs. Tuition or admission fees shall not be charged to any student.

Application Period

Applications for prospective students will be distributed at scheduled parent meetings during the month of **January**. These meetings will be announced on our website. **Completed applications must be returned to the school office on or before 4:00 p.m. on January 31, 2017, or, if mailed, they must be postmarked on or before that date to be included in the lottery.** Our address is: 2525 Wonder Way, Wilmington, NC 28401 and our fax number is: 910-362-0048. The lottery will be held on **February 23rd, at 9:00 a.m.** in the multi-purpose room at CFCI. You need not be present at the lottery, but are welcome to attend.

Admissions

Admission to the school is based on a lottery system. There will be a random drawing of lottery numbers to establish enrollment and waiting lists. Maximum class size limits of **20** students in each K and 1st grade class, **22** in each 2nd and 3rd grade class, and **24** in each 4th - 8th grade class will determine the numbers of students allotted for each class. A waiting list will be established using the lottery system whenever capacity is exceeded and the **students on the list will be contacted if and when openings occur in the current school year only.** **The waiting list does not roll over to the following school year. A new application must be completed and turned in to the main school office each school year to be included in the lottery.**

The following exceptions to the lottery and admissions process may be made each year, in accordance with the 1997 amendments to G.S. 115C-238.29:

Currently enrolled students will be given **first** priority. Children of CFCI teachers and the director will be given **second** priority. Siblings of currently enrolled students will be given **third** priority. Siblings constitute brother or sister, half-brother, half-sister, stepbrother, stepsister, foster child **who resides in the same household as the currently enrolled student**. Siblings of students who have completed the highest grade level offered by CFCI and who were enrolled in at least four grade levels offered by CFCI will be given a **fourth** priority. Students who were enrolled in CFCI within the two previous school years but left the school to participate in an academic study abroad program or a competitive admission residential program or because of the vocational opportunities of the student's parent will be given a **fifth** priority.

Enrollment

Once a student has been admitted to the Cape Fear Center for Inquiry, formal enrollment is required to reserve the student's space in the school. **Enrollment will take place during the month of March, 2017.** The enrollment procedure will ensure that the school has information necessary to acquire student records which are needed to meet State Board of Education records requirements for charter schools. This information includes birth certificate, immunization record, and transfer records from previous schools (public, private or home schools) including test scores, IEP/504 records and behavioral records. **Academic records are not needed during the enrollment period, but we must receive the enrollment form along with a copy of the birth certificate and immunization record.** A student who has been admitted but who is not enrolled by **March 30, 2017** will be removed from the list. Waiting lists will be maintained from the time of the lottery through the 20th day of school of the upcoming year. If and when an opening in any grade should occur, the next child on the wait list will be called. After March 30th, parents have **48 hours** in which to enroll from the time the offer is extended. If enrollment does not take place within this time frame, the application will be withdrawn. No new students will be admitted after the 20th day of school.

Cape Fear Center for Inquiry

New Student Enrollment Form 2018/19

FAX #: 910-362-0048

****Must be received on or before April 6, 2018****

Please attach copies of birth certificate, proof of residency, and immunization records

Student Information

Student Name: _____
Last First Middle Nickname/Preferred

Date of Birth: _____ Grade entering: _____

Address: (No P.O. Box numbers!) ****Please provide proof of residency (copy of driver's license, utility bill, lease agreement, etc.)**

Street City State Zip Code

Mailing address (if different from above): _____

Home Phone: () _____ Gender: () Male () Female

Race: (circle one or more) White Black American Indian Hawaiian/Pacific Islander Asian

Ethnicity: (circle one) Hispanic Non-Hispanic

First language (if other than English) _____

Parent Information

Parent/Guardian 1: _____ ()
Last First Middle Relationship to Child

Address: _____
Street City State Zip Code

* E-mail: _____

Home Phone: () _____ Work Phone: () _____ Cell: () _____

Business Name/Address: _____ Occupation: _____

Parent/Guardian 2: _____ ()
Last First Middle Relationship to Child

Address: _____
Street City State Zip Code

* E-mail: _____

Home Phone: () _____ Work Phone: () _____ Cell: () _____

Business Name/Address: _____ Occupation: _____

Student resides with:

Both parents: _____ % of time

Parent 1 (Relationship to Child): _____ % of time

Parent 2 (Relationship to Child): _____ % of time

Guardian (Relationship to Child): _____ % of time

For student safety, relevant custody papers and/or court orders must be on file with the school. If custody papers and/or any court orders exist pertaining to your child(ren), please provide a copy to the school office with enrollment records.

Medical Information

*Does your child have any **allergies or medical conditions** the school staff should be aware of? Yes _____ No _____

*Has your child experienced a **head injury of any kind** (e.g., concussion) in the past year? Yes _____ No _____

If yes to either question above, briefly explain: _____

If your child will require medication during school hours, prescription and/or non-prescription (ie, Tylenol, cough syrup, Benydryl, etc.) please provide a Physician's Authorization form signed by you and your child's doctor indicating the type of medication, dosage, and dispensing instructions.

Educational Information

2017/2018 grade(current): _____ *New students: If child was in 5th grade this year, list the middle school he/she would have been assigned to: _____

Name of Current or previous school: _____

Address: _____
Street City County State Zip Code

Please check if home schooled ☐

If homeschooled, are testing documents included? _____ YES _____ NO

*Testing results are required to be submitted by June 1st of the application year. Failure to do so may result in the loss of your child's spot.

Exceptional Children Program Information

If your child has been identified for special services please complete this section. If not, please skip this section.

Does the applicant currently have an Individual Education Plan (IEP), 504 Plan or any other special needs (physical, medical, etc.)? Check one: _____ Yes _____ No

If yes, briefly describe what modifications are required. Please attach a copy of the IEP, 504 Plan, or any other relevant documentation.

As the parent/guardian of this student, I attest that all information provided on this form is true and complete to the best of my knowledge. Willful misrepresentation of any information may result in denial of enrollment.

Parent/guardian signature

Disclosure of Personal Information

At times it may be appropriate to release information regarding your child, such as name, address, or phone number. These incidences may include, but are not limited to: school directory, class rosters, car pool lists, etc. The information **will only be released within the CFCI community** as deemed appropriate by the CFCI Board of Directors or faculty members.

Check one of the following and sign below:

_____ I **authorize** information regarding my child to be disclosed within the CFCI community as deemed appropriate by the CFCI Board of Directors or faculty members.

_____ I **do not** authorize any information to be disclosed regarding my child for any purpose other than educational needs.

Parent/Guardian signature

Date

CFCI Partnership Email List- Please check one of the following:

_____ Please include my email address in CFCI's Partnership Email list (Parent, Teacher, Student, Community Organization)

_____ Please do **not** include my email address in CFCI's Partnership Email list

Use of Photos/video

CFCI maintains its own website and occasionally likes to update photos of school events on the site. From time to time, photographs of CFCI students may appear on the website. Also photos of students may appear in the newspaper or on television. We would like to be able to use pictures of students in action (**we would not list their name or any other information about them without consent**) Also, on occasion, classroom events or field trips may be videotaped. Please let us know if it would be okay to allow pictures/videos including your child to be posted on our web site, in the newspaper, school newsletter, yearbook, or on television.

Check one of the following and sign below:

_____ I **authorize** CFCI to use photos/videos including my child as indicated above.

_____ I do **not** authorize CFCI to use photos/videos including my child as indicated above.

Parent/Guardian Signature

Date

Transportation & Meals

The founders of CFCI had to set priorities in how resources would be utilized. In our charter with the state, we choose to emphasize quality teachers and safe facility. As a result. . .

Transportation

CFCI does not offer transportation for students. Parents are responsible for providing transportation to and from school. We encourage neighborhood car pools and we are on a city bus line.

Meals

CFCI does not offer school lunch. Parents are responsible for providing a nutritious lunch and snack from home to be sent in with their child each morning. On the first day of school, all families will receive a form for free lunch. You must complete and return the form to the school. Once it has been processed and your qualification has been determined, your child will be provided a lunch by the school if you request it. All issues will be kept confidential.

I, the undersigned, have read the above information and understand the need to provide both transportation and lunch for my child(ren)

Parent/Guardian signature

Date

CFCI does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or disability

PARENT COLLABORATIVE NETWORK
RECOMMENDATIONS:

K-1 Representative- Jenny Whitney

2-3 Representative- Sarah Raper

4-5 Representative- Elaine Jack

6-8 Representatives- Kelli Flowers & Keri Wray

Cape Fear Center for Inquiry

New Student Enrollment Form 2018/19

FAX #: 910-362-0048

****Must be received on or before April 6, 2018****

Please attach copies of birth certificate, proof of residency, and immunization records

Student Information

Student Name: _____
Last First Middle Nickname/Preferred

Date of Birth: _____ Grade entering: _____

Address: (No P.O. Box numbers!) ****Please provide proof of residency (copy of driver's license, utility bill, lease agreement, etc.)**

Street City State Zip Code

Mailing address (if different from above): _____

Home Phone: () _____ Gender: () Male () Female

Race: (circle one or more) White Black American Indian Hawaiian/Pacific Islander Asian

Ethnicity: (circle one) Hispanic Non-Hispanic

First language (if other than English) _____

Parent Information

Parent/Guardian 1: _____ (_____)
Last First Middle Relationship to Child

Address: _____
Street City State Zip Code

* E-mail: _____

Home Phone: () _____ Work Phone: () _____ Cell: () _____

Business Name/Address: _____ Occupation: _____

Parent/Guardian 2: _____ (_____)
Last First Middle Relationship to Child

Address: _____
Street City State Zip Code

* E-mail: _____

Home Phone: () _____ Work Phone: () _____ Cell: () _____

Business Name/Address: _____ Occupation: _____

Student resides with:

Both parents: _____ % of time

Parent 1 (Relationship to Child): _____ % of time

Parent 2 (Relationship to Child): _____ % of time

Guardian (Relationship to Child): _____ % of time

For student safety, relevant custody papers and/or court orders must be on file with the school. If custody papers and/or any court orders exist pertaining to your child(ren), please provide a copy to the school office with enrollment records.

Medical Information

*Does your child have any **allergies or medical conditions** the school staff should be aware of? Yes _____ No _____

*Has your child experienced a **head injury of any kind** (e.g., concussion) in the past year? Yes _____ No _____

If yes to either question above, briefly explain: _____

If your child will require medication during school hours, prescription and/or non-prescription (ie, Tylenol, cough syrup, Benydryl, etc.) please provide a Physician's Authorization form signed by you and your child's doctor indicating the type of medication, dosage, and dispensing instructions.

Educational Information

2017/2018 grade(current): _____ *New students: If child was in 5th grade this year, list the middle school he/she would have been assigned to: _____

Name of Current or previous school: _____

Address: _____
Street City County State Zip Code

Please check if home schooled ☐

If homeschooled, are testing documents included? _____ YES _____ NO

*Testing results are required to be submitted by June 1st of the application year. Failure to do so may result in the loss of your child's spot.

Exceptional Children Program Information

If your child has been identified for special services please complete this section. If not, please skip this section.

Does the applicant currently have an Individual Education Plan (IEP), 504 Plan or any other special needs (physical, medical, etc.)? Check one: _____ Yes _____ No

If yes, briefly describe what modifications are required. Please attach a copy of the IEP, 504 Plan, or any other relevant documentation.

As the parent/guardian of this student, I attest that all information provided on this form is true and complete to the best of my knowledge. Willful misrepresentation of any information may result in denial of enrollment.

Parent/guardian signature

Disclosure of Personal Information

At times it may be appropriate to release information regarding your child, such as name, address, or phone number. These incidences may include, but are not limited to: school directory, class rosters, car pool lists, etc. The information **will only be released within the CFCI community** as deemed appropriate by the CFCI Board of Directors or faculty members.

Check one of the following and sign below:

_____ I **authorize** information regarding my child to be disclosed within the CFCI community as deemed appropriate by the CFCI Board of Directors or faculty members.

_____ I **do not** authorize any information to be disclosed regarding my child for any purpose other than educational needs.

Parent/Guardian signature

Date

CFCI Partnership Email List- Please check one of the following:

_____ Please include my email address in CFCI's Partnership Email list (Parent, Teacher, Student, Community Organization)

_____ Please do **not** include my email address in CFCI's Partnership Email list

Use of Photos/video

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Check one of the following and sign below:

_____ I **authorize** CFCI to use photos/videos including my child as indicated above.

_____ I do **not** authorize CFCI to use photos/videos including my child as indicated above.

Parent/Guardian Signature

Date

Transportation & Meals

The founders of CFCI had to set priorities in how resources would be utilized. In our charter with the state, we choose to emphasize quality teachers and safe facility. As a result. . .

Transportation

CFCI does not offer transportation for students. Parents are responsible for providing transportation to and from school. We encourage neighborhood car pools and we are on a city bus line.

Meals

CFCI does not offer school lunch. Parents are responsible for providing a nutritious lunch and snack from home to be sent in with their child each morning. On the first day of school, all families will receive a form for free lunch. You must complete and return the form to the school. Once it has been processed and your qualification has been determined, your child will be provided a lunch by the school if you request it. All issues will be kept confidential.

I, the undersigned, have read the above information and understand the need to provide both transportation and lunch for my child(ren)

Parent/Guardian signature

Date

CFCI does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or disability

Cape Fear Center for Inquiry



North Carolina Early Entry to Kindergarten Process

The North Carolina General Assembly passed BH-1099, allowing early admission to Kindergarten of a child who has reached his/her fourth birthday by April 16th if the child demonstrates extraordinary academic ability and maturity. The State of North Carolina has created standards for the principal to use in determining if a child is appropriate for early entrance to kindergarten. Once the principal receives the minimum requirements the principal shall confer with a committee of professional educators to consider for each child various standards that will indicate readiness.

Standards established by the state of North Carolina are described as follows:

- ☐ **Student Aptitude-** The child shall score at the 98th percentile on a standard individual test of intelligence such as the *Stanford-Binet*, *The Wechsler Preschool and Primary Scale of Intelligence*, *the Kaufman Anderson*, or any other comparable tests, that shall be administered by a licensed psychologist.*
- ☐ **Achievement-** The child shall score at the 98th percentile on either Reading or Mathematics on a standard test such as the *Metropolitan Readiness Test*, *the Stanford Early School Achievement test*, *the Mini Battery of Achievement*, *the Woodcock-Johnson*, *the Test of Early Mathematics (TEMA)*, *the Test of Early Reading Ability (TERA)* or any other comparable tests that shall be administered by a licensed psychologist.*
- ☐ **Performance-** The child shall be able to perform tasks well above same-age peers as evidenced by behaviors in one or more areas such as independent reading, problem-solving skills, advanced vocabulary, and some writing fluency. The parent shall submit a sample of the child's work that shows outstanding examples of ability in any area including, but not limited to, art, mathematics, writing, dramatic play, creative productions, science, or social interactions.
- ☐ **Observable Student Behavior/Student Interest-** The child shall demonstrate social and developmental maturity sufficient to participate in a structured setting for a full school day. The child shall be capable of following verbal instructions and functioning independently within a group. The parent shall provide two recommendation letters (from non-family members) with specific documentation of physical and social maturity from preschool teachers, child care workers, pediatricians, or others who have direct knowledge of the child. Useful documentation checklists include *The California Preschool Competency Scale*, *the Harrison Scale* or any other comparable scale of early social development.
- ☐ **Motivation/Student Interest-** The principal or principal's designee shall conduct an informal interview with the child and a more structured interview to determine if the child displays a thirst for knowledge and seeks new and challenging learning situations.

***Parents are responsible for arranging and paying for this test. CFCI cannot provide a recommendation for a psychologist. It is recommended parents/guardians obtain recommendations from the child's pediatrician or family physician.**

Parents wishing to have their children considered must submit information by June 1st of the school's instructional year. All testing should be administered after the April 16th that follows the child's fourth birthday. The Director shall decide whether to grant the parent's request for enrollment within three weeks of receiving this information. The Director may conditionally enroll the child for up to ninety days in order to observe whether the child is able to adjust to the school setting. If the Director determines that the child has not adjusted to the school setting, the Director shall deny the request for enrollment. However, before the child is exited from school, the Director shall invite the parent to assist in the development of intervention strategies for the child. If those strategies are not successful, the Director shall provide the parents at least 10 days notice before exiting the child from school so the parent may arrange child care, if needed.

Steps for Parents to Take

1. Schedule aptitude and achievement tests with a licensed private psychologist. It is recommended you receive a referral from your pediatrician or your family physician. Testing is at the cost of the parent and must occur after April 16th.
2. If the child meets the minimum testing expectations of 98% percentile on aptitude and 98% percentile on reading, or math achievement, begin to gather work samples and letters of recommendations. **If the child does not meet these expectations the process should stop.**
3. Upon gathering all standard information: aptitude scores, achievement scores, performance or work samples, and letters of recommendation (from non-family members), complete the application for early admission to kindergarten (page four of this packet).
4. Submit all documentation and application to the school.
5. If an administrator feels the submitted packet meets the minimum requirements, a school-based interview/assessment will be scheduled to meet the child and parent.
6. Upon a final decision regarding the placement of a candidate, parents may reach out to the appropriate learning community if questions or concerns arise.

Is Early Entry to Kindergarten the best choice for your child?

The early entrance for kindergarten process is designed to provide an opportunity for students to enter kindergarten early. The process is designed for students who are not only academically ready and advanced, but who are also demonstrating advanced characteristics socially, emotionally, and developmentally that would demonstrate readiness for the elementary classroom environment. Students who are ready for kindergarten early are advanced in multiple areas when compared to their same-age peers, or other four year-olds of the same birth month. Advancement is necessary in multiple areas as kindergarten's expectations are heavily based on academics and preparing our students for the 21st century. Many students can demonstrate academic ability based on the exposure provided by parents and day care settings; however, few children will demonstrate the aptitude, or thinking ability, needed to enter kindergarten early. When considering early entrance into kindergarten, keep in mind it is a process designed to meet the academic and social needs of the child, not as a replacement for child care. Students accepted into kindergarten early will be placed in a class where peers could be up to two years older.

The following factors and questions should be considered when determining if the early entrance process is something you wish to pursue for your child:

Questions to consider	Factors/Characteristics to consider
<ul style="list-style-type: none">• Is my child capable of working successfully with children who are one year older?• Does my child adapt well to change, or will the adjustment frustrate him/her?• What long term impacts will early kindergarten placement have on my child's long term academic career (e.g. beginning college and high school a year early)?• Does my child ask questions to advance his/her learning?• Can my child decode challenging words?• Does my child have an understanding of basic math concepts, such as shapes, time, number recognition?• Does my child demonstrate leadership with same-age peers?• Is my child able to maintain interest for long periods of time?• Does my child demonstrate a curiosity about learning new things?• Does my child demonstrate strong memory and recall skills?• Is my child able to maintain a structured schedule for longer periods of time than same-age peers?	<p>My child...</p> <ul style="list-style-type: none">• Believes he/she can experience success at new tasks• Can maintain personal care and hygiene with little assistance from adults (e.g. use the bathroom, tie shoes, button and zip garments)• Thoughtfully considers feedback and adjusts behavior appropriately• Has the ability to focus attention for long periods of instruction• Demonstrates fine and large motor skills coordination• Can be separated from a parent without being upset• Demonstrates strong interpersonal skills with age-mates and older peers• Follows routines and schedules• Is enthusiastic about routines and schedules• Follows given and multi step directions

CFCI APPLICATION FOR EARLY ADMISSION TO KINDERGARTEN

Based on North Carolina Law and State Standards for Early Admission

It is the responsibility of the parents/guardians to present information to the school to support that the child has extraordinary academic ability and is appropriately mature to justify early admission.

STUDENT NAME: _____
Last First Middle

BIRTHDATE: _____

PARENT'S NAMES: _____

ADDRESS: _____

PHONE: HOME _____ OTHER _____

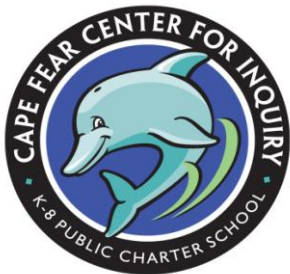
HOME SCHOOL: _____

Information to Submit	Meets Expectation	Score (If applicable)
APTITUDE TEST SCORE OF 98% on a standard individual test of intelligence administered by a licensed psychologist after April 16 th .	Yes _____ No _____	Full Scale IQ Percentile _____
ACHIEVEMENT TESTS SCORE OF 98% on a standard individual test in reading or math administered by a licensed psychologist after April 16 th .	Yes _____ No _____ *Note: Score meets or exceeds 98% in reading or math	Reading Percentile _____ Math Percentile _____
North Carolina Standards for Early Entry to Kindergarten are that a child meets the aptitude and achievement test expectations. If a child does not meet both aptitude and achievement test expectations the process stops here and a submission to the school is not necessary.		

Information to Submit	Please initial that the following documents are included:
STUDENT WORK showing outstanding ability in any of the following areas: art, math, writing, dramatic play, creative productions, science, reading, social interactions, etc. Maximum of six items. Quality will be given greater consideration than quantity.	
TWO LETTERS OF RECOMMENDATION with specific documentation of physical and social maturity from child care workers, pediatricians, or others with direct knowledge of the child (non-family members).	

When submission of the information listed above meets the minimum eligibility requirements, separate interviews by school personnel with both the child and the parent(s) will evaluate the child's level of motivation and interest in learning. **In addition, the school will conduct an assessment of the child to determine an extraordinary level of kindergarten readiness.**

Parent Signature _____ Date Submitted _____



IN _____

WL# _____

For office use only

**Application for
Prospective Students 2017/18**

Due on or before January 31 , 2017

Lottery Number _____

In order for the application to be considered complete, fill in all information. Please print all information requested (except where asked to provide a signature.)

STUDENT INFORMATION

Grade Level Entering _____

Applicant's Name: _____

First

Middle

Last

Applicant's Address: _____

Street

City

Zip Code

Applicant's Home Telephone: _____ Cell: _____

Applicant's Date of Birth: _____

***Kindergarten applicants must be 5 years old on or before Aug. 31, 2017 to apply**

GUARDIAN INFORMATION *Please complete guardian information below as appropriate.*

Mother/Guardian Name: _____

Mother/Guardian Occupation: _____ Work Phone: _____

Mother/Guardian Address: _____

Father/Guardian Name: _____

Father/Guardian Occupation: _____ Work Phone: _____

Father/Guardian Address: _____

E-mail address: _____

******Please include e-mail address******

We use email to initially notify you about your child's enrollment status. It is important that this information is provided unless you do not have a valid email address.

PREVIOUS SCHOOL HISTORY

Last school applicant attended _____

2016/17(current) grade level:_____ **Was this a private, public or homeschool?** _____

(If last school was **out of state**, please list contact information (phone #, address, etc.)_____

Currently, is the applicant suspended or expelled from school? (circle one) Yes No

If yes, please state the reason for suspension/expulsion. _____

*****Homeschool applicants please request additional packet from the front office for information on testing requirements. We cannot guarantee grade levels applied for with regard to homeschool applicants without receiving testing documentation prior to our lottery.**

TRANSPORTATION PLAN

The founders of CFCI had to set priorities in how resources would be utilized. In our charter with the state, we chose to emphasize quality teachers and safe facility over providing an elaborate transportation system for students. Therefore, we do not provide buses for transportation. Parents are responsible for providing transportation to and from school. We encourage neighborhood car pools and we are on a city bus line.

MEALS

Meals are not provided on site. Parents are responsible for providing nutritious lunches and snacks from home.

OTHER

If you believe your child qualifies as a fourth or fifth priority listed below, please explain in the space provided so that CFCI can review appropriate records.

Siblings of students who have completed the highest grade level offered by CFCI and who were enrolled in at least four grade levels offered by CFCI will be given a **fourth priority**. Students who were enrolled in CFCI within the two previous school years but left the school to participate in an academic study abroad program or a competitive admission residential program or because of the vocational opportunities of the student's parent will be given a **fifth priority**.

*On the first day of school, **all** families will receive a form for free lunch. **You must fill out and return the form.** If you qualify, a lunch will be provided by the school if you request it. All information will be kept confidential.*

I/We, _____ (applicant's parents/guardians) understand the school's programs and policies. We are aware of and willing to support the transportation and meal plans.

Parent/Guardian signature

Date

(Please keep this page for your information)

Cape Fear Center for Inquiry

Application and Enrollment Process for Prospective Students

Statement of Non-Discriminatory Policy

The Cape Fear Center for Inquiry shall not discriminate against any student on the basis of gender, race, creed, color, religion, national origin, age, ancestry, disability, or measures of intellectual ability or achievement or aptitude or athletic ability in its admissions or education programs. Tuition or admission fees shall not be charged to any student.

Application Period

Applications for prospective students will be distributed at scheduled parent meetings during the month of **January**. These meetings will be announced on our website. **Completed applications must be returned to the school office on or before 4:00 p.m. on January 31, 2017, or, if mailed, they must be postmarked on or before that date to be included in the lottery.** Our address is: 2525 Wonder Way, Wilmington, NC 28401 and our fax number is: 910-362-0048. The lottery will be held on **February 23rd, at 9:00 a.m.** in the multi-purpose room at CFCI. You need not be present at the lottery, but are welcome to attend.

Admissions

Admission to the school is based on a lottery system. There will be a random drawing of lottery numbers to establish enrollment and waiting lists. Maximum class size limits of **20** students in each K and 1st grade class, **22** in each 2nd and 3rd grade class, and **24** in each 4th - 8th grade class will determine the numbers of students allotted for each class. A waiting list will be established using the lottery system whenever capacity is exceeded and the **students on the list will be contacted if and when openings occur in the current school year only.** **The waiting list does not roll over to the following school year. A new application must be completed and turned in to the main school office each school year to be included in the lottery.**

The following exceptions to the lottery and admissions process may be made each year, in accordance with the 1997 amendments to G.S. 115C-238.29:

Currently enrolled students will be given **first** priority. Children of CFCI teachers and the director will be given **second** priority. Siblings of currently enrolled students will be given **third** priority. Siblings constitute brother or sister, half-brother, half-sister, stepbrother, stepsister, foster child **who resides in the same household as the currently enrolled student**. Siblings of students who have completed the highest grade level offered by CFCI and who were enrolled in at least four grade levels offered by CFCI will be given a **fourth** priority. Students who were enrolled in CFCI within the two previous school years but left the school to participate in an academic study abroad program or a competitive admission residential program or because of the vocational opportunities of the student's parent will be given a **fifth** priority.

Enrollment

Once a student has been admitted to the Cape Fear Center for Inquiry, formal enrollment is required to reserve the student's space in the school. **Enrollment will take place during the month of March, 2017.** The enrollment procedure will ensure that the school has information necessary to acquire student records which are needed to meet State Board of Education records requirements for charter schools. This information includes birth certificate, immunization record, and transfer records from previous schools (public, private or home schools) including test scores, IEP/504 records and behavioral records. **Academic records are not needed during the enrollment period, but we must receive the enrollment form along with a copy of the birth certificate and immunization record.** A student who has been admitted but who is not enrolled by **March 30, 2017** will be removed from the list. Waiting lists will be maintained from the time of the lottery through the 20th day of school of the upcoming year. If and when an opening in any grade should occur, the next child on the wait list will be called. After March 30th, parents have **48 hours** in which to enroll from the time the offer is extended. If enrollment does not take place within this time frame, the application will be withdrawn. No new students will be admitted after the 20th day of school.

Early Check Outs

Just as absent or tardy students cannot fully participate in all learning opportunities, students who are checked out early miss valuable classroom time. Parents should consult the school calendar and make doctor's and other appointments after school or on teacher workdays when possible.

Students checked out for the day before 11:30am are absent for the day.

When a student is being checked out, the parent must sign the child out in the front office. The school will not honor requests that the child wait in the front office at a specific time or meet their parent in the parking lot. Students will not be released to siblings less than 18 years of age. Parents should allow time for following the procedure above.

*****Please notify the school before 2:30 PM if there are any changes in your child's method of transportation from school. To ensure a safe and orderly dismissal, checkouts are not permitted after 2:30 PM.**

Student Release

Each student must have on file a list of people to whom they may be released from school. Though it may cause an occasional inconvenience, this policy is essential for each child's safety. If students are to ride with someone not on his or her list of people to whom they may be released, a signed note or email MUST be sent by a parent giving permission. **Any person picking a student up should be prepared to show ID.** Students will not be allowed to use the telephone to arrange transportation during the school day.

Early Entry to Kindergarten

Children who will reach their fourth birthday by April 16 may enter kindergarten if they demonstrate an extraordinary level of academic ability and maturity.

Parents must submit the required early admission information to the school by June 1st of the school's instructional year. The school must respond within three (3) weeks. It is the responsibility of the Director and/or the Director's designee to find that the child has extraordinary academic ability and the maturity to justify admission.

When submission of the information meets the minimum eligibility requirements, separate interviews by school personnel with both the child and the parent(s) will evaluate the child's level of motivation and interest in learning. **In addition, the school will conduct an assessment of the child to determine an extraordinary level of kindergarten readiness.**

Please click [here](#) to download the information for Early Entry to Kindergarten.

Cape Fear Center for Inquiry



Enrolling Students Who Were Previously Homeschooled

Parents of children who have been homeschooled should take note of the following information and pay particular attention to submission requirements and dates with regard to application and enrollment.

In North Carolina, an annual standardized test should be administered to all homeschooled students from the age of 7 until their graduation from your Homeschool Program. 5 & 6 year old students should be tested annually if they are enrolled in an open home school listed with DNPE.

The North Carolina home school testing law requires that the test satisfy three criteria. The test must be nationally standardized (reports scores as *national* percentiles, stanines and/or grade equivalents and compares student test results to a national norm); be an *achievement* test (one measuring subject knowledge); and, cover at least the subject areas of:

- English Grammar
- Reading
- Spelling
- Mathematics

Below are some examples of tests that you can consider:

- The California Achievement Test (CAT)
- The Iowa Test of Basic Skills (ITBS) – grades 1 – 8
- The Personalized Achievement Summary System (PASS)
- The Stanford Achievement Test
- Terra Nova Tests
- The Woodcock-Johnson Tests of Achievement

FAQ regarding testing

When do the tests need to be administered and ordered?

State law requires that they be administered annually. No exceptions are allowed for any reason.

Once the home school has filed its Notice of Intent with DNPE, the student(s) must be administered the test within the first twelve months of DNPE's initial acknowledgment of your Notice of Intent (date shown on your email as the date school was opened) and then once during each of the following consecutive twelve month periods.

For more valid comparison purposes, it is *recommended* that the student(s) be tested each successive year during that same month.

Who pays the financial cost of the annual testing of my child?

The parent/guardian who serves as the chief administrator of the home school pays for it. There are no government (state or federal) or private funding sources available to pay any part of its cost.

Is testing required for special needs children?

Yes. The home school law (unlike public school law) does *not* allow for exemptions from the annual testing requirement.

However, the law does permit, for example, the administering of a 2nd grade level test to a 13 year old who is functioning academically at the 2nd grade level. Note that the science and social studies sections of the test are *recommended* but are *not required by statute*.

In addition, North Carolina home school law does not mandate that the student achieve a certain minimum score on the nationally standardized test in order for the parent/guardian to be legally permitted to continue to home school that student during the following (or any future) school year.

Non-reader test editions are permitted and are available.

Are there any exceptions to the testing requirement?

No. North Carolina's law addressing the annual nationally standardized testing of non-public school students (both home and conventional) makes no exceptions for any reason.

What is the process for enrolling a homeschooled student back in public school?

Home school laws do not address this subject. Thus, North Carolina public school laws apply. Those laws give each local public school principal wide latitude in deciding what he/she will (or will not) accept as transfer credit into the local public school and what will be needed to enroll the student there.

If your child has been accepted into CFCI via our lottery system, testing results are required to be submitted to the school by June 1st of the application year. A best approach is to submit testing information along with your application to ensure accurate grade level applications. Failure to submit these required documents would constitute an incomplete enrollment packet and the school reserves the right to remove the student from the enrollment roster and offer the spot to the next student on the waiting list.

CFCI relies upon accurate and truthful information on the application forms. If a parent/legal guardian provides false or incorrect information on the application, such as but not limited to providing an incorrect grade level in order to obtain a better chance of enrollment, the application will be considered invalid and the student will be deemed ineligible for admission. If it is found that the tests submitted are not valid based on evidence presented by the parent/legal guardians, and/or test administrators, the application will be considered invalid and the student will be deemed ineligible for admission.

Who determines grade placement for home schooled 5 & 6 year old students?

[G.S. 115C-288\(a\)](#) empowers public school principals to grade and classify pupils in their respective schools.

[G.S. 115C-364\(c\)](#) states that the official student entry point into North Carolina's public schools shall be at the kindergarten level. The law, however, does not mandate how long the student must remain in that kindergarten class.

Early Entry to Kindergarten Parent Observation Checklist

Child's Name: _____ School: _____

Parent's Name: _____ Date: _____

Please place a check in each column that applies. If you check a column "Quite Often" or "Almost Always", give an example from your child's life in the right hand column.

	Seldom or Never	Sometimes	Quite Often	Almost Always	Example from your child's life
My child is a "self-starter" who works well alone, needing few directions and little supervision.					
My child independently reasons things out for himself/herself.					
My child easily draws conclusions from presented information.					
My child is able to go from the concrete to the abstract.					
My child sets high personal goals and expects to see results from his/her work.					
My child avoids typical ways of doing things choosing instead to find a new way to approach a problem or topic.					
My child continues to work on a project even when faced with temporary defeats and slow results.					
My child needs little external motivation and enjoys the challenge of new and different topics.					
My child is curious about the "how and why" of his/her surroundings.					

	Seldom or Never	Sometimes	Quite Often	Almost Always	Example from your child's life
My child is willing to challenge accepted ideas.					
My child is keenly observant; he/she usually “sees more or gets more” out of a story, film, experiment, problem, etc than others.					
My child shows emotional sensitivity to world issues.					
My child is concerned with right and wrong and good and bad.					
My child uses advanced vocabulary for his/her age in written and oral communication.					
My child demonstrates expressive and effective use of words, numbers, and symbols.					
My child demonstrates a large number of ideas or solutions and elaborates upon them.					
My child is an innovative risk taker who finds imaginative ways of solving problems.					
My child displays a keen sense of humor.					
My child is individualistic and does not fear being different.					
My child strives towards perfection and is self-critical.					
My child adapts readily to new situations.					

	Seldom or Never	Sometimes	Quite Often	Almost Always	Example from your child's life
My child is adamant about his/her beliefs.					
My child prefers working or playing alone rather than doing something “just to go along with the group”.					
My child reads a great deal and frequently selects books beyond his/her age.					
My child enjoys learning for its own sake.					
My child displays and intense interest and skill in an area.					



CFCI Meeting Agenda

Life Long Learning Committee

Date: 6.13.17

Present:

Visitors:

Next meeting:

I. Topic:

Discussion

PD 2017-2018...organic plan that we will continue to make adjustments to with full faculty input and as the year progresses. L3 wants to ensure that the plan laid out for the 2017-2018 school year is meeting our professional development needs in a balanced educationally strong format and calendar. See our DRAFT plan below.

Action or Request (if any)

++++DRAFT++++

Professional Development Days 2017-2018

Dates	PD
August 1	New Hires CFCI History/Overview of Who We Are – Lori R CFCI School Culture; how are we different? Sarah M. PIP/Self Reflection – TEC Committee Member
August 2	New hires MTSS process at CFCI – Lisa C EC overview and ties to MTSS – Lori B Human Resources; what you need to know – Jennifer S Meet your Mentor Lunch ☺
August 8	BT's and new hires Inquiry Teaching – Rene G Shared Leadership; the importance of your voice – Nancy K BT process for 2017/2018 (BTs only)– Jennifer P
August 15	Opening Meeting Coastal Horizons – team building on



CFCI Meeting Agenda



	campus Lunch – pot luck ☺ Responsive Classroom; Summer Training faculty and Michal and RC rubric
August 16	Workday 8:30-10:30; Opening Business Meeting; whole faculty 10:30-11:30 – Group faculty picture with individual pictures to follow 11:30-end of day – open workday
August 17	Open Workday Open House 5:30
August 18	Professional Development Day 8:30-11:30: Chromebook/iPad training (front load info. prior to session) 11:30-1:00: Lunch 1:00-3:00: Problem solving model (Singapore math)
August 21	Open Workday
August 22	FIRST DAY for students
August 30 (faculty meeting)	Inquiry PD
September 28 (1/2 day)	Open Workday
September 29	Professional Development Day MAP Assessment (NWEA) overview 8:30- 9:30 9:30-3:30; <ul style="list-style-type: none">• Loop level meetings with Lisa C regarding BOY data• EC and Specialists; own specific PD: need to have a plan in writing and discuss with Jennifer P prior to Sept 22nd
October 3 and 5	Curricular Conversations Specific date/time TBD by loop level
October 14 (Saturday)	UTOTES professional development
October 18 (faculty meeting)	Responsive Classroom PD
October 26 (1/2 day)(end Q1)	Open workday for report cards



CFCI Meeting Agenda



October 27	Professional Development Day Reading Comprehension; explicit instructional techniques
October 31 (Halloween)	<u><i>For faculty discussion:</i></u> dress a favorite historical figure and/or book character day (teacher must approve person chosen)
November 3	Grades due; report card printing
November 7 and 9	Curricular Conversations Specific date/time TBD by loop level
November 15 (faculty meeting)	Responsive Classroom PD
November 22 (day before T-day)	Open Workday
January 9 and 11	Curricular Conversations Specific date/time TBD by loop level
January 17 (faculty meeting)	Inquiry PD
January 22	End of Q2
January 26	Open Workday – report cards
February 6 and 8	Curricular Conversations Specific date/time TBD by loop level
February 14 (faculty meeting)	Responsive Classroom PD
February 22 (1/2 day)	????? (fac. feedback needed)
February 23	????? (fac. feedback needed)
March 6 and 8	Curricular Conversations Specific date/time TBD by loop level
March 21 (faculty meeting)	Inquiry PD
April 2 (Self Reflections Due)	Open Workday
April 6	End of Q3
April 18 (faculty meeting)	Responsive Classroom PD
April 27	Professional Development Day UTOTES and ????????
May 25-June 8	TESTING
June 8	LAST DAY for students
June 11	Open workday



CFCI Meeting Agenda



June 12	Open workday
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NOTES:

May 25-June 8 Last 10 days of school...all testing must take place during these dates