Cape Fear Center for Inquiry

Board of Directors Minutes

July 19, 2016- 6:00pm

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

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

Time	Subject	Chair/Presenter	Activity
6:00 PM	***Meeting called to order at 6:08pm by Cathey Luna.***	**Cathey Luna**	Action
6:01	***Approval of Board Minutes: 6/21/16*** • Todd motioned to approve minutes, Kristen seconded. All approved.	**Cathey Luna**	Action
6:02	***Visiting Faculty**** • N/A	**TBD**	Information
6:07	***Visiting Parent or Community Members**** • N/A	**TBD**	Information
6:10	***Director's Report*** • Lori Roy recognized our three **new board members-** Angela Carson- Partnership representative who was unable to today, but looks forward to August, Cathi Mintz- teacher board member and Lisa Buchanan our new Community Member approved in June who joins us from UNCW with the Watson College of Education. • Lori shared that **new board member training** took place prior to today's meeting. More resources will be shared virtually and all board members are encouraged to ask questions at any time. • **Conflict of Interest signing for all board members**- *postponed until August when Jennifer Solomon returns* • **Exceptional Children's Teacher Recommendation** ○ On June 27, 2016 an 8 member panel interviewed 3 candidates for the Exceptional Children's position. The panel unanimously recommends April Radabaugh. April is a licensed Special Education teacher with 8 years of teaching experience. April has	**Lori Roy**	Information/ Discussion Action

	served students with specific learning disabilities, autism, other health impairments, created and implemented IEPs and taught in collaborative classrooms. April brings both enthusiasm and a variety of experience to CFCI.
	• **7-8 English Language Arts Teacher Recommendation- Kim Carr**
	  ○ On July 5, 2016 a 10 member panel interviewed Kim Carr for the 7th and 8th grade ELA position. The panel was very intrigued and brought Kim back in to share an integrated lesson plan and discuss it in detail with the Middle Grades team and Lori Roy for a second interview. The panel highly recommends Kim Carr for the 7th/8th grade ELA position. Kim is a licensed K-6 teacher and 6-8 ELA/Social Studies teacher. She has experience, specifically in science, social studies and language arts. She comes highly recommended from her colleagues and her supervisors. Kim brings a love of learning, knowledge or a variety of curricular areas and age groups and experience to CFCI.
	• **Academic Intervention Specialist Recommendation- Lisa Cole**
	  ○ On July 11th, a 10 member panel with representatives from all loops including EC and Specials interviewed Lisa Cole for the Academic Intervention Specialist position. The panel unanimously recommends Lisa Cole for this position as she clearly has a strong understanding for both math and literacy and is confident in working with elementary and middle grades students. Lisa brings many of years of teaching experience to CFCI. She has her master's in Curriculum Instruction		

	and Supervision and has put that to work as a lead teacher in her school. She has served as a model teacher for others in New Hanover County in both literacy in math. She has a vast knowledge of the core curriculum areas and is experienced in integrating math and literacy into everything. She has a real passion for children and for helping adults and the committee is confident she will be a great fit for this position!
	• **Todd Fischer made a motion to approve the three teacher recommendations above. Kristin Hudson seconded that motion. All approved in favor.**
	• Update: Spanish position- **Interviews July 25th, recommendation for the August Board Meeting.**
	• **Summer Updates-**
	  o Lori shared the excitement about the new building color, updated the board on the immense success with Camp Invention in June and gave an update on the Professional Development plan for the new year including math PD with UNCW, Curricular Conversations with Brad Walker, plans for opening meeting, and Unit Planning with teams.
	  o Lori gave update that finances look good for the 2016-2017 school year and shared the school would be able to fund an additional Teaching Assistant to provide large support in grades 2-3, additional support in 4-5 and the small group of students who are taking both 8th grade math and Math 2 through the North Carolina Virtual Public School (NCVPS).
	• Network Administrator (former IT Specialist) job description and evaluation update
	  o Recommended job description was presented to the board. Discussion was made to add one additional		

	descriptor to address the importance of long term planning for our current one to one goal and other goals as they evolve. The wording is as follows: *Develop plan to deal with equipment obsolescence and the roll out of new technology that meets the current and future needs of CFCI.* Kristin Hudson made a motion to approve the job description with the addition of the line above. Todd Fischer seconded the motion. All in favor. o IT equipment has been ordered, but we are waiting on it's arrival. Todd offered to help find people to wire, etc. and work with Paul once equipment comes in. Lori will share with Paul/Kathy. o Todd Fischer, Jennifer Solomon, and Lori Roy will have an evaluation draft for this position to share with the Board of Directors in August. • Technology Committee- discussion about possible board committee (vote necessary) o Board discussed the importance and value of adding a board member to this committee. Discussion over the evolution of technology even since 2011. Board could help support big goals like current goal of 1:1 grades 5-8. Decision was made to move this to an August vote.		
6:35	***Partnership*** • Electronic election took place. 1st meeting will be August 8th at 5pm. Angela Carson will be the new Member at Large. Paige Houser will be co-chair, Amy Lambe- secretary and Mary Skerritt- treasurer. We are still waiting to hear about the resolution of the 501c3/Tax ID situation from last school year.	**Lori Roy**	Information

6:40	*Life Long Learning* • No Committee Report- update in Director's Report	**Jennifer Paetzold - Lori Roy today**	Information
6:50	*Finance* • Budget Report and Dashboard shared. Kathy Rettig will be at the August Board meeting and can answer any questions. She is also available and happy to sit down with any board member at any time to answer questions.	**Kathy Rettig- Lori Roy today**	Information/ Discussion/ Action
7:00	*Executive Committee* • Cathey shared the Committee opportunities for board members. Some Board members were prepared to share their committee preference. Kristin & Cathey- Finance, Lisa- Life Long Learning, Jackie & Todd - Technology, Cathi- PPRC, Todd- Development	**Cathey Luna**	Information

7:15	*Policy and Procedure Review*
	• Disabilities and Food Allergies Procedure for Handbook- 2nd read/vote
	  o Todd Fischer made a motion to accept the Disabilities and Food Allergies procedures as written. Kristin seconded the motion. All in favor. Motion approved.
	• Student Leave for Educational Opportunity Procedure for Handbook- 2nd read/vote
	  o Todd Fischer made a motion to approve the Student Leave for Educational Opportunity Procedures as written. Lisa Buchanan seconded the motion. All in favor. Motion passed.
		Lori Roy	Action

7:15	*Development Committee (Formerly Fundraising & Strategic)* • No Committee Report	**Lori Roy**	Information
7:15	*Other Announcements and/or Upcoming events:* • First teacher workday- August 16th • Open House- August 18th 5pm-7pm • First day of school: August 23rd!!! • Parent Meetings will be scheduled for all grade levels once school gets started. Middle Grades is planning a 6-8 meeting for parents and students to really help families understand the development of the middle	**Cathey Luna**	Information Action

	grades child as well as changing expectations from elementary to middle grades. • Next Executive Committee Meeting*: Tuesday, August 9th at 2pm at CFCI- Lori's office* • Next Board Meeting- August 16, 2016- 6pm- CFCI Museum Room		
7:15	***Closed Session for meeting critique*** *(NC statute 143-318.11)*	**Cathey Luna**	Discussion
7:20	***Adjournment***	**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@cfci.net with "CFCI Board Agenda" in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.
All requests and materials need to be submitted by noon on the first Friday of the month. Items not received by this time will not be considered for the following month's Board meeting. The Board Executive Committee reserves the right to determine whether the item is added to the agenda, to ask for additional information, or to redirect the request to an appropriate committee or person.

Cape Fear Center for Inquiry

Board of Directors Agenda

July 19, 2016- 6:00pm

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

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

Time	Subject	Chair/Presenter	Activity
6:00 PM	***Call to Order***	**Cathey Luna**	Action
6:01	***Approval of Minutes: 6/21/16***	**Cathey Luna**	Action
6:02	***Visiting Faculty****	**TBD**	Information
6:07	***Visiting Parent or Community Members****	**TBD**	Information
6:10	***Director's Report*** • Welcome Angela, Cathi and Lisa B! • Board Training recap/reminders for board • Conflict of Interest signing for all board members • Exceptional Children's Teacher Recommendation- April Radabaugh • 7-8 English Language Arts Teacher Recommendation- Kim Carr • Academic Intervention Specialist Recommendation- Lisa Cole • Update: Spanish position- Interviews July 25th • Summer Updates- Building, Camp Invention success, PD (L3 update), etc. • Network Administrator (former IT Specialist) job description and evaluation update • Technology Committee- discussion about possible board committee (vote necessary)	**Lori Roy**	Information/ Discussion Action
6:35	***Partnership*** • Update- Angela is out of town, Lori R will give quick update	**Angela Carson**	Information
6:40	***Life Long Learning*** • No Committee Report- update in Director's Report	**Jennifer Paetzold - Lori Roy today**	Information
6:50	***Finance*** • No Committee Report • Monthly Budget/ Dashboard	**Kathy Rettig- Lori Roy today**	Information/ Discussion/ Action
7:00	***Executive Committee*** • Committee membership reminders	**Cathey Luna**	Information

7:15	***Policy and Procedure Review*** • Disabilities and Food Allergies Procedure for Handbook- 2nd read/vote • Student Leave for Educational Opportunity Procedure for Handbook- 2nd read/vote	**Lori Roy**	Action
7:15	***Development Committee (Formerly Fundraising & Strategic)*** • No Committee Report	**Lori Roy**	Information
7:15	***Other Announcements and/or Upcoming events:*** • Next Executive Committee Meeting*: TBD* • Next Board Meeting- August 16, 2016	**Cathey Luna**	Information Action
7:15	***Closed Session for meeting critique*** *(NC statute 143-318.11)*	**Cathey Luna**	Discussion
7:20	***Adjournment***	**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 Chair, Cathey Luna at cluna@cfci.net with "CFCI Board Agenda" in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.
All requests and materials need to be submitted by noon on the first Friday of the month. Items not received by this time will not be considered for the following month's Board meeting. The Board Executive Committee reserves the right to determine whether the item is added to the agenda, to ask for additional information, or to redirect the request to an appropriate committee or person.

Cape Fear Center for Inquiry

Board of Directors Agenda

June 21, 2016- 6:00pm

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

Roll Call: Lori Roy, Lisa Sharpe, Julie Sartorius, Jackie Anderson, Cathey Luna, Todd Fischer, Kristin Hudson, Beth Carter, Sam Deprisco

Time	Subject	Chair/Presenter	Activity
5:58 PM	***Call to Order***	**Cathey Luna**	Action
5:59	***Approval of Minutes: 5/17/16*** • Todd motioned to approve the minutes, Kristin seconded, all in favor	**Cathey Luna**	Action
6:00	***Visiting Faculty**** • N/A.	**TBD**	Information
6:06	***Visiting Parent or Community Members**** • Lisa Buchanan introduced self, faculty member at UNC-W, interested in being on board.	**TBD**	Information
6:00	***Director's Report*** • Recommendation for 6th grade Math and Science teacher and 7th/8th grade Science teacher. Lori shared info. about Morgan Potter and Brandt Hart including the panel's recommendation that they join CFCI as new teachers. Beth made a motion to hire both candidates, Todd seconded, all in favor. • Update on leave of absence – Letter from Ingrid Stenzel in packet. She previously submitted a request to take a year leave to teach abroad. She plans to go to Switzerland in July. Plan to post her vacant position soon. Kristin made a motion to approve the one year absence, Todd seconded, all in favor. • Interventionist Specialist update – previously discussed with the board (April meeting), lots of discussion with faculty. Discussed the relation to MTSS, gave overview of needs, barriers. Survey given to faculty with 87% in favor of having an interventionist position. Shared packet, shared details about what positions look like in other schools, national models. Todd made a motion to approve the draft of the position and to post the position, Kristin seconded, all in favor. • Update on TA – budget looks good but still some unknowns – would like to bring on additional TA or tutors as well. Plan to hold off on this until final budge. Lori Benazzi is also looking at EC budget for the option of an additional EC assistant.	**Lori Roy**	Information

6:25	***Partnership*** • Looking for board members, vote will go out electronically possibly by end of the week. Still waiting on information regarding 503 status.		Information
6:26	***Life Long Learning*** • $10,000 budgeted for PD next year, looking at options to balance this.	**Jennifer Paetzold**	Information
6:27	***Finance Report*** • Kathy encouraged new board members to talk to her if they have any questions about budget issues. Kathy clarified separation between CFCI and partnership budget.	**Kathy Rettig**	Information/ Discussion/ Action
6:30	***IT Update*** • Paul provided an update on the server. He presented 3 quotes – discussed issues with various quotes, equipment, etc. Shared rational behind various requests, need for the server. Discussed wireless aspect – Wave 2. Noted firewall is already configured. • Beth motioned to approve buying server equipment not to exceed $10,000, Todd seconded, all in favor.	**Paul Allen**	Information/ Discussion/ Action
	Standing Committee Reports:		
6:49	***Executive*** • Cathey discussed officer roles and positions, noting we need to have a secretary and a chair and that only those previously on the board are able to be on the executive committee/hold officer position. • Ballots passed out – vote conducted. Lisa Buchanan elected to community seat, Ashley Cooksley elected secretary.	**Cathey Luna**	Information
6:57	***Policy and Procedure Review*** • Discussed 2 policies committee has been working on and staff has approved. 1 is an additional statement to meals CFCI provides with regards to food allergies and the other is regarding a request for an excused absence for student educational opportunity. • Explained the need and goals for both • Discussed options for teachers to highlight in August newsletter, discuss during opening meet • Passed out packets and asked the board to take both versions with them for a first read and to return to discuss next month	**Jennifer Solomon**	Information
7:07	***Development Committee (Formerly Fundraising & Strategic)*** • Committee did not meet, would like to meet next month, ideas in the works, goals, objectives, plans for that committee	**Todd Fischer**	Information

7:08	***Other Announcements and/or Upcoming events:*** • Next Executive Committee Meeting *TBD at* 11:45 at Henry's on Shipyard Blvd. • Next Board Meeting- 7/19/16 at 6:00pm at CFCI – room TBD	**Cathey Luna**	Information
7:09	***Closed Session for meeting critique*** *(NC statute 143-318.11)*	**Cathey Luna**	Discussion
8:07	***Contract Renewals*** for teachers and staff for 2016-2017 year with 2 changes (Ingrid Stenzel taking year leave, Paul Allen job description amendments). Beth motioned to accept all recommendations with noted changes, Todd seconded, all in favor. **Conflict of Interest** – Board members signed annual form	**Cathey Luna**	Action
8:12	***Adjournment***	**Cathey Luna**	Action

Board Agenda Requests: If you would like to request that an item be added to the Board agenda, please e-mail Ashley Cooksley, Board Secretary, with "CFCI Board Agenda" in the subject line, or place the request in her 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.

April Radabaugh

On June 27, 2016 an 8 member panel interviewed 3 candidates for the Exceptional Children's position. The panel unanimously recommends April Radabaugh. April is a licensed Special Education teacher with 8 years of teaching experience. April has served students with specific learning disabilities, autism, other health impairments, created and implemented IEPs and taught in collaborative classrooms. April brings both enthusiasm and a variety of experience to CFCI.

Kim Carr

On July 5, 2016 a 10 member panel interviewed Kim Carr for the 7th and 8th grade ELA position. The panel was very intrigued and brought Kim back in to share an integrated lesson plan and discuss it in detail with the Middle Grades team and Lori Roy for a second interview. The panel highly recommends Kim Carr for the 7th/8th grade ELA position. Kim is a licensed K-6 teacher and 6-8 ELA/Social Studies teacher. She has experience, specifically in science, social studies and language arts. She comes highly recommended from her colleagues and her supervisors. Kim brings a love of learning, knowledge or a variety of curricular areas and age groups and experience to CFCI.

Lisa Cole

On July 11th, a 10 member panel with representatives from all loops including EC and Specials interviewed Lisa Cole for the Academic Intervention Specialist position. The panel unanimously recommends Lisa Cole for this position as she clearly has a strong understanding for both math and literacy and is confident in working with elementary and middle grades students. Lisa brings many of years of teaching experience to CFCI. She has her master's in Curriculum Instruction and Supervision and has put that to work as a lead teacher in her school. She has served as a model teacher for others in New Hanover County in both literacy in math. She has a vast knowledge of the core curriculum areas and is experienced in integrating math and literacy into everything. She has a real passion for children and for helping adults and the committee is confident she will be a great fit for this position!

Network Administrator/Technology Support Specialist

SALARY: $40,500 – $53,399
Full time with benefits

The Network Administrator/Technology Support Specialist will:

- Provide hands on system administration support, system maintenance and operations support.
- Provide technical advice and assistance to staff in the use of equipment and the network infrastructure.
- Provide technical curriculum assistance regarding hardware usage, advanced software applications, computer technology and instructional use of technology in the classroom.
- Assists in the integration of technology applications in the curriculum.
- Troubleshoot network operating systems, services and server hardware to identify and correct malfunctions and other operational problems.
- Make recommendations to update software at appropriate times and perform all tasks necessary to make this happen.
- Assist in development of short term and long range plans; gather, interpret and prepare data for reports and recommendations.
- Keep systems up to date with all necessary software patches and virus protection. Perform network account management and security tasks.
- Manage the network performance, security, reliability and accessibility; develops, enforces and maintains network security policies and practices.
- Configure and install network appliances, servers, routers and switches.
- Implement backup strategy that provides adequate backup for all critical information.
- Receives, inspects, and tests equipment and software used on network. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
- Perform related duties as requested by the Director.
- Respects personal privacy of users and maintains confidentiality of privileged staff and student information.
- Attends faculty meetings on a regular basis
- Serve on technology committee and appropriate board committee(s) as designated by the Director
- Attend school wide events as appropriate
- Attend CFCI Board meetings as appropriate

Qualifications:

- Bachelors degree in Information Systems, Information Technology, Computer Science or Engineering (or related field) or a high school

diploma/GED with at least 4 years of experience in the application of information systems experience.

- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Strong interpersonal and communications skills
- Proven ability to be flexible and work hard, both independently and in a team environment, with changing priorities.
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities.
- Commitment to keeping current with technological advances.

The above statements describe the general nature and level of work being performed by the individual(s) assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 6/1/2016 to 6/30/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Summer Reading Program	$22,997.00	$3,077.96	$8,209.96	$14,787.04	64.30%	
Rev - Behavior Support - 029	$50,000.00	$8,527.64	$50,000.00	$0.00	0.00%	
Rev - Charter Schools - 036	$1,999,550.00	$425.00	$1,999,550.00	$0.00	0.00%	
Rev - Charter Schools - CWD	$227,158.00	$0.00	$227,158.00	$0.00	0.00%	
TOTAL STATE REVENUE	**$2,299,705.00**	**$12,030.60**	**$2,284,917.96**	**$14,787.04**	**0.64%**	
LOCAL REVENUE						
Rev - Sales Tax	$3,000.00	$0.00	$2,105.74	$894.26	29.81%	
Rev - Field Trip	$47,983.84	$820.00	$47,983.84	$0.00	0.00%	
Rev - Contributions and Donati	$2,000.00	$0.00	$1,812.91	$187.09	9.35%	
Rev - Interest Income-MM-1908	$2,587.96	$212.79	$2,587.96	$0.00	0.00%	
Rev - Interest Income-SV-4483	$1.00	$0.01	$0.19	$0.81	81.00%	
Rev - Interest Income-SV-4595	$150.00	$0.00	$90.07	$59.93	39.95%	
Rev - Various	$10,550.25	$2,131.90	$10,550.25	$0.00	0.00%	
Rev - Various 4609	$7.88	$0.00	$7.88	$0.00	0.00%	
Rev - Arts	$2,366.16	$2,366.16	$0.00	$2,366.16	100.00%	
Rev - Loan Proceeds	$3,645,800.00	$0.00	$3,645,800.00	$0.00	0.00%	
Rev - Fund Balance Appropriate	$978,930.52	$0.00	$0.00	$978,930.52	100.00%	
Rev - Brunswick County Schools	$82,999.51	$15,090.82	$82,999.51	$0.00	0.00%	
F & F - Brunswick County-4609	$631.01	$193.80	$631.01	$0.00	0.00%	
F & F - Duplin County	$30.00	$0.00	$0.00	$30.00	100.00%	
Rev - Duplin County Schools	$966.18	$0.00	$966.18	$0.00	0.00%	
Rev - New Hanover County	$923,448.00	$153,908.00	$923,448.00	$0.00	0.00%	
F & F - New Hanover County	$28,287.49	$5,155.00	$28,287.49	$0.00	0.00%	
Rev - Pender County Schools	$17,376.72	$4,341.24	$17,376.72	$0.00	0.00%	
F & F - Pender County Schools	$408.74	$103.32	$408.74	$0.00	0.00%	
Rev - Memorial Fund	$758.71	$0.00	$258.71	$500.00	65.90%	
Rev - GE Grant -Ready,STEM,GO!	$8,831.85	$0.00	$8,831.85	$0.00	0.00%	
Rev - Fundraising - 653	$4,334.00	$0.00	$4,334.00	$0.00	0.00%	
Rev - Riptide Runners	$4,300.00	$0.00	$4,092.00	$208.00	4.84%	
Rev - Fundraising Manna	$11,619.75	$0.00	$11,119.75	$500.00	4.30%	
Rev - Capital Campaign - 660	$36,537.42	$2,748.06	$36,537.42	$0.00	0.00%	
Rev - Bricks - 660	$500.00	$146.40	$487.20	$12.80	2.56%	
Rev - Fees / Supplies - 4609	$5,459.18	$0.00	$5,459.18	$0.00	0.00%	
Rev - Social Dues	$500.00	$50.00	$265.00	$235.00	47.00%	
TOTAL LOCAL REVENUE	**$5,820,366.17**	**$187,267.50**	**$4,836,441.60**	**$983,924.57**	**16.90%**	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	$53,485.86	$11,137.16	$53,485.86	$0.00	0.00%	

Draft

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 6/1/2016 to 6/30/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Rev - Improving Tchr Qual-103	$687.16	$0.00	$687.16	$0.00	0.00%	
Rev - IDEA VI-B Spec Needs-118	$900.00	$130.79	$330.78	$569.22	63.25%	
TOTAL FEDERAL REVENUE	**$55,073.02**	**$11,267.95**	**$54,503.80**	**$569.22**	**1.03%**	
TOTAL REVENUE	**$8,175,144.19**	**$210,566.05**	**$7,175,863.36**	**$999,280.83**	**12.22%**	

Draft

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 6/1/2016 to 6/30/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
1. Salaries & Bonuses						
Salary - Teacher	$1,125,776.00	$109,133.36	$1,074,471.85	$51,304.15	4.56%	
Salary - Teacher - 016	$1,592.00	$0.00	$592.00	$1,000.00	62.81%	
Salary - Teacher Assistant	$86,093.15	$5,530.06	$80,169.71	$5,923.44	6.88%	
Salary - Substitute	$25,000.00	$1,080.00	$22,850.64	$2,149.36	8.60%	
Salary - Substitute - 103	$105.00	$0.00	$105.00	$0.00	0.00%	
Salary - EC Teacher	$246,866.40	$19,626.46	$209,710.06	$37,156.34	15.05%	
Salary - EC Teacher - 060	$9,641.16	$4,641.16	$9,641.16	$0.00	0.00%	
Salary - EC Assistant	$11,800.00	$779.76	$11,661.14	$138.86	1.18%	
Salary - EC Substitute	$1,200.00	$160.00	$1,010.00	$190.00	15.83%	
Salary - Behavioral - 029	$36,020.44	$3,950.44	$36,020.44	$0.00	0.00%	
Salary - Guidance	$34,452.00	$2,871.00	$33,622.92	$829.08	2.41%	
Salary - Psychologist	$24,823.75	$3,920.00	$24,823.75	$0.00	0.00%	
Salary - Principal	$75,399.00	$6,283.26	$75,264.28	$134.72	0.18%	
Salary - Assistant Principal	$59,180.00	$4,806.67	$57,545.20	$1,634.80	2.76%	
Salary - Office	$44,360.00	$3,372.98	$41,421.63	$2,938.37	6.62%	
Salary - Business Manager	$78,869.00	$6,387.43	$76,244.64	$2,624.36	3.33%	
Salary - Technology	$43,978.00	$3,602.34	$43,228.08	$749.92	1.71%	
Salary - Bonus	$31,300.00	$0.00	$31,089.36	$210.64	0.67%	
Total 1. Salaries & Bonuses	**$1,936,455.90**	**$176,144.92**	**$1,829,471.86**	**$106,984.04**	**5.52%**	
2. Benefits						
Social Security Cost	$140,650.26	$12,949.85	$133,696.22	$6,954.04	4.94%	
Social Security Cost - 029	$2,755.56	$312.11	$2,755.56	$0.00	0.00%	
Social Security Cost - 060	$382.50	$0.00	$382.50	$0.00	0.00%	
State Retirement Cost	$279,645.81	$18,607.25	$229,162.90	$50,482.91	18.05%	
State Retirement Cost - 029	$5,753.20	$965.16	$5,753.20	$0.00	0.00%	
Hospitalization Cost	$180,536.40	$8,595.13	$162,318.02	$18,218.38	10.09%	
Hospitalization Cost - 029	$5,470.80	$3,299.93	$5,470.80	$0.00	0.00%	
Unemployment Cost	$13,000.00	$3,912.84	$11,689.29	$1,310.71	10.08%	
Other Insurance Cost	$22.70	$0.00	$22.70	$0.00	0.00%	
Total 2. Benefits	**$628,217.23**	**$48,642.27**	**$551,251.19**	**$76,966.04**	**12.25%**	
3. Books & Supplies						
Textbooks	$98.92	$0.00	$98.92	$0.00	0.00%	
Riptide Runners	$4,029.46	$0.00	$4,029.46	$0.00	0.00%	
Manna	$2,774.92	$0.00	$2,774.92	$0.00	0.00%	
Instructional Supplies	$26,500.00	$(1,699.10)	$22,622.70	$3,877.30	14.63%	
Instructional Supplies - 016	$21,405.00	$3,077.96	$7,617.96	$13,787.04	64.41%	
EC Instructional Supplies	$5,431.83	$5,331.84	$5,431.83	$0.00	0.00%	
EC Instructional Supplies - 060	$4,100.30	$0.00	$4,100.30	$0.00	0.00%	
Health Supplies	$200.00	$0.00	$53.12	$146.88	73.44%	

Draft

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 6/1/2016 to 6/30/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Safety Supplies	$1,200.00	$0.00	$79.91	$1,120.09	93.34%	
Arts Supplies	$4,500.00	$0.00	$3,516.80	$983.20	21.85%	
Student Activity Supplies	$4,738.71	$0.00	$4,738.71	$0.00	0.00%	
Office Supplies	$8,500.00	$1,903.61	$7,201.08	$1,298.92	15.28%	
Board of Directors Supplies	$200.00	$0.00	$0.00	$200.00	100.00%	
Postage	$2,000.00	$0.00	$196.88	$1,803.12	90.16%	
Memberships	$2,500.00	$0.00	$72.28	$2,427.72	97.11%	
Social Dues	$500.00	$111.96	$203.51	$296.49	59.30%	
Sales Tax Expense	$4,155.78	$844.58	$4,155.78	$0.00	0.00%	
Unidentified Purchases	$0.00	$(3,317.03)	$0.00	$0.00	0.00%	
Student Activity - Fundraising	$2,865.45	$997.81	$1,210.26	$1,655.19	57.76%	
EC Supplies - 118	$130.79	$130.79	$130.79	$0.00	0.00%	
Supplies - Ready, Stem, Go! - GE Grant - 570	$3,892.59	$3,892.59	$3,892.59	$0.00	0.00%	
Garden Grant - 555	$0.00	$(150.34)	$0.00	$0.00	0.00%	
Total 3. Books & Supplies	**$99,723.75**	**$11,124.67**	**$72,127.80**	**$27,595.95**	**27.67%**	
4. Technology						
Instructional Software	$17,337.86	$0.00	$17,337.86	$0.00	0.00%	
Non-Capitalized Hardware	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	
Non-Cap Comp Hardware Ready Stem Go! GE Grant - 57(	$4,939.26	$4,939.26	$4,939.26	$0.00	0.00%	
Office Software	$2,903.75	$612.06	$2,903.75	$0.00	0.00%	
Supplies and Materials	$5,557.44	$1,089.95	$5,557.44	$0.00	0.00%	
Technology Computer Equipment	$1,000.00	$0.00	$0.00	$1,000.00	100.00%	
Total 4. Technology	**$33,738.31**	**$6,641.27**	**$30,738.31**	**$3,000.00**	**8.89%**	
5. Non-Cap Equipment & Leases						
Instructional Equipment	$13,500.00	$(3,031.00)	$6,424.85	$7,075.15	52.41%	
Reproduction Costs	$15,000.00	$414.00	$9,388.36	$5,611.64	37.41%	
Office Equipment	$3,500.00	$0.00	$3,135.00	$365.00	10.43%	
Total 5. Non-Cap Equipment & Leases	**$32,000.00**	**$(2,617.00)**	**$18,948.21**	**$13,051.79**	**40.79%**	
6. Contracted Student Services						
Instructional Services	$200.00	$0.00	$0.00	$200.00	100.00%	
EC Services - 060	$12,812.40	$957.00	$12,812.40	$0.00	0.00%	
EC OT Services - 060	$449.50	$449.50	$449.50	$0.00	0.00%	
Speech Services - 060	$26,100.00	$5,089.50	$26,100.00	$0.00	0.00%	
Field Trips	$50,725.84	$10,819.13	$50,725.84	$0.00	0.00%	
Total 6. Contracted Student Services	**$90,287.74**	**$17,315.13**	**$90,087.74**	**$200.00**	**0.22%**	
7. Staff Development						
Workshop Expenses	$7,662.44	$2,295.02	$7,662.44	$0.00	0.00%	
EC Workshop Expenses	$3,000.00	$1,215.64	$2,720.49	$279.51	9.32%	
Workshop Expenses - 103	$582.16	$0.00	$582.16	$0.00	0.00%	

Draft

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 6/1/2016 to 6/30/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EC Workshop Expenses - 118	$769.21	$0.00	$199.99	$569.22	74.00%	
Total 7. Staff Development	**$12,013.81**	**$3,510.66**	**$11,165.08**	**$848.73**	**7.06%**	
8. Administrative Services						
Advertising	$2,000.00	$190.90	$1,121.90	$878.10	43.91%	
Audit Services	$8,410.00	$0.00	$8,410.00	$0.00	0.00%	
Bank Fees	$4,000.00	$68.15	$2,445.73	$1,554.27	38.86%	
Financial Services	$43,656.00	$3,607.16	$43,350.00	$306.00	0.70%	
General Administration	$4,115.00	$1,666.73	$3,350.31	$764.69	18.58%	
Legal Services	$2,000.00	$0.00	$1,500.00	$500.00	25.00%	
PowerSchool Services	$16,320.00	$1,342.84	$16,200.00	$120.00	0.74%	
Technology Support Services	$0.00	$(270.01)	$133.74	$(133.74)	0.00%	
Human Resources	$1,500.00	$184.50	$1,419.40	$80.60	5.37%	
Other Tax Payments	$2,500.00	$0.00	$2,480.86	$19.14	0.77%	
Total 8. Administrative Services	**$84,501.00**	**$6,790.27**	**$80,411.94**	**$4,089.06**	**4.84%**	
9. Insurances						
Workers Compensation	$6,620.50	$1,597.00	$6,620.50	$0.00	0.00%	
General Liability	$34,761.00	$9,318.00	$34,761.00	$0.00	0.00%	
Property	$109.26	$0.00	$109.26	$0.00	0.00%	
Other Insurance & Judgments	$3,657.00	$0.00	$3,657.00	$0.00	0.00%	
Total 9. Insurances	**$45,147.76**	**$10,915.00**	**$45,147.76**	**$0.00**	**0.00%**	
10. Rents & Debt Service						
Debt Service - Principal	$3,816,257.82	$16,136.02	$3,816,257.82	$0.00	0.00%	
Debt Service - Interest	$123,025.44	$9,189.01	$108,297.31	$14,728.13	11.97%	
Building Rent	$5,525.00	$0.00	$5,250.00	$275.00	4.98%	
Total 10. Rents & Debt Service	**$3,944,808.26**	**$25,325.03**	**$3,929,805.13**	**$15,003.13**	**0.38%**	
11. Facilities						
Building Repairs & Maintenance	$59,347.70	$18,800.00	$57,963.01	$1,384.69	2.33%	
Building Supplies & Materials	$10,000.00	$696.64	$9,368.40	$631.60	6.32%	
Contracted Custodial Services	$60,000.00	$8,760.00	$58,488.00	$1,512.00	2.52%	
Custodial Supplies & Materials	$15,000.00	$603.42	$10,876.31	$4,123.69	27.49%	
General Contract	$2,300.00	$0.00	$0.00	$2,300.00	100.00%	
Security Monitoring	$5,800.00	$140.00	$2,061.00	$3,739.00	64.47%	
Total 11. Facilities	**$152,447.70**	**$29,000.06**	**$138,756.72**	**$13,690.98**	**8.98%**	
12. Utilities						
Electricity	$38,000.00	$8,870.67	$35,359.78	$2,640.22	6.95%	
Water & Sewer	$7,584.11	$1,481.21	$7,584.11	$0.00	0.00%	
Waste Management	$2,459.78	$205.44	$2,459.78	$0.00	0.00%	
Telephone	$11,500.00	$1,315.33	$8,074.43	$3,425.57	29.79%	

Draft

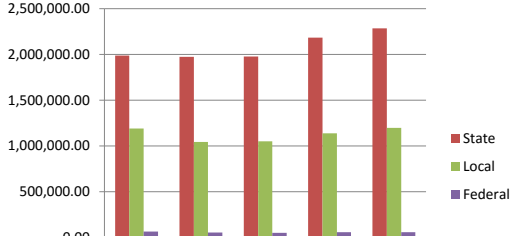
CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 6/1/2016 to 6/30/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total 12. Utilities	**$59,543.89**	**$11,872.65**	**$53,478.10**	**$6,065.79**	**10.19%**	
13. Nutrition & Food						
Food Supplies & Materials	$450.00	$34.86	$396.44	$53.56	11.90%	
Food Purchases	$6,600.00	$324.41	$6,427.49	$172.51	2.61%	
Other Food - Office	$1,700.00	$384.76	$1,427.65	$272.35	16.02%	
Total 13. Nutrition & Food	**$8,750.00**	**$744.03**	**$8,251.58**	**$498.42**	**5.70%**	
14. Capital Purchases						
Cap Instructional Computers	$24,749.92	$0.00	$0.00	$24,749.92	100.00%	
Cap Office Computers	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	
Cap Instructional Equipment	$448.40	$198.32	$448.40	$0.00	0.00%	
Cap Instructional Equipment - GE Grant	$0.00	$(5,152.03)	$0.00	$0.00	0.00%	
Total 14. Capital Purchases	**$27,198.32**	**$(4,953.71)**	**$448.40**	**$26,749.92**	**98.35%**	
15. New Site Development						
Miscellaneous Contracts	$2,060.00	$0.00	$2,060.00	$0.00	0.00%	
Bank Service Fee	$39,283.00	$0.00	$0.00	$39,283.00	100.00%	
Total 15. New Site Development	**$41,343.00**	**$0.00**	**$2,060.00**	**$39,283.00**	**95.02%**	
16. Capital Campaign - 660						
Capital Campaign Expenses - 660	$20,000.00	$1,273.51	$14,465.89	$5,534.11	27.67%	
Total 16. Capital Campaign - 660	**$20,000.00**	**$1,273.51**	**$14,465.89**	**$5,534.11**	**27.67%**	
TOTAL EXPENSES	**$7,216,176.67**	**$341,728.76**	**$6,876,615.71**	**$339,560.96**	**4.71%**	
NET SURPLUS/(DEFICIT)	**$958,967.52**	**$(131,162.71)**	**$299,247.65**			

Draft

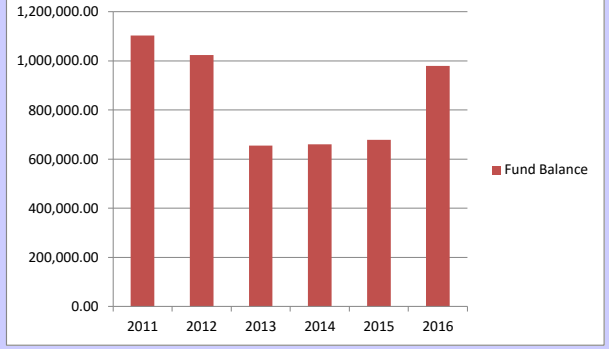
CFCI FINANCIAL DASHBOARD- July 2016- PLEASE KEEP IN MIND THESE NUMBERS ARE NOT FINAL

Revenue

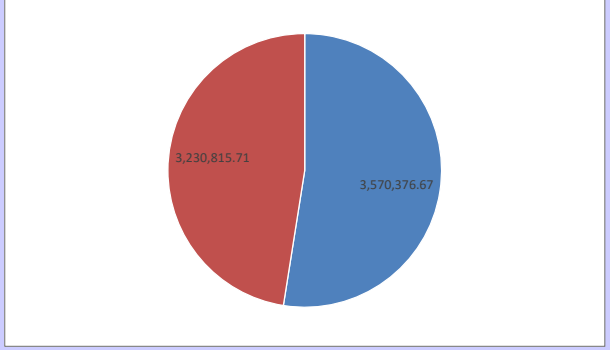


	2012	2013	2014	2015	2016
State	1,986,55	1,972,87	1,978,98	2,184,55	2,284,91
Local	1,191,35	1,042,26	1,049,76	1,138,23	1,195,63
Federal	63,632.2	51,093.5	48,764.1	57,351.7	54,503.8

Fund Balance



YTD Expense



As of June 30th we have completed 100% of the fiscal year and spent 90% of our budgeted funds.

Lunches/Snacks (page 50 Student & Parent Handbook)

As meals are not provided on site, parents are responsible for providing a nutritious lunch and snack from home. These should be sent with your child to school each morning. While classes have lunch at a regular time most days, part of inquiry is allowing the schedule to be flexible. The means that on occasion lunch times will vary somewhat. If your child is waiting for you to deliver their lunch on one of these days they may be very disappointed and very hungry. This problem can be easily avoided by sending lunch in the morning. Forms are sent out at the start of each school year to address issues of financial difficulty. If you need assistance, please complete and return the form. All issues will be confidential.

CFCI recognizes the increasing frequency and intensity of allergic reactions to foods by certain students. CFCI will provide alternate foods for students with a disability if requested. The school must receive written documentation from your child's doctor. The doctor's note should state the disability and/or allergy and what foods should be omitted. A food intolerance or an allergy that does not cause anaphylaxis does not meet the definition of a disability. We are happy to work with you and your child to find alternative food items whenever possible.

Date Received: _____
Is this date at least 10 school days prior to the absence:_____

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL OPPORTUNITY

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law in 1955. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to insure that their children's absences from school are valid. Ten (10) types of valid absences are established by the rules and regulations set forth by the State Board of Education. One of those is, when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. CFCI requires advanced permission for excused absences for educational opportunities.

Student Name: _____
Homeroom Teacher: _____
Dates of absence: _____

Please describe the educational opportunity below. The description should include the objective of the opportunity, how the objective links to coursework or the educational development of the student and the proposal to share the educational opportunity with the class.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Parent/Legal Guardian Signature Student Signature

_____ _____
Teacher Signature Director Signature

Form 1710
Revised 6/16

Student Educational Opportunity: On occasion, students may encounter an exceptional opportunity for an experience of an educational nature that results in an absence(s) from school. While these events may not be part of their schoolwork, they provide an excellent opportunity to further their education. Under certain circumstances, the days devoted to these opportunities can count as excused absences. The Student Educational Opportunity form can be used for absences of (1) or more days. Approval (meaning the absence is excused) of student leave for educational opportunities is awarded on a case by case basis and is based on a number of factors. Additionally, there may be circumstances where the leave would be approved for one member of a family but not approved for a sibling. If the Student Educational Opportunity request is not approved as excused, the absences will be coded as unexcused and the protocol for unexcused absences, as outlined in the handbook, will be followed. All absences, whether excused or unexcused require the student to make up missed work.

Procedure for requesting an excused absence for a Student Educational Opportunity:

1. The parent or legal guardian should request a form entitled "Student Leave for Educational Opportunity" from the front office or obtain this form from our website.
2. The parent or legal guardian should complete and return the form to the front office. Both the parent(s) or legal guardian and the student should sign the form. The front office administrator or assistant will stamp the form indicating the date received.
3. The form must be received by the front office at least 10 school days prior to first date of the absence. If the form is received at least 10 days prior to the absence, the front office will forward the form to the student's teacher.
4. The teacher will review the request and either approve or not approve the request based on the information provided on the form. If approved, the teacher will initiate the form to indicate the missed work to be completed and/or the inquiry project to showcase the educational opportunity.
5. The final determination of whether or not the absence is excused will be contingent on the student completing the assigned work listed on the make up work form by the due date. Failure to do so **will** result in the absence being unexcused.

Student Name: _____ Grade: _____
Dates of Absence:_____

Make Up Work due to Student Leave for Educational Opportunity
K-5 Students

Teachers will outline the work that is to be completed to earn credit while away so that the trip can be excused. Remember to include specials classes.

Work	Due Date	Teacher Signature	Was Work Completed by Due Date

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
Homeroom Teacher Signature: _____ Date: _____
Teacher: Please remember to return a copy of this form to the front office.

Teacher Copy _____ Student/Family Copy _____

Student Name: _____ Grade: _____
Dates of Absence:_____

Make Up Work due to Student Leave for Educational Opportunity
K-5 Students

Teachers will outline the work that is to be completed to earn credit while away so that the trip can be excused. Remember to include specials classes.

Subject	Teacher	Work	Due Date	Teacher Signature	Was Work Completed on Time?
LA					
SS					
Math					
Science					
Other					

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
Homeroom Teacher Signature: _____ Date: _____
Teacher: Please remember to return a copy of this form to the front office.

Teacher Copy _____ Student/Family Copy _____

CFCI Board of Director's Committees

Development Committee *The Development Committee is focused on the growth of CFCI. They work with the board, faculty & staff, the CFCI community and stakeholders to ensure that we are focused on our goals for growth academically, financially, and as a voice within the community.*
Life Long Learning *The Life Long Learning Committee (L3) facilitates discussion of curricular needs aligned to CFCI philosophy. The group communicates curricular issues with parents, teachers, and the Board. L3 facilitates and supports school wide enhancement endeavors, including professional development and curriculum nights/celebrations.*
Technology (if we make Board Committee) *The technology committee's goal is to support CFCI team members with the effective curricular integration of technology into our learning environment and support our CFCI team members throughout the integration process*
Finance *The Finance Committee is responsible for reviewing and providing guidance for the school's financial matters.*
PPRC *The purpose of PPRC is to review Policies and Procedures at the BOD or staff request.*
Partnership Board Member/ Liaison

CFCI Board of Director's Committees