

Cape Fear Center for Inquiry Strategic Improvement Plan

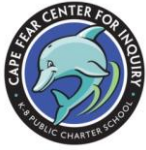


CFCI Strategic Planning Committee

Member	Role
Indira Grimes	Teacher/Board Representative
Heather Kelejian	Parent Representative/Chair
Lori Roy	Director
Holly Konrady	Teacher
Nancy Johnsen	EC Coordinator

2013 CFCI Board of Directors

Member	Role
Jeanne Swafford	Board Chair
Jeremy Spielman	Board Vice Chair
Todd Godbey	Treasurer
Cathey Luna	Parent
Marc Mereyde	Parent
Indira Grimes	8 th grade Teacher
Samantha Deprisco	K-1 Teacher
Nancy Kachadurian	4-5 Teacher/Founders Seat
Leigh Venters	Parent/ Partnership Liaison
Joanne Cress	Technology Teacher
Julie Sartorius	2-3 Teacher
Lori Roy	Director



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CFCI Mission Statement

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

Vision Statement

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

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

Motto

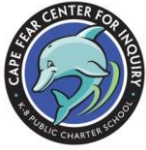
Learn. Share. Live.

Beliefs:

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

Therefore, we:

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

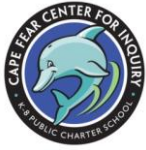


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Strategic Planning Standards Overview

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

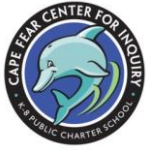


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Standard 1: STUDENT GROWTH- Faculty, staff and administration at the Cape Fear Center for Inquiry will continuously review student academic, developmental and social performance data to be certain that individual student needs are being met and that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

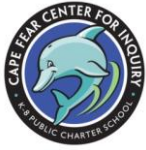
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes (how do we show we've done it?)	Timeline	Reflection Notes
<p>a. Teachers will continue to research and develop differentiated lessons and assessments based on the new Common Core and NC Essential Standards.</p>	<p>Share new ideas and strategies at loop level meetings</p> <p>Staff meeting shares</p> <p>Add to and utilize Wiki created by Ms. Lewis</p>	<p>Lesson plan development</p> <p>Students at different ability levels are growing academically as evidenced through formative and summative assessment data.</p>	<p>August 2013-June 2014</p>	
<p>b. Teachers will work with administration to locate and/or develop inquiry-based common assessments in grades K-2/3 & 3-8.</p>	<p>Utilize Home Base resources</p> <p>Review possible assessments (NWEA, ClassScape, local training, etc.)</p> <p>Teachers share and create common assessments during data team meetings</p>	<p>Meeting Minutes- Google Docs</p> <p>Assessment samples</p> <p>EOG, MSL results</p> <p>Portfolio data collection</p>	<p>August 2013-June 2014</p> <p>(Share/update with faculty monthly. Celebrate successes!)</p>	
<p>c. Teachers, administration and support personnel will continuously review student data (formative, benchmark, EOGs, attendance, behavior logs, etc) to</p>	<p>Hold bi-monthly loop level data meetings (Wed. afternoons)</p>	<p>Meeting minutes- Google Docs</p> <p>Data charts and graphs</p>	<p>August 2013-June 2014</p>	



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inform them about student strengths and weaknesses and make adjustment to instruction and the learning environment as needed.	Analyze EOG data when released in the fall and discuss in data meetings			
d. The Technology Committee will support classroom teachers in the development and implementation technology-rich lessons, utilizing the technology available and planning for more technology in the future.	Technology Committee will meet with Curriculum Coordinator and develop a plan for supporting teachers in the development and implementation of lessons	Lesson Plans Staff meeting shares (minutes from meeting) Teacher/student surveys	August 2013-June 2014	

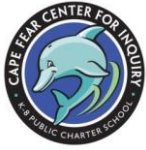


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Standard 2: GOVERNANCE- The Board of Directors at the Cape Fear Center for Inquiry will become familiar with local and state policies, procedures and General Statutes to ensure proper governance. The Directors will work to increase the public’s understanding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

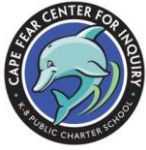
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	Reflection Notes
<p>a. The Board of Directors will utilize the NCDPI Board Governance webinars to access Continuous Education.</p>	<p>Participate in webinars monthly between Board meetings</p> <p>Executive committee develops 15-20 minute discussion follow up sessions for the board meetings to discuss the training topics</p> <p>Have Executive Committee and/or other Board members attend a formal training (ie: BCBS, UNCW, ECU...)</p>	<p>Meeting minutes</p> <p>Discussion handouts</p> <p>Board survey</p>	<p>June 2013- November 2013</p>	
<p>b. The Executive Committee will develop an orientation notebook that will remain with the Board of Directors as a training reference.</p>	<p>Develop notebook using ideas from NCDPI and other charter school board resources</p>	<p>Development of notebook</p>	<p>June 2013- November 2013</p> <p>(may add to notebooks throughout the</p>	



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	Add to the notebook monthly		year)	
c. Work with teachers, administration and parents to facilitate a better understanding of the CFCI Board of Directors' role as an effective governing body of the school.	<p>Create Board Bios for the website</p> <p>Board members attend school and community events (ie: Open House, Great Art, etc.)- purposeful introductions at events</p> <p>Order Board Member name tags or IDs so that parents can easily identify Board members on campus</p>	<p>Feedback from Partnership, teachers, and parents</p> <p>Survey of stakeholders</p>	August 2013-until	
d. Board members will actively recruit qualified community members to serve on the Board of Directors	Each Board member reaches out monthly to at least one person/ organization until community positions are filled.	Community membership positions are filled with quality candidates	August 2013-December 2013	

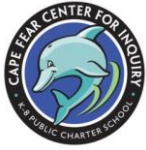


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Standard 3: COMMUNICATION- Use the most up-to-date variety of communication methods to effectively and appropriately disperse information to the CFCI community.

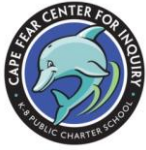
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	Reflection Notes
<p>a. Reevaluate different forms of communication to be sure we are using the most up to date methods to reach all stake holders. (the school website and work to make it more user friendly to the community, Twitter; Social Media, mobile access.....)</p>	<p>Work with IT, tech committee and local web designer to evaluate current website and make improvements</p> <p>Director creates Twitter account, imbeds into website and updates with school news frequently</p> <p>Work with Partnership to get information out through Facebook</p>	<p>Website changes/ improvements; mobile friendly website</p> <p>Development, utilization and number of followers via Twitter and Facebook</p>	<p>July 2013-December 2013</p>	
<p>b. Continue utilizing Google Forms and other sources to develop surveys for information and feedback from the community.</p>	<p>Develop surveys as needed to collect parents, student, staff and board information.</p>	<p>Survey results/ feedback</p>	<p>July 2013-June 2013</p>	
<p>c. Increase the community's awareness of the roles and responsibilities of the CFCI Board of Directors and the Administrative Team. <i>(some overlap with Governance 2c)</i></p>	<p>Introduce Board and Team members at Community Events</p> <p>Include Board of Directors biographies on the CFCI website.</p> <p>Develop document that defines the role of each administrator</p>	<p>Community feedback survey on visibility and understanding of the roles and responsibilities of the Board and Admin.</p>	<p>July 2013-June 2013</p>	



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	Highlight a Board member each month in newsletter			
d. Develop procedures for email communication to ensure confidentiality/FERPA rules and regulations are being followed.	Develop procedures Share with faculty at opening meeting	Procedures are followed throughout the year Communication is clearer and more effective	July 2013-August 2013	

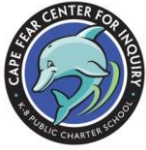


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Standard 4: PUBLIC RELATIONS & FUNDRAISING- The CFCI community members (faculty, staff, board, parents/families, students) will support CFCI by sharing positive, up to date information about our school throughout the community. The CFCI community will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

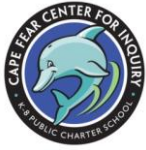
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	Reflection Notes
<p>a. Reach out to local media, surrounding businesses and organizations to increase community knowledge about our school and lay groundwork for potential sponsorships</p>	<p>Ensure all communication is updated with photographs, the new mission, vision, motto, etc.</p> <p>Work with students and teachers to capture our new school vision in an easily shared graphic/picture (maybe consider grade level themes with the 5 areas... use staff for this!)</p> <p>Contact media sources with ALL events and exciting student news.</p>	<p>Updated communication</p> <p>Completed graphic/themes/ units</p> <p>Log of media contacts and press releases</p>	<p>July 2013-October 2013</p> <p>August 2013-June 2014</p> <p>Ongoing</p>	
<p>b. Gain support from all stakeholders (Board of Directors, Faculty/Staff, Parents, Community Members, etc.) to the Fundraising Committee</p>	<p>Directly approach different groups and share needs to see how they may</p>	<p>Log of groups that have been approached</p> <p>Increase the number of</p>	<p>Annually</p>	



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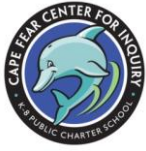
<p>and their annual and long-term goals.</p>	<p>help (use teachers AND students)</p>	<p>sponsorships by at least 2 each year for the next three years.</p>		
<p>c. Develop new, successful fundraising events while maintaining and growing others already in place</p>	<p>Have annual fundraising goals and a fundraising theme to support the goals each year</p> <p>Survey stakeholders to ensure that we are aware of and utilizing the experience and expertise of our community members</p> <p>Hold a fall fundraising brunch that reaches out to local businesses for sponsorship and financial support;</p> <p>Kick off brick fundraiser</p>	<p>Promotional materials for the theme</p> <p>Raise \$20,000 through fundraisers, grants, donations and sponsors in the 2013-2014 school year.</p> <p>Annual survey</p> <p>Number of sponsorships and amount of money raised at the first fall fundraiser</p> <p>Bricks are installed and purchased- 2014 goal= 100 bricks sold</p>	<p>Fall 2013, '14, '15,</p> <p>June 2014, '15, '16</p> <p>June-August 2014, '15, '16</p> <p>Fall 2014</p> <p>Kickoff- Aug 2014 Fundraiser- ongoing</p>	



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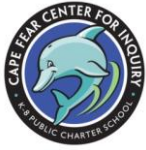


	<p>Continue with Great ArtSpectations Fundraiser- establish goal, sponsorships, etc.</p> <p>Establish a CFCI endowment fund. Determine</p> <p>Track, then increase the number of grants applied for and received each year by developing a grant writing team (fundraising adhoc) and creating an electronic form to keep the Board and Staff updated on grants</p>	<p>Attainment of annual goal. (2014- approx. \$15,000) Funds are raised to support the Art Department and Fundraising Theme for the year.</p> <p>Establish an initial high interest account (money market?) to begin putting 5% of major fundraisers into, when funds have grown, move to endowment fund.</p> <p>Team is developed</p> <p>Form is created and utilized</p> <p>Number of grant applications is tracked and increased over three year period.</p>	<p>Annual event (held in spring)</p> <p>Fall 2013- establish initial account</p> <p>Annually- reassess balance in account, determine next steps</p> <p>Fall 2013- establish team</p> <p>Fall 2013- finalize electronic Google Form</p> <p>Fall 2013-Spring 2016</p>	
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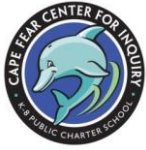


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Standard 5: BUILDING AND GROUNDS- The CFCI community members (faculty, staff, board, parents/families, students) commit to developing and/or supporting a plan to maintain and enhance the school grounds, classrooms, and general building needs.

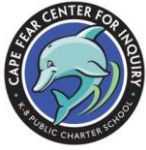
Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	Reflection Notes
a. Address fundraising items that overlap (Brick path (also fundraising))				
b. Reevaluate school budget to include seasonal grounds maintenance and upkeep (ie: fertilizer)	<p>Contact and receive bids from landscaping companies</p> <p>Contact and receive bids from company that is authorized to maintain retention ponds</p> <p>Contact and receive bids from impervious pavement maintenance company</p>	<p>Companies are hired and grounds are properly maintained according to county and city regulations as well as for aesthetic beauty.</p>	<p>July 2013- companies are located and hired</p> <p>August 2013- August 2014</p>	
c. Develop a plan for rotating painting of classrooms, furniture replacement and upgrades, etc.	<p>Review budget and develop plan of action to present for approval with Finance Committee</p>	<p>Classrooms upgrades take place</p> <p>Classrooms, halls, gym, and offices are painted on a rotated annual schedule</p>	<p>July 2013-August 2013 (plan and budget developed)</p> <p>August 2013- August 2016</p>	



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<p>d. Develop and implement a school-wide service plan for supporting building and grounds cleanliness, maintenance, and environmental awareness.</p>	<p>Work with Green Team, staff and student body to develop a Campus Cleanup plan this fall</p> <p>Implement a Waste Free Lunch Program</p> <p>Work closely with cleaning contractor to stay abreast of cleaning issues/concerns</p>	<p>The campus is clean.</p> <p>The school produces less trash after the implementation of the Waste Free Program.</p>	<p>August 2013-June 2013</p>	
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Standard 6: 10 YEAR RENEWAL: Members of the Cape Fear Center for Inquiry will complete all components of the state adopted Charter Renewal process to ensure our compliance and continued success as a North Carolina Public Charter School.

Goal	Key Activities/ Strategies (How will we accomplish the goal)	Measurable Outcomes	Timeline	Reflection Notes
a. Follow renewal guidelines as outlined by the North Carolina Department of Instruction (see attached documentation)	Assign sections to be completed by designated personnel as outlined in the renewal guidelines	Achieve our charter renewal	Fall 2013-2015	