

# Cape Fear Center for Inquiry

## Board of Directors Meeting Minutes

### June 18, 2019- 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:** Ashley Cooksley, Lisa Sharpe, Jennifer LaFleur, Stephen Hill, David Boucher, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Shannon Shanks, Wes Rose, Lori Roy, Kendy Gullette

**Absent:** Lisa Sharpe, Stephen Hill, Lisa Buchanan, Kendy Gullette

Time	Subject	Chair-Presenter	Note: Information, Discussion, and/or Action
	<b>Opening Items:</b>		
6:00pm	<i>Call to Order</i>	<b>Ashley Cooksley</b>	Dave Boucher made a motion to come to order. Kristin Hudson seconded. Motion passed.
6:01	<i>Approval of Minutes: May 14, 2019, and May 30 closed session in confidential folder</i>	<b>Ashley Cooksley</b>	Dave Boucher made a motion to approve the May 14 board meeting minutes. Kristin Hudson seconded. Motion passed. Kristin Hudson made a motion to approve the May 30 closed session minutes. Beth Carter seconded. Motion passed.
6:02	<i>Visiting Faculty*</i>		None
6:07	<i>Visiting Parent or Community Members*</i>		Public Comment from:  Amy Pierce-parent Sandy Eyles-parent Tiffany Walker-parent  Kristin Hudson made a motion that we move the two closed sessions to the end of the meeting. Beth Carter seconded. The motion passed.
	<b>Director's Report</b>		
6:10	<ol style="list-style-type: none"> <li>1. End of Year Celebration</li> <li>2. PCN 2-3 Recommendation-action</li> <li>3. Resignations-update</li> </ol>	<b>Lori Roy</b>	<p>Lori informed the board about the production of Annie and other end-of-year celebrations that were held at the end of school. Field Days were wonderful!</p> <p>CFCI met the requirements of the IDEA Fiscal Desk Review, which oversees how we utilize IDEA funds to meet the needs of our students identified with special needs.</p>

	<p>4. Contract Renewal Recommendation – action</p> <p>5. Student Update - update</p>		<p>We were awarded a \$10K grant for Title IV money. This will allow us to bring in a consultant from Eureka math to better focus on differentiation for students with disabilities. Also, Kristen Gray will be trained in the Orton-Gillingham method and share her learning with staff.</p> <p>In other good news, our Title I funding for the next year is more than we budgeted.</p> <p>We have also applied for a Landfall Grant that will be focused on helping increase awareness of racial diversity with our faculty and staff. This was written by Lori Roy, Sandy Eyles, and other parents.</p> <p>Dave Boucher made a motion to accept Melissa King as the 2-3 PCN representative. Kristin Hudson seconded. The motion passed.</p> <p>Emily St. Denis submitted a letter of resignation of her 2-3 teaching position.</p> <p>We have interviews set up to fill that position that will be held on July 8<sup>th</sup> and 9<sup>th</sup>. We wish Emily well in her next endeavors.</p> <p>Beth Carter made a motion to approve the addition of a staff position to support students with behavioral/social/emotional needs. Kristin Hudson seconded. Motion passed.</p> <p>Dave Boucher made a motion to approve all the staff contracts for the 2019-2020 school year. Kristin Hudson seconded. The motion passed.</p> <p>There is no update on the student issue mentioned in the agenda.</p>
	<b>Property Update</b>		

	<ol style="list-style-type: none"> <li>1. Parking lot project</li> <li>2. Blue Clay Road update</li> </ol> <p>(Closed session, to be grouped with Finance Report)</p>	<b>Lori Roy/Michael Zentmeyer (Kathy out)</b>	<p>Dave Boucher made a motion to go into closed session to discuss the Property update and Finance report. Kristin Hudson seconded. The motion passed. Ashley Cooksley invited Michael Zentmeyer to stay for the session.</p> <p>Dave Boucher made a motion to come out of closed session. Kristin Hudson seconded. The motion passed.</p> <p>Beth Carter made a motion to set a hard deadline for Friday June 21 2019 for a signed contract on the Covil property. If the owners come back with changes, their attorney must draft the new contract by Friday, June 28. Ashley Cooksley seconded. Motion passed.</p> <p>Dave Boucher made a motion to approve two more 30-day extensions each for the Godbey property and the Alatore property. Kristin Hudson seconded. Motion passed.</p> <p>Kristin Hudson made a motion to approve hiring City Wide as our night-time cleaning company for 2019-2020 as per the amount approved in closed session. Dave Boucher seconded. Motion passed.</p>
	<b>Finance</b>		
7:15	<ol style="list-style-type: none"> <li>3. Cleaning Contract</li> <li>4. 2019-2020 Budget Approval- MUST approve</li> <li>5. May Budget and Dashboard</li> </ol> <p>(The cleaning contract and budget approval were discussed in closed session along with property update)</p>	<b>Lori Roy (Kathy out)</b>	<p>Dave Boucher made a motion to approve the 2019-2020 budget for CFCI as presented. See attached documents. Kristin Hudson seconded. The motion passed.</p>
	<b>Committee Updates:</b> <b>Please see all committee minutes and come with any questions</b>		

8:20	6. Committees: <ul style="list-style-type: none"> <li>• Partnership,</li> <li>• Technology and</li> <li>• L3,</li> <li>• Budget reports and</li> <li>• Dashboard and minutes were all included in packet</li> </ul>	<b>Committee Chairs</b>	<p>Wes Rose presented a brief overview of the L3 professional development plan for 2019-2020. All of the PD is tied to Strategic Plan goals.</p> <p>Beth Carter asked about the replacement of teacher laptops. This is not planned for 2019-2020, but is “on the radar” for as soon as possible.</p>
	<b>PPRC</b>		
8:25	<ul style="list-style-type: none"> <li>• Remote Learning Policy- 1<sup>st</sup> and 2<sup>nd</sup> read</li> <li>•</li> </ul>	<b>Alan McNaughton/ Michael Z.</b>	<p>Alan McNaughton explained the rationale about adopting a remote learning policy (407) that could be implemented in case we miss many days of school due to inclement weather or other unforeseen circumstances. Teachers could assign work to complete at home (after a hurricane, ice storm, etc.). The idea would not be to send home packets of worksheets. Kristin Hudson asked if service learning could be included as work. Alan responded that the wording is generic enough to allow teachers to be creative and flexible in their assignments. The assignments would be given and minutes awarded for completion. The total numbers of completed assignments would be submitted to the state and CFCI would request that those assignments count as days of instruction.</p> <p>Policy 540 was also presented which would change the work schedule hours to reflect the hours in the teacher contracts, and also apply if Policy 407 is passed.</p> <p>We are considering this a first read of both policies and the second read and vote to approve will be held at the July meeting.</p>
	<b>Executive Committee</b>		
7:00	6. Director’s Evaluation/ Contract	<b>Ashley Cooksley</b>	<p>Kristin Hudson made a motion to go into closed session. Ashley Cooksley seconded. Motion passed.</p>

	(Item 6 will be discussed during closed session) 7. Board Retreat Reschedule		<p>Dave Boucher made a motion to come out of closed session. Kristin Hudson seconded. Motion passed.</p> <p>The voting members pulled out key points on the evaluation. Lori did a great job managing the hurricane, strategic plan, parking lot, and working with new admin team members. We are looking forward to having Lori report to the board monthly as to measuring progress in the five strategic goals, which will also become a way to evaluate the director (progress toward goals). We complimented Lori on improving in the area of communication, while still working on transparency. We are asking Lori to work with the board in thinking about introducing pieces of a 360 evaluation, which would include some form of evaluation of administrators and key personnel. We encourage Lori to seek out teachers, parents, and others to work on making the PCN more effective.</p> <p>Ashley wanted to thank all of the board members rotating off the board. Thanks to Lisa Buchanan, Beth Carter, Kristin Hudson, Lisa Sharpe, Kendy Gullette, and Cathi Mintz...and congratulations to Kendy and family on the birth of their baby girl!</p>
	<b>Announcements:</b>		
8:35	<b><i>Other Announcements and/or Upcoming events:</i></b> <ul style="list-style-type: none"> <li>- Executive- July TBD</li> <li>- Next Board Meeting- 7.16.19 6pm</li> <li>- Board Retreat-</li> </ul>	<b>Ashley Cooksley</b>	Ashley will send out a list of potential dates for the board training.
8:40	<b><i>Adjournment</i></b>	<b>Ashley Cooksley</b>	Dave Boucher made a motion to adjourn the meeting. Ashley Cooksley seconded. Motion passed.

**Board Agenda Requests:** If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Beth Carter at [bcarter@cfc.net](mailto:bcarter@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  
BUDGET REPORT - PROJECTED  
2019 - 2020**

ADM	408	\$5,620.00
EC	48	\$4,464.16

**REVENUES**

**State Revenue**

Rev - Charter Schools - 036  
Rev - Summer Reading - 016  
Rev - Behavior Support - 029  
**Total State Revenue**

\$2,507,239.68  
\$0.00  
\$51,192.00  
**\$2,558,431.68**

**PROJECTED  
BUDGET**

**NOTES / COMMENTS**

**Local Revenue**

Rev - Brunswick County Schools  
Rev - New Hanover County Schools  
Rev - Pender County Schools  
Rev - F&F - Brunswick County  
Rev - F&F - New Hanover County  
Rev - F&F - Pender County  
Rev - Interest Income  
Rev - Sales Tax  
Rev - Contributions and Donations  
Rev - Tech Donations  
Rev - Fundraising - 653  
Rev - Riptide Runners  
Rev - Field Trips  
Rev - Capital Campaign  
Rev - Various  
Rev - Fees/Supplies  
Rev - Social Dues  
Rev - Arts  
Rev - Garden Grant  
Rev - CFCL Partnership  
Rev - GE Grant  
**Total Local Revenue**

\$161,602.56  
\$975,720.00  
\$10,914.00  
\$2,700.00  
\$24,000.00  
\$100.00  
\$2,000.00  
\$2,500.00  
\$3,000.00  
\$5,000.00  
\$5,000.00  
\$4,000.00  
\$60,000.00  
\$20,000.00  
\$5,000.00  
\$2,000.00  
\$200.00  
\$1,000.00  
\$0.00  
\$0.00  
**\$1,284,736.56**

**Includes Title IV**

**Federal Revenue**

Rev - Title I Basic - 050  
Rev - IDEA VI-B Handicap - 060  
Rev - Improving Teacher Quality - 103  
Rev - IDEA VI-B Spec Needs- 118  
**Total Federal Revenue**

\$7,900.00  
\$48,000.00  
\$5,800.00  
\$800.00  
**\$62,500.00**

**TOTAL REVENUES**

**\$3,905,768.24**

**EXPENSES**

**Salaries & Wages**

Teacher

\$1,391,237.40

PROJECTED BUDGET	
Teacher - 016	\$0.00
Teacher Assistant Substitute	\$93,165.40
EC Teacher - 029	\$15,000.00
EC Teacher - 060	\$148,222.24
EC Teacher Assistant - 029	\$51,143.40
EC Teacher Assistant - 029	\$45,360.00
Psychologist	\$41,892.83
EC Substitute	\$0.00
Remediation Teacher - 050	\$30,219.00
Principal	\$3,500.00
Assistant Principal	\$0.00
Office Staff	\$90,472.20
Guidance	\$34,141.84
Information Technology	\$49,751.18
Custodian	\$41,787.90
Finance Officer	\$54,869.85
Bonus Pay	\$27,825.00
Total Salaries & Wages	\$96,458.25
	\$0.00
	<b>\$2,215,046.49</b>

#### Benefits

Social Security & Medicare	\$169,451.06	7.65% (includes ALL PRCs)
State Retirement	\$443,009.30	18.86% is 2018-2019 rate per ee (19-20 proj rate is NOT RELEASED, but using 20% )
Health Insurance	\$226,542.05	6.223.68 is 2018-2019 annual rate per ee (19-20 proj rate/ee NOT released but using 6721.57 (8% increase))
State Unemployment	\$10,300.00	.06% of first \$24,300/ee
Total Benefits	<b>\$849,302.40</b>	

#### Books & Supplies

Instructional Supplies	\$15,000.00
Instructional Supplies - 016	\$0.00
EC Supplies	\$3,000.00
EC Supplies - 118	\$0.00
Office Supplies	\$4,000.00
Social Dues	\$200.00
Fundraising Supplies	\$0.00
Fundraising Supplies - Rip Tide Runner	\$4,000.00
Garden Grant Expenses	\$0.00
Health Supplies	\$2,500.00
Security Supplies	\$3,000.00
Board Supplies	\$0.00
Membership Dues & Fees	\$1,500.00
Postage & Shipping	\$1,000.00
Sales Tax Expense	\$2,500.00
Unbudgeted Federal Expense - 050	\$0.00
Total Books & Supplies	<b>\$36,700.00</b>

#### Contracted Student Services

Instructional Services	\$0.00
EC Services	\$10,000.00
Psychological Services	\$0.00
Speech Services	\$26,000.00
Security Services	\$0.00
Field Trips	\$52,000.00

#### NOTES / COMMENTS



	PROJECTED BUDGET	NOTES / COMMENTS
<b>Total Contracted Student Services</b>	<b>\$88,000.00</b>	
<b>Staff Development</b>		
Workshop Expenses	\$7,500.00	
Workshop Expenses - 103	\$0.00	
EC Workshops	\$5,000.00	
EC Workshop Expenses - 118	\$0.00	
<b>Total Staff Development</b>	<b>\$12,500.00</b>	
<b>Administrative Services</b>		
Advertising	\$1,000.00	
Audit Fees	\$9,100.00	
Bank Fees	\$1,000.00	
Community Services	\$0.00	
Contracted Office	\$0.00	
Financial Services	\$43,656.00	Acadia Financial Services
General Administration	\$8,000.00	BAAS 1% Includes Front Office Subs
Human Resources	\$2,000.00	
Legal Services	\$5,000.00	
Student Information Services	\$16,320.00	Acadia PS Services
Technology Services	\$0.00	
Other Tax Payments	\$2,700.00	
Bank Transfers	\$0.00	
<b>Total Administrative Services</b>	<b>\$88,776.00</b>	
<b>Insurances</b>		
Workers Compensation	\$7,900.00	
General Liability	\$32,500.00	
Other Insurance & Judgements	\$0.00	
<b>Total Insurances</b>	<b>\$40,400.00</b>	
<b>Rents &amp; Debt Service</b>		
Debt Service - Principal - NewBridge	\$205,262.70	
Debt Service - Interest - NewBridge	\$98,637.67	
Debt Service - Principal - New Project	\$54,000.00	
Debt Service - Interest - New Project	\$0.00	
Building Rent - 621 LLC	\$1,425.00	
<b>Total Rents &amp; Debt Service</b>	<b>\$359,325.37</b>	

**PROJECTED  
BUDGET**

**NOTES / COMMENTS**

**Facilities**

Building Services  
Building Supplies & Materials  
Custodial Services  
Custodial Supplies & Materials  
General Contract  
Miscellaneous Contracts  
Security Monitoring  
**Total Facilities**

\$31,342.11  
\$7,000.00  
\$62,475.87  
\$9,000.00  
\$0.00  
\$5,000.00  
**\$114,817.98**

**Utilities**

Electric  
Natural Gas  
Water & Sewer  
Waste Management  
Telephone  
Mobile Communication  
Internet  
**Total Utilities**

\$42,000.00  
\$0.00  
\$8,000.00  
\$3,700.00  
\$8,000.00  
\$0.00  
\$0.00  
**\$61,700.00**

**Transportation & Travel**

Travel Reimbursements  
**Total Transportation & Travel**

\$0.00  
**\$0.00**

**Technology**

Software - Instructional  
Software - EC  
Software - Office  
Tech Equipment - Nutrition  
Tech Equipment - Instructional  
Tech Equipment - EC  
Tech Equipment - Office  
Cap Tech Equipment - Instructional  
Cap Tech Equipment - Office  
Tech Supplies & Materials  
**Total Technology**

\$5,000.00  
\$0.00  
\$4,500.00  
\$0.00  
\$3,000.00  
\$900.00  
\$1,000.00  
\$0.00  
\$0.00  
\$3,000.00  
**\$17,400.00**

Linq Software - 3180

**Non-Cap Equipment & Leases**

Equipment - Instructional  
Equipment - EC  
Equipment - Office  
Copiers & Reproduction  
**Total Non-Cap Equipment & Leases**

\$1,000.00  
\$600.00  
\$0.00  
\$8,500.00  
**\$10,100.00**

**Nutrition & Food**

Nutrition Services  
Unprepared Food Purchases  
Supplies & Materials  
Other Food - Office  
Other Food - Board  
**Total Nutrition & Food**

\$0.00  
\$10,000.00  
\$250.00  
\$200.00  
\$0.00  
**\$10,450.00**

**Capital Campaign**

Supplies & Materials

\$150.00

Building Rentals/Leases  
Total Capital Campaign

TOTAL EXPENSES

NET SURPLUS/(DEFICIT)

PROJECTED  
BUDGET  
NOTES / COMMENTS

\$1,100.00

\$1,250.00

\$3,906,768.24

(\$0.00)

## **407 Remote Learning Protocol**

In the event that circumstances beyond the school's control force the closure of the school during regular student attendance (ex. Severe weather, widespread illness, etc.), the school will be able to implement a remote learning plan in order to support student learning. While there is no substitute for uninterrupted personal contact between teachers and students in the classroom, scheduled student attendance is not always possible.

In an effort to provide additional flexibility for school staff and community members when making up instructional time for teachers and students due to unforeseen circumstances, school staff may create a specific plan to use in order to increase instructional time without causing unnecessary strain on community resources.

A remote learning protocol will include the following components:

- Specific date(s) to count towards instructional time to take place after regular classes have resumed
- Teacher assigned work for each student to complete during the remote learning date/time
- Not to be used until students have missed two regularly scheduled attendance days
- Work should equate to a minimum of 300 instructional minutes for each date identified

It will be the responsibility of the Director to determine when a remote learning protocol day would be appropriate and submit the plan to the school board for approval.

## 540 Work Schedule

The designated school day for CFCI full-time faculty is minimally set at 7:55 **7:30** am until 3:30 pm (~~unless the faculty member has morning duty, in which case the faculty member should be at school and ready for duty at 7:30 am~~). This time should be at the school location and include days that students are in attendance. The hours for designated teacher workdays and staff development days are 9:00am to 4:00pm. The designated school day for part-time faculty is determined by scheduling needs. Individual's schedules should be filed with the Director and Human Resources Coordinator. Any difference in time worked should be submitted to the HRC on the appropriate form.

Leave forms must be completed every time a faculty member uses his or her leave to cover absences from work. Absences covered by annual leave built into the school calendar do not have to be recorded using the Leave form. (e.g. Christmas break, spring break). Annual leave, personal leave and professional leave should be reported as early as possible (at least one week in advance) for record keeping purposes. Leave forms should be completed for teacher workdays if the employee will not be working that day. Scheduled sick leave (e.g. doctor's appointments) should be completed in advance. Sick leave days should be reported immediately upon return to work.

If there is a reason why an employee's schedule is to vary from the stated schedule, he or she is expected to complete a leave form whether a substitute is needed or not. The employee is to:

1. Contact the Director prior to 8:00am on the day leave will apply.
2. Make arrangements for a substitute teacher for that day if applicable.
3. Complete a leave form, in advance if possible. If advance notice is not possible, the leave form should be completed the first day back to work.
4. Have all professional leave days pre-approved by the Curriculum Coordinator and/or Life-long Learning Committee.

If there is reason for an employee to work at a location other than the school site, a written request should be submitted to the Director one week prior to the event. The request must include reason for work away from school building and a means of contact.

It is the responsibility of the faculty member to keep an accurate record of his or her time and to ensure the timely completion and submission of forms to the Director for leave records. If leave forms are not submitted, it will be assumed that the leave is without pay.

**In the event that a remote learning protocol day is designated by the Director, the Director will inform the HRC of the date, and HRC will complete the necessary documentation.**

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Rev - Tech Donations  
Rev - Fundraising - 653  
Rev - Riptide Runners  
Rev - Field Trips  
Rev - Capital Campaign  
Rev - Various  
Rev - Fees/Supplies  
Rev - Social Dues  
Rev - Arts  
Rev - Garden Grant  
Rev - CFCL Partnership  
Rev - GE Grant  
**Total Local Revenue**

\$161,602.56 **Current Year 56 \$2885.76**  
\$975,720.00 **Current Year 341 \$2856**  
\$10,914.00 **Current Year 6 \$1819**  
\$2,700.00  
\$24,000.00  
\$100.00  
\$2,000.00  
\$2,500.00  
\$3,000.00  
\$5,000.00  
\$5,000.00  
\$4,000.00  
\$60,000.00  
\$20,000.00  
\$5,000.00  
\$2,000.00  
\$200.00  
\$1,000.00  
\$0.00  
\$0.00  
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**Includes Title IV**

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#### Contracted Student Services

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<b>Administrative Services</b>		
Advertising	\$1,000.00	
Audit Fees	\$9,100.00	
Bank Fees	\$1,000.00	
Community Services	\$0.00	
Contracted Office	\$0.00	
Financial Services	\$43,656.00	Acadia Financial Services
General Administration	\$8,000.00	BAAS 1% Includes Front Office Subs
Human Resources	\$2,000.00	
Legal Services	\$5,000.00	
Student Information Services	\$16,320.00	Acadia PS Services
Technology Services	\$0.00	
Other Tax Payments	\$2,700.00	
Bank Transfers	\$0.00	
<b>Total Administrative Services</b>	<b>\$88,776.00</b>	
<b>Insurances</b>		
Workers Compensation	\$7,900.00	
General Liability	\$32,500.00	
Other Insurance & Judgements	\$0.00	
<b>Total Insurances</b>	<b>\$40,400.00</b>	
<b>Rents &amp; Debt Service</b>		
Debt Service - Principal - NewBridge	\$205,262.70	
Debt Service- Interest - NewBridge	\$98,637.67	
Debt Service - Principal - New Project	\$54,000.00	
Debt Service- Interest - New Project	\$0.00	
Building Rent - 621 LLC	\$1,425.00	
<b>Total Rents &amp; Debt Service</b>	<b>\$359,325.37</b>	



**PROJECTED  
BUDGET**

**NOTES / COMMENTS**

**Facilities**

Building Services  
Building Supplies & Materials  
Custodial Services  
Custodial Supplies & Materials  
General Contract  
Miscellaneous Contracts  
Security Monitoring  
**Total Facilities**

\$31,342.11  
\$7,000.00  
\$62,475.87  
\$9,000.00  
\$0.00  
\$5,000.00  
**\$114,817.98**

**Utilities**

Electric  
Natural Gas  
Water & Sewer  
Waste Management  
Telephone  
Mobile Communication  
Internet  
**Total Utilities**

\$42,000.00  
\$0.00  
\$8,000.00  
\$3,700.00  
\$8,000.00  
\$0.00  
\$0.00  
**\$61,700.00**

**Transportation & Travel**

Travel Reimbursements  
**Total Transportation & Travel**

\$0.00  
**\$0.00**

**Technology**

Software - Instructional  
Software - EC  
Software - Office  
Tech Equipment - Nutrition  
Tech Equipment - Instructional  
Tech Equipment - EC  
Tech Equipment - Office  
Cap Tech Equipment - Instructional  
Cap Tech Equipment - Office  
Tech Supplies & Materials  
**Total Technology**

\$5,000.00  
\$0.00  
\$4,500.00  
\$0.00  
\$3,000.00  
\$900.00  
\$1,000.00  
\$0.00  
\$0.00  
\$3,000.00  
**\$17,400.00**

Link Software - 3180

**Non-Cap Equipment & Leases**

Equipment - Instructional  
Equipment - EC  
Equipment - Office  
Copiers & Reproduction  
**Total Non-Cap Equipment & Leases**

\$1,000.00  
\$600.00  
\$0.00  
\$8,500.00  
**\$10,100.00**

**Nutrition & Food**

Nutrition Services  
Unprepared Food Purchases  
Supplies & Materials  
Other Food - Office  
Other Food - Board  
**Total Nutrition & Food**

\$0.00  
\$10,000.00  
\$250.00  
\$200.00  
\$0.00  
**\$10,450.00**

**Capital Campaign**

Supplies & Materials

\$150.00

Building Rentals/Leases  
Total Capital Campaign

TOTAL EXPENSES

NET SURPLUS/(DEFICIT)

PROJECTED  
BUDGET  
NOTES / COMMENTS

\$1,100.00

\$1,250.00

\$3,906,768.24

(\$0.00)



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

WWW.NCPUBLICSCHOOLS.ORG

**TO** Ms. Lori Roy, Head of School  
Cape Fear Center for Inquiry LEA #65A

**FROM** Dr. Michael E. Wells, Director *MEW*  
Federal Program Monitoring and Support

Dr. Chris Vecchione, Assistant Director *CV*  
Federal Program Monitoring and Support Division

**DATE** March 4, 2019

**Project Approval, Title IV, Part A – PRC 108 Application, FY 2018-2019**  
**FEDERAL AWARDING AGENCY: U.S. Department of Education (USED)**  
**PASS-THROUGH ENTITY: N.C. Department of Public Instruction (NCDPI)**  
**Federal Award #S424A180034 C.F.D.A. 84.424A**  
**Beginning Date: July 1, 2018**  
**Ending Date: June 30, 2019**

The review of your FY 2018-2019 Title IV, Part A, Student Support and Academic Enrichment (SSAE) application and budget in Program Report Code (PRC) 108 has been completed and the project found to be acceptable. We are pleased to inform you that within the constraints of these funds, your proposed project is approved within the Comprehensive Continuous Improvement Plan System.

The estimated award amount is \$10,000.00. The final award amount is available at:  
<http://www.ncpublicschools.org/fbs/allotments/> Follow the link 'Public Site for Allotment Data' and then 'Estimated (Planning) Allotment' / 3. Federal – All LEA.

This memorandum provides authority to request, receive, and expend Title IV, Part A funds.

## Comments:

- SSAE program funds may be used only to supplement, and not supplant, non-Federal funds that would otherwise be available for activities authorized under the SSAE program. (ESEA section 4110).
- An LEA that receives at least \$30,000 in SSAE program funds must conduct a comprehensive needs assessment and based on the result of the needs assessment, the LEA must use:
  - At least 20 percent of funds for activities to support well-rounded educational opportunities (ESEA section 4107);
  - At least 20 percent of funds for activities to support safe and healthy students (ESEA section 4108); and
  - A portion of funds for activities to support effective use of technology of which no more than 15% may be reserved for infrastructure (ESEA section 4109).

We look forward to supporting your efforts toward an effective implementation of your Title IV, Part A program.

MEW/CJV/rt

c: Title IV Director  
Title IV Consultant

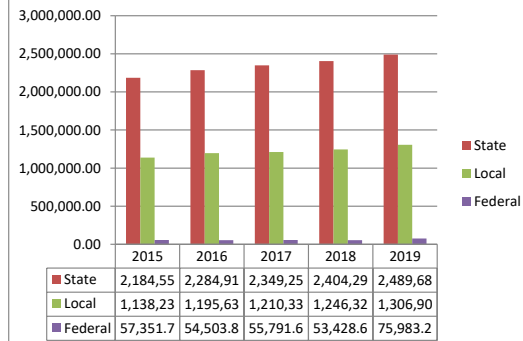
## FEDERAL PROGRAM MONITORING AND SUPPORT DIVISION

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (919) 807-3964 | Fax (919) 807-3968

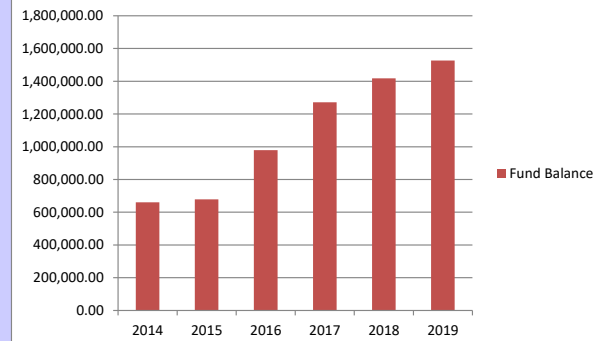
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

## CFCI FINANCIAL DASHBOARD

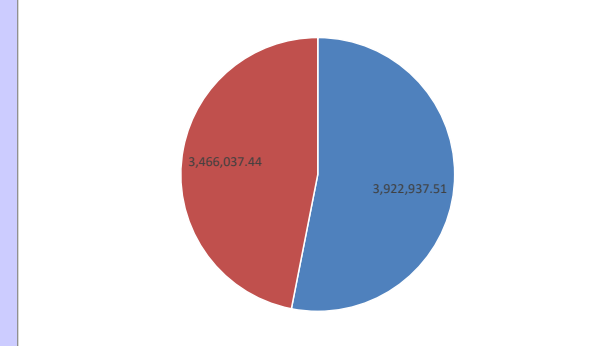
### Revenue



### Fund Balance



### YTD Expense



As of May 31st, 2019 we have completed 92% of the fiscal year and spent 88% of our budgeted funds.

## CFCI - Professional Development 2019-20 - Schoolwide Focus Areas - DRAFT

	Strategic Goals Alignment	Focus Areas
1	#3 - Academic Program Excellence	Digital Competencies - <b>TECHNOLOGY</b>
2	#1 - Model School of Inquiry #2 - High Quality Talent #3 - Academic Program Excellence #5 - Mission-Based Learning Environment	<b>INQUIRY</b> - Best Practices - MTSS <b>INQUIRY CONFERENCE</b> - Spring 2020 - Planning and Teaching
3	#1 - Model School of Inquiry #3 - Academic Program Excellence	<b>GIFTEDNESS</b> - Identification - Best Practices <b>DIFFERENTIATION</b> - MTSS - Meeting needs of gifted learners
4	#4 - Culture of Community #5 - Mission-Based Learning Environment	<b>RESPONSIVE CLASSROOM</b> - Diversity/Inclusion
5	#3 - Academic Program Excellence	<b>LITERACY - WRITING FOCUS</b> - (curriculum cycle) - <b>MTSS</b> Best Practices - MTSS Differentiation - Rubrics - Genre
6	#3 - Academic Program Excellence	<b>MATHEMATICS</b> - MTSS Differentiation and Inquiry

Professional Development Days	Faculty Mtgs	Collaboratives	Curricular Conversations
<p>Tuesday, August 6 &amp; Wednesday, August 7- New Staff Orient.</p> <p><b>Tuesday, August 13 - Opening Meeting (Full Day)</b></p> <p>Wednesday, August 14 - Work Day</p> <p>Thursday, August 15 - Work Day</p> <p><b>Friday, August 16 - Eureka Math - Prep &amp; Customization</b></p> <p><b>Monday, August 19 - AM: Literacy PD; PM: Workday</b></p> <p><b>Thursday, September 26 - PM only: Giftedness/Differentiation - MTSS</b></p> <p><b>Friday, September 27 - AM: Diversity and Inclusion; PM: Work Day</b></p> <p><b>Thursday, October 31 - PM only: Writing</b></p> <p><b>Friday, November 1 - Work Day (Report Cards)</b></p> <p>Wednesday, November 27 - Work Day</p> <p>Friday, January 3 - Work Day</p> <p>Tuesday, January 21 - Work Day</p> <p><b>Thursday, February 27 - PM only: Diversity and Inclusion?</b></p> <p><b>Friday, February 28 - Work Day (Report Cards)</b></p> <p><b>Thursday, March 19 - PM only: Writing and Differentiation</b></p> <p>Friday, March 20 - Work Day</p> <p><b>Monday, April 13 - Work Day (PIP REFLECTION DAY)</b></p> <p>Thursday, June 11 &amp; Friday, June 12 - Workdays</p>	<p><b>SHARES</b> at all faculty meetings including Inquiry; RC; Mind Up; CPI; Bullying; Differentiation; Tech; Other ideas</p> <p>Wk 1 -Faculty Wk 2 -<b>WRITING</b> Wk 3 -Faculty Wk 4 -<b>TECHNOLOGY</b></p>	<p>Wks 1 and 2 <b>MTSS Data/Curriculum (Math/Unit Planning)</b> <i>Grade level mtgs</i></p> <p>Wk 3 <b>DIFFERENTIATION and INQUIRY</b></p> <p>Wk 4 <b>PIPs</b></p>	<p><b>PIPs</b>- Personalized Learning One each term - schedule and get volunteers to cover for ½ days (work with Ben)</p>

### PERSONALIZED LEARNING - PIP IDEAS (Please add your ideas!):

- Writing Strategies (WordGen; Words Their Way; Rubrics)

- Cross Curricular Units and Interdisciplinary
- Jan Richardson - Guided Reading Book Study
- Mind Up
- Webinars and PD
- ????? Your ideas welcome!

#### **TECHNOLOGY - Digital CEU's (2 = 20 hours)**

- ASSESSMENTS: Schoolnet (MTSS); MAP (MTSS); mClass (MTSS) - K-3: Easy CBM's
- EDUCATIONAL RESOURCES: Discovery Education; A-Z Reading; Type to Learn - Grades 2-4; Zearn, Khan Academy, Embarc
- TOOLS: Gradebooks (K-8) and Specialists; Google: Classroom; Calendar; Emails; Apps: Chromebooks/iPads
- PD:PD online

#### **ADDITIONAL OPPORTUNITIES FOR PERSONALIZED LEARNING (PD)**

- Visits to Schools
- Summer planning
- Conferences/Workshops
- Inquiry Conference Planning in Spring
- Peer Observation
- National Boards
- UNCW
- NHCPL and DPI (Free Online PD)
- ????? Your ideas Welcome!

**CAPE FEAR CENTER FOR INQUIRY  
BUDGET REPORT (DETAIL)  
5/1/2019 ~ 5/31/2019  
All Accounts**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>REVENUES</b>						
<b>State Revenue</b>						
Rev - Charter Schools - 036	\$2,412,815.00	\$3,923.00	\$2,412,815.00	\$0.00	0.00%	
Rev - Summer Reading Program	\$22,177.59	\$0.00	\$3,510.59	\$18,667.00	84.17%	
Rev - Behavior Support - 029	\$51,192.00	\$1,865.02	\$51,192.00	\$0.00	0.00%	
Rev - Charter Schools - 046	\$3,500.00	\$0.00	\$3,499.70	\$0.30	0.01%	
<b>Total State Revenue</b>	<b>\$2,489,684.59</b>	<b>\$5,788.02</b>	<b>\$2,471,017.29</b>	<b>\$18,667.30</b>	<b>0.75%</b>	
<b>Local Revenue</b>						
Rev - Brunswick County Schools	\$161,602.94	\$13,466.91	\$134,669.12	\$26,933.82	16.67%	
Rev - New Hanover County	\$973,896.00	\$162,316.00	\$892,738.00	\$81,158.00	8.33%	
Rev - Pender County Schools	\$11,674.74	\$1,061.34	\$9,552.06	\$2,122.68	18.18%	
F & F - Brunswick County-4609	\$2,700.00	\$72.70	\$1,005.23	\$1,694.77	62.77%	
F & F - New Hanover County	\$20,000.00	\$3,744.00	\$19,486.00	\$514.00	2.57%	
F & F - Pender County Schools	\$100.00	\$28.49	\$125.72	(\$25.72)	-25.72%	
Rev - Interest Income-MM-1908	\$3,800.00	\$373.37	\$3,694.11	\$105.89	2.79%	
Rev - Interest Income-SV-4483	\$1.00	\$27.43	\$27.60	(\$26.60)	-2660.00%	
Rev - Sales Tax	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Rev - Contributions and Donati	\$1,500.00	\$874.04	\$1,805.31	(\$305.31)	-20.35%	
Rev - Tech Donations	\$5,957.00	\$180.00	\$6,137.00	(\$180.00)	-3.02%	
Rev - Hurricane Florence	\$3,402.08	\$0.00	\$3,402.08	\$0.00	0.00%	
Rev - Fundraising - 653	\$5,000.00	\$0.00	\$3,382.41	\$1,617.59	32.35%	
Rev - Riptide Runners	\$4,000.00	\$0.00	\$3,487.00	\$513.00	12.83%	
Rev - Field Trip	\$50,000.00	\$4,458.50	\$26,830.84	\$23,169.16	46.34%	
Rev - Capital Campaign - 660	\$30,000.00	\$1,045.69	\$6,562.20	\$23,437.80	78.13%	
Rev - Various	\$19,100.00	\$230.85	\$26,487.73	(\$7,387.73)	-38.68%	
Rev - Fees / Supplies - 4609	\$2,000.00	\$145.11	\$731.08	\$1,268.92	63.45%	
Rev - Arts	\$2,338.12	\$4,008.25	\$6,346.37	(\$4,008.25)	-171.43%	
Rev -Garden Grant - 555	\$0.00	\$0.00	\$490.00	(\$490.00)	0.00%	
Rev - CFCI Partnership	\$4,500.00	\$370.86	\$4,616.64	(\$116.64)	-2.59%	
Rev - GE Grant	\$335.51	\$0.00	\$335.51	\$0.00	0.00%	
<b>Total Local Revenue</b>	<b>\$1,306,907.39</b>	<b>\$192,403.54</b>	<b>\$1,151,912.01</b>	<b>\$154,995.38</b>	<b>11.86%</b>	
<b>Federal Revenue</b>						
Rev - Title I Basic -050	\$8,008.00	\$0.00	\$7,889.64	\$118.36	1.48%	
Rev - IDEA VI-B Handicap - 060	\$49,494.00	\$0.00	\$35,728.98	\$13,765.02	27.81%	
Rev - Improving Tchr Qual-103	\$5,897.00	\$547.93	\$5,897.00	\$0.00	0.00%	
Rev - Student Support - 108	\$10,000.00	\$0.00	\$5,666.80	\$4,333.20	43.33%	
Rev - IDEA VI-B Spec Needs-118	\$2,584.20	\$0.00	\$1,573.09	\$1,011.11	39.13%	

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total Federal Revenue	\$75,983.20	\$547.93	\$56,755.51	\$19,227.69	25.31%	
<b>TOTAL REVENUES</b>	<b>\$3,872,575.18</b>	<b>\$198,739.49</b>	<b>\$3,679,684.81</b>	<b>\$192,890.37</b>	<b>4.98%</b>	
<b>EXPENSES</b>						
<b>Salaries &amp; Wages</b>						
Teacher	\$1,360,510.00	\$110,705.39	\$1,222,013.42	\$138,496.58	10.18%	
Teacher - 016	\$1,343.66	\$0.00	\$1,343.66	\$0.00	0.00%	
Teacher Assistant	\$102,899.70	\$10,947.66	\$98,846.15	\$4,053.55	3.94%	
Substitute	\$25,000.00	\$2,840.00	\$23,200.00	\$1,800.00	7.20%	
EC Teacher	\$153,715.70	\$23,738.67	\$154,272.36	(\$556.66)	-0.36%	
EC Teacher - 029	\$35,919.00	\$0.00	\$35,919.00	\$0.00	0.00%	
EC Teacher - 060	\$41,228.96	\$0.00	\$28,943.08	\$12,285.88	29.80%	
EC Teacher Assistant	\$36,657.25	\$3,616.26	\$32,671.01	\$3,986.24	10.87%	
Psychologist	\$28,780.00	\$2,398.34	\$23,983.40	\$4,796.60	16.67%	
EC Substitute	\$4,500.00	\$360.00	\$4,680.00	(\$180.00)	-4.00%	
Remediation Teacher - 050	\$7,974.64	\$0.00	\$7,889.64	\$85.00	1.07%	
Principal	\$86,164.00	\$7,180.34	\$78,983.74	\$7,180.26	8.33%	
Assistant Principal	\$29,806.33	\$2,709.67	\$27,096.70	\$2,709.63	9.09%	
Office Staff	\$49,243.00	\$3,429.70	\$44,308.23	\$4,934.77	10.02%	
Guidance	\$39,798.00	\$6,267.99	\$47,703.06	(\$7,905.06)	-19.86%	
Information Technology	\$52,257.00	\$4,354.75	\$47,902.25	\$4,354.75	8.33%	
Custodian	\$24,291.66	\$2,208.34	\$22,121.92	\$2,169.74	8.93%	
Finance Officer	\$88,526.00	\$7,655.42	\$80,870.62	\$7,655.38	8.65%	
Bonus Pay - 046	\$3,251.00	\$0.00	\$3,251.00	\$0.00	0.00%	
<b>Total Salaries &amp; Wages</b>	<b>\$2,171,865.90</b>	<b>\$188,412.53</b>	<b>\$1,985,999.24</b>	<b>\$185,866.66</b>	<b>8.56%</b>	
<b>Benefits</b>						
Social Security & Medicare	\$159,606.07	\$13,981.75	\$142,336.57	\$17,269.50	10.82%	
Social Security & Medicare - 016	\$102.81	\$0.00	\$102.81	\$0.00	0.00%	
Social Security & Medicare - 029	\$2,655.90	\$0.00	\$2,655.90	\$0.00	0.00%	
Social Security & Medicare - 046	\$249.00	\$0.00	\$248.70	\$0.30	0.12%	
Social Security & Medicare - 060	\$2,375.00	\$0.00	\$2,145.70	\$229.30	9.65%	
State Retirement	\$360,541.24	\$29,002.15	\$309,328.08	\$51,213.16	14.20%	
State Retirement - 016	\$253.42	\$0.00	\$253.42	\$0.00	0.00%	
State Retirement - 029	\$6,016.45	\$0.00	\$6,016.45	\$0.00	0.00%	
State Retirement - 060	\$590.88	\$0.00	\$590.88	\$0.00	0.00%	
Health Insurance	\$174,523.19	\$15,040.56	\$156,648.95	\$17,874.24	10.24%	
Health Insurance - 029	\$4,408.65	\$0.00	\$4,408.65	\$0.00	0.00%	
Health Insurance - 060	\$5,299.16	\$0.00	\$4,049.32	\$1,249.84	23.59%	
State Unemployment	\$9,900.00	\$0.00	\$502.36	\$9,397.64	94.93%	
<b>Total Benefits</b>	<b>\$726,521.77</b>	<b>\$58,024.46</b>	<b>\$629,287.79</b>	<b>\$97,233.98</b>	<b>13.38%</b>	
<b>Books &amp; Supplies</b>						



	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Instructional Supplies	\$39,000.00	\$2,127.01	\$41,546.83	(\$2,546.83)	-6.53%	
Instructional Supplies - 016	\$20,477.70	\$0.00	\$1,810.70	\$18,667.00	91.16%	
EC Supplies	\$2,815.80	\$247.03	\$2,879.82	(\$64.02)	-2.27%	
EC Supplies - 118	\$1,520.71	\$0.00	\$1,409.60	\$111.11	7.31%	
Office Supplies	\$5,000.00	\$639.14	\$4,647.29	\$352.71	7.05%	
Social Dues	\$265.00	\$0.00	\$200.44	\$64.56	24.36%	
Fundraising Supplies	\$690.05	\$50.00	\$740.05	(\$50.00)	-7.25%	
Fundraising Supplies - Riptide Runner	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	
Health Supplies	\$3,200.00	\$0.00	\$2,131.72	\$1,068.28	33.38%	
Security Supplies	\$4,100.00	\$30.64	\$3,980.45	\$119.55	2.92%	
Postage & Shipping	\$1,500.00	\$0.00	\$366.17	\$1,133.83	75.59%	
Sales Tax Expense	\$5,000.00	\$361.53	\$4,215.67	\$784.33	15.69%	
Unbudgeted Federal Expense - 050	\$33.36	\$0.00	\$0.00	\$33.36	100.00%	
<b>Total Books &amp; Supplies</b>	<b>\$87,602.62</b>	<b>\$3,455.35</b>	<b>\$63,928.74</b>	<b>\$23,673.88</b>	<b>27.02%</b>	
<b>Contracted Student Services</b>						
EC Services	\$10,000.00	\$6,527.50	\$13,240.00	(\$3,240.00)	-32.40%	
Speech Services	\$26,000.00	\$4,191.85	\$33,349.55	(\$7,349.55)	-28.27%	
Field Trips	\$42,000.00	\$106.99	\$20,297.50	\$21,702.50	51.67%	
Field Trips - 108	\$10,000.00	\$0.00	\$5,666.80	\$4,333.20	43.33%	
<b>Total Contracted Student Services</b>	<b>\$88,000.00</b>	<b>\$10,826.34</b>	<b>\$72,553.85</b>	<b>\$15,446.15</b>	<b>17.55%</b>	
<b>Staff Development</b>						
Workshop Expenses	\$35,000.00	\$611.85	\$25,036.36	\$9,963.64	28.47%	
Workshop Expenses - 103	\$5,897.00	\$547.93	\$5,897.00	\$0.00	0.00%	
EC Workshops	\$6,000.00	\$478.02	\$3,826.31	\$2,173.69	36.23%	
EC Workshop Expenses - 029	\$2,192.00	\$1,865.02	\$2,192.00	\$0.00	0.00%	
EC Workshop Expenses - 118	\$1,063.49	\$0.00	\$163.49	\$900.00	84.63%	
<b>Total Staff Development</b>	<b>\$50,152.49</b>	<b>\$3,502.82</b>	<b>\$37,115.16</b>	<b>\$13,037.33</b>	<b>26.00%</b>	
<b>Administrative Services</b>						
Advertising	\$1,000.00	\$0.00	\$680.00	\$320.00	32.00%	
Audit Fees	\$9,100.00	\$0.00	\$9,100.00	\$0.00	0.00%	
Bank Fees	\$26,000.00	\$230.89	\$980.02	\$25,019.98	96.23%	
Community Services	\$3,460.00	\$0.00	\$3,460.00	\$0.00	0.00%	
Financial Services	\$43,656.00	\$3,574.31	\$39,546.71	\$4,109.29	9.41%	
General Administration	\$8,000.00	\$1,259.68	\$3,726.88	\$4,273.12	53.41%	
Human Resources	\$2,000.00	\$1,349.00	\$1,980.30	\$19.70	0.99%	
Legal Services	\$35,000.00	(\$1,043.75)	\$34,278.45	\$721.55	2.06%	
Student Information Services	\$16,320.00	\$1,336.19	\$14,783.79	\$1,536.21	9.41%	
Other Tax Payments	\$2,700.00	\$0.00	\$2,600.50	\$99.50	3.69%	
<b>Total Administrative Services</b>	<b>\$147,236.00</b>	<b>\$6,706.32</b>	<b>\$111,136.65</b>	<b>\$36,099.35</b>	<b>24.52%</b>	

#### Insurances

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Workers Compensation	\$8,165.00	\$0.00	\$7,068.10	\$1,096.90	13.43%	
General Liability	\$32,500.00	\$3,423.00	\$25,971.00	\$6,529.00	20.09%	
Other Insurance & Judgements	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	
<b>Total Insurances</b>	<b>\$44,322.00</b>	<b>\$3,423.00</b>	<b>\$33,039.10</b>	<b>\$11,282.90</b>	<b>25.46%</b>	
<b>Rents &amp; Debt Service</b>						
Debt Service - Principal - NewBridge	\$205,262.70	\$17,949.63	\$193,941.86	\$11,320.84	5.52%	
Debt Service - Interest - NewBridge	\$98,637.67	\$7,375.40	\$84,633.47	\$14,004.20	14.20%	
Building Rent - 621 LLC	\$5,700.00	\$1,425.00	\$5,700.00	\$0.00	0.00%	
<b>Total Rents &amp; Debt Service</b>	<b>\$309,600.37</b>	<b>\$26,750.03</b>	<b>\$284,275.33</b>	<b>\$25,325.04</b>	<b>8.18%</b>	
<b>Facilities</b>						
Building Services	\$31,500.00	\$4,502.00	\$38,260.39	(\$6,760.39)	-21.46%	
Building Supplies & Materials	\$5,000.00	\$149.97	\$1,792.61	\$3,207.39	64.15%	
Custodial Services	\$52,475.87	\$8,470.00	\$41,106.35	\$11,369.52	21.67%	
Custodial Supplies & Materials	\$8,000.00	\$1,724.43	\$8,900.19	(\$900.19)	-11.25%	
Miscellaneous Contracts	\$51,500.00	\$0.00	\$46,069.04	\$5,430.96	10.55%	
Security Monitoring	\$5,000.00	\$298.45	\$1,812.95	\$3,187.05	63.74%	
<b>Total Facilities</b>	<b>\$153,475.87</b>	<b>\$15,144.85</b>	<b>\$137,941.53</b>	<b>\$15,534.34</b>	<b>10.12%</b>	
<b>Utilities</b>						
Electric	\$42,000.00	\$0.00	\$31,665.86	\$10,334.14	24.61%	
Water & Sewer	\$8,000.00	\$1,584.78	\$7,036.80	\$963.20	12.04%	
Waste Management	\$3,450.00	\$270.89	\$3,193.51	\$256.49	7.43%	
Telephone	\$10,000.00	\$732.31	\$7,505.68	\$2,494.32	24.94%	
<b>Total Utilities</b>	<b>\$63,450.00</b>	<b>\$2,587.98</b>	<b>\$49,401.85</b>	<b>\$14,048.15</b>	<b>22.14%</b>	
<b>Transportation &amp; Travel</b>						
Travel Reimbursements	\$172.97	\$130.61	\$303.58	(\$130.61)	-75.51%	
<b>Total Transportation &amp; Travel</b>	<b>\$172.97</b>	<b>\$130.61</b>	<b>\$303.58</b>	<b>(\$130.61)</b>	<b>-75.51%</b>	
<b>Technology</b>						
Software - Instructional	\$11,500.00	\$0.00	\$11,000.87	\$499.13	4.34%	
Software - Office	\$3,900.00	\$265.00	\$4,382.34	(\$482.34)	-12.37%	
Tech Equipment - Instructional	\$15,490.04	\$0.00	\$14,852.89	\$637.15	4.11%	
Tech Equipment - EC	\$900.00	\$0.00	\$621.48	\$278.52	30.95%	
Tech Equipment - Office	\$5,813.01	\$0.00	\$3,402.98	\$2,410.03	41.46%	
Cap Tech Equipment - Instructional	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	
Cap Tech Equipment - Office	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
Tech Supplies & Materials	\$4,000.00	\$482.45	\$3,483.85	\$516.15	12.90%	
<b>Total Technology</b>	<b>\$55,103.05</b>	<b>\$747.45</b>	<b>\$37,744.41</b>	<b>\$17,358.64</b>	<b>31.50%</b>	
<b>Non-Cap Equipment &amp; Leases</b>						
Equipment - Instructional	\$3,784.47	\$0.00	\$3,784.47	\$0.00	0.00%	

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Equipment - EC	\$600.00	\$0.00	\$312.96	\$287.04	47.84%	
Equipment - Office	\$500.00	\$0.00	\$312.65	\$187.35	37.47%	
Copiers & Reproduction	\$8,000.00	\$2,117.82	\$6,521.44	\$1,478.56	18.48%	
<b>Total Non-Cap Equipment &amp; Leases</b>	<b>\$12,884.47</b>	<b>\$2,117.82</b>	<b>\$10,931.52</b>	<b>\$1,952.95</b>	<b>15.16%</b>	
<b>Nutrition &amp; Food</b>						
Nutrition Supplies & Materials	\$250.00	\$0.00	\$70.07	\$179.93	71.97%	
Unprepared Food Purchases	\$10,000.00	\$969.83	\$6,997.81	\$3,002.19	30.02%	
Other Food - Office	\$750.00	\$0.00	\$716.90	\$33.10	4.41%	
<b>Total Nutrition &amp; Food</b>	<b>\$11,000.00</b>	<b>\$969.83</b>	<b>\$7,784.78</b>	<b>\$3,215.22</b>	<b>29.23%</b>	
<b>Capital Campaign 660</b>						
Contracted Services	\$0.00	\$2,200.00	\$2,200.00	(\$2,200.00)	0.00%	
Supplies & Materials	\$450.00	\$476.19	\$639.37	(\$189.37)	-42.08%	
Building Rentals/Leases	\$1,100.00	\$0.00	\$550.00	\$550.00	50.00%	
<b>Total Capital Campaign 660</b>	<b>\$1,550.00</b>	<b>\$2,676.19</b>	<b>\$3,389.37</b>	<b>(\$1,839.37)</b>	<b>-118.67%</b>	
<b>Pending Documentation</b>						
Pending Expense Documentation	\$0.00	(\$2.00)	\$1,204.54	(\$1,204.54)	0.00%	
<b>Total Pending Documentation</b>	<b>\$0.00</b>	<b>(\$2.00)</b>	<b>\$1,204.54</b>	<b>(\$1,204.54)</b>	<b>0.00%</b>	
<b>TOTAL EXPENSES</b>	<b>\$3,922,937.51</b>	<b>\$325,473.58</b>	<b>\$3,466,037.44</b>	<b>\$456,900.07</b>	<b>11.65%</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$50,362.33)</b>	<b>(\$126,734.09)</b>	<b>\$213,647.37</b>			

**Cape Fear Center for Inquiry  
Board of Directors Agenda  
June 18, 2019- 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** Ashley Cooksley, Lisa Sharpe, Jennifer LaFleur, Stephen Hill, David Boucher, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Shannon Shanks, Wes Rose, Lori Roy, Kendy Gullette

Time	Packet Pg. #	Subject	Chair/Presenter	Note: Information, Discussion, and/or Action
		<b>Opening Items:</b>		
6:00pm		<i>Call to Order</i>	<b>Ashley Cooksley</b>	Action
6:01		<i>Approval of Minutes: May 14, 2019; Special Called Board Meeting May 30, 2019</i>	<b>Ashley Cooksley</b>	Action
6:02		<i>Visiting Faculty*</i>	<b>TBD</b>	Information
6:07		<i>Visiting Parent or Community Members*</i>	<b>TBD</b>	Information
		<b>Director's Report</b>		
6:10		<ol style="list-style-type: none"> <li>1. End of Year Celebration</li> <li>2. PCN 2-3 Recommendation-action</li> <li>3. Resignations- update</li> <li>4. Contract Renewal Recommendation – action</li> <li>5. Student Update - update</li> </ol>	<b>Lori Roy</b>	Information/ Discussion/ Action <i>Closed session</i>
		<b>Property Update</b>		
6:40		<ol style="list-style-type: none"> <li>1. Parking lot project</li> <li>2. Blue Clay Update</li> </ol>	<b>Lori Roy/Michael Zentmeyer (Kathy out)</b>	<i>Closed session</i>
		<b>Finance</b>		
6:55		<ol style="list-style-type: none"> <li>3. Cleaning Contract</li> <li>4. 2019-2020 Budget Approval- MUST approve</li> <li>5. May Budget and Dashboard</li> </ol>	<b>Lori Roy (Kathy out)</b>	Information/ Discussion/ Action <i>Closed session</i>
		<b>Committee Updates: Please see all committee minutes and come with any questions</b>		
7:15		<ol style="list-style-type: none"> <li>6. Committees: <ul style="list-style-type: none"> <li>• Partnership- N/A this month</li> <li>• Technology</li> </ul> </li> </ol>	<b>Committee Chairs</b>	Information/Discussion

		<ul style="list-style-type: none"> <li>L3</li> </ul>		
		<b>Policy Procedure Review Committee (PPRC)</b>		
7:20		<ul style="list-style-type: none"> <li>Policy 407- Remote Learning Policy (new policy)- 1<sup>st</sup> and 2<sup>nd</sup> read</li> <li>Policy 510- Work Schedule- 1<sup>st</sup> and 2<sup>nd</sup> read (connected to Policy 407 changes)</li> </ul>	<b>Alan McNaughton/ Michael Z.</b>	
		<b>Executive Committee</b>		
7:35		6. Director's Evaluation/ Contract 7. Board Retreat Reschedule	<b>Ashley Cooksley</b>	Information/ Discussion/ Action <i>Closed session</i>
		<b>Announcements:</b>		
8:05		<b><i>Other Announcements and/or Upcoming events:</i></b> <ul style="list-style-type: none"> <li>- Executive- July TBD</li> <li>- Next Board Meeting- 7.16.19 6pm</li> <li>- Board Retreat Date TBD</li> </ul>	<b>Ashley Cooksley</b>	Information
8:40		<b><i>Adjournment</i></b>	<b>Ashley Cooksley</b>	Action

**Board Agenda Requests:** If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Beth Carter at [bcarter@cfc.net](mailto:bcarter@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.