

**Cape Fear Center for Inquiry
Board of Directors Agenda
August 15, 2017- 6:00pm**

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

Roll Call Ashley Cooksley, Lisa Sharpe, Cathey Luna, Kelly Rooney, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Lori Roy

Absent: Ashley Cooksley, Lauren Lombardi

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Kristin Hudson	Action
6:01	<i>Approval of Minutes: 6/20/17</i>	Kristin Hudson	Cathey Luna motioned to approve minutes. Lisa Buchanan seconded. Motion passed
6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Brian Lambe addressed the board concerning technology fees. He said that NHCS does not charge fees, and feels that CFCI should not be charging fees. He is not against the technology and thinks we should find a different way to pay for this rather than charging technology fees.
<i>Committee Reports:</i>			
6:15	<i>Partnership</i> <ul style="list-style-type: none"> • Committee Report 	Stephen Hill	<p>Stephen suggested we reference the 3-page notes taken at Partnership meeting. Partnership will be at Open House and selling T-shirts, they are going to present a hypothetical plan to improve the K-3 playground. They will use a “passport” to introduce parents to activities they are sponsoring. Teacher Appreciation will continue, and they hope to feature teachers and/or specialists to talk about their programs with students. They also may list a service directory of parents and businesses or services they can provide and make this directory available to the CFCI community.</p> <p>September 22 is the middle grades dance. Friday is the Teacher Appreciation Luncheon. Sept 26 is Family Pizza night. Next board meeting is Sept. 12. Oct. 2-13 are the Fund the Wonder dates.</p>
6:25	<i>Life Long Learning</i> <ul style="list-style-type: none"> • Teacher Orientation Update • Back to school 	Lori Roy	Teacher Orientation was great, and we have ten new faculty members. Some TA's, teachers, and office staff are new. Good energy! We had Coastal Horizons do a low ropes course team-building day in the gym today. Cathy Mintz, Jennifer LaFleur, Patrick Donnelly and

	PD Update		Marla Roberson did Responsive Classroom today with faculty. Teachers will have CB training, and UTOTES (Using the Outdoors to Educate Students) training is beginning with our faculty. Next PD is September 29 on Universal screeners.
6:35	<p>Director's Report</p> <ul style="list-style-type: none"> • 7th -8th Grade Math Teacher Recommendation • Front Office Assistant Recommendation • Spanish Teacher Recommendation • Parent Collaborative Network (PCN) Update • UTOTES! 	Lori Roy	<p>Lori is recommending that we approve hiring Reuben Echavarria for the 7th and 8th grade Math position, and Christine Ashley for the Front Office Assistant. Cathey Luna moved to approve them for hiring, and Todd Fischer seconded. Motion passed.</p> <p>We hope to have Spanish interviews on Friday the 18th, and a recommendation to the board to hire a Spanish teacher soon.</p> <p>PCN had its first meeting on August 2, 2017. Lori is creating a special e-mail account: pcn@cfcfci.net for parents to contact with their questions and concerns. CFCI operates under Open Meeting laws, and so PCN is exploring how to have committee members communicate with one another and the CFCI parents. Next meetings are on September 7th at 8:15, and October 2 at 6:00 p.m. They discussed early dismissals and our trying to limit those, decals, carpool pickup and drop-off procedures, the buzzer system, the church parking lot, CB's, outside spaces, and how to provide training for parents on Responsive Classroom. The minutes of the PCN will be posted on the PCN page of the CFCI website. Bios are already posted on the PCN page.</p> <p>We received the STEAM grant with portable staging for performances, a professional-grade sound system (sound board and 2 speakers), and 8 wireless microphones and transmitters, a light bar, a play, props and scenery. We'll be able to establish the CFCI Theatre as a viable thing (according to Wes!) Kelly Rooney suggested we invite the Maker-Space kids to get involved with that.</p>
7:00	<p>Technology Committee</p> <ul style="list-style-type: none"> • Preparing for the big roll-out! 	Todd Fischer/ Lori Roy	<p>We are kicking off CBs and are excited. The FAQ sheet has been revised due to parent feedback. The new FAQ draft will be presented during Open House. Why 1-1 devices now, etc. We began the 1-1 initiative in the 2014-15 school year, and raising funds for that. Plans were for staggered roll-out, but we got extra money through fund-raising, and so suddenly we had the funds to provide CB's for all classes 4-8. We compared initiatives from Iredell County and Statesville Schools (and others) and we modeled our policy on theirs...fees ranged from \$10.00 - \$100.00. We checked with</p>

			<p>Director of Office of Charter Schools, who feels that since NHCS do not have a similar program and that we are planning to work with families as to the impact of the added fee, that we are OK to ask for a fee. Lori addressed the use of the CBs and parent concerns that there is too much screen time and questions about how the CBs will be used.</p> <p>Todd Fischer said that all students grades 4-8 will be issued a CB, because if there are a variety of devices brought from home, there can't be the continuity of the device capability. We added insurance because \$15.00 covers anything, including theft, that can happen to the CB. We are hoping students take ownership and are careful with their CB's so insurance will not be needed frequently. Paul Allen will be monitoring how the CB's are used and how students use their devices. The old I-pads and PC's will go to grades K-3, and Paul will be in charge of maintaining them. The CBs will have a protective sleeve. Paul said that if you have a home network, these CBs will connect, but that they are preset with security at school, so all sites available at home may not be available on the CB. See the attached budget which explains the CB replacement each year. Each year new devices will be issued to sixth graders. We will also contact families with 2 or more students in the school about payment options. There will be 3 options given. So in sum, parents will receive the finalized copy of the FAQ sheet at Open House.</p> <p>Kristin Hudson recognized Brian Lambe to speak again. He again expressed his concern about charging a technology fee. We will follow up with DPI and our attorney.</p>
7:10	<p><i>Finance</i></p> <ul style="list-style-type: none"> • Committee and Budget Reports • Summer work update (inside and out!) • 2017-2018 Budget Update 	Kathy Coke	<p>Kathy Coke presented the year-end summary for 2017-2018. Summer projects continue, as the rain has delayed the construction. The buzzer system is in and the locked door project is delayed. CB's are being labeled. A fence is being added to the 4-8 playground. The grounds have been cleaned up for opening day. Cathy ordered decals for carline, and they haven't been delivered. They will not be available for Open House, but distributed ASAP and we'll determine a carpool pick up plan for Day 1.</p>
7:20	<p><i>Policy and Procedure Review</i></p> <ul style="list-style-type: none"> • No report. 	Jennifer Solomon	<p>No report.</p>
7:20	<p><i>Development Committee</i></p>	Todd Fischer/ Lori Roy	<p>We are in conversations with the church about the price to purchase their property, and also looking at the land</p>

	<ul style="list-style-type: none"> • Committee Report • Feasibility Study Update 		on Shipyard Blvd. in order to determine if we are ready to do a feasibility study as to how/whether to proceed in pursuing the purchase of one or both properties.
7:30	<p><i>Executive Committee</i></p> <ul style="list-style-type: none"> • Educational Leave Policy - adhoc review-update coming in September meeting once teachers return/committee established 	Kristin Hudson	<p>The Educational Leave Policy will be reviewed by Ashley Cooksley, Kristin Hudson, and Todd Fischer, who are inviting Joanne Brinkley, Nancy Kachadurian, and Sam De Prisco to serve on the committee</p> <p>Open House is Thursday.</p> <p>Solar Eclipse is Monday...make sure you and your kids have their eyewear!</p>
7:40	<p><i>Other Announcements and/or Upcoming events:</i></p>	Kristin Hudson	<ul style="list-style-type: none"> • Next Executive Committee Meeting: 9/11/17 at 9:00 a.m. • Next Board Meeting- 9-19-17- in the CFCI Museum Room at 6pm • First student day on 8-22-17
	<p><i>Closed Session for meeting critique (NC statute 143-318.11)</i></p>	Kristin Hudson	No closed session
7:47	<p><i>Adjournment</i></p>	Kristin Hudson	Cathey Luna motioned to adjourn. Todd Fischer 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 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- Special Called Board Meeting
August 24, 2017- 6:00pm**

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

Roll Call Ashley Cooksley, Lisa Sharpe, Cathey Luna, Kelly Rooney, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Wes Rose, Lori Roy

Absent: Wes Rose, Cathey Luna

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Todd Fischer made a motion that the CFCI Board come to order. Kristin Hudson seconded. Motion passed.
6:01	<i>CFCI Technology Fee</i>	Ashley Cooksley	<p>Ashley Cooksley asked Todd to summarize an update on the technology fee.</p> <p>He read from a document he created that will be edited and distributed to parents tonight concerning the fee.</p> <p>Todd explained that CFCI surveyed other schools this summer while writing policies about Chromebooks (CBs). Because the cost of providing CBs for all students 4-8 is significant, Todd and others researched the costs of technology fees charged by other schools and districts. Charter schools are not allowed to charge more for a program than a commensurate fee charged by the county or city school system for that same program. CFCI contacted Office of Charter Schools and they agreed that though NHCO has no technology fee, that we were operating within the spirit of the policy about fee collection, and so proceeded with the plan to collect a technology fee.</p> <p>In August, a parent objected to the technology fee CFCI was setting for the 2017-18 year for the CB's. The parent called The Office of Charter Schools, which then consulted with DPI. DPI advised that a Technology Fee is not allowed.</p> <p>Therefore, it is recommended that we look to convert the Technology Fee to a donation-based program. The Director of the Office of Charter Schools has said that if we approached NHCO</p>

		<p>Schools and offered to provide them assistance in developing a 1-1 program and they establish a fee, that we can then charge the same fee.</p> <p>Ashley asked how many parents have paid the technology fee, and Lori said 85%. Todd suggested that we inform the parents as to this new ruling, and request that they convert the \$65.00 fee to a donation.</p> <p>Cathi Mintz suggested that we ask other charter schools to join with us in talking with NHCO.</p> <p>If all parents decided to ask for a refund, it would have a \$16,000.00 impact on the budget.</p> <p>Ashley Cooksley said that we can cover the loss of revenue this year if many parents ask for a refund, but the question is how will we handle this next year? How do we make this a sustainable program for CFCI?</p> <p>Cathi Mintz recommended that we get the word out to the PCN to spread the word about this change in our program.</p> <p>It was agreed to send an email to the CFCI community regarding the change. The board authorized Lori Roy, Todd Fischer, and Ashley Cooksley to edit the document for distribution to parents tonight.</p> <p>Lisa Buchanan moved that we approve to change the Technology Fee to a donation-based 1:1 program.</p> <p>Kristin Hudson seconded.</p> <p>Motion passed.</p> <p>Kristin Hudson motioned that we allow students to receive a Chromebook as long as they have turned in a signed Parent-Student Chromebook Agreement and Internet Acceptable Use Policy.</p> <p>Todd seconded.</p> <p>Motion passed.</p> <p>Todd motioned that we adjourn, and Lauren Lombardi seconded. Motion passed.</p>
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CFCI Partnership Meeting

Angela, Ben, Emily, Renee, Stephen, Nicole

Thursday July 27 2017

Open House

We will meet again Thurs Aug 17 at 4:45pm before Open House, Open House begins 5:30pm-7pm

-Multipurpose Room

-Angela will bring cookies, water, lemonade, & table cloths

*Volunteer Tables

-Need Volunteers for: Box Tops, Book Fair, Teacher Appreciation Committee, Middle School Dance, Winter Festival, Bingo Night Committee

*Tshirt Table

-Square password will be sent to partnership email

-\$15/tie dye; \$10/solids

-Angela will contact Nicole with amounts/sizes/colors needed to place an order

*K-3 Playground Construction Committee Volunteer Table

-Naming contest for students

*Carpool station (?)

Idea of creating a "Passport Stamp/Sticker system" to ensure more students and parents visit all stations will be implemented. Once completed, they can turn in their passports for a chance to win a free CFCI T-shirt.

-Need Balloons/Signage/Box.

****Banner**** "Welcome, Your Journey Starts Here"

Possibly get Middle Grade kids to volunteer to be guides

-Amber

-Nathan

-Chloe

Middle School Dance-Fri Nov 17 6pm-8pm (**change: cannot do 17th, so will be looking at a Jan/Feb option**)

-Chair: Carla Lewin

Teacher Appreciation-Monthly Birthdays & Teacher Appreciation Week

-Robin (?), Heather & Sarah

Box Tops-Tiffany

Winter Festival-Amy

Bookfair-Shelley

We discussed giving families calendars for the entire school year in August with all necessary dates.

-Posters with important dates so families can take pictures with their devices.

-Flyer for teachers with partnership dates

Can we update website to advise the different contact information for committees in charge of each event?

We should ask teachers to come to the first meeting.

-possibly "feature" a teacher, specials teacher, or activity at each partnership meeting to increase attendance. Angela will speak to Lori about allowing teachers to be "featured"

-Can May inquiry project coincide with partnership meeting?

September Family Pizza Night-September 26 5:30-7:30pm

-4th Grade Bake Sale

-Pizza from Little Caesars

-Possibly featuring Mr. Rheel

-Fund the Wonder Kick-off-Jessica will introduce committee chairs

-Approve Partnership Budget

-Have a long sheet of paper for kids to sign to thank the Church for their kindness.

November 6-meet during Book Fair/Performance

-Possibly feature Robotics Team (Todd Fischer)

January 18-Family Fun Pizza & Performance

-Possibly feature Mr. Rose

Tshirts will be sold at all partnership meetings, we will offer to let 8th grade sell sweatshirts at meetings.

Friday, August 18 is Teacher Luncheon.

-Possible Caterers: Taste of Italy/Islands/Pine Valley Market/Eatery 17

-50-60 people---Get extra Salad

The Partnership would like to create a "Service Listing" that compiles all the services & businesses provided by the families.

-We will set up a box for business cards

-“Enter to win CFCI T shirt”

The Partnership would like to create a School Directory

-Discussed the carpool list gathered by the school and held in the school office.

The Partnership agreed to provide \$300 to Nancy Kachudorian for a carpet.

We will remind teachers to turn in receipts “non-profit”

The 4th-8th grade playground received new balls purchased with Box Tops funding.

-Costco at one time had storage deck boxes for approximately \$89, we will look into this option

-Net will be fixed, Angela will contact Kathy

Book Club will be handled by Ms. Cohen (9/12/17 & 10/12/17)

-morning club/evening club meeting

The Partnership agreed to fund the Sunshine Club (Kristin Gray) \$300.

-Angela will email Kristin

Angela will attend the Parent Collaborative Network meeting Aug 2, 1pm-3pm

Angela will ask Amy for FaceBook login information.

Next Partnership meeting September 12, at 630pm at Nicole’s house.

-316 Willard St 28401

We can remind families to relink their rewards

-Harris Teeter/Shoparoo/Target/Lowes

Fund the Wonder

-October 2-13

-Goal \$10,000

Opening Workdays Schedule

"Let's get this party started!"

August 15, 2017

8:15: Arrival

8:30-11:30: Coastal Horizons Team Building. Meet on 4-8 playground
(rain: MPR)

11:30-11:45: Break...Grab a snack and a drink

11:45-12:30: Responsive Classroom - Spanish classroom

12:30-1:15: Lunch - Multi-Purpose Room

Pot luck; please bring some food to share. **Please sign up on the Google sheet that was shared via email...Thank you**

1:15-3:15: Responsive Classroom - Art Room

3:15-3:20: Quick break

3:25-4:00: Responsive classroom

August 16, 2017

8:30-10:30: Opening Business meeting - Spanish Room

10:30-11:30: Group faculty picture and individual pictures with Strawbridge (4-8 teacher will have their pictures taken first please)

-After pictures: 4-8 teachers meet regarding Chromebook policy and information to be shared with parents @ open house. Spanish room.

11:30-3:30: Open workday

August 17, 2017 (Jennifer Paetzold off campus @ testing meeting)

8:30-3:30: Open workday

- 9:00-10:00: Specialists' book study discussion - Spanish Room
- 9:00-11:30: EC departmental meeting

5:30-7:00: Open House for our entire CFCI community

August 18, 2017

8:30-11:30: 4-8 classroom teachers, EC teachers, Specialists:
Chromebooks - Spanish Room

- Bring questions you have from the summer training you completed.
- Bring practical classroom practice questions

K - 1: Report Card Work (creating the new K-1 report card)

2 - 3: Report Card Work (new standards and learning PowerSchool)

11:30-1:00: Lunch/Classroom work time

1:00-3:00: Problem Solving Model (Singapore Math)

- 1:00-1:30: ALL faculty...building a common language for mathematical problem solving
- 1:30-3:00: Classroom teachers K-8 (who teach math) and EC continue with Problem Solving Model
 - Specialists: own self-driven PD/classroom work
 - ELA/S.S.: Unit Planning/classroom work

August 21, 2017 (Total Solar Eclipse Day!)

- 8:30-3:30: Open Workday

August 22, 2017 - Here come the students!!

Parent Collaborative Network

Meeting Minutes: August 2, 2017

Members Present: Lori Roy, Angela Carson, Elaine Jack, Jenny Whitney, Kelli Flowers, Keri Wray, Sarah Raper

I. **Introductions and meeting logistics**

- a. Chairperson-
 - i. Sarah- motion to nominate Kelli Flowers as chairperson; Elaine Jack- 2nd motion; 6 aye's 0 naye's
 - ii. Kelli Flowers is chairperson**
- b. Discussion over email accounts. Decision was made to develop and share cfci.net emails for each member so that grade levels have a go-to contact person.
- c. Meetings/meeting dates-
 - i. Discussion on establishing dates and times for the first couple of meetings to see how they go. The group chose to begin by alternating morning and evening meetings on the CFCI campus to accommodate different parents who may want to attend the meetings.
 - ii. Discussion over next meeting. Committee decided on September 7th to allow for some time for people to settle in and for kinks to be worked out (drop off, one to one, day to day items, etc.) before the next meeting.
 - iii. Meeting Dates/Times-**
 - 1. September 7th- 8:15-10:15;**
 - 2. October 2nd- 6:00-8:00pm**
 - iv. Committee discussed ideas for sharing with the community who these representatives are, what their role is and how they can be contacted. The decision was made to create nametags for open house, put pictures and biographies on the website and include in the August Newsletter, and have teachers for specific loops email out to their parent group the loop representative biographies with the PCN purpose, procedures, etc.

II. **Safety Changes**

- a. Early checkout discussion- Committee reviewed the changes in early check out policy which were developed to support a safer dismissal and not interrupt the learning environment at the end of the day. Students will not be allowed to check out after 2:30pm unless there is an emergency. Parents will be asked to pick up their child in the Multipurpose Room or join the cars in the carline. The group acknowledged that the end of the day can be an important part of the school day and that some parents check out early to avoid the carline/multipurpose room. Closing circle which is part of the educational day happens during that time, students are wrapping up last minute questions with teachers and their peers, they are settling down after their day and closure is provided.

Side note stemming from this conversation: Some members did mention recess at the end of the day presenting concerns. The playground schedule was discussed and Lori will share concerns over ensuring students have time built into their day to be outdoors, have recess and movement breaks/energizers during the day, etc. The group understands that scheduling can be complex.

b. Transportation Changes

- i. Checking IDs in the front office and multipurpose room in the afternoons: The committee was very on board with this change. They acknowledged that it might slow things down, but that it will make the process more secure. The committee discussed the benefit of entering from one door and exiting through another. They discussed having persons checking IDs, but also monitoring students and the exit. The committee looks forward to seeing how these changes evolve over the first few weeks.
 - ii. Decals for car pick up: Cars at pick up will now be required to have decals in order to pick up in the carline. Families will each be provided two for free and purchase additional decals for \$1.00. The committee was also enthusiastic about this change and had a healthy discussion regarding ideas for creating a list/system for documenting the purchase of additional decals in conjunction with the pick-up list.
- c. Buzzer system- the new buzzer system for the front office will be installed next week. The school is also purchasing a method for all visitors to check in through a system in the lobby that will print visitor passes. We hope to have the system in place before Open House on the 17th. The committee members shared their experiences in other schools with similar systems and appreciate that all doors at CFCI will now be locked.
- d. The committee had an additional discussion about updating the List of Approved Pick Up persons for each child. They discussed how other schools have accomplished this and brainstormed ideas like eventually creating a database that can be updated regularly and found online by people checking out in the MPR and anywhere else in the building. When parents need to update ANY information (pick up list, transportation changes, addresses, carpool, phone numbers, emails, etc.) they should email office@cfci.net and the information will be updated.
- e. Church Parking lot- The committee discussed itemizing a portion of the handbook to include the Church Parking Lot expectations rather than merging those descriptors with other components.

- III. Chrome books-** Lori shared the 1 to 1 Chromebook Policy working document with PCN members to review and provide feedback. Members will do this between now and the weekend. The committee specifically discussed the Technology fee, what it is for and that if someone needs support financially, that they simply contact the school and help will be set up for them. Lori shared that students would no longer be allowed to Bring Your Own Device because all 4-8 students will have their own devices and the additional devices will be relocated to K-3 students. One item that the PCN brainstormed was ideas to make the Chromebook covers using luggage tags/something personal that attaches to them like that to “make them their own.”
- IV. Outdoor Spaces-**
- a. CFCI received an outdoor learning grant (UTOTES) that most teachers will be participating in. In conjunction with this grant, CFCI is working with Landscape Architect and CFCI parent, Melissa Reese to develop a plan for increasing the components of our outdoor learning spaces K-8. The committee discussed ideas for developing a business directory to support projects like this. The suggestion was to email out more information and talk with word out mouth once specific needs are outlined.
 - b. The committee also discussed the benefit of having a CFCI Community business directory and how that might most successfully come about.
- V. Other Items:**
- a. Discussion over idea of limiting the waste generated with lunch and discussed encouraging reusable containers/waste free classrooms.
 - b. Discussion over concerns that may come forward with the water fountains (Gen-X) and CFCI’s plan. The PCN feels that it is parent responsibility to help with this... that if parents want their children not to drink from the water fountains, then they should send in additional water bottles for the day. The group also acknowledged Petra Humphrey’s efforts this summer and acknowledge that students may learn quite a bit in class at our school using this real-world situation that we all face.
 - c. Partnership-
 - i. State of the grounds- Lori reassured that the grounds will be set to go for Open House
 - ii. Website- any plans for updating and if so, what are some of the options for a more up to date site.- Lori will contact our current web designer/parent Derek Schmidt who helped us get this in place 6 years ago about a possible update/ideas.
 - d. Discussion was had over educating our parents in conjunction with our faculty on the Responsive Classroom approach as well as the inquiry model of instruction to be sure that they are aware of what it looks like, how it transitions loop to loop and the kinds of questions to ask their children and teachers. Lori shared that teachers have been planning exciting, inquiry-based, integrated units throughout the summer that they will hear more about as the year takes off.

Future Items-

Consolidating the number of emails from the school.

Action Items:

Lori- create PCN emails; contact re: website; email 1 to 1 policy electronically

Angela/Partnership- create nametags for Open House for PCN Members

All PCN members- Create bios and Review Chromebook policy and give feedback by Sunday night 8/6/17.

Tentative Workshop Schedule

Time frames for workshops are recommended below. Specific workshop dates will be scheduled with each school's project team. Some sessions need not be completed in numerical order.

Session 1: *Initial site visit*

Duration: 2 hours

Timeframe: Late July–early August

Participants: Lead team – administrators, lead teachers, community and/or PTA representatives

Meet with administrators, lead teachers and community representatives to explain program, discuss plans and schedule, examine options for habitat project, and assess grounds. Discuss scheduling of remaining workshops.

Session 2: *Using Your School Grounds as a Learning Environment*

Duration: 5 - 6 hours (best times are usually work days or early release days)

Timeframe: August - October

Participants: All participating teachers/administrators/parents (16-24 participants)

Divide participants into cooperative-learning teams. Discuss the importance of connecting children with nature. Participate in activities focusing on plants and animals found on or around school buildings and grounds (i.e., mud daubers, spiders and their webs, butterflies and their caterpillars, native trees). Discuss options for a wildlife habitat feature.

NC Essential Standards may include: K.L.1, K.E.1, 1.L.1, 1.L.2, 2.L.1, 2.L.2, 3.L.2, 4.L.1, 5.L.2, 6.L.2.1, 7.L.2.3, 8.L.3, 8.L.4.2, 8.L.5

Session 3: *Nature in Winter*

Duration: 2 hours (best times are early release days or after school)

Timeframe: November – early March

Participants: All participating teachers/administrators/parents (16-24 participants)

Focus on seasonal changes since the previous workshop and where to look for signs of nature in winter. Activities include identifying and observing birds, locating and identifying animal tracks and signs, and creating indoor lessons designed around natural objects.

NC Essential Standards may include: K.L.1, K.E.1, 1.L.2, 2.L.1, 2.L.2, 3.L.2, 4.L.1, 5.L.2, 6.L.2.2, 8.L.3, 8.L.5

Session 4: *The Magic of Spring*

Duration: 2 hours (best times are early release days or after school)

Timeframe: mid March – May

Participants: All participating teachers/administrators/parents (16-24 participants)

Observe the emergence of spring by learning about amphibian life cycles, wildflower identification, pollination, and aquatic ecosystems (if present on your school grounds). Program evaluation takes place at this session or Session 6, whichever is completed last.

NC Essential Standards may include: K.L.1, K.E.1, 1.L.1, 1.L.2, 2.L.1, 2.L.2, 2.E.1, 3.L.2, 3.E.1, 3.E.2, 4.L.1, 5.L.2, 5.E.2, 6.L.1.1, 7.L.1.2, 7.L.2.3, 8.L.1.2, 8.L.3, 8.L.5

Session 5: *Create a Place for Wildlife and Learning*

Duration: 3-4 hours (during the school day)

Timeframe: Any time after Session 2

Participants: Small groups of students, rotation of involved teachers/administrators/parents

Install habitat feature selected in Session 2. Museum educators will work with small group of students (10-15) for 20-30 minutes each to install habitat feature and give students ownership of the project. The school sets a schedule for student involvement; we cannot always accommodate involvement of all students. Each staff person involved in the program should plan to chaperone/help with one group of students to observe the progress of the project.

NC Essential Standards may include (depends on habitat type): 1.L.1, 1.L.2, 1.E.2, 2.L.1, 2.L.2, 3.L.2, 4.L.1, 5.L.2, 6.L.1, 8.L.3, 8.L.5

Session 6: *The Museum (or local natural area) as a Resource for Educators*

Duration: 3-4 hours (best times are work days or early release days, especially if traveling)

Timeframe: Any time after Session 2

Participants: All participating teachers/administrators/parents (16-24 participants)

Visit the NC Museum of Natural Sciences OR a natural area near your school. The Museum trip offers a behind the scenes look at the largest natural history museum in the Southeast and a chance to learn about Museum exhibits and programs. A field experience at a natural area near you could highlight potential field trip locations and provide sample activities for use at your school. Program evaluation takes place at this session or Session 4, whichever is completed last.

NC Essential Standards may include: depends on site



Recommendations for Employment

Ruben Echavarria- 7th and 8th Grade Math

On July 31, 2017 a 10 member panel interviewed candidates for the 7th/8th grade math teacher position. The panel unanimously recommends Ruben Echavarria. Ruben recently moved to Wilmington after teaching 5th-8th grade math including advanced math and technology at a private school in New York for 4 years. He studied Architectural Engineering at Penn State where he also played baseball for them. It was also at Penn State where he embarked on a mentorship program tutoring students ranging from high school mathematics all the way through differential equations at the collegiate level. Ruben has also worked in many summer camp programs as a Baseball Director, Orientation and Special Events Coordinator, and a Division Leader in charge of overseeing the fun, safety, and overall well being of the entire Middle Boys Division. His passion for helping people reach their potential is evident in the energy and enthusiasm brought with him on a daily basis. Ruben is beyond excited to join the CFCI team.

Christine Ashley- Front Office Assistant

On August 9, 2017 a 6 member panel interviewed candidates for the front office assistant position. The panel unanimously recommends Christine Ashley. Christine has been actively involved in her children's schools (both county and charter) as a volunteer and with leadership roles. Her previous work experience includes event planning, program management and a receptionist. She comes very highly recommended by all of her references and is extremely excited to be a part of the CFCI community.