

**Cape Fear Center for Inquiry
Board of Directors Agenda
August 24, 2018- 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, Kumar Lakhavani, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Shannon Shanks, Wes Rose, Lori Roy, Kendy Gullette

Time	Subject	Chair/Presenter	Note: Information, Discussion, and/or Action
	Opening Items:		
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Action
6:01	<i>Approval of Minutes: 7/3/18; 7/17/18</i>	Ashley Cooksley	Action
6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Information
	Director's Report:		
6:10	<ol style="list-style-type: none"> 1. <i>Back to school up date and celebrations!</i> 2. <i>Mental Health Grant</i> 3. <i>Teaching Assistant Recommendations</i> 4. <i>Cleaning Contract- night crew recommendation</i> 5. <i>PCN 2-3 and 4-5 Recommendations</i> 	Lori Roy	Information/ Discussion/ Action
	Committee Updates:		
6:30	<ol style="list-style-type: none"> 6. Welcome Kendy- Partnership Liaison. 7. Budget Report and Dashboard 8. Clarifying questions/comments from Committee Reports 	Committee Chairs	Reminder: Committee reports are sent in advance (typically one week) so board members can prepare questions, etc. and get those questions to chairs. We will discuss action items and a lot time for clarifying questions.
	Policy Update		
6:40	<ol style="list-style-type: none"> 9. <i>Update: Policy 535- Salaries</i> 10. <i>Update: Policy 554- Sick Leave</i> 	Michael Zentmeyer	Information/ Discussion/ Action
	Strategic Planning		
7:00	11. <i>Update from feasibility study: closed session- contracts</i>	Kathy Coke/Lori Roy	Information/ Discussion/ Action

	12. Strategic Planning next steps-	Tom Miller- Leaders Building Leaders	
	Executive Committee		
7:30	13. <i>Board Training Discussion</i>	Ashley Cooksley	
	Announcements:		
7:55	<i>Other Announcements and/or Upcoming events:</i>	Ashley Cooksley	Information
8:00	<i>Adjournment</i>	Ashley Cooksley	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 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
August 23, 2018- 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, Kumar Lakhavani, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Shannon Shanks, Wes Rose, Lori Roy, Kendy Gullette

Absent: Lisa Sharpe, Wes Rose, Kristin Hudson, Cathi Mintz, Jennifer LaFleur, Kumar Lakhavani

Time	Subject	Chair- Presenter	Note: Information, Discussion, and/or Action
	Opening Items:		
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Stephen Hill moved to call the meeting to order. Dave Boucher seconded. Motion passed.
6:01	<i>Approval of Minutes: 7/3/18; 7/17/18</i>	Ashley Cooksley	Stephen Hill made a motion to approve the minutes from the 7-3-18 CFCI board meeting. Dave Boucher seconded. The motion passed. Stephen Hill made a motion to approve the minutes from the special called board meeting of 7-17-18. Dave Boucher seconded. The motion passed.
6:02	<i>Visiting Faculty*</i>	TBD	None
6:03	<i>Visiting Parent or Community Members*</i>	TBD	Tiffany Walker attended, but is not speaking.
6:10	Director's Report:		
	<ol style="list-style-type: none"> 1. <i>Back to school up date and celebrations!</i> 2. <i>Mental Health Grant</i> 3. <i>Teaching Assistant Recommendations</i> 4. <i>Cleaning Contract-night crew recommendation</i> 5. <i>PCN 2-3 and 4-5 Recommendations</i> 	Lori Roy	<p>We are back in school! It's been a very smooth opening. Lori announced that we received a Mental Health grant which will fund CFCI to hire a new school counselor. This position will be intended to target students in the elementary grades, helping them to develop healthy coping strategies for stresses in school. This will hopefully prevent some of the depression and other mental health problems students can develop. This is a part-time position for one year, 20 hours per week. Mikhal is back part-time after her surgery.</p> <p>Lori recommended that the board approve the hiring of Jeanne Turner, Robi Quinlan, and Angela Holt as teaching assistants for the 2018-2019 school year. Beth Carter moved that they be hired. Stephen Hill seconded. Motion passed.</p> <p>Kathy Coke is recommending that we approve JaniKing as our nighttime cleaning company. Steven Hill moved that we approve hiring JaniKing to be the night crew,</p>

			<p>paying a total of \$42,350.00 for the year. Dave Boucher seconded. Motion passed.</p> <p>Lori Roy recommended that we approve E Stanfield to represent Grades 2-3, and Shelly Thomas for Grades 4-5 to serve on the PCN board. Dave Boucher moved to approve their election, and Stephen Hill seconded. Motion passed.</p>
6:30	Committee Updates:		
	<ul style="list-style-type: none"> 6. Welcome Kendy- Partnership Liaison. 7. Budget Report and Dashboard 8. Clarifying questions/comments from Committee 9. Reports 	Committee Chairs	<p>Ashley introduced Kendy Gulette as the Partnership Representative to the board. The Partnership had a welcome back luncheon for teachers on Aug. 14, and Teacher Appreciation Week is now going to be Staff Appreciation Week. Kendy referenced many more dates that the Partnership has scheduled, so please see the handout in the board packet for specifics.</p> <p>She mentioned teacher grants and noted that two requests have come in for significant amounts of money, and the Partnership is not currently able to fund these. She's asking for board direction as to how to proceed with this and how to establish criterion for receiving the grants (amount, deadlines, etc.). Kendy will have special meetings with Partnership and administrators to get the history of how these grants have evolved over time, and Partnership will wait until after the Fund the Wonder drive concludes before determining the way grants are funded this year.</p> <p>Kathy Coke mentioned that we have a site visit from our auditor next week. We ended the 2017-1018 academic year with a \$1.5 million fund balance. She welcomed board members to send questions to her about the budget, monthly reports, etc.</p>
6:40	Policy Update		
	<ul style="list-style-type: none"> 10. <i>Update: Policy 535-Salaries</i> 11. <i>Update: Policy 554-Sick Leave</i> 	Michael Zentmeyer	<p>Lori welcomed Michael Zentmeyer back to CFCI in his role as HR coordinator. He began by explaining that in figuring salaries, he learned that NHCO has changed its formula for determining the county supplement offered to supplement teachers' state pay. They are offering now a flat rate depending on experience. The result is that some teachers will see a reduction in their supplemental pay. This was discussed with the Admin Team. He is asking for the board to consider whether to go with the NHCO policy, or continue paying 8% which is what we budgeted for this year. Lisa Buchanan moved that we go against our current supplement policy and pay teachers</p>

			<p>an 8% supplement, and revisit this issue at the September board meeting. Stephen Hill seconded. The motion passed unanimously. The board should be prepared to adopt or change our supplement policy at the September meeting, and Michael will continue to revisit this regularly as a part of best practices.</p> <p>Michael also recommended that we change our sick leave policy which allows employees to use sick days to care for relatives to now include brother, sister, grandparent, and grandchild. Dave Boucher motioned that we approve this change. Stephen Hill seconded. Motion passed.</p> <p>Lisa Buchanan moved that we change agenda to place Strategic Planning before the Feasibility Study update. Stephen seconded. Motion passed.</p>
7:00	Strategic Planning – Next Steps	Tom Miller Leaders Building Leaders	
			<p>Tom Miller was introduced. He is our consultant to help us develop our strategic goals and planning. He distributed a handout that is a draft of potential areas for strategic goals. We are working toward a 3-year vision and strategy for the school. Tom has worked with our administration in developing the Potential Areas for Strategic Goals, and they have appointed some team leads for some of the goals. We will be discussing this document and strategic planning at the Board Retreat on September 10, 4-7 p.m. at CFCI. This group hopes to complete the report sometime in October 2018</p>
7:15	Feasibility Study Update	Consultant	
	<p>12. <i>Update from feasibility study: closed session- contracts</i></p>		<p>Stephen Hill moved to go into closed session. Ashley Cooksley seconded. The motion passed.</p> <p>Lisa Buchanan moved to come out of closed session. Dave Boucher seconded. The motion passed.</p> <p>Dave Boucher motioned to authorize the Development committee to spend up to the amount approved in closed session for the feasibility study. Lisa Buchanan seconded. The motion passed.</p>
7:50	Executive Committee		

	13. <i>Board Training</i>	Ashley Cooksley	Board training is set for Sept. 10, 4-7 p.m.
7:55	Announcements:		
	<i>Other Announcements and/or Upcoming events:</i>	Ashley Cooksley	The next Executive Committee meeting will be held on Sept. 12 at 2:00 p.m. The next CFCI board meeting will be held at 6:00 p.m. on Sept. 18, 2018.
8:00	<i>Adjournment</i>	Ashley Cooksley	Lisa Buchanan motioned to adjourn. Dave Boucher seconded. The motion passed and meeting is adjourned early!!!!

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Lori Roy <lori.roy@cfc.net>

Fwd: SMHP Grant

1 message

Alan McNaughton <amcnaughton@cfc.net>
To: Kathy Coke <kcoke@cfc.net>, krooney@cfc.net, lori.roy@cfc.net

Fri, Aug 17, 2018 at 3:50 PM

Alan McNaughton

Sent from my iPhone

Begin forwarded message:

From: Erika Berry <Erika.Berry@dpi.nc.gov>
Date: August 17, 2018 at 15:13:19 EDT
To: "amcnaughton@cfc.net" <amcnaughton@cfc.net>
Cc: Kym Martin <Kym.Martin@dpi.nc.gov>
Subject: SMHP Grant

Dear School Safety Grant Applicant:

Congratulations! You are a recipient of the School Mental Health Personnel Grant. Cape Fear Center for Inquiry has been awarded \$44,406 for one school counselor.

As a grant recipient, you are required to submit a Grant Program Report in April of 2019. We will be in touch to further explain when the funds will be distributed and what the reporting requirements are for April 2019.

It will be assumed that the person who submitted the application is the primary contact for this grant unless you notify us otherwise. If you have any questions, please email Kym Martin at the North Carolina Center for Safer Schools. kym.martin@dpi.nc.gov

Thanks for everything you do for our students.

Erika Berry
Senior Policy Advisor
Office of the State Superintendent
North Carolina Department of Public Instruction
919-801-3434
601-750-9223

Visit us on the web at www.ncpublicschools.org. All e-mail correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

CFCI Partnership Meeting

Angela, Ben, Emily, Nicole

August 1, 2018

Next meeting is Wed, Sept 12, 2018 at the Port City Java on Shipyard at 6:30pm.

Kendy Gullette is our new Member at Large

Saffie Ovacz is our new Teacher Liason. Michelle Hare (2nd/3rd Loop) is interested. Can the 2 share? We will discuss with Seffie.

Megan Hayes is new PE Teacher, Partnership can benefit from some storage space once the area is cleaned out. Ben is checking with Kathy.

Emily is considering creating google form for more streamlined bookkeeping. Perhaps stipend receipts can be entered online this way?

Ben is the school's new Volunteer Coordinator. He is working on ways to gather info for school volunteers, also to be more streamlined and share agreeable content with Partnership.

Staff Appreciation--Stephanie Ayers & Amy Hawn will lead this year.

Teacher Appreciation will now be called "Staff Appreciation," as the Partnership wishes recognizes all adults in the building throughout the school year. Members feel this has been made clear so no one is left out going forward.

Teacher's Luncheon-Tues Aug 14, Multipurpose room, Ordering from Peno.

The breakroom will also be stocked, and a frozen treat will be provided.

Ben & Angela will be speaking at the Teacher's Luncheon about the Partnership and our willingness to help provide funding for their classroom needs. We agreed to advise the teachers to utilize our events such as Winter Fest for their fundraising. Example: 5th grade/8th grade trips. In addition, we are asking teachers to encourage their room parent to contact us.

The Partnership is going to request a list of room parents so we may coordinate large events. Examples: Winter Fest Raffle Baskets, Inquiry Night.

We discussed purchasing tables, may be more of a possibility if we are able to utilize storage space from multipurpose room. Where can we buy from? Is wholesale a possibility? Should we purchase small amount then add as finances allow?

Open House

We will have quick board meeting and go over Partnership minutes.

Partnership will provide cookies/lemonade. Angela will order Tshirts, and purchase a cooler for Partnership use. We will set up outside, weather permitting. Tshirts will set up beside the Partnership booth for ease.

We will continue with having sign up lists available for various volunteer opportunities – Fund the Wonder, Box Tops, Bingo Night, Middle School Dance, Winter Fest, Inquiry Night, etc.

Partnership Meeting, Sept 25th-Budget approval.

Partnership may provide Bouncy House this year along with Pizza.

Fund the Wonder – Oct 1-12, Beth Gaglione & Stephanie Borrett are leading again this year.

Nov 8-Partnership meeting during Bookfair (student led conferences are this day). Shelley will be leading this for us again this year.

Middle School Dance—A date is still being decided.

Winter Fest-Sat Dec 1, Nicole Long chair

The Partnership feels the classes that are having fundraisers for their trips or other educational needs discuss the option of using the Winter Festival as a place to have their product available for purchase. We will continue with the Bouncy house, Lazer Tag, Fire Walker, Hot Dog combo, Raffle Baskets, arts & crafts, Snow Machines, etc.

Will reach out to Scouts or 7th/8th graders for volunteer help, possibly Scouts. We agreed we should have the event outside if weather permits.

Shelly Diloreto has *tentatively* agreed to assist with a talent showcase. Mr. Beasley has agreed to allow the band to have a performance. Nicole will reach out to Mr. Rose to see if he would like to have his theater group perform, as well. Will also reach out to the Robotics team to see if they would like to do a presentation.

2019 Events

Partnership meeting Jan 17th

Pot Luck Bingo! Angela & Ben will lead this.

This event falls on a Thursday, the next day is a teacher work day.

Book Fair Partnership Meeting

Last Partnership meeting of the year, Tuesday May 7th. We will introduce any change in the next year's officers.

Angela will attend the PCN meeting Aug 7th, 10am.

**CAPE FEAR CENTER FOR INQUIRY
FEDERAL PROGRAMS - FINAL
From 6/1/2018 to 6/30/2018**

		CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
PRC - 050						
3-3600-050-000	Rev - Title I Basic -050	\$15,641.00	\$72.00	\$15,641.00	\$0.00	0.00%
3-5330-050-121	Salary - Teacher - 050	\$15,641.00	\$72.00	\$15,641.00	\$0.00	0.00%
Total PRC - 050		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 060						
3-3600-060-000	Rev - IDEA VI-B Handicap - 060	\$52,528.60	\$4,078.72	\$52,528.60	\$0.00	0.00%
3-5210-060-121	Salary - EC Teacher - 060	\$40,082.20	\$3,272.20	\$40,082.20	\$0.00	0.00%
3-5210-060-211	ER's Social Security Cost-060	\$2,977.80	\$245.53	\$2,977.80	\$0.00	0.00%
3-5210-060-221	ER's Retirement Cost	\$6,900.60	\$560.99	\$6,900.60	\$0.00	0.00%
3-5210-060-231	ER's Hospitalization Insurance	\$2,568.00	\$0.00	\$2,568.00	\$0.00	0.00%
Total PRC - 060		\$(0.00)	\$0.00	\$(0.00)	\$0.00	0.00%
PRC - 103						
3-3600-103-000	Rev - Improving Tchr Qual-103	\$3,721.00	\$0.00	\$1,473.00	\$2,248.00	60.41%
3-5110-103-312	Workshop Expenses - 103	\$3,721.00	\$0.00	\$1,473.00	\$2,248.00	60.41%
Total PRC - 103		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PRC - 118						
3-3600-118-000	Rev - IDEA VI-B Spec Needs-118	\$900.00	\$215.80	\$215.80	\$684.20	76.02%
3-5210-118-411	EC Supplies and Materials -118	\$900.00	\$215.80	\$215.80	\$684.20	76.02%
Total PRC - 118		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL FEDERAL NET SURPLUS/(DEFICIT)		\$(0.00)	\$0.00	\$(0.00)	\$0.00	0.00%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT (CONDENSED) - FINAL
From 6/1/2018 to 6/30/2018**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
REVENUE					
STATE REVENUE					
Rev - Summer Reading Program	\$17,823.75	\$9,512.27	\$12,601.02	\$5,222.73	29.30%
Rev - Behavior Support - 029	\$50,000.00	\$0.00	\$50,000.00	\$0.00	0.00%
Rev - Charter Schools - 036	\$2,334,423.00	\$0.00	\$2,334,423.00	\$0.00	0.00%
Rev - Charter Schools - 046	\$4,011.00	\$0.00	\$4,010.43	\$0.57	0.01%
TOTAL STATE REVENUE	\$2,406,257.75	\$9,512.27	\$2,401,034.45	\$5,223.30	0.22%
LOCAL REVENUE					
Rev - Sales Tax	\$8,928.68	\$2,280.58	\$8,928.68	\$0.00	0.00%
Rev - Field Trip	\$54,000.00	\$118.00	\$54,088.34	\$(88.34)	-0.16%
Rev - Contributions and Donati	\$1,500.00	\$0.00	\$1,483.75	\$16.25	1.08%
Rev - Interest Income-MM-1908	\$2,714.33	\$302.97	\$2,714.33	\$0.00	0.00%
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.20	\$0.80	80.00%
Rev - Various	\$5,000.00	\$2,262.47	\$1,041.06	\$3,958.94	79.18%
Rev - Undocumented	\$0.00	\$11,150.51	\$0.00	\$0.00	0.00%
Rev - Arts	\$0.00	\$1,590.00	\$1,590.00	\$(1,590.00)	0.00%
Rev - Brunswick County Schools	\$121,669.07	\$30,537.36	\$121,669.07	\$0.00	0.00%
F & F - Brunswick County-4609	\$1,699.29	\$402.47	\$1,699.29	\$0.00	0.00%
Rev - Duplin County Schools	\$959.04	\$0.00	\$952.43	\$6.61	0.69%
Rev - New Hanover County	\$969,744.00	\$80,812.00	\$969,744.00	\$0.00	0.00%
F & F - New Hanover County	\$24,566.00	\$2,158.00	\$24,566.00	\$0.00	0.00%
Rev - Pender County Schools	\$7,757.45	\$1,949.25	\$7,756.85	\$0.60	0.01%
F & F - Pender County Schools	\$200.00	\$12.75	\$92.90	\$107.10	53.55%
Rev -Garden Grant - 555	\$350.00	\$0.00	\$350.00	\$0.00	0.00%
REV - CFCl Partnership	\$10,271.14	\$664.19	\$10,271.14	\$0.00	0.00%
Rev - GE Grant	\$5,000.00	\$335.51	\$4,664.49	\$335.51	6.71%
Rev - Fundraising - 653	\$5,000.00	\$418.62	\$5,104.65	\$(104.65)	-2.09%
Rev - Riptide Runners	\$4,000.00	\$0.00	\$3,175.00	\$825.00	20.63%
Rev - Capital Campaign - 660	\$30,000.00	\$0.00	\$1,915.50	\$28,084.50	93.62%
Rev - Fees / Supplies - 4609	\$1,861.25	\$0.00	\$1,861.25	\$0.00	0.00%
Rev - Tech Donations	\$11,592.10	\$0.00	\$11,592.10	\$0.00	0.00%
Rev - Social Dues	\$500.00	\$0.00	\$9.50	\$490.50	98.10%
TOTAL LOCAL REVENUE	\$1,267,313.35	\$134,994.70	\$1,235,270.53	\$32,042.82	2.53%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT (CONDENSED) - FINAL
From 6/1/2018 to 6/30/2018**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
FEDERAL REVENUE					
Rev - Title I Basic -050	\$15,641.00	\$72.00	\$15,641.00	\$0.00	0.00%
Rev - IDEA VI-B Handicap - 060	\$52,528.60	\$4,078.72	\$52,528.60	\$0.00	0.00%
Rev - Improving Tchr Qual-103	\$3,721.00	\$0.00	\$1,473.00	\$2,248.00	60.41%
Rev - IDEA VI-B Spec Needs-118	\$900.00	\$215.80	\$215.80	\$684.20	76.02%
TOTAL FEDERAL REVENUE	\$72,790.60	\$4,366.52	\$69,858.40	\$2,932.20	4.03%
TOTAL REVENUE	\$3,746,361.70	\$148,873.49	\$3,706,163.38	\$40,198.32	1.07%
EXPENSES					
1. Salaries & Bonuses	\$2,022,040.43	\$192,029.47	\$2,013,629.43	\$8,411.00	0.42%
2. Benefits	\$644,129.35	\$58,145.65	\$635,522.93	\$8,606.42	1.34%
3. Books & Supplies	\$93,547.32	\$(5,381.22)	\$81,138.56	\$12,408.76	13.26%
4. Technology	\$37,209.20	\$2,785.38	\$25,967.13	\$11,242.07	30.21%
5. Non-Cap Equipment & Leases	\$18,445.28	\$1,664.62	\$13,933.32	\$4,511.96	24.46%
6. Contracted Student Services	\$112,470.49	\$24,062.47	\$111,720.99	\$749.50	0.67%
7. Staff Development	\$50,912.74	\$13,204.84	\$31,305.26	\$19,607.48	38.51%
8. Administrative Services	\$92,107.84	\$7,066.85	\$89,558.07	\$2,549.77	2.77%
9. Insurances	\$40,665.00	\$9,150.60	\$39,384.60	\$1,280.40	3.15%
10. Rents & Debt Service	\$309,600.38	\$25,800.03	\$309,600.36	\$0.02	0.00%
11. Facilities	\$153,217.15	\$25,650.01	\$148,876.77	\$4,340.38	2.83%
12. Utilities	\$67,651.91	\$13,781.35	\$66,909.87	\$742.04	1.10%
13. Nutrition & Food	\$9,554.54	\$1,387.53	\$9,473.24	\$81.30	0.85%
14. Capital Purchases	\$18,000.00	\$0.00	\$17,320.86	\$679.14	3.77%
15. New Site Development	\$35,128.40	\$128.40	\$128.40	\$35,000.00	99.63%
16. Capital Campaign - 660	\$9,411.19	\$669.26	\$9,411.19	\$0.00	0.00%
17. Transportation and Travel	\$333.67	\$261.67	\$333.67	\$0.00	0.00%
TOTAL EXPENSES	\$3,714,424.89	\$370,406.91	\$3,604,214.65	\$110,210.24	2.97%
NET SURPLUS/(DEFICIT)	\$31,936.81	\$(221,533.42)	\$101,948.73		
UNENCUMBERED CASH @ 6/30/2017			\$1,425,114.09		
YEAR END FINAL POSITION @ 6/30/2018			\$1,527,062.82		

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
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Rev - Interest Income-MM-1908	\$2,714.33	\$302.97	\$2,714.33	\$0.00	0.00%
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.20	\$0.80	80.00%
Rev - Various	\$5,000.00	\$2,262.47	\$1,041.06	\$3,958.94	79.18%
Rev - Undocumented	\$0.00	\$11,150.51	\$0.00	\$0.00	0.00%
Rev - Arts	\$0.00	\$1,590.00	\$1,590.00	\$(1,590.00)	0.00%
Rev - Brunswick County Schools	\$121,669.07	\$30,537.36	\$121,669.07	\$0.00	0.00%
F & F - Brunswick County-4609	\$1,699.29	\$402.47	\$1,699.29	\$0.00	0.00%
Rev - Duplin County Schools	\$959.04	\$0.00	\$952.43	\$6.61	0.69%
Rev - New Hanover County	\$969,744.00	\$80,812.00	\$969,744.00	\$0.00	0.00%
F & F - New Hanover County	\$24,566.00	\$2,158.00	\$24,566.00	\$0.00	0.00%
Rev - Pender County Schools	\$7,757.45	\$1,949.25	\$7,756.85	\$0.60	0.01%
F & F - Pender County Schools	\$200.00	\$12.75	\$92.90	\$107.10	53.55%
Rev -Garden Grant - 555	\$350.00	\$0.00	\$350.00	\$0.00	0.00%
REV - CFCI Partnership	\$10,271.14	\$664.19	\$10,271.14	\$0.00	0.00%
Rev - GE Grant	\$5,000.00	\$335.51	\$4,664.49	\$335.51	6.71%
Rev - Fundraising - 653	\$5,000.00	\$418.62	\$5,104.65	\$(104.65)	-2.09%
Rev - Riptide Runners	\$4,000.00	\$0.00	\$3,175.00	\$825.00	20.63%
Rev - Capital Campaign - 660	\$30,000.00	\$0.00	\$1,915.50	\$28,084.50	93.62%
Rev - Fees / Supplies - 4609	\$1,861.25	\$0.00	\$1,861.25	\$0.00	0.00%
Rev - Tech Donations	\$11,592.10	\$0.00	\$11,592.10	\$0.00	0.00%
Rev - Social Dues	\$500.00	\$0.00	\$9.50	\$490.50	98.10%
TOTAL LOCAL REVENUE	\$1,267,313.35	\$134,994.70	\$1,235,270.53	\$32,042.82	2.53%
FEDERAL REVENUE					
Rev - Title I Basic -050	\$15,641.00	\$72.00	\$15,641.00	\$0.00	0.00%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2018 to 6/30/2018**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
Rev - IDEA VI-B Handicap - 060	\$52,528.60	\$4,078.72	\$52,528.60	\$0.00	0.00%
Rev - Improving Tchr Qual-103	\$3,721.00	\$0.00	\$1,473.00	\$2,248.00	60.41%
Rev - IDEA VI-B Spec Needs-118	\$900.00	\$215.80	\$215.80	\$684.20	76.02%
TOTAL FEDERAL REVENUE	\$72,790.60	\$4,366.52	\$69,858.40	\$2,932.20	4.03%
TOTAL REVENUE	\$3,746,361.70	\$148,873.49	\$3,706,163.38	\$40,198.32	1.07%

EXPENSES

1. Salaries & Bonuses

Salary - Teacher	\$1,247,234.77	\$125,285.51	\$1,247,234.77	\$0.00	0.00%
Salary - Teacher - 016	\$1,723.61	\$0.00	\$1,723.61	\$0.00	0.00%
Salary - Teacher - 050	\$15,641.00	\$72.00	\$15,641.00	\$0.00	0.00%
Salary - Teacher Assistant	\$101,441.74	\$8,433.94	\$101,441.74	\$0.00	0.00%
Salary - Substitute	\$25,000.00	\$2,520.00	\$22,200.00	\$2,800.00	11.20%
Salary - EC Teacher	\$152,151.25	\$16,591.56	\$152,151.25	\$0.00	0.00%
Salary - EC Teacher - 060	\$40,082.20	\$3,272.20	\$40,082.20	\$0.00	0.00%
Salary - EC Assistant	\$23,847.90	\$903.75	\$22,150.76	\$1,697.14	7.12%
Salary - EC Substitute	\$3,480.00	\$0.00	\$3,480.00	\$0.00	0.00%
Salary - Behavioral - 029	\$37,777.50	\$0.00	\$37,777.50	\$0.00	0.00%
Salary - Guidance	\$39,760.78	\$7,517.20	\$39,760.78	\$0.00	0.00%
Salary - Psychologist	\$37,954.52	\$6,006.18	\$37,954.52	\$0.00	0.00%
Salary - Principal	\$82,236.00	\$6,742.09	\$80,905.08	\$1,330.92	1.62%
Salary - Assistant Principal	\$33,860.88	\$0.00	\$33,860.88	\$0.00	0.00%
Salary - Office	\$42,634.25	\$3,741.04	\$42,211.91	\$422.34	0.99%
Salary - Business Manager	\$83,613.60	\$6,855.00	\$82,260.00	\$1,353.60	1.62%
Salary - Technology	\$49,875.00	\$4,089.00	\$49,068.00	\$807.00	1.62%
Salary - Bonus - 046	\$3,725.43	\$0.00	\$3,725.43	\$0.00	0.00%
Total 1. Salaries & Bonuses	\$2,022,040.43	\$192,029.47	\$2,013,629.43	\$8,411.00	0.42%

2. Benefits

Social Security Cost	\$142,135.19	\$13,992.31	\$142,135.19	\$0.00	0.00%
Social Security Cost - 016	\$130.90	\$0.00	\$130.90	\$0.00	0.00%
Social Security Cost - 029	\$2,817.87	\$0.00	\$2,817.87	\$0.00	0.00%
Social Security Cost - 046	\$285.57	\$0.00	\$285.00	\$0.57	0.20%
Social Security Cost - 060	\$2,977.80	\$245.53	\$2,977.80	\$0.00	0.00%
State Retirement Cost	\$298,304.91	\$29,127.09	\$298,304.91	\$0.00	0.00%
State Retirement Cost - 029	\$4,085.15	\$0.00	\$4,085.15	\$0.00	0.00%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2018 to 6/30/2018**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
State Retirement Cost - 060	\$6,900.60	\$560.99	\$6,900.60	\$0.00	0.00%
Hospitalization Cost	\$168,638.42	\$13,963.04	\$168,638.42	\$0.00	0.00%
Hospitalization Cost - 016	\$65.46	\$0.00	\$65.46	\$0.00	0.00%
Hospitalization Cost - 029	\$5,319.48	\$0.00	\$5,319.48	\$0.00	0.00%
Hospitalization Cost - 060	\$2,568.00	\$0.00	\$2,568.00	\$0.00	0.00%
Unemployment Cost	\$9,900.00	\$256.69	\$1,254.60	\$8,645.40	87.33%
Other Insurance Cost	\$0.00	\$0.00	\$39.55	\$(39.55)	0.00%
Total 2. Benefits	\$644,129.35	\$58,145.65	\$635,522.93	\$8,606.42	1.34%
3. Books & Supplies					
Riptide Runners	\$4,000.00	\$0.00	\$3,945.53	\$54.47	1.36%
Instructional Supplies	\$30,000.00	\$5,662.25	\$28,425.76	\$1,574.24	5.25%
Instructional Supplies - 016	\$15,903.78	\$9,512.27	\$10,681.05	\$5,222.73	32.84%
EC Instructional Supplies	\$6,230.80	\$1,362.42	\$6,230.80	\$0.00	0.00%
Health Supplies	\$200.00	\$0.00	\$101.52	\$98.48	49.24%
Safety Supplies	\$6,755.29	\$291.01	\$6,755.29	\$0.00	0.00%
Office Supplies	\$8,000.00	\$2,046.96	\$6,793.26	\$1,206.74	15.08%
Board of Directors Supplies	\$500.00	\$39.52	\$39.52	\$460.48	92.10%
Postage	\$1,000.00	\$302.47	\$698.70	\$301.30	30.13%
Memberships	\$2,500.00	\$1,622.27	\$1,938.22	\$561.78	22.47%
Social Dues	\$614.95	\$436.29	\$614.95	\$0.00	0.00%
Sales Tax Expense	\$8,928.68	\$1,204.50	\$8,928.68	\$0.00	0.00%
Unidentified Purchases	\$0.00	\$(29,038.59)	\$0.00	\$0.00	0.00%
Student Activity - Fundraising	\$2,533.97	\$961.61	\$2,533.97	\$0.00	0.00%
EC Supplies - 118	\$900.00	\$215.80	\$215.80	\$684.20	76.02%
Supplies - GE Grant - 570	\$5,000.00	\$0.00	\$2,755.66	\$2,244.34	44.89%
Garden Grant - 555	\$479.85	\$0.00	\$479.85	\$0.00	0.00%
Total 3. Books & Supplies	\$93,547.32	\$(5,381.22)	\$81,138.56	\$12,408.76	13.26%
4. Technology					
Instructional Software	\$11,217.56	\$725.15	\$4,105.72	\$7,111.84	63.40%
Non-Capitalized Hardware	\$3,290.27	\$1,348.84	\$3,290.27	\$0.00	0.00%
Non-Cap Comp Hardware - GE Grant - 570	\$5,000.00	\$0.00	\$1,908.83	\$3,091.17	61.82%
Office Software	\$3,566.03	\$208.31	\$3,566.00	\$0.03	0.00%
Non-Capitalized Office Hardware	\$500.00	\$0.00	\$131.74	\$368.26	73.65%
Supplies and Materials	\$635.34	\$503.08	\$635.34	\$0.00	0.00%
Technology Computer Equipment	\$13,000.00	\$0.00	\$12,329.23	\$670.77	5.16%
Total 4. Technology	\$37,209.20	\$2,785.38	\$25,967.13	\$11,242.07	30.21%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2018 to 6/30/2018**

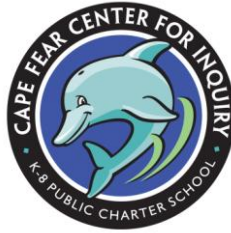
	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
5. Non-Cap Equipment & Leases					
Instructional Equipment	\$7,000.00	\$516.75	\$4,415.88	\$2,584.12	36.92%
EC Equipment	\$2,000.00	\$369.99	\$1,872.84	\$127.16	6.36%
Reproduction Costs	\$7,445.28	\$578.56	\$7,445.28	\$0.00	0.00%
Office Equipment	\$2,000.00	\$199.32	\$199.32	\$1,800.68	90.03%
Total 5. Non-Cap Equipment & Leases	\$18,445.28	\$1,664.62	\$13,933.32	\$4,511.96	24.46%
6. Contracted Student Services					
Instructional Services	\$900.00	\$0.00	\$168.00	\$732.00	81.33%
EC Services	\$13,000.00	\$1,012.50	\$12,982.50	\$17.50	0.13%
Speech Services	\$32,669.00	\$3,465.80	\$32,669.00	\$0.00	0.00%
Field Trips	\$65,901.49	\$19,584.17	\$65,901.49	\$0.00	0.00%
Total 6. Contracted Student Services	\$112,470.49	\$24,062.47	\$111,720.99	\$749.50	0.67%
7. Staff Development					
Workshop Expenses	\$39,995.76	\$12,692.17	\$22,636.28	\$17,359.48	43.40%
EC Workshop Expenses	\$7,195.98	\$512.67	\$7,195.98	\$0.00	0.00%
Workshop Expenses - 103	\$3,721.00	\$0.00	\$1,473.00	\$2,248.00	60.41%
Total 7. Staff Development	\$50,912.74	\$13,204.84	\$31,305.26	\$19,607.48	38.51%
8. Administrative Services					
Advertising	\$2,000.00	\$(145.90)	\$549.10	\$1,450.90	72.55%
Audit Services	\$9,000.00	\$0.00	\$8,849.00	\$151.00	1.68%
Bank Fees	\$2,264.34	\$720.55	\$2,264.34	\$0.00	0.00%
Financial Services	\$43,656.00	\$3,607.42	\$43,442.00	\$214.00	0.49%
General Administration	\$7,560.21	\$1,109.20	\$7,560.21	\$0.00	0.00%
Legal Services	\$6,329.00	\$0.00	\$5,679.00	\$650.00	10.27%
PowerSchool Services	\$16,320.00	\$1,348.58	\$16,240.00	\$80.00	0.49%
Human Resources	\$2,329.40	\$427.00	\$2,329.40	\$0.00	0.00%
Other Tax Payments	\$2,648.89	\$0.00	\$2,645.02	\$3.87	0.15%
Total 8. Administrative Services	\$92,107.84	\$7,066.85	\$89,558.07	\$2,549.77	2.77%
9. Insurances					
Workers Compensation	\$8,165.00	\$2,241.60	\$7,589.60	\$575.40	7.05%
General Liability	\$32,500.00	\$6,909.00	\$31,795.00	\$705.00	2.17%
Total 9. Insurances	\$40,665.00	\$9,150.60	\$39,384.60	\$1,280.40	3.15%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2018 to 6/30/2018**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
10. Rents & Debt Service					
Debt Service - Principal	\$205,255.06	\$17,196.39	\$205,255.05	\$0.01	0.00%
Debt Service - Interest	\$98,645.32	\$8,128.64	\$98,645.31	\$0.01	0.00%
Building Rent	\$5,700.00	\$475.00	\$5,700.00	\$0.00	0.00%
Total 10. Rents & Debt Service	\$309,600.38	\$25,800.03	\$309,600.36	\$0.02	0.00%
11. Facilities					
Building Repairs & Maintenance	\$22,093.75	\$978.25	\$22,093.75	\$0.00	0.00%
Building Supplies & Materials	\$2,822.15	\$541.35	\$2,822.15	\$0.00	0.00%
Contracted Custodial Services	\$65,000.00	\$9,560.00	\$63,263.96	\$1,736.04	2.67%
Custodial Supplies & Materials	\$10,000.00	\$602.03	\$9,664.88	\$335.12	3.35%
General Contract	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
Improvement to Existing Site	\$47,301.25	\$12,988.85	\$47,301.25	\$0.00	0.00%
Security Monitoring	\$5,000.00	\$901.00	\$3,652.25	\$1,347.75	26.96%
Memorial Fund Expenses	\$0.00	\$78.53	\$78.53	\$(78.53)	0.00%
Total 11. Facilities	\$153,217.15	\$25,650.01	\$148,876.77	\$4,340.38	2.83%
12. Utilities					
Electricity	\$46,807.87	\$10,710.53	\$46,807.87	\$0.00	0.00%
Water & Sewer	\$8,000.00	\$1,539.72	\$7,880.67	\$119.33	1.49%
Waste Management	\$3,450.00	\$249.69	\$2,827.29	\$622.71	18.05%
Telephone	\$9,394.04	\$1,281.41	\$9,394.04	\$0.00	0.00%
Total 12. Utilities	\$67,651.91	\$13,781.35	\$66,909.87	\$742.04	1.10%
13. Nutrition & Food					
Food Supplies & Materials	\$350.00	\$31.94	\$268.70	\$81.30	23.23%
Food Purchases	\$8,320.65	\$1,196.05	\$8,320.65	\$0.00	0.00%
Other Food - Office	\$883.89	\$159.54	\$883.89	\$0.00	0.00%
Total 13. Nutrition & Food	\$9,554.54	\$1,387.53	\$9,473.24	\$81.30	0.85%
14. Capital Purchases					
Cap Instructional Computers	\$18,000.00	\$0.00	\$17,320.86	\$679.14	3.77%
Total 14. Capital Purchases	\$18,000.00	\$0.00	\$17,320.86	\$679.14	3.77%
15. New Site Development					
Miscellaneous Contracts	\$128.40	\$128.40	\$128.40	\$0.00	0.00%
Bank Service Fee	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%
Total 15. New Site Development	\$35,128.40	\$128.40	\$128.40	\$35,000.00	99.63%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2018 to 6/30/2018**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
16. Capital Campaign - 660					
Capital Campaign Expenses - 660	\$9,411.19	\$669.26	\$9,411.19	\$0.00	0.00%
Total 16. Capital Campaign - 660	\$9,411.19	\$669.26	\$9,411.19	\$0.00	0.00%
17. Transportation and Travel					
Travel	\$333.67	\$261.67	\$333.67	\$0.00	0.00%
Total 17. Transportation and Travel	\$333.67	\$261.67	\$333.67	\$0.00	0.00%
TOTAL EXPENSES	\$3,714,424.89	\$370,406.91	\$3,604,214.65	\$110,210.24	2.97%
NET SURPLUS/(DEFICIT)	31,936.81	(221,533.42)	101,948.73		
UNENCUMBERED CASH @ 6/30/2017			\$1,425,114.09		
YEAR END FINAL POSITION @ 6/30/2018			\$1,527,062.82		



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Michael Zentmeyer
Human Resources Coor.
910-343-6443

To: CFCI Board of Directors
From: Michael Zentmeyer
Re: Policy 535 Salaries
Date: 8-22-18

The first section of Policy 535 Salaries reads as follows:

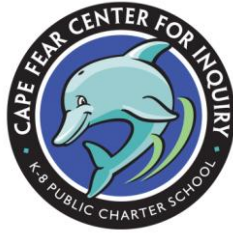
Teachers

Teachers at CFCI are paid according to the North Carolina Certified Teacher Salary Schedule, plus the local supplement. Teachers are also paid longevity based on the state schedule. In the event that a CFCI teacher earns National Board Certification, he/she will receive a one-time bonus of \$1000. Mentor pay is designated by the Board each year.

Per this policy, we have matched the supplement paid by NHCS. That supplement used to be a set percentage of a teacher salary. Most recently that had been 8%. NHCS has changed from using a percentage amount to a set dollar amount based on years experience. Using the new chart, the net result would be a reduction for most of our teachers, some going down to as low as 5%. A few teachers would see an increase, but only a slight amount, from 8% to 8.2%. NHCS has decided to grandfather in all teachers so no current employees would see a reduction, but they would be frozen at a fixed \$ amount, instead of gaining slightly as their salary increased as it used to be.

As you can see in the underlined current language of Policy 535, we are required to pay “*plus the local supplement*”. This could be interpreted to mean we have to adopted the complicated and reductionist NHCS system.

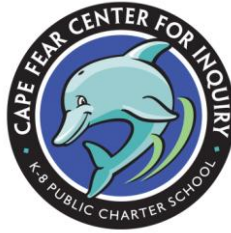
Or, the language of Policy 535 could be changed to “*plus a supplement of 8%*”. This option would maintain the level of supplement pay for our professional staff. This is also the amount used in projecting salary costs in the 2018-19 CFCI budget. This is my recommendation.



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Michael Zentmeyer
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Also, in the section of Policy 535 above, there is the sentence “*Teachers are paid Longevity based on the state schedule.* Longevity was eliminated several years ago. I recommend deletion of this sentence.



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Michael Zentmeyer
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To: CFCI Board of Directors
From: Michael Zentmeyer
Re: Policy 554 Sick Leave
Date: 8-22-18

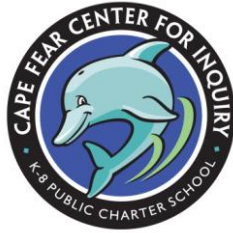
Policy 554 was written in 2009 to mirror the NC Teacher Personnel Handbook. Specifically, we copied the definition of immediate family so it reads:

“Immediate family defined for using sick leave includes the employee’s spouse; children; parents; and dependents living in the employee’s household. Also included are step relationships.”

It has come to my attention that at some time in the recent few years the definition of immediate family in the NCTPH has changed. It now also includes

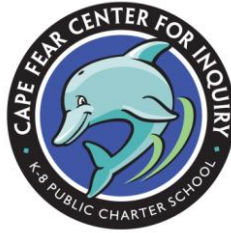
- Brothers
- Sisters
- Grandparents
- Grandchildren

In order for us to remain consistent with the NCTPH, I recommend we change the language of Policy 554 to include the expanded definition of immediate family.



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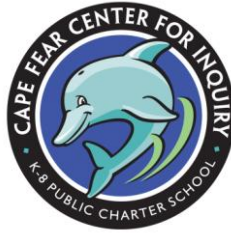
Michael Zentmeyer
Human Resources Coord.
910-343-6443

To: CFCI Board of Directors
From: Michael Zentmeyer
Re: Recommendations for Regular Education Teacher Assistant Position
Date: 8-23-18

On August 20, 2018, a panel was convened to interview candidates for one teacher assistant position in regular education. The panel consisted of Mr. McNaughton, Mrs. Mintz, Ms. Shanks, Ms. Potter and Mr. Zentmeyer. Four candidates were interviewed.

The panel reached a consensus on a recommendation.

ANGELA HOLT is a veteran teacher assistant and substitute teacher in New Hanover County Schools. Most recently she worked for five years as a Kindergarten assistant. She will work mostly with Ms. Shanks, but also with other teachers. She has a B.F.A. from UNC-C and a NC teacher license in Art K-12



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Michael Zentmeyer
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To: CFCI Board of Directors
From: Michael Zentmeyer
Re: Recommendations for Teacher Assistant Positions
Date: 8-23-18

On August 8, 2018, a panel was convened to interview candidates for three teacher assistant positions, two in Exceptional Children's department and one in regular education. The panel consisted of Mrs. Roy, Mr. McNaughton, Mrs. Mintz, Ms. Shanks, Ms. Fite, Mr. Ben Rose and Mr. Zentmeyer. Six candidates were interviewed.

The panel reached a consensus on recommendations for all three positions. Our candidate for the regular education position declined our offer. She decided she needed a fulltime position. The recommendations are:

JEANNE TURNER has six years experience working with children with special needs. She holds a BS in Child Development and Family Studies from Purdue University.

ROBI QUINLAN has five years experience as a teacher in Pre-K schools. She holds a BA in Elementary Education from California University of Pennsylvania.

After consultation among panel members, it was agreed to repost the third position. A recommendation for that position is attached.