

Cape Fear Center for Inquiry Board of Directors Agenda February 20, 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, Kelly Rooney, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Lori Roy

Absent: Todd Fischer, Wes Rose

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Kristin Hudson moved to call the meeting to order. Lauren Lombardi seconded. Motion passed.
6:01	<i>Approval of Minutes: 1/22/18</i>	Ashley Cooksley	Kristin Hudson moved to approve the minutes of Jan. 22. Lauren Lombardi seconded. Motion passed.
6:02	<i>Visiting Faculty*</i>	TBD	None.
6:07	<i>Visiting Parent or Community Members*</i>	TBD	None.
	<i>Committee Reports:</i>		
6:10	Partnership <ul style="list-style-type: none"> Committee Report 	Stephen Hill	Book Fair March 13 with Wes Rose leading a musical performance. Faculty representative will be needed for next year's Partnership Board. Partnership has purchased vests for safety patrol to wear. Also they are looking for ideas for improvements for the middle grades playground. Faculty was hoping to ask for no toys to be sold at the Book Fair. Book Fair volunteers are looking into cheaper book options. CFCI T-shirts still for sale. BINGO night was very loud and successful!
6:20	Life Long Learning <ul style="list-style-type: none"> Committee Report 	Lisa Sharpe/ Wes Rose/ Kim McCormick	On the Friday workday, faculty members are sharing what inquiry looks like at each loop level. Faculty will share videos and "what inquiry means to me" types of ideas. Loop groups are having Curricular Conversations currently.
6:30	Director's Report <ul style="list-style-type: none"> PCN Update Responsive Classroom Update Performance Framework 	Lori Roy	PCN talked about a volunteer coordinator position, and brainstormed what that might look like at CFCI. Heading up safety patrol and picture coordinator could be handled by a volunteer coordinator. PCN is trying to determine new ways that loop level parents can

	correction, General information		<p>contact their parent representative via g-mail or in new ways. On the enrollment forms, there will now be a check-box so that parents can sign up to receive e-mails from PCN. PCN.net is not easy to navigate. We are exploring options to make this easier for parents to give/get input.</p> <p>We are getting more information from School Pack which could possibly be an option for our parents to order the items on their children's supply lists.</p> <p>K-3 fence will be installed over Spring Break. It will be 6 feet tall, commercial grade chain-link.</p> <p>Safety Report from PCN. Lori has gotten many e-mails to thank her for how CFCI tries to keep students safe. There have also been many questions. Parents see the physical safety features, and are also concerned about the emotional safety of our students.</p> <p>This summer, our whole staff will receive the basic level – RC1 – of Responsive Classroom training. (Thanks Partnership for helping with this! This is the core of our school...knowing that our students feel safe physically and emotionally. This includes strengthening bullying policies and the way that policies are written clearly so all can understand them. Consequences for bullying need to be logical and clear. We've done parent and student surveys concerning student behavior, and are trying to determine areas wherein students feel less safe.</p> <p>In grades 3-8, we are using MARC (Massachusetts Aggression Reduction Center)'s free materials which explore topics such as cyber-bullying, and appropriate use of Snapchat and FaceBook (etc.) and which promote discussions with students concerning healthy/not healthy behaviors while using social media.</p> <p>Ashley Cooksley asked whether we have explored getting a resource officer. Kathy Coke and Lori Roy will be attending a training by Wilmington Police department in early March.</p>
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			<p>They will bring information back to the Board.</p> <p>Lisa Sharpe suggested getting bear fog as a deterrent, and door stops which could make the doors more secure. They are \$8.00 each. She also reminded all about the possibility of needing to get out of the windows. Cathi Mintz brought up the need to make certain that the kids are all hiding in the most effective spots in case of a lockdown. There was a lot of discussion.</p> <p>We are 100% compliant in our Performance Framework audit!</p>
6:50	<p><i>Finance</i></p> <ul style="list-style-type: none"> • Committee Report • Monthly Budgets/Dashboard 	Kathy Rettig	<p>Budget season is coming up. Estimated teacher pay raises are at an average of 5%. That will be taken into account in budgeting.</p>
7:00	<p><i>Technology Committee</i></p> <ul style="list-style-type: none"> • Committee Report 	Cathi Mintz	<p>The committee discussed Chromebook (CB) policies. Middle School submitted feedback, and 4th and 5th grade also notes that they are working with CB's for research purposes and other types of work. They discussed use of social media and proxies. Next meeting is March 1. They also discussed testing coming up and technology glitches they are anticipating for testing. Ashley Cooksley asked if we need to talk about the rotation and replacement policies for CB's. That will go on March 1 agenda.</p>
7:15	<p><i>Policy and Procedure Review</i></p> <ul style="list-style-type: none"> • Committee Report 	Jennifer Solomon	<p>PPRC is looking at showing movies at school. They have been asked to look at ratings of films. We got a brochure concerning purchasing the rights to show films. Teachers can use films for free but the movies must be directly related to curricular studies. They are looking at what other schools in NHCO and other states and seeing how they handle this. There may be issues with films shown in morning care. The committee is also looking at permission slips for films as well. PPRC is also looking at pricing for these licenses. At this point, we are still gathering more information.</p>
7:25	<p><i>Development Committee</i></p> <ul style="list-style-type: none"> • Committee Report • Feasibility Study 	Todd Fischer/ Lori Roy	<p>Kathy Coke shared that the Development Committee met on February 13, and we are moving forward with the feasibility study and waiting for the conceptual design being</p>

			developed by an architectural.
7:45	<i>Executive Committee</i>	Ashley Cooksley	None.
7:45	<i>Other Announcements and/or Upcoming events:</i>	Ashley Cooksley	<ul style="list-style-type: none"> • Next Executive Committee Meeting: • TBD • Next Board Meeting- Mar. 20, 2018
7:47	<i>Closed Session for meeting critique (NC statute 143- 318.11)</i>	Ashley Cooksley	Not held.
7:50	<i>Adjournment</i>	Ashley Cooksley	Lauren Lombardi motioned to adjourn. Kristin Hudson 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.

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

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Action
6:01	<i>Approval of Minutes: 1/22/18</i>	Ashley Cooksley	Action
6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Information
	<i>Committee Reports:</i>		
6:10	<i>Partnership</i> <ul style="list-style-type: none"> Committee Report 	Stephen Hill	Information
6:20	<i>Life Long Learning</i> <ul style="list-style-type: none"> Committee Report 	Lisa Sharpe/ Wes Rose/ Kim McCormick	Information
6:30	<i>Director's Report</i> <ul style="list-style-type: none"> PCN Update Responsive Classroom Update Performance Framework correction, General information 	Lori Roy	Information/ Discussion
6:50	<i>Finance</i> <ul style="list-style-type: none"> Committee Report Monthly Budgets/Dashboard 	Kathy Rettig	Information/ Discussion/Action
7:00	<i>Technology Committee</i> <ul style="list-style-type: none"> Committee Report 	Cathi Mintz	Information
7:15	<i>Policy and Procedure Review</i> <ul style="list-style-type: none"> Committee Report 	Jennifer Solomon	Information
7:25	<i>Development Committee</i> <ul style="list-style-type: none"> Committee Report Feasibility Study Update- <i>closed session</i> 	Todd Fischer/ Lori Roy	Information/Discussion/ Action

7:45	<i>Executive Committee</i> <ul style="list-style-type: none"> • None 	Ashley Cooksley	Information / Discussion
7:45	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> • Next Executive Committee Meeting: <i>TBD</i> • Next Board Meeting- Mar. 20, 2018 	Ashley Cooksley	Information
7:47	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Ashley Cooksley	Discussion
7:50	<i>Adjournment</i>	Ashley Cooksley	Action

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Date: 02/09/2018
Time: 10:58 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 1/1/2018 to 1/31/2018

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REVENUE

STATE REVENUE

Rev - Summer Reading Program	\$3,088.75	\$0.00	\$3,088.75	\$0.00	0.00%
Rev - Behavior Support - 029	\$50,000.00	\$3,447.00	\$23,989.50	\$26,010.50	52.02%
Rev - Charter Schools - 036	\$2,323,526.00	\$240,728.52	\$1,468,031.23	\$855,494.77	36.82%
Rev - Charter Schools - 046	\$3,623.00	\$3,622.42	\$3,622.42	\$0.58	0.02%
TOTAL STATE REVENUE	\$2,380,237.75	\$247,797.94	\$1,498,731.90	\$881,505.85	37.03%

LOCAL REVENUE

Rev - Sales Tax	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
Rev - Field Trip	\$40,000.00	\$231.50	\$28,604.95	\$11,395.05	28.49%
Rev - Contributions and Donati	\$1,500.00	\$0.00	\$967.05	\$532.95	35.53%
Rev - Interest Income-MM-1908	\$2,000.00	\$289.05	\$1,593.07	\$406.93	20.35%
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.12	\$0.88	88.00%
Rev - Various	\$5,000.00	\$0.00	\$3,035.22	\$1,964.78	39.30%
Rev - ERATE	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%
Rev - Brunswick County Schools	\$120,232.04	\$10,179.12	\$60,594.35	\$59,637.69	49.60%
F & F - Brunswick County-4609	\$700.00	\$0.00	\$928.48	\$(228.48)	-32.64%
Rev - Duplin County Schools	\$959.04	\$0.00	\$952.43	\$6.61	0.69%
Rev - New Hanover County	\$941,460.00	\$80,812.00	\$484,872.00	\$456,588.00	48.50%
F & F - New Hanover County	\$15,000.00	\$3,161.00	\$12,075.00	\$2,925.00	19.50%
Rev - Pender County Schools	\$9,020.88	\$0.00	\$2,558.85	\$6,462.03	71.63%
F & F - Pender County Schools	\$200.00	\$0.00	\$33.00	\$167.00	83.50%
REV - CFCI Partnership	\$0.00	\$0.00	\$8,400.00	\$(8,400.00)	0.00%
Rev - Fundraising - 653	\$5,000.00	\$3,453.27	\$3,965.77	\$1,034.23	20.68%
Rev - Riptide Runners	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%
Rev - Capital Campaign - 660	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%
Rev - Fees / Supplies - 4609	\$1,600.00	\$0.00	\$1,861.25	\$(261.25)	-16.33%
Rev - Tech Donations	\$11,329.50	\$0.00	\$11,572.10	\$(242.60)	-2.14%
Rev - Technology Fees	\$0.00	\$20.00	\$20.00	\$(20.00)	0.00%
Rev - Social Dues	\$500.00	\$0.00	\$9.50	\$490.50	98.10%
TOTAL LOCAL REVENUE	\$1,208,502.46	\$98,145.96	\$622,043.14	\$586,459.32	48.53%

FEDERAL REVENUE

Rev - IDEA VI-B Handicap - 060	\$49,131.00	\$0.00	\$0.00	\$49,131.00	100.00%
TOTAL FEDERAL REVENUE	\$49,131.00	\$0.00	\$0.00	\$49,131.00	100.00%

TOTAL REVENUE

\$3,637,871.21	\$345,943.90	\$2,120,775.04	\$1,517,096.17	41.70%
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Date: 02/09/2018
Time: 10:58 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 1/1/2018 to 1/31/2018

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EXPENSES

1. Salaries & Bonuses

Salary - Teacher	\$1,241,071.90	\$102,933.04	\$708,963.46	\$532,108.44	42.87%
Salary - Teacher - 016	\$1,723.61	\$0.00	\$1,723.61	\$0.00	0.00%
Salary - Teacher Assistant	\$103,976.10	\$4,820.64	\$50,029.58	\$53,946.52	51.88%
Salary - Substitute	\$35,000.00	\$1,720.00	\$8,320.00	\$26,680.00	76.23%
Salary - EC Teacher	\$141,622.65	\$16,416.76	\$106,702.65	\$34,920.00	24.66%
Salary - EC Teacher - 060	\$45,639.60	\$0.00	\$0.00	\$45,639.60	100.00%
Salary - EC Assistant	\$26,847.90	\$1,188.04	\$12,999.03	\$13,848.87	51.58%
Salary - EC Substitute	\$2,500.00	\$240.00	\$1,920.00	\$580.00	23.20%
Salary - Behavioral - 029	\$50,000.00	\$3,447.00	\$23,989.50	\$26,010.50	52.02%
Salary - Guidance	\$37,983.75	\$3,114.09	\$21,699.13	\$16,284.62	42.87%
Salary - Psychologist	\$34,731.00	\$3,003.09	\$19,935.98	\$14,795.02	42.60%
Salary - Principal	\$82,236.00	\$6,742.09	\$47,194.63	\$35,041.37	42.61%
Salary - Assistant Principal	\$62,700.75	\$0.00	\$33,860.88	\$28,839.87	46.00%
Salary - Office	\$46,634.25	\$3,210.84	\$22,995.20	\$23,639.05	50.69%
Salary - Business Manager	\$83,613.60	\$6,855.00	\$47,985.00	\$35,628.60	42.61%
Salary - Technology	\$49,875.00	\$4,089.00	\$28,623.00	\$21,252.00	42.61%
Salary - Bonus - 046	\$3,365.00	\$3,365.00	\$3,365.00	\$0.00	0.00%

Total 1. Salaries & Bonuses

\$2,049,521.11	\$161,144.59	\$1,140,306.65	\$909,214.46	44.36%
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2. Benefits

Social Security Cost	\$152,907.68	\$11,575.48	\$83,634.40	\$69,273.28	45.30%
Social Security Cost - 016	\$130.90	\$0.00	\$130.90	\$0.00	0.00%
Social Security Cost - 046	\$258.00	\$257.42	\$257.42	\$0.58	0.22%
Social Security Cost - 060	\$3,491.40	\$0.00	\$0.00	\$3,491.40	100.00%
State Retirement Cost	\$338,149.14	\$25,016.45	\$177,415.16	\$160,733.98	47.53%
Hospitalization Cost	\$195,627.84	\$14,960.40	\$102,721.26	\$92,906.58	47.49%
Hospitalization Cost - 016	\$65.46	\$0.00	\$65.46	\$0.00	0.00%
Unemployment Cost	\$9,900.00	\$365.02	\$706.93	\$9,193.07	92.86%
Other Insurance Cost	\$0.00	\$0.00	\$39.55	\$(39.55)	0.00%

Total 2. Benefits

\$700,530.42	\$52,174.77	\$364,971.08	\$335,559.34	47.90%
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3. Books & Supplies

Riptide Runners	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%
Instructional Supplies	\$30,000.00	\$191.16	\$10,817.50	\$19,182.50	63.94%
Instructional Supplies - 016	\$1,168.78	\$0.00	\$1,168.78	\$0.00	0.00%
EC Instructional Supplies	\$6,000.00	\$0.00	\$2,222.82	\$3,777.18	62.95%
Health Supplies	\$200.00	\$0.00	\$12.81	\$187.19	93.60%
Safety Supplies	\$3,550.00	\$0.00	\$2,574.83	\$975.17	27.47%
Office Supplies	\$8,000.00	\$0.00	\$2,103.29	\$5,896.71	73.71%
Board of Directors Supplies	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
Postage	\$2,500.00	\$0.00	\$195.50	\$2,304.50	92.18%

Date: 02/09/2018
Time: 10:58 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 1/1/2018 to 1/31/2018

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	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Memberships	\$2,500.00	\$0.00	\$149.50	\$2,350.50	94.02%	
Social Dues	\$500.00	\$0.00	\$23.41	\$476.59	95.32%	
Sales Tax Expense	\$5,000.00	\$59.01	\$6,707.11	\$(1,707.11)	-34.14%	
Unidentified Purchases	\$0.00	\$192.00	\$38,129.35	\$(38,129.35)	0.00%	
Total 3. Books & Supplies	\$63,918.78	\$442.17	\$64,104.90	\$(186.12)	-0.29%	
4. Technology						
Instructional Software	\$15,500.00	\$342.40	\$944.57	\$14,555.43	93.91%	
Non-Capitalized Hardware	\$700.00	\$0.00	\$1,088.29	\$(388.29)	-55.47%	
Office Software	\$2,500.00	\$208.34	\$2,524.33	\$(24.33)	-0.97%	
Non-Capitalized Office Hardware	\$500.00	\$0.00	\$131.74	\$368.26	73.65%	
Supplies and Materials	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00%	
Technology Computer Equipment	\$13,000.00	\$0.00	\$12,156.45	\$843.55	6.49%	
Total 4. Technology	\$48,200.00	\$550.74	\$16,845.38	\$31,354.62	65.05%	
5. Non-Cap Equipment & Leases						
Instructional Equipment	\$10,000.00	\$48.12	\$2,530.87	\$7,469.13	74.69%	
EC Equipment	\$3,000.00	\$0.00	\$835.34	\$2,164.66	72.16%	
Reproduction Costs	\$12,000.00	\$15.50	\$5,118.65	\$6,881.35	57.34%	
Office Equipment	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Total 5. Non-Cap Equipment & Leases	\$27,000.00	\$63.62	\$8,484.86	\$18,515.14	68.57%	
6. Contracted Student Services						
Instructional Services	\$900.00	\$0.00	\$168.00	\$732.00	81.33%	
EC Services	\$10,000.00	\$5,951.25	\$7,376.25	\$2,623.75	26.24%	
Speech Services	\$26,000.00	\$0.00	\$14,262.30	\$11,737.70	45.15%	
Field Trips	\$42,000.00	\$33.00	\$22,710.91	\$19,289.09	45.93%	
Total 6. Contracted Student Services	\$78,900.00	\$5,984.25	\$44,517.46	\$34,382.54	43.58%	
7. Staff Development						
Workshop Expenses	\$18,995.76	\$480.00	\$4,570.84	\$14,424.92	75.94%	
EC Workshop Expenses	\$3,000.00	\$348.80	\$4,812.27	\$(1,812.27)	-60.41%	
Total 7. Staff Development	\$21,995.76	\$828.80	\$9,383.11	\$12,612.65	57.34%	
8. Administrative Services						
Advertising	\$2,000.00	\$0.00	\$680.00	\$1,320.00	66.00%	
Audit Services	\$9,000.00	\$0.00	\$1,912.25	\$7,087.75	78.75%	
Bank Fees	\$1,500.00	\$(22.15)	\$1,233.84	\$266.16	17.74%	
Financial Services	\$43,656.00	\$3,607.43	\$25,404.86	\$18,251.14	41.81%	
General Administration	\$5,000.00	\$273.00	\$3,648.41	\$1,351.59	27.03%	
Legal Services	\$3,329.00	\$1,800.00	\$5,204.00	\$(1,875.00)	-56.32%	
PowerSchool Services	\$16,320.00	\$1,348.57	\$9,497.14	\$6,822.86	41.81%	
Technology Support Services	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	

Date: 02/09/2018
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CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 1/1/2018 to 1/31/2018

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	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Human Resources	\$1,400.00	\$19.50	\$551.00	\$849.00	60.64%	
Other Tax Payments	\$2,648.89	\$0.00	\$2,645.02	\$3.87	0.15%	
Total 8. Administrative Services	\$85,353.89	\$7,026.35	\$50,776.52	\$34,577.37	40.51%	
9. Insurances						
Workers Compensation	\$8,165.00	\$0.00	\$4,583.80	\$3,581.20	43.86%	
General Liability	\$32,500.00	\$2,727.00	\$17,137.00	\$15,363.00	47.27%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	
Total 9. Insurances	\$44,322.00	\$2,727.00	\$21,720.80	\$22,601.20	50.99%	
10. Rents & Debt Service						
Debt Service - Principal	\$205,262.70	\$16,969.58	\$118,668.52	\$86,594.18	42.19%	
Debt Service - Interest	\$98,637.67	\$8,355.45	\$58,606.69	\$40,030.98	40.58%	
Building Rent	\$5,700.00	\$0.00	\$3,325.00	\$2,375.00	41.67%	
Total 10. Rents & Debt Service	\$309,600.37	\$25,325.03	\$180,600.21	\$129,000.16	41.67%	
11. Facilities						
Building Repairs & Maintenance	\$16,500.00	\$507.00	\$9,563.50	\$6,936.50	42.04%	
Building Supplies & Materials	\$10,000.00	\$0.00	\$1,450.51	\$8,549.49	85.49%	
Contracted Custodial Services	\$65,000.00	\$4,800.00	\$34,633.96	\$30,366.04	46.72%	
Custodial Supplies & Materials	\$10,000.00	\$827.45	\$5,305.54	\$4,694.46	46.94%	
General Contract	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Improvement to Existing Site	\$34,133.00	\$6,893.27	\$13,707.94	\$20,425.06	59.84%	
Security Monitoring	\$5,000.00	\$0.00	\$50.00	\$4,950.00	99.00%	
Total 11. Facilities	\$141,633.00	\$13,027.72	\$64,711.45	\$76,921.55	54.31%	
12. Utilities						
Electricity	\$38,000.00	\$4,306.72	\$10,560.52	\$27,439.48	72.21%	
Water & Sewer	\$8,000.00	\$0.00	\$3,455.40	\$4,544.60	56.81%	
Waste Management	\$3,450.00	\$235.15	\$1,611.04	\$1,838.96	53.30%	
Telephone	\$9,000.00	\$843.81	\$4,635.45	\$4,364.55	48.50%	
Total 12. Utilities	\$58,450.00	\$5,385.68	\$20,262.41	\$38,187.59	65.33%	
13. Nutrition & Food						
Food Supplies & Materials	\$200.00	\$0.00	\$154.45	\$45.55	22.78%	
Food Purchases	\$6,000.00	\$0.00	\$1,669.77	\$4,330.23	72.17%	
Other Food - Office	\$750.00	\$0.00	\$512.36	\$237.64	31.69%	
Total 13. Nutrition & Food	\$6,950.00	\$0.00	\$2,336.58	\$4,613.42	66.38%	
14. Capital Purchases						
Cap Instructional Computers	\$15,000.00	\$0.00	\$17,320.86	\$(2,320.86)	-15.47%	
Cap Office Computers	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Cap Instructional Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	

Date: 02/09/2018
Time: 10:58 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
From 1/1/2018 to 1/31/2018

Page 5 of 5

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total 14. Capital Purchases	\$20,000.00	\$0.00	\$17,320.86	\$2,679.14	13.40%	
15. New Site Development						
Bank Service Fee	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	
Total 15. New Site Development	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	
16. Capital Campaign - 660						
Capital Campaign Expenses - 660	\$10,000.00	\$0.00	\$8,741.93	\$1,258.07	12.58%	
Total 16. Capital Campaign - 660	\$10,000.00	\$0.00	\$8,741.93	\$1,258.07	12.58%	
17. Transportation and Travel						
Travel	\$100.00	\$0.00	\$72.00	\$28.00	28.00%	
Total 17. Transportation and Travel	\$100.00	\$0.00	\$72.00	\$28.00	28.00%	
TOTAL EXPENSES	\$3,701,475.33	\$274,680.72	\$2,015,156.20	\$1,686,319.13	45.56%	
NET SURPLUS/(DEFICIT)	\$(63,604.12)	\$71,263.18	\$105,618.84			

Tuesday, February 13, 2018

CFCI Partnership Meeting

Coming up:

Book Fair Family Night, Tuesday, March 13 6-8pm

- Partnership Meeting—MC'd by Ben

- Book fair

- Mr. Rose K-5 Performance

- 5th grade may want to participate with bake sale; 8th grade/sweatshirts, will follow up

Parent's Book Club discussion 2/19 6-7:30 & 3/7 8:15-9:30

- Books have been issued to parents

Partnership Meeting 4/17 Port City Java

Inquiry Night with Partnership Meeting Thursday May 10th time TBD

- Angela will discuss with Lori about time

- Vote for officers, if we can complete the election in May, we should try to have another meeting for new officers before school ends.

- Need to follow up about specifics for inquiry night.

Teacher Appreciation Week May 7-11

New Partnership Leaders, Volunteers

- Angela discussed possibility of being co-chair. Steven & Nicole expressed interest in remaining part of the Partnership. Renee will open conversation at the next faculty meeting to see if interest is sparked in a teacher to be the liaison with the Partnership. Will follow up with Emily & Ben to see if they have interest in remaining with the partnership.

- Caitlyn Boucher has expressed interest in being involved.

- Winter Fest-Need event planner/party person for Winter Fest

- Nicole agreed to co-plan/chair for Winter Fest, will follow up with Ms. Robyn and other possible volunteers

- The partnership discussed incorporating the school's curriculum into the Fest. Discussed bringing back the classroom crafts/games, Nicole will follow up with teachers/parents. A good possibility of success if we can put together a planning committee—Each classroom has a liaison parent to decide craft/game ideas

- Band performance/ "talent showcase" students/families/staff can sign up for time slots to perform. (dance/instruments/singing/etc.)

--Middle School Dance—Melissa Miles Reese/Kelly Martin Party Planners.

--Need date for this event Fall 2018

Teacher Appreciation Week 2019—Stephanie Ayers has volunteered to lead this event.

Briefly mentioned 2020 being the CFCI 20th Anniversary. Partnership may try to plan an event?

Discussed possibility of School Supply Packs

--Sandy Eyles, Parent Collaborative Network

--fundraiser for the school, each teacher puts together supply list for their classroom.

--Partnership recognizes this is a premium service, but convenience of items being sent directly to the school and one stop shop may be worth the attempt.

Partnership will fund safety vests for the morning Safety Patrol.

-Angela will oversee purchase of 12 vests

Tables/Chairs—continue to rent or purchase?

-Big issue—Storage space. Could we add a small storage unit next to Multi-Purpose to house items such as tables/chairs/various event props.

-\$285 is the regular rental fee partnership pays, includes delivery/pick up. Members of partnership feel this may be worth it for the time being.

Middle Grade Playground—We will follow up with teachers and ask them if they would like the Partnership to fund the purchase of a slack line, large locking storage unit, games like badminton or corn hole.

Discussed using Scholastic as the Book Fair service.

--Can we request no toys?

--Can we request mostly Newberry and Caldecott books and cut out or cut back the books sold with toys.

--Renee will discuss with parent Beth Forbes the possibility of a different service for book fair.

New T Shirt is selling at \$15.

-Angela mentioned looking at dates to sell t shirts in the afternoon at pick up.

Report from PCN meeting, Angela attends

-School safety is a topic of discussion. Boy scout working on his Eagle Scout will be putting up picket fence in the K-3 playground (CFCI Alumni)

-Discussed ideas for a Volunteer Coordinator Position to organize/coordinate volunteers of all kinds. This person might oversee Safety Patrol, Picture Day, help with field trip drivers, classroom volunteers, etc. Question of pay—stipend?

News from the school board, Steven attends

- Board enthused about "Discovery Education" & the "Responsive Classroom"

- next meeting 2/2018

Treasurer's Report, Emily

- Bingo Cards are paid for!

- after Bingo night costs, profit was \$40.46.

- Partnership Balance \$13,867.16



CFCI Meeting Agenda

Policy and Procedure Review Committee

Date: 2/6/18

Present: Jennifer Solomon, Lori Roy, Amy Pierce, Jennifer LaFleur, Shannon Shanks

Visitors:

Next meeting: 3/6/18

I. Topic: Movies in the classrooms

Discussion: We will look at the classification and ratings of films and explore licensing, copyright and fair use.

.

Action or Request (if any)

The committee looked at copyright and fair use – Guidelines for teachers - videos may be used without a "public performance rights" in the classroom so long as the following occur:

(Used by teachers in the course of "face to face" instruction with students, be directly related to the curriculum and current instruction, be lawfully made, not be used for entertainment or reward)

The committee looked at what other schools in NHC are doing as well as what other schools in NC are doing (Some have purchased a license to show videos).

The committee plans to explore the implications on morning care if we did not purchase a license. How many teachers show videos during morning care. Other options for morning care?

The committee plans to look into the need for multiple licenses or if one license from one corporation would suffice.

Future discussion items – film ratings and permission slips

II. Topic:

Discussion:

Action or Request (if any)

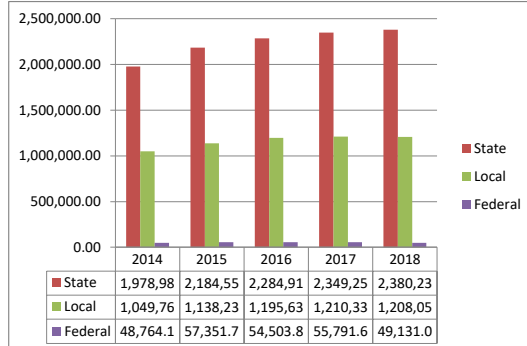
III. Topic

Discussion:

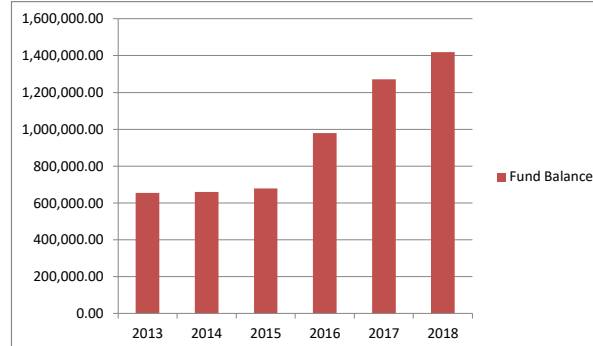
Action or Request (if any)

CFCI FINANCIAL DASHBOARD

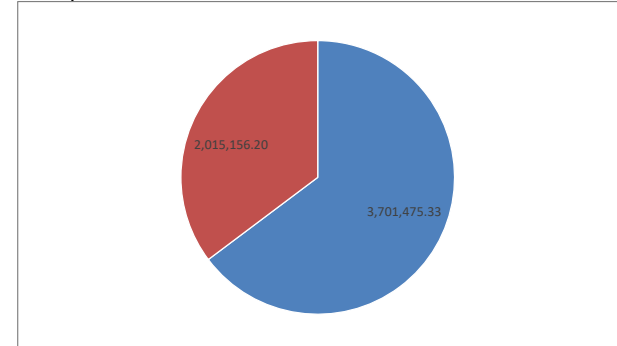
Revenue



Fund Balance



YTD Expense



As of January 31st, 2018 we have completed 58% of the fiscal year and spent 54% of our budgeted funds.

**Cape Fear Center for Inquiry
Board of Directors Agenda
January 18, 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, Kelly Rooney, Jennifer LaFleur, Todd Fischer, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Lori Roy

Absent: Lauren Lombardi, Cathi Mintz

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Lisa Buchanan motioned to come to order. Kristen Hudson seconded. Motion passed.
6:01	<i>Approval of Minutes: 11/16/17, 12/2/17, 12/15/17, 12/18/17</i>	Ashley Cooksley	<p>Kristin Hudson made the motion to approve the November 16 minutes. Todd Fischer seconded. Motion passed.</p> <p>Kristin Hudson made the motion to approve the Dec. 2 minutes. Lisa Buchanan seconded. Motion passed.</p> <p>Lisa Buchanan made the motion to approve the December 15 meeting minutes. Todd Fischer seconded. Motion passed.</p> <p>Todd Fischer made the motion to approve the Dec. 18 closed meeting minutes. Kristin Hudson seconded. Motion passed.</p>
6:02	<i>Visiting Faculty*</i>	TBD	<p>Nancy Kachadurian.</p> <p>Nancy thanked the board for getting involved in Curriculum Coordinator hiring. She appreciates the board's time and effort in that effort, and suggested that CFCI consider adding a board member to interview panels.</p>
6:07	<i>Visiting Parent or Community Members*</i>	TBD	None.
	<i>Committee Reports:</i>		
6:15	<i>Finance</i> <ul style="list-style-type: none"> No Committee Report Monthly Budgets/Dashboard Audit 	Kathy Rettig	Kathy Coke introduced Jay Sharpe, our auditor. We received the audit electronically in November, and he presented copies of highlights of the audit. The scope and timing of the audit were on track. CFCI was given an unmodified opinion, and there were no negative findings in the audit. There were no management letter points. There were no accounting

	Presentation		policy changes or disagreements with management or difficulties encountered. This was a clean audit. All good news! Thank you, Jay. We have to now submit a 990 to the IRS, and the Board has already approved this. Thank you Kathy! Financial statements will be sent out soon for the past month.
6:45	<i>Partnership</i> <ul style="list-style-type: none"> Committee Report 	Stephen Hill	Family Fun night went well on Jan. 18. Next major event is BINGO on Feb. 9, 5:30-7:30. The Partnership has \$15,000.00 cash on hand. Partnership has agreed to provide significant funding in helping CFCI pay for Responsive Classroom training for teachers. Lori is trying to determine how best to accomplish this. Specialists are going for training on Feb. 2 nd . Lori and Mikhal are going to bullying training, and Kim McCormick is going to training also. Thanks Partnership!
6:50	<i>Life Long Learning</i> <ul style="list-style-type: none"> No Report – Meeting 1/25 		No report.
6:50	<i>Director's Report</i> <ul style="list-style-type: none"> PCN Update (no meeting due to illness and weather) – next meeting Feb. 6th 8:15 K-3 Fence Update Welcome Kim McCormick! Testing Coordinator Recommendation Inclement Weather Make Up Inclement Weather Decision Making EC Compliance Update Charter School Performance Framework Update 	Lori Roy	<p>The City is allowing us to move forward with replacing the retaining wall and K-3 playground fence. No permitting is required.</p> <p>Kim McCormick started today as Curriculum Coordinator. The BT meeting was held this afternoon and she got to attend. She got into lots of classrooms. Welcome Kim!</p> <p>We just completed our EC audit and the state said they had never seen a school perform as well on an EC audit! Thanks Lori Benazzi!</p> <p>CFCI also passed all sections of the 2017 Charter School Performance Framework except for the ELL section. We are getting more details about that so that we can clear that up.</p> <p>Action items: 1. Lori and the hiring panel are unanimously recommending that CFCI hire Christine Born as our testing coordinator. Beth Carter moved that we accept this recommendation. Lisa Buchannan seconded. Motion passed.</p> <p>2. Make ups for Inclement Weather: The faculty proposes to make up the 940 minutes missed by: making Feb. 22nd a full student day, making June 8th a full student day, and adding 5 minutes to the beginning and ending of the day.</p>

			<p>Todd Fischer feels that adding the minutes to the beginning and ending of the day doesn't really add valuable instructional time. Also, he is concerned about how this affects families' plans after school.</p> <p>Lisa Buchanan motioned to approve this recommendation. Kristen Hudson seconded. Motion passed.</p> <p>3. Lori would like CFCI to change the Weather Closing/Delay Decision Making to read that "CFCI will take New Hanover County closure and delay decisions into account when making the decision to cancel, delay or dismiss due to weather. "</p> <p>Lisa Buchanan suggested adding something about parents using discretion about whether or not to attempt to come to school in adverse weather.</p> <p>Todd moved that we adopt this change adding Lisa's suggestion – which is very similar to what UNCW's weather closing statement is - about family discretion. Kristin seconded. Motion passed.</p>
7:20	<i>Technology Committee</i> <ul style="list-style-type: none"> • 	Cathi Mintz	No report. Next meeting on Feb. 6 at 3:30.
7:20	<i>Policy and Procedure Review</i>	Jennifer Solomon	No report
7:20	<i>Development Committee</i> <ul style="list-style-type: none"> • Committee Report • Grant Committee Opportunity- Sandy Eyles (visiting parent) • Feasibility Study Update- <i>closed session</i> 	Todd Fischer/ Lori Roy	<p>Sandy Eyles, a CFCI parent, is suggesting that the board consider adding a grant committee that could address raising money for some of the major needs of the school. We have CFCI parents who know how to write grants and fund-raise. We also need to make better connections within our community and give the community a chance to invest in us. Schools like Island Montessori and GLOW are doing this well.</p> <p>Todd suggested that Sandy get together a purpose statement and then come to Development committee on the 13th at 3:30.</p> <p>Kristi Hudson moved we go into closed session. Todd</p>

			<p>Fischer seconded. Motion passed.</p> <p>Kristin Hudson motioned to come out of closed session. Todd seconded. Motion passed.</p> <p>Todd Fischer moved to authorize the expenditure of up to \$5000.00 to an architectural/design firm for concept design services. Kristin Hudson seconded. Motion passed.</p>
7:55	<i>Executive Committee</i>	Ashley Cooksley	No report.
7:55	<i>Other Announcements and/or Upcoming events:</i>	Ashley Cooksley	<ul style="list-style-type: none"> • Next Executive Committee Meeting: Feb. 12 at 2:00 p.m. • Next Board Meeting- Feb. 20, 2018 6pm
8:00	<i>Adjournment</i>	Ashley Cooksley	Todd Fischer motioned to adjourn. Kristen Hudson 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.



CFCI Meeting Agenda

1

Lifelong Learning Committee

Date: 02.06.18

Present: Gina F, Lisa S, Joanne B, Nancy K, Lisa C, Wes R, Seffie O, Kim M

Absent: Lori R, Kristen G, Lisa B

Visitors:

Next meeting: 3/13 at 3:30

Topic: Review PD plan for remainder of 2017-18

Discussion

Focus areas including:

Technology - Check-in regarding how use of chromebooks is going...discussion regarding policies and procedures including forms to report behaviors and misuse. This should be done during faculty meetings. Kim will speak with Lori and schedule.

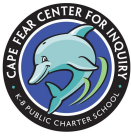
Responsive Classroom/Bullying - PD at faculty meeting on 2/7

Inquiry - PD on 2/23 - ½ day work day/ ½ day PD. Use @ 2 hours to share inquiry models/ideas with faculty (see below)

Curricular Conversations - Loop 2/3 will be sharing on 2/7 at 8:30 and includes conversation about math and MAP - Lisa C. and Kim P. will attend

Action or Request (if any)

1. Loop level representatives and specialists will go back to teams on Tuesday, February 13th to discuss inquiry shares for the entire faculty. Kim will generate a sign up for all levels to demo - 2 levels to present on February 23rd and then subsequent levels to present at faculty meetings. Each presentation will take about 20-30 minutes including sharing with the group.
2. Kim will prepare agenda for 2/23 and send to L3
3. Kim will update PD calendar for remainder of year
4. Curricular conversation schedule generated for March (K/1, 4/5, 6-8, - specialists will meet during their regular time. Ensure Lisa C. and Kim M. are in the meetings)



Parent Collaborative Network Agenda Tuesday, February 6, 2018

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

Visitors: Amy Pierce, Kim McCormick

Date: 3/

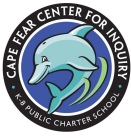
Time: 8:15am- 9:30am

Location: CFCI Museum Room

ANNOUNCEMENTS:

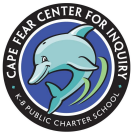
DISCUSSION:

Update from Lori	15 minutes	<p>Thoughts: Picture Day Coordinator, Safety Patrol Coordinator, Website support, Social Media support</p> <p>Angela- Partnership- working on recruitment, Have had two parents email and share that they want to help with specific things (meeting at Bingo night)</p> <p>Volunteer Coordinator position- discussion over what that might look like. Stipend position? (Consider possibly a TA position or part time...) Idea to make it lucrative. Consider adding it to a TA position?</p> <p>Like idea of it being centralized (connected to all volunteer opportunities)</p> <p>Grant?</p> <p>Benefit of TA- someone who is at the school anyway.</p> <p>This person could help and be involved with training.</p>
Safety Update	20 minutes	<p>1) Review and improve our protocols re: outdoor incidents</p> <p>-new monitoring plan protocol for teachers- <i>plan put in place at start of 2017-2018 school year. Revisited with faculty in October and January.</i></p> <p>-teachers having cell phones/whistles during recess and calling both office and</p>



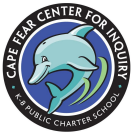
Parent Collaborative Network Agenda Tuesday, February 6, 2018

		<p>911- <i>We have walkie talkies in addition to cell phones and whistles</i></p> <p>- immediate parent notification- <i>CFCI does the best that we can do to keep parents up to date with communications. Recently sent email while dealing with early dismissal due to church funeral informing parents that a shelter in place had been lifted, but it did not send until later because it was sent from Mrs. Roy's cell phone which she had outside. The signal was not very strong so the email was delayed. Communication via phone/text has not been an issue, but this was a good thing to be aware of when emailing parent updates "in the moment." This is also another example of why sometimes notifications may be delayed by an hour or two, but we hope that parents do know we are working to update everyone as quickly as we possibly can given the chaos of any given situation.</i></p> <p>-continual staff training- <i>October and January follow ups; Conducting full staff ongoing training in February/March/April as well</i></p> <p>-student drills- <i>monthly firedrills, random lockdown practices, drills during unusual times</i></p> <p>Response from parent perspective was positive. Things seemed to go very well. The ice day also went very well. Response time great.</p> <p>2) Lockdowns: Barracuda classroom door devices- <i>This was communicated with the committee who presented the option as something that if they fundraised for, we would be happy to put into place. The Emergency Response Team said while</i></p>
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Parent Collaborative Network Agenda Tuesday, February 6, 2018

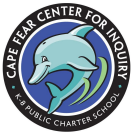
		<p><i>not necessary, that deterrents like this are not discouraged either. I believe he said there might be cheaper options the group might want to investigate. He had not heard of this specific device.</i></p> <p>Random drills</p> <p>3) Playground Fencing on lower grades playground-</p> <p><i>We have approval from the City to "replace" the retaining wall and fence. No permit required. We have met with two fencing companies (to work with the company replacing the wall). I am including shoring up the barrier around the play structure in the scope of work. Waiting for quotes.</i></p> <p><i>Decision with fence contractor will be made this week and we will move forward with scheduling the project. We will send an update with an anticipated timeline to parents for newsletters.</i></p> <p><i>Amy Pierce shared concerns over there not being a fence all the way around the playground and sidewalk.</i></p> <p>4) Regular police monitoring- <i>Contact WPD frequently to up 30 day rotations, have direct communication with head of SROs for NHC Schools and he also frequents our school and sends his officers here. He came by yesterday (2.5.18)</i></p> <p>5) Direct way for Coastal Horizons to reach school in an emergency- <i>We have direct cell phone numbers for regular employees as well as office numbers for multiple buildings. We also get alerts via Twitter that identify their location.</i></p> <p>6) Background/Driving Record checks for fieldtrip drivers- <i>This is still something</i></p>
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Parent Collaborative Network Agenda

Tuesday, February 6, 2018

		<p><i>that we are not doing at this time. We require up to date insurance and a valid driver's license.</i></p> <p>7) Personal safety (i.e. teaching students to watch out for each other and report bullying or predatory activity-employ program Coastal Horizons teaches? Show upper classes the video that Kristin Hudson recommended?)- <i>Brought in Coach Michal Bowen to talk with 6-8 students last week, setting up District Attorney, spoke with Sherriff's Dept. yesterday about K-8 program options...unfortunately they are a bit short staffed, but may be able to pull together some things specifically for our 6-8 students and share some ideas for us to pull from K-8.</i></p>
PCN Communication	15 minutes	<ul style="list-style-type: none"> • <i>Responding to parents within the PCN email account- Kelli or Lori will respond</i> • <i>Discussion over how to create an avenue for responses</i> • <i>How can we restructure (ie: K-1pnc@cfcf.net; 2-3pcn@cfcf.net)</i> • <i>Need to do a better job disseminating information.</i> • <i>Summary of meetings, getting feedback out. Etc.</i> • <i>Point of group is having a parent point person.</i> • <i>Action: After each month, Sarah will summarize the meeting.</i> • <i>Add to reenrollment forms- permission for PCN to communicate (add with Partnership)</i>
Website Updates	10 minutes	<p>Idea- "Please pardon our dust, the website is under restructure"</p>



Parent Collaborative Network Agenda

Tuesday, February 6, 2018

Fundraising: School Pak Update, Chipotle Reading Program	10 minutes	<p>School Pak- Yes- 56.5% (96) No- 12.9% (22); Maybe 30.6% (52)</p> <p>Sandy Eyles will look into options for companies and connect back to Lori to talk with teachers about supply lists.</p> <p>Beginning of March- students log reading- free kids meal- had to be submitted as school. Reach out to teachers to see if they are interested. Teacher- yes, we will do it, hand our forms. They send coupons.</p> <p>Action: Jenny craft email for teacher request.</p>
Updates from last meeting	5 minutes	<p>RO Filter- Action from November: Kelly and Elaine will craft an email for families (see minutes 11.7.17)</p> <p>Action: Lori will send email to community.</p> <p>K-3 Fence Repair- Just got word from city that no permitting is required, awaiting final bids for project, hope to get started asap once decision is made</p> <p>Media in Classrooms- Spoke with teachers about G-rating and being aware of content. PPRC working through procedures.</p>
General Updates from members	15 minutes	<p>Bushes are getting overgrown along the back/side of MPR.</p> <p>Action: Lori will communicate with Green Team and Kathy</p> <p>Remind: Wes and Brandt about checking for stickers. Remind parents in newsletters. (available in front office or gym)</p>

ACKNOWLEDGEMENTS:

FUTURE DISCUSSION ITEMS:



CFCI Meeting Agenda

Technology Committee

Date: 2.1.18

Present: Paul A., Morgan P., Ruben E, Joanne C., Kim M., Lori R., Kathy C., T. Fischer

Absent: Sam D., Cathi M.

Visitors:

Next meeting: 3/1/2018

I. Topic: Chromebook Policy Updates (Kathy Coke)

Discussion:

Additional Chromebook policies that need to be documented. (Example: loaners, chargers, etc.)

Action or Request (if any) We need to have the following: 1. Consequences for misuse of Chromebooks. Include how everyone will be notified. Student has to email Parent/Guardian/ Ms. Roy/ Teacher or Loop. Include No Games. 2. Conversation with 4-8 teachers about use. 3. Create Chromebook rules and make big copies. 4. Discussion with students. 5. Costs for intentional breakage/send to parents - part of consequences. Use a faculty meeting or teacher workday to discuss.

II. Topic: Chromebook Use - Loop Feedback (Cathi Mintz)

Discussion:

How are CB's being used for academics. Will share with the board.

Action or Request (if any) 1. 7 & 8 all work posted on classroom. Digital copies from loop is available through classroom. Using them for research on projects and for ideas. Some students are becoming extremely proficient at taking notes.

III. Topic: Social Media (Lori Roy)

Discussion:

Lori would like some help managing social media and possibly website. How can we help?

Action or Request (if any) Could we reach out to parent volunteers to update website.

IV. Topic: Security Updates (Paul)

Discussion: Paul is working on some things will report next time.

Action or Request (if any)

V. Testing Updates



CFCI Meeting Agenda

Discussion: Who and how can we help?

First Grade software glitch - Joanne is going to touch base with program.

NC Test - everything seems good so far.

Paul is looking to widen bandwidth.

Action or Request (if any)