

**Cape Fear Center for Inquiry
Board of Directors Agenda
June 21, 2016- 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 Sam Deprisco, Cathey Luna, Lori Roy, Kelly Dodd, Missy Ritchie, Todd Fischer, Lauren Lombardi, Ashley Cooksley, Beth Carter, Kristen Hudson, Cathi Mintz, Jackie Anderson, Lisa Sharpe

Time	Subject	Chair/Presenter	Activity
6:00 PM	<i>Call to Order</i>	Cathey Luna	Action
6:01	<i>Approval of Minutes: 5/17/16</i>	Cathey Luna	Action
6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Information
6:10	<i>Director's Report</i> <ul style="list-style-type: none"> • 7-8 Science Teacher Recommendation • 6th Grade Math/Science Teacher Recommendation • Update on 7-8 ELA position and EC position • Update- Leave of absence • Intervention Specialist update and posting • Possible teaching assistants update • IT Update- <i>closed session</i> • Contract Renewal Recommendations- <i>closed session if need determined</i> 	Lori Roy	Information/ Discussion Action
6:45	<i>Partnership</i> <ul style="list-style-type: none"> • Update 	Lori Roy	Information
6:55	<i>Life Long Learning</i> <ul style="list-style-type: none"> • Committee Report 	Jennifer Paetzold	Information
7:05	<i>Finance</i> <ul style="list-style-type: none"> • Committee Report/Monthly Budget 	Kathy Rettig	Information/ Discussion/ Action
7:15	<i>Executive Committee</i> <ul style="list-style-type: none"> • Board Elections- Community Seat • Director's Evaluation- closed session 	Cathey Luna	Information/ Action
7:45	<i>Policy and Procedure Review</i> <ul style="list-style-type: none"> • Committee Report- Procedures: Student Educational Opportunity leave process and Disabilities and Food Allergies 	Jennifer Solomon	Information/ Action

8:00	<i>Development Committee (Formerly Fundraising & Strategic)</i> <ul style="list-style-type: none"> No Meeting- will reconvene over the summer 	Lori Roy	Information
8:05	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> Next Executive Committee Meeting: <i>TBD</i> Next Board Meeting- July 19, 2016 	Cathey Luna	Information Action
8:07	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Cathey Luna	Discussion
8:10	<i>Adjournment</i>	Cathey Luna	Action

Board Agenda Requests: If you would like to request that an item be added to the Board agenda, please e-mail the Board Chair, Cathey Luna at cluna@cfcnet.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 June 21, 2016- 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: Lori Roy, Lisa Sharpe, Julie Sartorius, Jackie Anderson, Cathey Luna, Todd Fischer, Kristin Hudson, Beth Carter, Sam Deprisco

Time	Subject	Chair/Presenter	Activity
5:58 PM	Call to Order	Cathey Luna	Action
5:59	Approval of Minutes: 5/17/16 <ul style="list-style-type: none"> Todd motioned to approve the minutes, Kristin seconded, all in favor 	Cathey Luna	Action
6:00	Visiting Faculty* <ul style="list-style-type: none"> N/A. 	TBD	Information
6:06	Visiting Parent or Community Members* <ul style="list-style-type: none"> Lisa Buchanan introduced self, faculty member at UNC-W, interested in being on board. 	TBD	Information
6:00	Director's Report <ul style="list-style-type: none"> Recommendation for 6th grade Math and Science teacher and 7th/8th grade Science teacher. Lori shared info. about Morgan Potter and Brandt Hart including the panel's recommendation that they join CFCI as new teachers. Beth made a motion to hire both candidates, Todd seconded, all in favor. Update on leave of absence – Letter from Ingrid Stenzel in packet. She previously submitted a request to take a year leave to teach abroad. She plans to go to Switzerland in July. Plan to post her vacant position soon. Kristin made a motion to approve the one year absence, Todd seconded, all in favor. Interventionist Specialist update – previously discussed with the board (April meeting), lots of discussion with faculty. Discussed the relation to MTSS, gave overview of needs, barriers. Survey given to faculty with 87% in favor of having an interventionist position. Shared packet, shared details about what positions look like in other schools, national models. Todd made a motion to approve the draft of the position and to post the position, Kristin seconded, all in favor. Update on TA – budget looks good but still some unknowns – would like to bring on additional TA or tutors as well. Plan to hold off on this until final budge. Lori Benazzi is also looking at EC budget for the option of an additional EC assistant. 	Lori Roy	Information

6:25	Partnership <ul style="list-style-type: none"> Looking for board members, vote will go out electronically possibly by end of the week. Still waiting on information regarding 503 status. 		Information
6:26	Life Long Learning <ul style="list-style-type: none"> \$10,000 budgeted for PD next year, looking at options to balance this. 	Jennifer Paetzold	Information
6:27	Finance Report <ul style="list-style-type: none"> Kathy encouraged new board members to talk to her if they have any questions about budget issues. Kathy clarified separation between CFCI and partnership budget. 	Kathy Rettig	Information/ Discussion/ Action
6:30	IT Update <ul style="list-style-type: none"> Paul provided an update on the server. He presented 3 quotes – discussed issues with various quotes, equipment, etc. Shared rationale behind various requests, need for the server. Discussed wireless aspect – Wave 2. Noted firewall is already configured. Beth motioned to approve buying server equipment not to exceed \$10,000, Todd seconded, all in favor. 	Paul Allen	Information/ Discussion/ Action
Standing Committee Reports:			
6:49	Executive <ul style="list-style-type: none"> Cathey discussed officer roles and positions, noting we need to have a secretary and a chair and that only those previously on the board are able to be on the executive committee/hold officer position. Ballots passed out – vote conducted. Lisa Buchanan elected to community seat, Ashley Cooksley elected secretary. 	Cathey Luna	Information
6:57	Policy and Procedure Review <ul style="list-style-type: none"> Discussed 2 policies committee has been working on and staff has approved. 1 is an additional statement to meals CFCI provides with regards to food allergies and the other is regarding a request for an excused absence for student educational opportunity. Explained the need and goals for both Discussed options for teachers to highlight in August newsletter, discuss during opening meet Passed out packets and asked the board to take both versions with them for a first read and to return to discuss next month 	Jennifer Solomon	Information
7:07	Development Committee (Formerly Fundraising & Strategic) <ul style="list-style-type: none"> Committee did not meet, would like to meet next month, ideas in the works, goals, objectives, plans for that committee 	Todd Fischer	Information

7:08	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> • Next Executive Committee Meeting <i>TBD</i> at 11:45 at Henry's on Shipyard Blvd. • Next Board Meeting- 7/19/16 at 6:00pm at CFCI – room TBD 	Cathey Luna	Information
7:09	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Cathey Luna	Discussion
8:07	<i>Contract Renewals</i> for teachers and staff for 2016-2017 year with 2 changes (Ingrid Stenzel taking year leave, Paul Allen job description amendments). Beth motioned to accept all recommendations with noted changes, Todd seconded, all in favor. Conflict of Interest – Board members signed annual form	Cathey Luna	Action
8:12	<i>Adjournment</i>	Cathey Luna	Action

Board Agenda Requests: If you would like to request that an item be added to the Board agenda, please e-mail Ashley Cooksley, Board Secretary, with “CFCI Board Agenda” in the subject line, or place the request in her 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.

7th/8th Grade Science teacher recommendation:

On May 31, 2016 a 10 member panel interviewed 4 candidates for the middle grades Science position. The panel unanimously recommends Brandt Hart. Brandt has a Bachelor's degree in Marine Biology and a Master's degree in Middle Grades Science. He also has his teaching certification in middle grades Science. Brandt had an internship at Myrtle Grove Middle School and his Field Experience was at Murray Middle School. Brandt is also a writer and brings a wealth of additional experiences related to Science in his previous work experiences as an Eco-Kayak tour guide.

6th Grade Math/Science teacher recommendation:

On June 3, 2016 a 10 member panel interviewed 2 candidates for the 6th grade Math/Science position. 4 candidates were scheduled (one cancelled without reason and one cancelled due to having accepted another position). The panel recommended a 2nd interview for one candidate, Morgan Potter to include an integrated math/science lesson with a focus on fractions. On June 14th - that same 10 member panel interviewed Morgan Potter and unanimously recommends her. Morgan has a Bachelor's degree in English and Master of Arts in Teaching. She is certified to teach K-6. Morgan has taught 5th grade for the past 2 years. She brings enthusiasm, passion, confidence and dedication to our school.

7th/8th English Language Arts teacher update:

On June 6, 2016 a 10 member panel interviewed 4 candidates for the middle grades Language Arts position. The panel was unable to reach a consensus and the position was reposted - with a closing date of June 23rd.



CFCI Meeting Agenda

Lifelong Learning Committee

Date: 6.10.16

Present: Lisa Sharpe, Kristen Gray, Sarah McCorcle, Rene Lemons,

Visitors:

Next meeting: July...all agreed to check emails with text reminders for the month of July so we stay in touch and have consistent communication

Topic:

Discussion: Curricular Conversations:

Book studies...Learning for Real? Book from Dutch Fork?

Video of lessons to drive conversation

Once a month; Loop levels and whole faculty...combo of both would be ideal

When....one Wednesday a month?

Parent...background checks...for class coverage

Heidi...coming 2016-2017...2x would be ideal (\$3200 approx.)

Tuesday meetings...packed with things from other meetings...Minutes shared whole faculty...to better inform people overall what is taking place on all committees.

Online module to access curricular conversations...in addition to face to face meetings. Ensure curricular conversations offer various entry points and modalities to hit all of our faculty learners.

Action or Request (if any)

Follow up emails with texts

Heidi...book recommendation for book study

Book email to faculty

Sub budget with Kathy (approximately \$400/PD day... x4 days = \$1200)

Topic: Opening Work Days

Discussion

Opening meeting location...Rene church

Coastal Horizons...would love that to happen again on first day



CFCI Meeting Agenda

**Action or Request (if any)**

Look into Coastal availability

Rene will check with church after we confirm with UNCW professors

Date: 06/16/2016

Time: 4:58 pm

CAPE FEAR CENTER FOR INQUIRY

Page 1 of 2

BUDGET REPORT (CONDENSED)

From 5/1/2016 to 5/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Summer Reading Program	\$5,132.00	\$0.00	\$5,132.00	\$0.00	0.00%	
Rev - Behavior Support - 029	\$50,000.00	\$9,472.36	\$41,472.36	\$8,527.64	17.06%	
Rev - Charter Schools - 036	\$1,999,306.00	\$55,064.72	\$1,999,125.00	\$181.00	0.01%	
Rev - Charter Schools - CWD	\$227,158.00	\$33,102.50	\$227,158.00	\$0.00	0.00%	
TOTAL STATE REVENUE	\$2,281,596.00	\$97,639.58	\$2,272,887.36	\$8,708.64	0.38%	
LOCAL REVENUE						
Rev - Sales Tax	\$3,000.00	\$2,105.74	\$2,105.74	\$894.26	29.81%	
Rev - Field Trip	\$47,500.00	\$4,959.00	\$47,163.84	\$336.16	0.71%	
Rev - Contributions and Donati	\$2,000.00	\$15.03	\$1,827.94	\$172.06	8.60%	
Rev - Interest Income-MM-1908	\$2,000.00	\$191.36	\$2,127.32	\$(127.32)	-6.37%	
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.17	\$0.83	83.00%	
Rev - Interest Income-SV-4595	\$150.00	\$0.00	\$90.07	\$59.93	39.95%	
Rev - Various	\$8,200.00	\$224.20	\$8,418.35	\$(218.35)	-2.66%	
Rev - Various 4609	\$7.88	\$0.00	\$7.88	\$0.00	0.00%	
Rev - Arts	\$2,366.16	\$2,366.16	\$2,366.16	\$0.00	0.00%	
Rev - Loan Proceeds	\$3,645,800.00	\$0.00	\$3,645,800.00	\$0.00	0.00%	
Rev - Fund Balance Appropriate	\$978,930.52	\$0.00	\$0.00	\$978,930.52	100.00%	
Rev - Brunswick County Schools	\$82,999.51	\$7,545.41	\$67,908.69	\$15,090.82	18.18%	
F & F - Brunswick County-4609	\$500.00	\$0.00	\$437.21	\$62.79	12.56%	
F & F - Duplin County	\$30.00	\$0.00	\$0.00	\$30.00	100.00%	
Rev - Duplin County Schools	\$966.18	\$0.00	\$966.18	\$0.00	0.00%	
Rev - New Hanover County	\$923,448.00	\$75,506.92	\$692,586.00	\$230,862.00	25.00%	
F & F - New Hanover County	\$22,500.00	\$4,045.00	\$20,451.49	\$2,048.51	9.10%	
Rev - Pender County Schools	\$17,376.72	\$4,341.24	\$13,035.48	\$4,341.24	24.98%	
F & F - Pender County Schools	\$328.22	\$148.70	\$305.42	\$22.80	6.95%	
Rev - Memorial Fund	\$758.71	\$0.00	\$258.71	\$500.00	65.90%	
Rev - GE Grant -Ready,STEM,GO!	\$8,831.85	\$0.00	\$8,831.85	\$0.00	0.00%	
Rev - Fundraising - 653	\$3,634.00	\$1,802.00	\$4,334.00	\$(700.00)	-19.26%	
Rev - Riptide Runners	\$4,300.00	\$307.00	\$4,092.00	\$208.00	4.84%	
Rev - Fundraising Manna	\$11,619.75	\$0.00	\$11,119.75	\$500.00	4.30%	
Rev - Capital Campaign - 660	\$33,744.36	\$18,665.09	\$33,789.36	\$(45.00)	-0.13%	
Rev - Bricks - 660	\$500.00	\$150.00	\$490.80	\$9.20	1.84%	
Rev - Fees / Supplies - 4609	\$5,439.18	\$20.00	\$5,459.18	\$(20.00)	-0.37%	
Rev - Social Dues	\$500.00	\$0.00	\$215.00	\$285.00	57.00%	
TOTAL LOCAL REVENUE	\$5,807,432.04	\$122,392.87	\$4,574,188.59	\$1,233,243.45	21.24%	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	\$53,485.86	\$4,357.90	\$42,348.70	\$11,137.16	20.82%	

Date: 06/16/2016

Time: 4:58 pm

CAPE FEAR CENTER FOR INQUIRY

BUDGET REPORT (CONDENSED)

From 5/1/2016 to 5/31/2016

Page 2 of 2

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Rev - Improving Tchr Qual-103	\$687.16	\$0.00	\$687.16	\$0.00	0.00%	
Rev - IDEA VI-B Spec Needs-118	\$900.00	\$0.00	\$199.99	\$700.01	77.78%	
TOTAL FEDERAL REVENUE	\$55,073.02	\$4,357.90	\$43,235.85	\$11,837.17	21.49%	
TOTAL REVENUE	\$8,144,101.06	\$224,390.35	\$6,890,311.80	\$1,253,789.26	15.40%	
EXPENSES						
1. Salaries & Bonuses	\$1,933,032.15	\$154,328.26	\$1,653,326.94	\$279,705.21	14.47%	
2. Benefits	\$628,217.23	\$47,973.44	\$502,608.92	\$125,608.31	19.99%	
3. Books & Supplies	\$80,871.14	\$5,218.21	\$61,003.13	\$19,868.01	24.57%	
4. Technology	\$34,277.12	\$208.34	\$24,097.04	\$10,180.08	29.70%	
5. Non-Cap Equipment & Leases	\$32,000.00	\$414.00	\$21,565.21	\$10,434.79	32.61%	
6. Contracted Student Services	\$103,561.90	\$1,414.89	\$72,772.61	\$30,789.29	29.73%	
7. Staff Development	\$10,351.37	\$2,026.43	\$7,654.42	\$2,696.95	26.05%	
8. Administrative Services	\$84,501.00	\$4,975.15	\$73,592.27	\$10,908.73	12.91%	
9. Insurances	\$44,431.26	\$3,265.50	\$34,232.76	\$10,198.50	22.95%	
10. Rents & Debt Service	\$3,944,672.69	\$25,750.03	\$3,904,480.10	\$40,192.59	1.02%	
11. Facilities	\$152,447.70	\$6,714.29	\$109,756.66	\$42,691.04	28.00%	
12. Utilities	\$59,534.11	\$857.57	\$44,957.41	\$14,576.70	24.48%	
13. Nutrition & Food	\$8,750.00	\$394.49	\$7,507.55	\$1,242.45	14.20%	
14. Capital Purchases	\$27,198.32	\$0.00	\$5,402.11	\$21,796.21	80.14%	
15. New Site Development	\$41,343.00	\$0.00	\$2,060.00	\$39,283.00	95.02%	
16. Capital Campaign - 660	\$20,000.00	\$4,100.11	\$13,192.38	\$6,807.62	34.04%	
TOTAL EXPENSES	\$7,205,188.99	\$257,640.71	\$6,538,209.51	\$666,979.48	9.26%	
NET SURPLUS/(DEFICIT)	\$938,912.07	\$(33,250.36)	\$352,102.29			

Date: 06/16/2016

Time: 4:56 pm

CAPE FEAR CENTER FOR INQUIRY

Page 1 of 6

BUDGET REPORT

From 5/1/2016 to 5/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Summer Reading Program	\$5,132.00	\$0.00	\$5,132.00	\$0.00	0.00%	
Rev - Behavior Support - 029	\$50,000.00	\$9,472.36	\$41,472.36	\$8,527.64	17.06%	
Rev - Charter Schools - 036	\$1,999,306.00	\$55,064.72	\$1,999,125.00	\$181.00	0.01%	
Rev - Charter Schools - CWD	\$227,158.00	\$33,102.50	\$227,158.00	\$0.00	0.00%	
TOTAL STATE REVENUE	\$2,281,596.00	\$97,639.58	\$2,272,887.36	\$8,708.64	0.38%	
LOCAL REVENUE						
Rev - Sales Tax	\$3,000.00	\$2,105.74	\$2,105.74	\$894.26	29.81%	
Rev - Field Trip	\$47,500.00	\$4,959.00	\$47,163.84	\$336.16	0.71%	
Rev - Contributions and Donati	\$2,000.00	\$15.03	\$1,827.94	\$172.06	8.60%	
Rev - Interest Income-MM-1908	\$2,000.00	\$191.36	\$2,127.32	\$(127.32)	-6.37%	
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.17	\$0.83	83.00%	
Rev - Interest Income-SV-4595	\$150.00	\$0.00	\$90.07	\$59.93	39.95%	
Rev - Various	\$8,200.00	\$224.20	\$8,418.35	\$(218.35)	-2.66%	
Rev - Various 4609	\$7.88	\$0.00	\$7.88	\$0.00	0.00%	
Rev - Arts	\$2,366.16	\$2,366.16	\$2,366.16	\$0.00	0.00%	
Rev - Loan Proceeds	\$3,645,800.00	\$0.00	\$3,645,800.00	\$0.00	0.00%	
Rev - Fund Balance Appropriate	\$978,930.52	\$0.00	\$0.00	\$978,930.52	100.00%	
Rev - Brunswick County Schools	\$82,999.51	\$7,545.41	\$67,908.69	\$15,090.82	18.18%	
F & F - Brunswick County-4609	\$500.00	\$0.00	\$437.21	\$62.79	12.56%	
F & F - Duplin County	\$30.00	\$0.00	\$0.00	\$30.00	100.00%	
Rev - Duplin County Schools	\$966.18	\$0.00	\$966.18	\$0.00	0.00%	
Rev - New Hanover County	\$923,448.00	\$75,506.92	\$692,586.00	\$230,862.00	25.00%	
F & F - New Hanover County	\$22,500.00	\$4,045.00	\$20,451.49	\$2,048.51	9.10%	
Rev - Pender County Schools	\$17,376.72	\$4,341.24	\$13,035.48	\$4,341.24	24.98%	
F & F - Pender County Schools	\$328.22	\$148.70	\$305.42	\$22.80	6.95%	
Rev - Memorial Fund	\$758.71	\$0.00	\$258.71	\$500.00	65.90%	
Rev - GE Grant -Ready,STEM,GO!	\$8,831.85	\$0.00	\$8,831.85	\$0.00	0.00%	
Rev - Fundraising - 653	\$3,634.00	\$1,802.00	\$4,334.00	\$(700.00)	-19.26%	
Rev - Riptide Runners	\$4,300.00	\$307.00	\$4,092.00	\$208.00	4.84%	
Rev - Fundraising Manna	\$11,619.75	\$0.00	\$11,119.75	\$500.00	4.30%	
Rev - Capital Campaign - 660	\$33,744.36	\$18,665.09	\$33,789.36	\$(45.00)	-0.13%	
Rev - Bricks - 660	\$500.00	\$150.00	\$490.80	\$9.20	1.84%	
Rev - Fees / Supplies - 4609	\$5,439.18	\$20.00	\$5,459.18	\$(20.00)	-0.37%	
Rev - Social Dues	\$500.00	\$0.00	\$215.00	\$285.00	57.00%	
TOTAL LOCAL REVENUE	\$5,807,432.04	\$122,392.87	\$4,574,188.59	\$1,233,243.45	21.24%	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	\$53,485.86	\$4,357.90	\$42,348.70	\$11,137.16	20.82%	

Date: 06/16/2016

Time: 4:56 pm

CAPE FEAR CENTER FOR INQUIRY

Page 2 of 6

BUDGET REPORT

From 5/1/2016 to 5/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Rev - Improving Tchr Qual-103	\$687.16	\$0.00	\$687.16	\$0.00	0.00%	
Rev - IDEA VI-B Spec Needs-118	\$900.00	\$0.00	\$199.99	\$700.01	77.78%	
TOTAL FEDERAL REVENUE	\$55,073.02	\$4,357.90	\$43,235.85	\$11,837.17	21.49%	
TOTAL REVENUE	\$8,144,101.06	\$224,390.35	\$6,890,311.80	\$1,253,789.26	15.40%	

Date: 06/16/2016

Time: 4:56 pm

CAPE FEAR CENTER FOR INQUIRY

Page 3 of 6

BUDGET REPORT

From 5/1/2016 to 5/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
1. Salaries & Bonuses						
Salary - Teacher	\$1,125,776.00	\$88,493.93	\$965,338.49	\$160,437.51	14.25%	
Salary - Teacher - 016	\$592.00	\$0.00	\$592.00	\$0.00	0.00%	
Salary - Teacher Assistant	\$86,093.15	\$9,368.24	\$74,639.65	\$11,453.50	13.30%	
Salary - Substitute	\$25,000.00	\$3,000.00	\$21,770.64	\$3,229.36	12.92%	
Salary - Substitute - 103	\$105.00	\$0.00	\$105.00	\$0.00	0.00%	
Salary - EC Teacher	\$246,866.40	\$14,333.26	\$190,083.60	\$56,782.80	23.00%	
Salary - EC Teacher - 060	\$9,641.16	\$0.00	\$5,000.00	\$4,641.16	48.14%	
Salary - EC Assistant	\$11,800.00	\$1,324.13	\$10,881.38	\$918.62	7.78%	
Salary - EC Substitute	\$1,200.00	\$320.00	\$850.00	\$350.00	29.17%	
Salary - Behavioral - 029	\$36,020.44	\$7,050.00	\$32,070.00	\$3,950.44	10.97%	
Salary - Guidance	\$34,452.00	\$2,871.00	\$30,751.92	\$3,700.08	10.74%	
Salary - Psychologist	\$22,400.00	\$3,482.50	\$20,903.75	\$1,496.25	6.68%	
Salary - Principal	\$75,399.00	\$6,283.26	\$68,981.02	\$6,417.98	8.51%	
Salary - Assistant Principal	\$59,180.00	\$4,806.67	\$52,738.53	\$6,441.47	10.88%	
Salary - Office	\$44,360.00	\$3,755.50	\$38,048.65	\$6,311.35	14.23%	
Salary - Business Manager	\$78,869.00	\$6,387.43	\$69,857.21	\$9,011.79	11.43%	
Salary - Technology	\$43,978.00	\$3,602.34	\$39,625.74	\$4,352.26	9.90%	
Salary - Bonus	\$31,300.00	\$(750.00)	\$31,089.36	\$210.64	0.67%	
Total 1. Salaries & Bonuses	\$1,933,032.15	\$154,328.26	\$1,653,326.94	\$279,705.21	14.47%	
2. Benefits						
Social Security Cost	\$140,650.26	\$11,069.36	\$120,746.37	\$19,903.89	14.15%	
Social Security Cost - 029	\$2,755.56	\$529.84	\$2,443.45	\$312.11	11.33%	
Social Security Cost - 060	\$382.50	\$0.00	\$382.50	\$0.00	0.00%	
State Retirement Cost	\$279,645.81	\$18,572.60	\$210,555.65	\$69,090.16	24.71%	
State Retirement Cost - 029	\$5,753.20	\$965.16	\$4,788.04	\$965.16	16.78%	
Hospitalization Cost	\$180,536.40	\$15,909.12	\$153,722.89	\$26,813.51	14.85%	
Hospitalization Cost - 029	\$5,470.80	\$927.36	\$2,170.87	\$3,299.93	60.32%	
Unemployment Cost	\$13,000.00	\$0.00	\$7,776.45	\$5,223.55	40.18%	
Other Insurance Cost	\$22.70	\$0.00	\$22.70	\$0.00	0.00%	
Total 2. Benefits	\$628,217.23	\$47,973.44	\$502,608.92	\$125,608.31	19.99%	
3. Books & Supplies						
Textbooks	\$98.92	\$0.00	\$98.92	\$0.00	0.00%	
Riptide Runners	\$4,029.46	\$68.66	\$4,029.46	\$0.00	0.00%	
Manna	\$2,774.92	\$2,653.00	\$2,774.92	\$0.00	0.00%	
Instructional Supplies	\$26,500.00	\$126.61	\$24,321.80	\$2,178.20	8.22%	
Instructional Supplies - 016	\$4,540.00	\$0.00	\$4,540.00	\$0.00	0.00%	
EC Instructional Supplies	\$4,000.00	\$(1,106.75)	\$99.99	\$3,900.01	97.50%	
EC Instructional Supplies - 060	\$4,100.30	\$1,106.75	\$4,100.30	\$0.00	0.00%	
Health Supplies	\$200.00	\$0.00	\$53.12	\$146.88	73.44%	

Date: 06/16/2016

Time: 4:56 pm

CAPE FEAR CENTER FOR INQUIRY

Page 4 of 6

BUDGET REPORT

From 5/1/2016 to 5/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Safety Supplies	\$1,200.00	\$0.00	\$79.91	\$1,120.09	93.34%	
Arts Supplies	\$4,500.00	\$1,017.20	\$3,516.80	\$983.20	21.85%	
Student Activity Supplies	\$4,738.71	\$3,747.34	\$4,738.71	\$0.00	0.00%	
Office Supplies	\$8,500.00	\$0.00	\$5,297.47	\$3,202.53	37.68%	
Board of Directors Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Postage	\$2,000.00	\$0.00	\$196.88	\$1,803.12	90.16%	
Memberships	\$2,500.00	\$0.00	\$72.28	\$2,427.72	97.11%	
Social Dues	\$500.00	\$0.00	\$91.55	\$408.45	81.69%	
Sales Tax Expense	\$3,600.00	\$258.40	\$3,311.20	\$288.80	8.02%	
Unidentified Purchases	\$0.00	\$0.00	\$3,317.03	\$(3,317.03)	0.00%	
Student Activity - Fundraising	\$2,865.45	\$(2,653.00)	\$212.45	\$2,653.00	92.59%	
EC Supplies - 118	\$130.79	\$0.00	\$0.00	\$130.79	100.00%	
Supplies - Ready, Stem, Go! - GE Grant - 570	\$3,892.59	\$0.00	\$0.00	\$3,892.59	100.00%	
Garden Grant - 555	\$0.00	\$0.00	\$150.34	\$(150.34)	0.00%	
Total 3. Books & Supplies	\$80,871.14	\$5,218.21	\$61,003.13	\$19,868.01	24.57%	
4. Technology						
Instructional Software	\$17,337.86	\$0.00	\$17,337.86	\$0.00	0.00%	
Non-Capitalized Hardware	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Non-Cap Comp Hardware Ready Stem Go! GE Grant - 570	\$4,939.26	\$0.00	\$0.00	\$4,939.26	100.00%	
Office Software	\$2,500.00	\$208.34	\$2,291.69	\$208.31	8.33%	
Non-Capitalized Office Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Supplies and Materials	\$5,500.00	\$0.00	\$4,467.49	\$1,032.51	18.77%	
Technology Computer Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Total 4. Technology	\$34,277.12	\$208.34	\$24,097.04	\$10,180.08	29.70%	
5. Non-Cap Equipment & Leases						
Instructional Equipment	\$13,500.00	\$0.00	\$9,455.85	\$4,044.15	29.96%	
Reproduction Costs	\$15,000.00	\$414.00	\$8,974.36	\$6,025.64	40.17%	
Office Equipment	\$3,500.00	\$0.00	\$3,135.00	\$365.00	10.43%	
Total 5. Non-Cap Equipment & Leases	\$32,000.00	\$414.00	\$21,565.21	\$10,434.79	32.61%	
6. Contracted Student Services						
Instructional Services	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
EC Services	\$5,000.00	\$(2,745.15)	\$0.00	\$5,000.00	100.00%	
EC Services - 060	\$12,812.40	\$2,835.15	\$11,855.40	\$957.00	7.47%	
EC OT Services - 060	\$449.50	\$0.00	\$0.00	\$449.50	100.00%	
Psychological Services	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Speech Services	\$1,000.00	\$(416.00)	\$0.00	\$1,000.00	100.00%	
Speech Services - 060	\$26,100.00	\$416.00	\$21,010.50	\$5,089.50	19.50%	
Field Trips	\$50,000.00	\$1,324.89	\$39,906.71	\$10,093.29	20.19%	
Total 6. Contracted Student Services	\$103,561.90	\$1,414.89	\$72,772.61	\$30,789.29	29.73%	

Date: 06/16/2016

Time: 4:56 pm

CAPE FEAR CENTER FOR INQUIRY

Page 5 of 6

BUDGET REPORT

From 5/1/2016 to 5/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
7. Staff Development						
Workshop Expenses	\$6,000.00	\$1,776.43	\$5,367.42	\$632.58	10.54%	
EC Workshop Expenses	\$3,000.00	\$250.00	\$1,504.85	\$1,495.15	49.84%	
Workshop Expenses - 103	\$582.16	\$0.00	\$582.16	\$0.00	0.00%	
EC Workshop Expenses - 118	\$769.21	\$0.00	\$199.99	\$569.22	74.00%	
Total 7. Staff Development	\$10,351.37	\$2,026.43	\$7,654.42	\$2,696.95	26.05%	
8. Administrative Services						
Advertising	\$2,000.00	\$0.00	\$931.00	\$1,069.00	53.45%	
Audit Services	\$8,410.00	\$0.00	\$8,410.00	\$0.00	0.00%	
Bank Fees	\$4,000.00	\$22.15	\$2,348.18	\$1,651.82	41.30%	
Financial Services	\$43,656.00	\$3,592.14	\$39,742.84	\$3,913.16	8.96%	
General Administration	\$4,115.00	\$0.00	\$1,683.58	\$2,431.42	59.09%	
Legal Services	\$2,000.00	\$0.00	\$1,500.00	\$500.00	25.00%	
PowerSchool Services	\$16,320.00	\$1,342.86	\$14,857.16	\$1,462.84	8.96%	
Technology Support Services	\$0.00	\$0.00	\$403.75	\$(403.75)	0.00%	
Human Resources	\$1,500.00	\$18.00	\$1,234.90	\$265.10	17.67%	
Other Tax Payments	\$2,500.00	\$0.00	\$2,480.86	\$19.14	0.77%	
Total 8. Administrative Services	\$84,501.00	\$4,975.15	\$73,592.27	\$10,908.73	12.91%	
9. Insurances						
Workers Compensation	\$8,165.00	\$798.50	\$5,023.50	\$3,141.50	38.48%	
General Liability	\$32,500.00	\$2,467.00	\$25,443.00	\$7,057.00	21.71%	
Property	\$109.26	\$0.00	\$109.26	\$0.00	0.00%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$3,657.00	\$0.00	0.00%	
Total 9. Insurances	\$44,431.26	\$3,265.50	\$34,232.76	\$10,198.50	22.95%	
10. Rents & Debt Service						
Debt Service - Principal	\$3,816,122.25	\$16,392.13	\$3,800,121.80	\$16,000.45	0.42%	
Debt Service - Interest	\$123,025.44	\$8,932.90	\$99,108.30	\$23,917.14	19.44%	
Building Rent	\$5,525.00	\$425.00	\$5,250.00	\$275.00	4.98%	
Total 10. Rents & Debt Service	\$3,944,672.69	\$25,750.03	\$3,904,480.10	\$40,192.59	1.02%	
11. Facilities						
Building Repairs & Maintenance	\$59,347.70	\$1,433.95	\$39,163.01	\$20,184.69	34.01%	
Building Supplies & Materials	\$10,000.00	\$91.00	\$8,671.76	\$1,328.24	13.28%	
Contracted Custodial Services	\$60,000.00	\$4,380.00	\$49,728.00	\$10,272.00	17.12%	
Custodial Supplies & Materials	\$15,000.00	\$809.34	\$10,272.89	\$4,727.11	31.51%	
General Contract	\$2,300.00	\$0.00	\$0.00	\$2,300.00	100.00%	
Security Monitoring	\$5,800.00	\$0.00	\$1,921.00	\$3,879.00	66.88%	
Total 11. Facilities	\$152,447.70	\$6,714.29	\$109,756.66	\$42,691.04	28.00%	
12. Utilities						

Date: 06/16/2016

Time: 4:56 pm

CAPE FEAR CENTER FOR INQUIRY

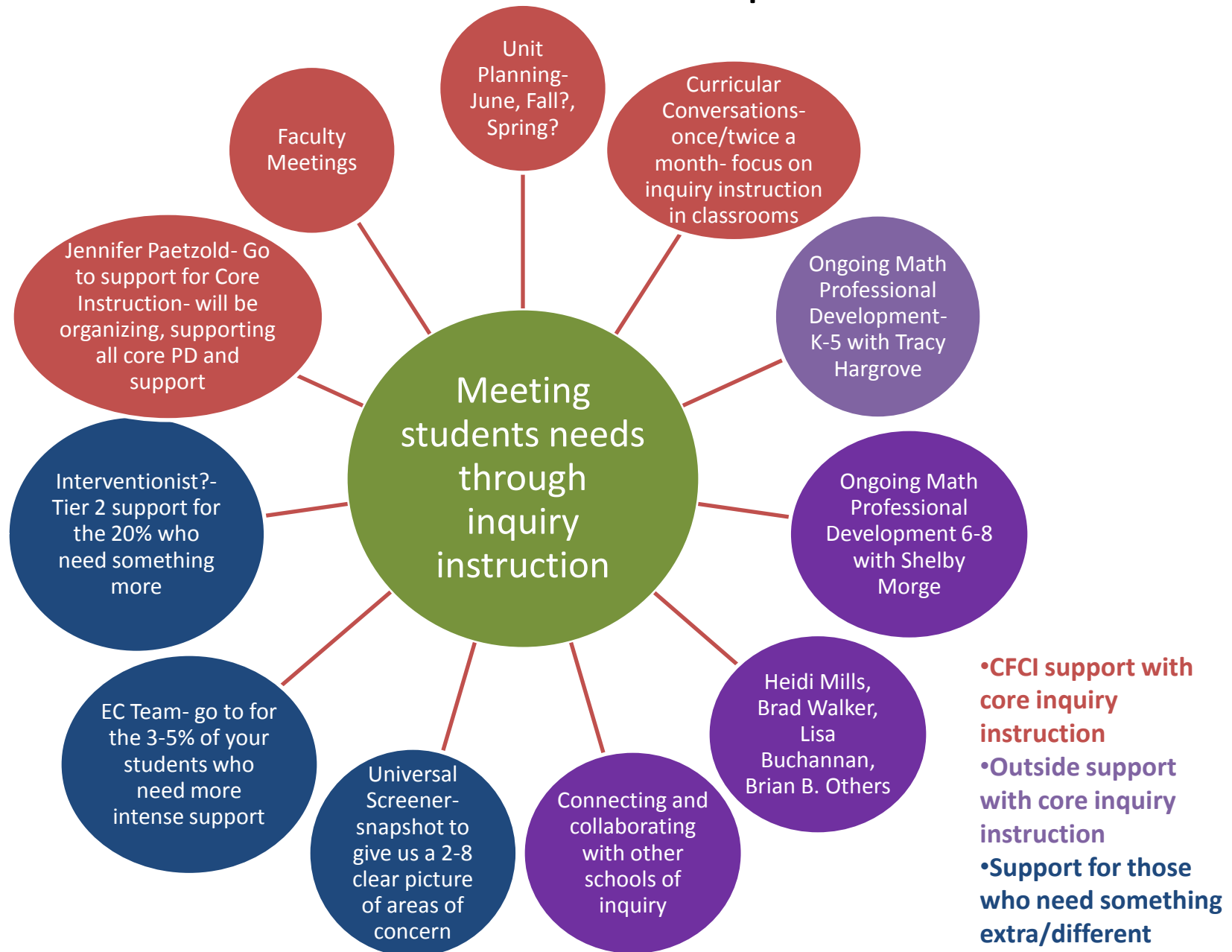
Page 6 of 6

BUDGET REPORT

From 5/1/2016 to 5/31/2016

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Electricity	\$38,000.00	\$0.00	\$29,841.07	\$8,158.93	21.47%	
Water & Sewer	\$7,584.11	\$0.00	\$6,102.90	\$1,481.21	19.53%	
Waste Management	\$2,450.00	\$204.24	\$2,254.34	\$195.66	7.99%	
Telephone	\$11,500.00	\$653.33	\$6,759.10	\$4,740.90	41.23%	
Total 12. Utilities	\$59,534.11	\$857.57	\$44,957.41	\$14,576.70	24.48%	
13. Nutrition & Food						
Food Supplies & Materials	\$450.00	\$268.00	\$361.58	\$88.42	19.65%	
Food Purchases	\$6,600.00	\$126.49	\$6,103.08	\$496.92	7.53%	
Other Food - Office	\$1,700.00	\$0.00	\$1,042.89	\$657.11	38.65%	
Total 13. Nutrition & Food	\$8,750.00	\$394.49	\$7,507.55	\$1,242.45	14.20%	
14. Capital Purchases						
Cap Instructional Computers	\$24,749.92	\$0.00	\$0.00	\$24,749.92	100.00%	
Cap Office Computers	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Cap Instructional Equipment	\$448.40	\$0.00	\$250.08	\$198.32	44.23%	
Cap Instructional Equipment - GE Grant	\$0.00	\$0.00	\$5,152.03	\$(5,152.03)	0.00%	
Total 14. Capital Purchases	\$27,198.32	\$0.00	\$5,402.11	\$21,796.21	80.14%	
15. New Site Development						
Miscellaneous Contracts	\$2,060.00	\$0.00	\$2,060.00	\$0.00	0.00%	
Bank Service Fee	\$39,283.00	\$0.00	\$0.00	\$39,283.00	100.00%	
Total 15. New Site Development	\$41,343.00	\$0.00	\$2,060.00	\$39,283.00	95.02%	
16. Capital Campaign - 660						
Capital Campaign Expenses - 660	\$20,000.00	\$4,100.11	\$13,192.38	\$6,807.62	34.04%	
Total 16. Capital Campaign - 660	\$20,000.00	\$4,100.11	\$13,192.38	\$6,807.62	34.04%	
TOTAL EXPENSES	\$7,205,188.99	\$257,640.71	\$6,538,209.51	\$666,979.48	9.26%	
NET SURPLUS/(DEFICIT)	\$938,912.07	\$(33,250.36)	\$352,102.29			

2016-2017 CFCI Professional Development at a Glance



Lunches/Snacks (page 50 Student & Parent Handbook)

As meals are not provided on site, parents are responsible for providing a nutritious lunch and snack from home. These should be sent with your child to school each morning. While classes have lunch at a regular time most days, part of inquiry is allowing the schedule to be flexible. This means that on occasion lunch times will vary somewhat. If your child is waiting for you to deliver their lunch on one of these days they may be very disappointed and very hungry. This problem can be easily avoided by sending lunch in the morning. Forms are sent out at the start of each school year to address issues of financial difficulty. If you need assistance, please complete and return the form. All issues will be confidential.

CFCI recognizes the increasing frequency and intensity of allergic reactions to foods by certain students. CFCI will provide alternate foods for students with a disability if requested. The school must receive written documentation from your child's doctor. The doctor's note should state the disability and/or allergy and what foods should be omitted. A food intolerance or an allergy that does not cause anaphylaxis does not meet the definition of a disability. We are happy to work with you and your child to find alternative food items whenever possible.

Is this date at least 10 school days prior to the absence:_____

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law in 1955. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to insure that their children's absences from school are valid. Ten (10) types of valid absences are established by the rules and regulations set forth by the State Board of Education. One of those is, when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. CFCI requires advanced permission for excused absences for educational opportunities.

Dates of absence: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Director Signature

Student Educational Opportunity: On occasion, students may encounter an exceptional opportunity for an experience of an educational nature that results in an absence(s) from school. While these events may not be part of their schoolwork, they provide an excellent opportunity to further their education. Under certain circumstances, the days devoted to these opportunities can count as excused absences. The Student Educational Opportunity form can be used for absences of (1) or more days. Approval (meaning the absence is excused) of student leave for educational opportunities is awarded on a case by case basis and is based on a number of factors. Additionally, there may be circumstances where the leave would be approved for one member of a family but not approved for a sibling. If the Student Educational Opportunity request is not approved as excused, the absences will be coded as unexcused and the protocol for unexcused absences, as outlined in the handbook, will be followed. All absences, whether excused or unexcused require the student to make up missed work.

Procedure for requesting an excused absence for a Student Educational Opportunity:

1. The parent or legal guardian should request a form entitled “Student Leave for Educational Opportunity” from the front office or obtain this form from our website.
2. The parent or legal guardian should complete and return the form to the front office. Both the parent(s) or legal guardian and the student should sign the form. The front office administrator or assistant will stamp the form indicating the date received.
3. The form must be received by the front office at least 10 school days prior to first date of the absence. If the form is received at least 10 days prior to the absence, the front office will forward the form to the student’s teacher.
4. The teacher will review the request and either approve or not approve the request based on the information provided on the form. If approved, the teacher will initiate the form to indicate the missed work to be completed and/or the inquiry project to showcase the educational opportunity.
5. The final determination of whether or not the absence is excused will be contingent on the student completing the assigned work listed on the make up work form by the due date. Failure to do so **will** result in the absence being unexcused.

Student Name: _____ Grade: _____
Dates of Absence: _____

**Make Up Work due to Student Leave for Educational Opportunity
K-5 Students**

Teachers will outline the work that is to be completed to earn credit while away so that the trip can be excused. Remember to include specials classes.

Work	Due Date	Teacher Signature	Was Work Completed by Due Date

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
Homeroom Teacher Signature: _____ Date: _____
Teacher: Please remember to return a copy of this form to the front office.

Teacher Copy _____

Student/Family Copy _____

Student Name: _____ Grade: _____
 Dates of Absence: _____

**Make Up Work due to Student Leave for Educational Opportunity
 K-5 Students**

Teachers will outline the work that is to be completed to earn credit while away so that the trip can be excused. Remember to include specials classes.

Subject	Teacher	Work	Due Date	Teacher Signature	Was Work Completed on Time?
LA					
SS					
Math					
Science					
Other					

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
 Homeroom Teacher Signature: _____ Date: _____
 Teacher: Please remember to return a copy of this form to the front office.

Teacher Copy _____

Student/Family Copy _____