

**Cape Fear Center for Inquiry
Board of Directors Agenda
May 16, 2017- 6:00pm**

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

Roll Call Lori Roy, Lisa Sharpe, Cathey Luna, Kelly Dodd, Missy Ritchie, Todd Fischer, Lauren Lombardi, Ashley Cooksley, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Angela Carson

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Cathey Luna	Action
6:01	<i>Approval of Minutes: 4/18/17 Motion to approve: Kristin Hudson Approve: Lauren</i>	Cathey Luna	Action
6:02	<i>Visiting Faculty*</i> <i>Julie Naylor:</i> Came to ask for a year-long educational leave of absence to research other responsive classroom methods including the Singapore math method.	TBD	Information
6:05	<i>Visiting Parent or Community Members*</i>	TBD	Information
6:05	<i>Partnership</i> <ul style="list-style-type: none"> • Last partnership meeting last night • New Partnership Board announced last night. 	Angela Carson	Information
6:06	<i>Director's Report</i> <ul style="list-style-type: none"> • Great ArtSpectations this past weekend. Thanks for coming out! A huge shout out to our committee. We'll share the numbers when we have them. • Safety Update - ERT visit <ul style="list-style-type: none"> ○ Impressed with Lockdown Drill ○ Shared our draft of our Pickup Procedures for feedback (faculty's biggest concern). ERT gave positive feedback on our suggested updated changes. Question about "walk up ID" – this would be a driver's license. ○ 3 biggest additional safety recommendations include 	Lori Roy Missy Ritchie	Information/ Discussion/ Action

	<p>Walkie Talkies (2-way radios), extending the back fence (looking at locked/unlocked clarification), and a buzzer system for the front door.</p> <ul style="list-style-type: none"> ○ Other ideas include additional lighting, cameras (potentially a trail camera as an idea), and playground monitoring amongst other ideas discussed. ○ Suggested that we move forward with Ident-a-kid. Look at the systems of Town Creek, Castle Hayne, and Coddington to see different variations of these systems. Does this system also talk to other internal systems to track sickness, tardies, etc (Power School integration). ○ Lori Roy and Kathy Rettig will work on getting quotes for the Walkie Talkies, back fence, and buzzer system by the June meeting. <ul style="list-style-type: none"> ● Parent Collaborative Network – Changes to the DRAFT Parent Collaborative Network- Policy 121. Please add the following to the policy: <ul style="list-style-type: none"> ○ As an advisory body to the CFCI Board, the PCN is considered a public entity and must follow open meeting laws. These rules were established to ensure public access to discussions and decisions that affect school policy. Any "meeting", defined as any gathering of a majority of PCN members, in any location, where members discuss PCN issues. This includes both regular and 		
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	<p>special meetings. All of these gatherings need to be publicly announced as a meeting of the PCN at least 72 hours ahead of time and members of the public must be allowed to attend. This does not include events that are purely social in nature as long as members of the PCN do not discuss PCN business at these events. The goal is to make sure that the PCN's discussions and decisions are made public.</p> <ul style="list-style-type: none">○ All inquiries to the PCN should be responded to within two school days by the Chairperson. Each member is responsible to ensure that all contacts that they make are documented. Media inquiries should be directed to the CFCI Director.○ The PCN is an excellent opportunity to become involved with CFCI and have the opportunity to interact with schools administrators. PCN members should regularly attend meeting and support the PCN's efforts. When debating motions, PCN members should listen to the other side, focus on issues (not personalities), avoid questioning motives and be polite. PCN members should be thoughtful about representing the PCN and when stating positions the PCN has agreed to. PCN members should also be clear when representing		
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	<p>personal opinions rather than PCN positions.</p> <ul style="list-style-type: none"> ○ Meetings will be held monthly unless otherwise decided by the PCN. ○ PCN members must attend at least half of all regularly scheduled meetings. <p>Motion to approve the PCN with the changes aforementioned to precede finding parents to serve: Todd Fischer</p> <p>Second: Lisa Buchanan</p> <ul style="list-style-type: none"> ● Leave Request and personnel update (closed session, personnel)- 		
<i>Standing Committee Reports:</i>			
18:49	<p><i>Life Long Learning</i></p> <ul style="list-style-type: none"> ● Our main focus is PD for 2017/18 ● We've been spending time for defining core curriculum for math and reading, and looking at writing. We have identified areas for PD for next school year. The committee brainstormed viable topics and will take them to faculty. ● One of the things we'd like to keep next year are 2-hour PD sessions. The teachers enjoyed having the focused time and getting PD with others, and hope to continue. Also to incorporate mini PD into faculty meetings. ● We have been given the opportunity to attend PD in New Hannover for free. Jennifer has been in touch with others in charge of PD in the county, and will be opening up the summer PD sessions to us, as well as the Fall calendar. We'll look at our interests and needs, and be able to collaborate with the county. 	Jennifer Paetzold	Information
6:52	<p><i>Technology Committee</i></p> <ul style="list-style-type: none"> ● We had a conference call with a Google representative to understand best choice for our 1:1 initiative. 	Jennifer Paetzold/ Todd Fischer	

	<p>Paul, Kathy, and Todd are working on getting the PO for Chrome Books by June 1.</p> <ul style="list-style-type: none"> • We're going 1:1 for 6th-8th grades for school year 17/18. 		
6:53	<p>Finance</p> <ul style="list-style-type: none"> • Budget – let Kathy Rettig know if you have questions • Proposal for beautifying our front entrance that we're moving forward with. • Cleaning Contract- closed session <i>Motion to approve Blue Chip cleaning contract: Beth Carter</i> <i>Second: Kristin Hudson</i> • Budget Recommendation – Looking to approve the budget with a 5% salary increase as recommended by the State government. Then once we know our numbers, we can add items back in for next year. <i>Motion to approve budget #1 with the 5% to go to the State pending final review of items: Beth Carter</i> <i>Second: Lisa Buchanan</i> 	Kathy Rettig	Information
7:05	<p>Policy and Procedure Review Committee Report - Faculty is providing feedback on:</p> <ul style="list-style-type: none"> • Early Kindergarten Entry – this is to give more guidance for those wishing to enroll their children for Kindergarten who are not 5 years' old by the August 31 deadline. We will double-check the application process to ensure that this is also considered. Perhaps an indication on the application about whether this is Early Kindergarten Entry. • Enrolling children who have been homeschooled – something has been added to the application and enrollment forms to please request the packet for homeschooled children. • Early dismissal – after analyzing 	Jennifer Solomon	Information/ Discussion/ Action

	<p>data, there are suggested changes to the early dismissal process including no checkouts or changes to transportation after 2:30pm.</p> <p><i>Feedback needed prior to the June 15, 2017 Board Meeting for the policy to be voted on during that meeting.</i></p>		
7:16	<p><i>Development Committee</i></p> <ul style="list-style-type: none"> • Hoping to get surveys out ahead of the summer so we can have effective working sessions this summer. • We have been chosen for the Downtown Sundown Concert on June 9 (The Breakfast Club will be playing that night). We'll be doing a call out for volunteers to sign up for one of the two 2-hour slots during the 4-hour event. We can earn up to \$1000 for the night. 	Todd Fischer/ Lori Roy	Information
7:20	<p><i>Executive Committee</i></p> <ul style="list-style-type: none"> • Officer Elections • Board election discussion 	Cathey Luna	Information / Discussion/ Action
7:34	<p><i>Other Announcements and/or Upcoming events:</i></p> <ul style="list-style-type: none"> • Next Executive Committee Meeting: <i>2pm on 6-13-17</i> • Next Board Meeting- <i>6-20-17</i>- in the CFCI Museum Room at 6pm 	Cathey Luna	Information Action
7:55	<p><i>Closed Session for meeting critique (NC statute 143-318.11)</i></p> <p><i>Motion to go into Closed Session: Ashley Cooksley</i> <i>Second: Kristin Hudson</i></p> <p><i>Motion to come out of Closed Session: Todd Fischer</i> <i>Approve: Kristin Hudson</i></p> <p><i>Motion to approve Julie Naylor's Educational Leave of Absence: Beth Carter</i> <i>Second to approve: none</i> <i>Approval was denied.</i></p>	Cathey Luna	Discussion
8:29	<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 Secretary, Ashley Cooksley at acooksley@cfc.net 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.

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6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Information
6:15	<i>Partnership</i> <ul style="list-style-type: none"> • Committee Report 	Angela Carson	Information
6:25	<i>Director's Report</i> <ul style="list-style-type: none"> • Great ArtSpectations Celebration • Safety Update- ERT visit • Parent Collaborative Network • Leave Request and personnel update (closed session, personnel) 	Lori Roy Missy Ritchie	Information/ Discussion/ Action
<i>Standing Committee Reports:</i>			
7:00	<i>Life Long Learning</i> <ul style="list-style-type: none"> • Committee Report 	Jennifer Paetzold	Information
7:00	<i>Technology Committee</i> <ul style="list-style-type: none"> • Committee Report 	Jennifer Paetzold/ Todd Fischer	
7:00	<i>Finance</i> <ul style="list-style-type: none"> • Budget/ No Committee Report • Cleaning Contract- • Budget Recommendation 	Kathy Rettig	Information
7:20	<i>Policy and Procedure Review</i> Committee Report- Faculty is providing feedback on: <ul style="list-style-type: none"> • Early Kindergarten Entry • Enrolling children who have been homeschooled • Early dismissal Policies will be prepared for the June Board Meeting	Jennifer Solomon	Information/ Discussion/ Action
7:20	<i>Development Committee</i>	Todd Fischer/ Lori	Information

	<ul style="list-style-type: none"> • Update 	Roy	
7:20	<i>Executive Committee</i> <ul style="list-style-type: none"> • Officer Elections • Board election discussion 	Cathey Luna	Information / Discussion/ Action
7:40	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> • Next Executive Committee Meeting: <i>TBD</i> • Next Board Meeting- 6-20-17- in the CFCI Museum Room at 6pm 	Cathey Luna	Information Action
7:45	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Cathey Luna	Discussion
7:47	<i>Adjournment</i>	Cathey Luna	Action

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121 Parent Collaborative Network (PCN)

The Cape Fear Center for Inquiry Board of Directors, pursuant to [N.C. General Statutes §115C-55](#), establishes and assigns the following rules and regulations for a CFCI Parent Collaborative Network.

ELIGIBILITY –

Each member shall be a person of intelligence and good moral character who is known to be in favor of public education and supports the mission and vision of the Cape Fear Center for Inquiry. Members must be parents or legal guardians of students attending CFCI. Moving from CFCI automatically terminates membership on the council.

Employees that are parents of students may not serve as Parent Collaborative Network members.

APPOINTMENT, NUMBER OF MEMBERS, TERMS, AND VACANCIES –

The Board of Directors will adhere to the following procedure in appointing advisory members.

The Director shall reach out to parents and collaborate with teachers to determine possible members for the PCN. The Director will consult with the board regarding the selection of PCN members in May before the members are contacted. However, the final appointment is the prerogative and responsibility of the CFCI Board of Director's.

June: The CFCI Board of Director's will approve nominations.

The PCN shall have one member from each of CFCI's 9 grade levels as well as the school's current Partnership liaison to the CFCI Board of Directors. The Partnership may designate another officer to this role should the liaison be unable to fill this duty.

The term of appointment will be for one year with members eligible for two additional one-year terms.

The attendance of each member will be recorded in the minutes of each PCN meeting. A member must attend two regular school PCN meetings a year to be eligible for reappointment unless there are extenuating circumstances that prevented attendance.

ADD LINE ABOUT "MEMBERS EXPECTED TO ADHERE TO POLICIES AND PROCEDURES....ETC...ETHICAL....IF NOT, REMOVED FROM COMMITTEE.

Comment [lr1]: Each loop level K-5 and two Middle Grades parents.

Comment [lr2]: Suggestion: four

Comment [lr3]: Will get this wording straight

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ORGANIZATION AND MEETINGS:

The Parent Collaborative Network shall have Co-Chairmen, one representing grades K-3 and one representing grades 4-8. These officers will be elected annually on or near September 1 of each year for the following school term. The Director shall notify the Board of Directors of elected officers and of any changes in officers or membership.

Comment [lr4]: Only one chairman needed if one per loop, will likely meet together.

The CFCI PCN shall establish and publicly post its meeting times and places. The Chairman and Director shall prepare the agenda for each meeting.

The PCN may decide it is most effective for some meetings to be all grade levels and for some meetings to be divided upper/lower grades. This will be determined over time. The CFCI Board of Directors will revisit the policy to make adjustments.

The Director should meet with the PCN and serve as secretary, keeping accurate minutes of its activities and providing copies of minutes to each member and updating the Board of Directors at the board meeting following each PCN meeting

DUTIES AND RESPONSIBILITIES-

It shall be the duty and responsibility of the PCN to work with the school Director, faculty, and Partnership by providing advice, support, and guidance in matters relating to the general welfare of the school.

It also shall be the responsibility of the PCN to: (1) improve communication and understanding of education at CFCI; (2) recommend policy and policy amendments; (3) assist in needs assessments and encourage volunteer participation in all activities and events; (4) be informed of the school's financial status; and (5) perform other duties as prescribed by the CFCI Board of Directors; and (6) support and strengthen CFCI Social Curriculum.

Legal Reference: [G.S. 115C-36, -55, -208](#)

Adopted:

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Additional Information:

§ 115C-55. Advisory councils. A board of education may appoint an advisory council for any school or schools within the local school administrative unit. The purpose and function of an advisory council shall be to serve in an advisory capacity to the board on matters affecting the school or schools for which it is appointed. The organization, terms, composition and regulations for the operation of such advisory council shall be determined by the board. (1955, c. 1372, art. 7, s. 2; 1957, c. 686, s. 2; 1965, c. 584, s. 8; 1981, c. 423, s. 1; 1985 (Reg. Sess., 1986), c. 975, s. 1.)

Selection Procedures

- Applications will go out to the CFCI parent community in May
- The director will meet with loops to go through applications and determine if a recommendation needs to be made or if we need to reach back out to additional candidate possibilities.
- Director makes final recommendation to go to the board
- Director submits recommendations to the board with all other applications considered
- Board votes
- Director makes contact with candidates
- Letter sent to all thanking for applying
- Community email with contact information for representatives, purpose of committee, meeting schedule, etc.

Clarifying the Committee's Roles

- The committee will select a chairperson who will meet with the Director to set the agenda for the meeting
- The agenda items may come from teachers, parents, students, board, etc.
- Agenda topics will be determined based on what's going on and what needs have been identified to discussed (director and chairperson will work together to determine these items)
- The committee will serve in an advisory, feedback, Q&A, make suggestions role. They may make suggestions or recommendations on topics discussed to go back to appropriate party (staff, board, etc.)
- Minutes will be shared with the faculty and board following each meeting. The Partnership liaison or Director will give the update at the board meeting.

561 Education and Travel Extended Leave Policy

From time to time, school employees may desire an extended leave of absence from their duties at CFCI. Extended leave includes but may not be limited to pursuit of a graduate degree; travel; writing a book; conducting research; or teaching at another school.

Employees wishing to take an extended leave of absence from CFCI must submit their request in writing to the Director 4 months prior to the start date of requested leave. The Director, after careful review of the request, will make a recommendation to the Board of Directors.

The following criteria must be met and should be addressed in the request for leave:

1. The employee will show that this opportunity cannot be fulfilled while still maintaining their employment at CFCI (i.e., graduate school in another state, travel to a foreign country, etc.)
2. The employee will show that the CFCI community will benefit from his/her participation in the activity and how that will be accomplished.
3. The employee will explain why this leave of absence is desired.
4. The employee has been at CFCI for a minimum of two years. Teachers must have a minimum of 5 years teaching experience (according to their license), but only the two most recent must be at CFCI.
5. The employee has not taken extended leave from CFCI within the last five years.
6. The employee must be able to document that their job performance at CFCI has been successful in accordance with established policies.
7. Only one employee per loop level or similarly grouped job designation may be on leave per year.
8. If leave is granted, all personal property must be removed from the school and all school property must remain. The school is not responsible for any property left behind.
9. The employee will submit a written update of the leave connected activities every three months.

The employee must inform the Director of the purpose and length of the leave and the benefit from the experience to CFCI.

If extended leave is granted by the Board of Directors, an interim employee will be hired to fill the absent employee's position. The absent employee will sign a contract stating that their position will be available to him/her upon return as long as the leave is no longer than one year and all criteria of the leave are met.

During the extended leave time, no salary or benefits will be continued for the absent employee. No vacation leave, sick leave, or personal days will be accrued or can be cashed in. Retirement will not be contributed to during the absence and no health insurance premiums will be paid by CFCI.

If at any time during the leave the absent employee chooses not to fulfill the purpose of the leave, he/she forfeits the right to return to CFCI.



CFCI Meeting Minutes

Life Long Learning Committee

Date: 5.9.17

Present: Jennifer Paetzold, Kristen Gray, Wes Rose, Joanne Brinkley, Lori Roy, Sarah McCorcle, Nancy Kachadurian, Lisa Cole, Seffie Ovacz

Visitors: n/a

Next meeting: June 13, 2017

I. Topic: Reflections on 2016-2017 PD/Ideas, themes for 2017-2018

Discussion

Data for what we need; Core analysis....what does this show we need

Several people brought up SCOPE and SEQUENCE in their core reflections (NOT pacing guides) What to teach first, etc...building the sequence for to help ensure we are teaching topics in the most developmentally appropriate sequence)

Explicit reading instruction; specifically the upper grades (4-8)

Math problem solving; the reading comprehension in math. Develop a philosophy school wide; a common language throughout CFCI

Writing; building a common language, process (spelling included; possibly separate), Writer's Workshop, word studies...CORE Reflection/analysis...possible broached at team meeting prior to the end of the year

PD structure:

2 hour chunks during the day was favorably received

Curricular conversations: more activity specific, Google Hang out as an option. Look into others who can help facilitate these conversation

Mini-PD sessions during Wednesday; quick take-aways

What is your expert workshop? Sign-up for fac. mtg

Sharing out from curricular conversations

Each faculty mtg...as walking in write 1 thing happening in our loop; we can begin each meeting with a celebration

Action or Request (if any)

How do you teach writing in your grade level? Begin to define your writing core instruction?

2017-2018: Take these ideas back to the faculty for thoughts...share the ideas at loop level and then whole faculty discussion (will ask LR to put on agenda for 5/24)



CFCI Meeting Minutes

NHC Professional Development; JP will contact and look into, LC will get PD calendar printed and give feedback on strong options

TA's and specialists; specifics how would you like us to meaningfully include you in our PD. Line item for specialists?

II. Topic: Summer PD days with new faculty/staff AND BTs

Discussion

Last year a few faculty members contributed to the training....powerful for our new comers...would love more to join and help acclimate our new faculty to CFCI

Action or Request (if any)

Committee members will elicit input and gauge interest of folks in their loop levels who would like to contribute to new employee and BT training prior to our workdays.

Lisa Cole will contribute a MTSS session

III. Topic: Opening Workdays (August calendar)

Discussion:

Began to look at the days. Set up similar to last year. Will brainstorm further details at May meeting

Those attending Responsive Classroom training will run a PD for whole faculty

Action or Request (if any)

IV. Topic: 2017-2018 Budget (PENDING) Whole school initiatives/loop level

Discussion

Budget is up in the air at this point until we know what is coming from the state.

Will discuss at May meeting.

Keeping whole school initiatives in mind...will hold money for that. Possibly look at what is left after that for distribution.

Want Lori R's input at May meeting

Action or Request (if any)

Date: 05/08/2017
 Time: 9:37 am

CAPE FEAR CENTER FOR INQUIRY
 BUDGET REPORT
 From 4/1/2017 to 4/30/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Summer Reading Program	\$21,732.03	\$0.00	\$5,350.03	\$16,382.00	75.38%	
Rev - Behavior Support - 029	\$50,000.00	\$4,582.97	\$45,072.41	\$4,927.59	9.86%	
Rev - Charter Schools - 036	\$2,291,730.00	\$221,452.37	\$2,169,895.74	\$121,834.26	5.32%	
TOTAL STATE REVENUE	\$2,363,462.03	\$226,035.34	\$2,220,318.18	\$143,143.85	6.06%	
LOCAL REVENUE						
Rev - Sales Tax	\$5,500.00	\$3,978.10	\$3,978.10	\$1,521.90	27.67%	
Rev - Field Trip	\$45,000.00	\$7,668.60	\$47,400.18	\$(2,400.18)	-5.33%	
Rev - Contributions and Donati	\$1,510.93	\$0.00	\$1,510.93	\$0.00	0.00%	
Rev - Interest Income-MM-1908	\$2,000.00	\$0.00	\$1,745.20	\$254.80	12.74%	
Rev - Interest Income-SV-4483	\$1.00	\$0.00	\$0.14	\$0.86	86.00%	
Rev - Interest Income-SV-4595	\$125.00	\$0.00	\$0.00	\$125.00	100.00%	
Rev - Various	\$5,000.00	\$0.00	\$3,289.61	\$1,710.39	34.21%	
Rev - Clubs	\$90.00	\$0.00	\$90.00	\$0.00	0.00%	
Rev - Brunswick County Schools	\$120,231.95	\$10,019.33	\$90,173.96	\$30,057.99	25.00%	
F & F - Brunswick County-4609	\$900.00	\$89.81	\$981.54	\$(81.54)	-9.06%	
Rev - Duplin County Schools	\$1,008.32	\$0.00	\$1,008.32	\$0.00	0.00%	
Rev - New Hanover County	\$949,608.00	\$0.00	\$705,294.00	\$244,314.00	25.73%	
F & F - New Hanover County	\$27,000.00	\$0.00	\$22,198.00	\$4,802.00	17.79%	
Rev - Pender County Schools	\$9,811.62	\$0.00	\$6,792.66	\$3,018.96	30.77%	
F & F - Pender County Schools	\$300.00	\$0.00	\$91.11	\$208.89	69.63%	
Rev - Fundraising - 653	\$5,031.00	\$0.00	\$3,031.00	\$2,000.00	39.75%	
Rev - Riptide Runners	\$4,300.00	\$65.00	\$4,295.00	\$5.00	0.12%	
Rev - Capital Campaign - 660	\$25,000.00	\$10,383.90	\$12,547.90	\$12,452.10	49.81%	
Rev - Fees / Supplies - 4609	\$2,192.50	\$0.00	\$2,192.50	\$0.00	0.00%	
Rev - Social Dues	\$500.00	\$0.00	\$452.00	\$48.00	9.60%	
TOTAL LOCAL REVENUE	\$1,205,110.32	\$32,204.74	\$907,072.15	\$298,038.17	24.73%	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	\$54,322.40	\$4,932.88	\$54,322.40	\$0.00	0.00%	
Rev - IDEA VI-B Spec Needs-118	\$1,469.22	\$0.00	\$1,469.22	\$0.00	0.00%	
TOTAL FEDERAL REVENUE	\$55,791.62	\$4,932.88	\$55,791.62	\$0.00	0.00%	
TOTAL REVENUE	\$3,624,363.97	\$263,172.96	\$3,183,181.95	\$441,182.02	12.17%	

Date: 05/08/2017

Time: 9:37 am

CAPE FEAR CENTER FOR INQUIRY

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BUDGET REPORT

From 4/1/2017 to 4/30/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
1. Salaries & Bonuses						
Salary - Teacher	\$1,135,703.00	\$95,634.25	\$942,075.20	\$193,627.80	17.05%	
Salary - Teacher - 016	\$1,666.49	\$0.00	\$1,666.49	\$0.00	0.00%	
Salary - Teacher Assistant	\$80,026.20	\$8,128.51	\$79,183.56	\$842.64	1.05%	
Salary - Additional Responsibility - 016	\$612.84	\$0.00	\$612.84	\$0.00	0.00%	
Salary - Substitute	\$40,000.00	\$2,120.00	\$18,185.00	\$21,815.00	54.54%	
Salary - EC Teacher	\$160,000.00	\$11,830.01	\$115,412.57	\$44,587.43	27.87%	
Salary - EC Teacher - 060	\$50,930.64	\$4,932.92	\$50,930.64	\$0.00	0.00%	
Salary - EC Assistant	\$19,573.43	\$2,025.40	\$18,787.46	\$785.97	4.02%	
Salary - EC Substitute	\$2,960.00	\$360.00	\$2,920.00	\$40.00	1.35%	
Salary - Behavioral - 029	\$36,225.00	\$3,307.50	\$32,597.50	\$3,627.50	10.01%	
Salary - Guidance	\$36,175.00	\$3,014.59	\$30,002.31	\$6,172.69	17.06%	
Salary - Psychologist	\$33,000.00	\$3,160.50	\$26,102.56	\$6,897.44	20.90%	
Salary - Principal	\$78,320.00	\$6,526.67	\$65,266.87	\$13,053.13	16.67%	
Salary - Assistant Principal	\$61,815.00	\$4,976.25	\$52,325.50	\$9,489.50	15.35%	
Salary - Office	\$42,498.00	\$2,717.15	\$35,476.48	\$7,021.52	16.52%	
Salary - Business Manager	\$79,632.00	\$6,636.00	\$66,360.01	\$13,271.99	16.67%	
Salary - Technology	\$47,500.00	\$3,958.33	\$38,549.67	\$8,950.33	18.84%	
Total 1. Salaries & Bonuses	\$1,906,637.60	\$159,328.08	\$1,576,454.66	\$330,182.94	17.32%	
2. Benefits						
Social Security Cost	\$139,607.47	\$11,476.93	\$111,133.93	\$28,473.54	20.40%	
Social Security Cost - 016	\$173.70	\$0.00	\$173.70	\$0.00	0.00%	
Social Security Cost - 029	\$2,771.18	\$248.93	\$2,448.82	\$322.36	11.63%	
Social Security Cost - 060	\$3,391.76	\$(0.04)	\$3,391.76	\$0.00	0.00%	
State Retirement Cost	\$280,090.26	\$22,609.69	\$220,730.11	\$59,360.15	21.19%	
State Retirement Cost - 016	\$136.76	\$0.00	\$136.76	\$0.00	0.00%	
State Retirement Cost - 029	\$5,808.54	\$547.06	\$5,310.29	\$498.25	8.58%	
Hospitalization Cost	\$183,986.16	\$16,117.36	\$146,069.04	\$37,917.12	20.61%	
Hospitalization Cost - 016	\$21.40	\$0.00	\$21.40	\$0.00	0.00%	
Hospitalization Cost - 029	\$5,195.28	\$479.48	\$4,715.80	\$479.48	9.23%	
Unemployment Cost	\$9,900.00	\$1,370.12	\$3,992.47	\$5,907.53	59.67%	
Total 2. Benefits	\$631,082.51	\$52,849.53	\$498,124.08	\$132,958.43	21.07%	
3. Books & Supplies						
Riptide Runners	\$4,300.00	\$0.00	\$2,650.00	\$1,650.00	38.37%	
Instructional Supplies	\$27,112.26	\$282.61	\$22,606.86	\$4,505.40	16.62%	
Instructional Supplies - 016	\$2,738.84	\$0.00	\$2,738.84	\$0.00	0.00%	
EC Instructional Supplies	\$6,040.00	\$11.50	\$2,531.97	\$3,508.03	58.08%	
Health Supplies	\$200.00	\$0.00	\$58.35	\$141.65	70.83%	
Safety Supplies	\$1,200.00	\$0.00	\$546.90	\$653.10	54.43%	
Clubs Supplies	\$350.00	\$0.00	\$322.20	\$27.80	7.94%	

Date: 05/08/2017
 Time: 9:37 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
 From 4/1/2017 to 4/30/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Student Activity Supplies	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.00%	
Office Supplies	\$8,000.00	\$0.00	\$3,938.35	\$4,061.65	50.77%	
Board of Directors Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Postage	\$2,300.00	\$0.00	\$286.90	\$2,013.10	87.53%	
Memberships	\$2,500.00	\$0.00	\$371.30	\$2,128.70	85.15%	
Social Dues	\$500.00	\$0.00	\$111.14	\$388.86	77.77%	
Sales Tax Expense	\$5,500.00	\$71.89	\$5,280.56	\$219.44	3.99%	
Unidentified Purchases	\$0.00	\$390.00	\$4,382.13	\$(4,382.13)	0.00%	
EC Supplies - 118	\$1,469.22	\$0.00	\$1,469.22	\$0.00	0.00%	
Total 3. Books & Supplies	\$63,910.32	\$756.00	\$48,794.72	\$15,115.60	23.65%	
4. Technology						
Instructional Software	\$15,500.00	\$0.00	\$13,729.44	\$1,770.56	11.42%	
Non-Capitalized Hardware	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Office Software	\$2,500.00	\$208.34	\$2,083.35	\$416.65	16.67%	
Non-Capitalized Office Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Supplies and Materials	\$16,167.86	\$0.00	\$15,449.60	\$718.26	4.44%	
Technology Computer Equipment	\$8,000.00	\$0.00	\$2,772.37	\$5,227.63	65.35%	
Total 4. Technology	\$45,167.86	\$208.34	\$34,034.76	\$11,133.10	24.65%	
5. Non-Cap Equipment & Leases						
Instructional Equipment	\$15,879.46	\$0.00	\$5,879.46	\$10,000.00	62.97%	
EC Equipment	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Reproduction Costs	\$12,000.00	\$163.90	\$10,684.29	\$1,315.71	10.96%	
Office Equipment	\$1,500.00	\$0.00	\$1,442.67	\$57.33	3.82%	
Total 5. Non-Cap Equipment & Leases	\$29,879.46	\$163.90	\$18,006.42	\$11,873.04	39.74%	
6. Contracted Student Services						
Instructional Services	\$900.00	\$0.00	\$855.76	\$44.24	4.92%	
EC Services	\$8,000.00	\$0.00	\$4,668.75	\$3,331.25	41.64%	
Speech Services	\$29,000.00	\$3,364.00	\$21,895.00	\$7,105.00	24.50%	
Field Trips	\$47,000.00	\$8,867.50	\$43,683.48	\$3,316.52	7.06%	
Total 6. Contracted Student Services	\$84,900.00	\$12,231.50	\$71,102.99	\$13,797.01	16.25%	
7. Staff Development						
Workshop Expenses	\$16,000.00	\$0.00	\$7,976.95	\$8,023.05	50.14%	
EC Workshop Expenses	\$3,000.00	\$0.00	\$2,584.59	\$415.41	13.85%	
Total 7. Staff Development	\$19,000.00	\$0.00	\$10,561.54	\$8,438.46	44.41%	
8. Administrative Services						
Advertising	\$2,000.00	\$0.00	\$690.00	\$1,310.00	65.50%	
Audit Services	\$8,626.00	\$0.00	\$8,626.00	\$0.00	0.00%	
Bank Fees	\$3,000.00	\$0.00	\$839.22	\$2,160.78	72.03%	

Date: 05/08/2017
 Time: 9:37 am

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT
 From 4/1/2017 to 4/30/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Financial Services	\$43,656.00	\$3,638.00	\$36,380.00	\$7,276.00	16.67%	
General Administration	\$11,280.00	\$2,170.80	\$5,671.72	\$5,608.28	49.72%	
Legal Services	\$3,000.00	\$0.00	\$1,000.00	\$2,000.00	66.67%	
PowerSchool Services	\$16,320.00	\$1,360.00	\$13,600.00	\$2,720.00	16.67%	
Technology Support Services	\$4,100.00	\$0.00	\$4,040.13	\$59.87	1.46%	
Human Resources	\$1,400.00	\$19.50	\$888.00	\$512.00	36.57%	
Other Tax Payments	\$2,648.89	\$0.00	\$2,648.89	\$0.00	0.00%	
Total 8. Administrative Services	\$96,030.89	\$7,188.30	\$74,383.96	\$21,646.93	22.54%	
9. Insurances						
Workers Compensation	\$8,165.00	\$764.00	\$5,555.00	\$2,610.00	31.97%	
General Liability	\$32,500.00	\$0.00	\$14,750.00	\$17,750.00	54.62%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	
Total 9. Insurances	\$44,322.00	\$764.00	\$20,305.00	\$24,017.00	54.19%	
10. Rents & Debt Service						
Debt Service - Principal	\$205,262.70	\$16,570.84	\$165,460.49	\$39,802.21	19.39%	
Debt Service - Interest	\$98,637.67	\$8,754.19	\$87,789.81	\$10,847.86	11.00%	
Building Rent	\$5,525.00	\$425.00	\$4,875.00	\$650.00	11.76%	
Total 10. Rents & Debt Service	\$309,425.37	\$25,750.03	\$258,125.30	\$51,300.07	16.58%	
11. Facilities						
Building Repairs & Maintenance	\$26,239.00	\$185.00	\$9,946.31	\$16,292.69	62.09%	
Building Supplies & Materials	\$15,000.00	\$0.00	\$3,614.09	\$11,385.91	75.91%	
Contracted Custodial Services	\$70,000.00	\$4,780.00	\$49,724.10	\$20,275.90	28.97%	
Custodial Supplies & Materials	\$12,000.00	\$863.03	\$8,242.94	\$3,757.06	31.31%	
General Contract	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Security Monitoring	\$5,800.00	\$0.00	\$1,854.50	\$3,945.50	68.03%	
Total 11. Facilities	\$130,039.00	\$5,828.03	\$73,381.94	\$56,657.06	43.57%	
12. Utilities						
Electricity	\$38,000.00	\$0.00	\$27,704.87	\$10,295.13	27.09%	
Water & Sewer	\$7,000.00	\$1,474.98	\$6,212.35	\$787.65	11.25%	
Waste Management	\$2,450.00	\$220.76	\$2,074.11	\$375.89	15.34%	
Telephone	\$9,000.00	\$708.11	\$7,036.61	\$1,963.39	21.82%	
Total 12. Utilities	\$56,450.00	\$2,403.85	\$43,027.94	\$13,422.06	23.78%	
13. Nutrition & Food						
Food Supplies & Materials	\$150.00	\$0.00	\$13.49	\$136.51	91.01%	
Food Purchases	\$8,000.00	\$0.00	\$3,889.41	\$4,110.59	51.38%	
Other Food - Office	\$500.00	\$3.03	\$467.91	\$32.09	6.42%	
Total 13. Nutrition & Food	\$8,650.00	\$3.03	\$4,370.81	\$4,279.19	49.47%	

Date: 05/08/2017

Time: 9:37 am

CAPE FEAR CENTER FOR INQUIRY

BUDGET REPORT

From 4/1/2017 to 4/30/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
14. Capital Purchases						
Cap Instructional Computers	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%	
Cap Office Computers	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Cap Instructional Equipment	\$12,597.70	\$0.00	\$0.00	\$12,597.70	100.00%	
Total 14. Capital Purchases	\$44,597.70	\$0.00	\$0.00	\$44,597.70	100.00%	
15. New Site Development						
Bank Service Fee	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
Total 15. New Site Development	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
16. Capital Campaign - 660						
Capital Campaign Expenses - 660	\$20,000.00	\$0.00	\$15,828.28	\$4,171.72	20.86%	
Improvement to Existing Site - 660	\$6,792.00	\$6,792.00	\$6,792.00	\$0.00	0.00%	
Total 16. Capital Campaign - 660	\$26,792.00	\$6,792.00	\$22,620.28	\$4,171.72	15.57%	
17. Transportation and Travel						
Travel	\$120.00	\$0.00	\$111.20	\$8.80	7.33%	
Total 17. Transportation and Travel	\$120.00	\$0.00	\$111.20	\$8.80	7.33%	
TOTAL EXPENSES	\$3,547,004.71	\$274,266.59	\$2,753,405.60	\$793,599.11	22.37%	
NET SURPLUS/(DEFICIT)	\$77,359.26	\$(11,093.63)	\$429,776.35			



CFCI Meeting Minutes



Finance Committee

Meeting Agenda

May 8th, 2017

Present: Kathy Rettig, Lori Roy, Joanne Cress, Joanne Brinkley

Next meeting: **June 12th, 2017**

I. Topic

April Budget Reports

II. Discussion

Please email any questions to Kathy

I. Topic

Front Entrance Beautification

II. Discussion

Rene sent plan to improve the look of the front entrance to the school. She would like to put several pots with hearty plants and hang the bird and tiles donated by a former board member. She estimates the cost to be \$300.00

III. Action

Finance Recommends presentation to the faculty before approval.

I. Topic

Cleaning Contract Contract

II. Discussion

Kathy received three bids. The contractors were discussed.

III. Action

Finance recommends approval of Blue Chip Facility Service.

I. Topic

2017-2018 Budget

Please delete what is not used of the form and condense to as few pages as possible or cut and paste more I. II. III. if more topics are needed on the minutes.

Please attach agenda if there is one.

Board committees please send electronically to Director. All others should be posted in teachers room.



CFCI Meeting Minutes



II. Discussion

Kathy prepared two budgets. Both include the proposed 5% pay raise. One projects zero increase in revenue, the other projects a partially funded raise.

III. Action

Finance recommends approval of the zero increase budget. If the raises are passed and funded the other budget will be used.

Please delete what is not used of the form and condense to as few pages as possible or cut and paste more I. II. III. if more topics are needed on the minutes.

Please attach agenda if there is one.

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