

**Cape Fear Center for Inquiry  
Board of Directors Agenda  
October 16, 2018- 6:00pm**

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

**Roll Call:** Ashley Cooksley, Lisa Sharpe, Jennifer LaFleur, Stephen Hill, David Boucher, Kumar Lakhavani, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Shannon Shanks, Wes Rose, Lori Roy, Kendy Gullette

**Absent:** Kumar Lakhavani, Lisa Buchanan

Time	Subject	Chair/Presenter	Note: Information, Discussion, and/or Action
	<b>Opening Items:</b>		
6:00pm	<i>Call to Order</i>	<b>Ashley Cooksley</b>	Kristin Hudson made a motion to call the meeting to order. Stephen Hill seconded. Motion passed.
6:01	<i>Approval of Minutes: 8/23/18</i>	<b>Ashley Cooksley</b>	Kristin Hudson moved to approve the minutes from the Aug. 23, 2018 CFCI Board meeting. Stephen Hill seconded. The motion passed.
6:02	<i>Visiting Faculty*</i>	<b>TBD</b>	
6:07	<i>Visiting Parent or Community Members*</i>	<b>TBD</b>	
	<b>Director's Report:</b>		
6:10	<ol style="list-style-type: none"> <li>1. Strategic Planning next steps- (possibly attending- not confirmed)</li> <li>2. <i>Florence Update- Make Up/Forgiveness Plan Proposal</i></li> <li>3. 2017-2018 Data Presentation and 2018-2019 Plan for growing students and teachers</li> </ol>	<b>Tom Miller, Leaders Building Leaders</b>	<p>Stephen Hill made a motion to change the agenda to allow Tom Miller to share his report during the Director's report. Kristin Hudson seconded. The motion passed.</p> <p>Tom attended the meeting via Google HangOut. Tom mentioned that he sends thoughts and prayers concerning the hurricane and its effects on CFCI and its families. He is hoping that we can regain momentum in compiling the pieces of the Strategic Plan. His goal is to gain data from the faculty and staff of CFCI from Oct. 15 – Nov. 1. Nov. 2 will be a team meeting, and board members will be invited to come to a meeting on Nov. 3 to hear the findings. Then goals will be set and shared at the November board meeting. We're a month</p>

			<p>delayed due to the hurricane, and so we'll hopefully have the plan completed in January or February 2019. We still need to reach out to parents via survey, which should happen in November. We might distribute the parent surveys at the Winter Festival on Dec. 1. He suggested combining the Board retreat with the strategic plan meeting on Nov. 3.</p> <p>Lori presented the suggested make-up plan to make up some of the days that were lost due to Hurricane Florence. We missed 13 days total, and teachers were surveyed to get input as to how to make up days and how many to make up. Five days will be made up, and 8 days forgiven. Middle grades cancelled their retreat, and so they are making up 3 more days. Please see the handout for the exact days made up. We will be making up one day on Veteran's Day, which is unusual.</p> <p>Kristin Hudson motioned to approve the CFCI 2018-2019 Hurricane Make-up plan including compensating our part-time employees for the eight forgiven days. Beth Carter seconded. The motion passed.</p> <p>Lori Roy presented a summary of our testing/accountability for 2017-2018. She explained that we did not make our expected growth goals for the second year in a row, and then explained all of the efforts being made to support teachers and students in growing in all academic areas. CFCI is providing staff development, particularly in area of math. We are providing interventions and enrichment for all students, according to their needs.</p> <p>We were compliant in all areas of our state visit for assessment monitoring and test administration.</p>
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	<b>Committee Updates: Please see all committee minutes and come with any questions</b>		
6:45	4. Partnership, Technology and L3 and Finance minutes were all included in packet	<b>Committee Chairs</b>	Partnership is moving Fund the Wonder to the spring due to the lost days in fall. They are reviewing the criteria for awarding teacher grants. Partnership also approved purchasing the manipulatives for the Eureka program.
	<b>Policy Update</b>		
6:50	5. <i>2<sup>nd</sup> Read: Policy 535-Salaries</i> 6. Resolution: 457 Plan	<b>Michael Zentmeyer</b>	<p>Michael Zentmeyer presented a second reading of Policy 535, which will set the CFCI teacher supplement at 8%. Teachers who achieve National Board status will be given a \$1000.00 bonus by CFCI.</p> <p>Stephen Hill moved to adopt Policy 535 as amended concerning teacher supplemental pay. Kristin Hudson seconded. The motion passed.</p> <p>Michael also presented information from the NC Retirement system which is managed by Prudential. This concerns a NC 457 plan which would allow full time and part-time employees to defer income.</p> <p>Kristin Hudson moved to allow CFCI employees to participate in the NC 457 Plan. Stephen Hill seconded. The motion passed.</p>
	<b>Strategic Planning</b>		
7:00	7. Feasibility Study update	<b>Kathy Coke/Lori Roy/Consultant</b>	<p>Kristin Hudson moved to go into closed session to discuss our consultant's report on the feasibility study. Stephen Hill seconded. The motion passed.</p> <p>Kristin Hudson moved to come out of closed session. Stephen Hill seconded. The motion passed.</p>
	<b>Executive Committee</b>		
7:30	8. <i>Board Training Discussion</i>	<b>Ashley Cooksley</b>	Kristin Hudson made a motion to authorize our consultant to contract with Paramount

	<p>9. November Board Meeting- will we have a quorum or is a date change needed? (currently the day before Thanksgiving break)</p> <p>10. December Board social date/time confirmation- location ideas?</p>		<p>Engineering to analyze ECS's report and confirm the feasibility of and best location for an underground storm water system. Stephen Hill seconded. The motion passed.</p> <p>Stephen Hill moved that we authorize Ward and Smith to title work on the two properties. Dave Boucher seconded. Motion passed.</p> <p>Kristin Hudson moved to authorize the Development Committee to engage our consultant in a second consultancy agreement once feedback is provided to the Development Committee. Dave Boucher seconded. Motion passed.</p> <p>Beth Carter moved that we authorize our consultant to represent CFCI in the next phases of the feasibility study, and to offer terms agreed upon in closed session. Kristin Hudson seconded. Motion passed.</p>
	<b>Announcements:</b>		
7:45	<p><b><i>Other Announcements and/or Upcoming events:</i></b></p> <ul style="list-style-type: none"> <li>- <i>Letter updating community on the Feasibility study</i></li> <li>- <i>November Executive- 12.13.18 2pm</i></li> <li>- <i>November Board Meeting date TBD</i></li> <li>- <i>December Board Meeting 10am- Dec. 1<sup>st</sup> at Winter Festival</i></li> <li>-</li> </ul>	<b>Ashley Cooksley</b>	<p>Ashley will be sending out a letter to the entire CFCI community regarding our progress with the feasibility study.</p> <p>Board training and review of data for Strategic Planning will be held on Nov. 3. Meeting times will be set soon.</p> <p>The November board meeting will be on Nov. 20, 2018 at 6:00 p.m. The executive committee will meet on Nov.13, 2018 at 2:00 p.m.</p> <p>The December Board meeting will be at 10 a.m. on December 1, 2018 during the Winter Festival.</p>
7:50	<b><i>Adjournment</i></b>	<b>Ashley Cooksley</b>	Kristin Hudson moved to adjourn. Stephen Hill 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](mailto:bcarter@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.

## **CFCI 2018-2019 Hurricane Make Up Plan**

*CFCI missed a total of 12 student days for Hurricane Florence and 1 for Hurricane Michael*

### **Make Up Plan for Florence/Michael**

September 27<sup>th</sup>- Full Day (+1/2)

September 28<sup>th</sup>- Full Day (+1)

October 25<sup>th</sup>- Full Day (+1/2)

November 12<sup>th</sup>- Veteran's Day becomes a Full student day with an assembly honoring our veterans planned by our 8<sup>th</sup> graders. (+1)

December 19<sup>th</sup>- Half Student Day (+1/2)

January 25<sup>th</sup>- Full Student Day (+1)

February 21<sup>st</sup> - Full Student Day (+1/2)

Middle Grades Retreat Canceled (+3 days 6<sup>th</sup>-8<sup>th</sup>)

**Total days made up: 5 days**

**Days forgiven: 8 days K-5; 5 days 6<sup>th</sup>-8<sup>th</sup>**

***We built in an additional 3 ½ days into our original CFCI calendar. We respectfully request to hold those 3 ½ days for second semester should winter weather/other unplanned missed time arise. We are predicted to have a pretty intense winter and would like to leave those built in days for that time. We believe that the combination of gaining this time back from first semester and maintain strong professional development second semester alongside some creative classroom/scheduling strategies that we will be able to meet the needs of our students.***

*Some ideas we are considering:*

- *eLearning/flipped classroom material (especially in our 1 to 1 classes)*
- *Additional Math Instruction 3<sup>rd</sup> Trimester*
- *Creative scheduling with specials*

***Important information to consider that we have taken into consideration with this recommendation:***

- *We have adopted a new Math program K-8 this year (Eureka!). There are required professional development components to this program in order for us to ensure that teachers are prepared and able to use it effectively.*
- *Teacher burnout is real. Our teachers are working double time right now and while that is stressful, the idea of having no breaks or very minimal breaks would create a lot of stress. They, like our families and students, need to know that there are breaks and holidays on the horizon as*

*well as workdays to be certain they are prepared to implement school initiatives, have report cards, etc. completed.*

- Students need breaks too. For the same reasons mentioned above.*
- Parents/families have plans already for our current calendar.*

### **Compensation for Part-time employees**

We propose that with the forgiven days, we acknowledge that the storm created unforeseen days without pay for our part time/non-salaried employees. With the approval of our makeup plan, we would like to include compensating our part-time employees for the 8 forgiven days. This will equate to about \$7200 that we already have built into our planned budget.



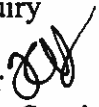
# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

WWW.NCPUBLICSCHOOLS.ORG

September 10, 2018

**TO** Lori Roy, Director  
Cape Fear Center for Inquiry

**FROM** Tammy Howard, Director   
Division of Accountability Services

## ASSESSMENT MONITORING VISIT

State Board of Education policy requires all eligible students, including students with disabilities and students identified as English Learners (EL), to participate in the North Carolina statewide testing program. To ensure the testing program is conducted in a manner that is fair, consistent, and equitable for all students, assessment monitoring visits are conducted annually. The Division of Accountability Services is responsible for conducting all annual assessment monitoring visits with assistance from the Regional Accountability Coordinators (RACs).

Recently your RAC, Mrs. Amanda Hobbs, conducted an assessment monitoring visit at Cape Fear Center for Inquiry. The monitoring process consisted of three components: (1) desk monitoring; (2) on-site monitoring; and (3) feedback/assistance. Attached for your records is a copy of the monitoring checklist(s) from Mrs. Hobbs' observation on September 6, 2018.

We would like to thank the staff for the cooperation in the assessment monitoring process and for the hospitality extended to Mrs. Hobbs during the visit. We would also like to compliment Cape Fear Center for Inquiry's testing practices and procedures.

Accountability Services appreciates Cape Fear Center for Inquiry's help to ensure that assessments are administered in accordance with State Board policy. Please contact us if there are any questions or concerns.

TLH/whw

c: Christine Borne, Charter Test Coordinator  
Amanda Hobbs, Southeast Regional Accountability Coordinator  
Wendy Wooten, Education Consultant, Testing Policy and Operations

## DIVISION OF ACCOUNTABILITY SERVICES

Tammy L. Howard, Ph.D., *Director* | tammy.howard@dpi.nc.gov

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (919) 807-3787 | Fax (919) 807-3772

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



# ASSESSMENT MONITORING VISIT CHECKLIST

## School Observation

Test Date: September 6, 2018

School Name: Cape Fear Center for Inquiry

Director: Lori Roy

School Test Coordinator: Christine Borne

Administration Process (School Test Coordinator)	Compliance	Non-compliance	Not Observed
Testing Plan for the school	X		
All test administrators and proctors trained Date(s): 8/29 and 9/4/18	X		
Test materials are stored in a secure, locked location	n/a		
Test materials distributed in accordance to the testing plan			X
School test coordinator walks around and monitors the testing sites	X		
School test coordinator encourages a positive atmosphere for the test administrations	X		
Test materials reviewed under secure conditions (group setting)			X
All testing irregularities are reported in the OTISS	n/a		
"Testing—Do Not Disturb" signs are posted on the door of each testing site	X		

Administration Process	Compliance	Non-compliance	Not Observed
Bulletin boards, instructional displays, and reference materials are covered or removed	X		
Windows in doors are exposed for monitoring purposes	X		
Doors are unlocked and/or opened for monitoring purposes	X		
Test administrators are aware of accommodations that are documented in IEPs/EL or transitory impairment plans	X		
Personal cell phones/electronic devices are turned off/not visible	X		
Test materials are provided appropriately for all students during the test administration	X		
Test administrators and proctors move quietly and frequently about the room	X		
Test administrators and proctors do not leave students unattended at any time during the testing period	X		

Policy and operational concerns: ☐ YES ☒ NO

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Observer Signature: Amanda Hobbs

# ASSESSMENT MONITORING VISIT CHECKLIST

## Test Administration

Date: September 6, 2018

Director: Lori Roy

Test Name: Beginning of Grade 3

Test Administrator: Michelle Hair

School Name: Cape Fear Center for Inquiry

Test Coordinator: Christine Borne

Administration Type: Online

Proctor: Mary Jackson

Administration Process	Compliance	Non-compliance	Not Observed
Testing—Do Not Disturb sign posted outside room	X		
Room is quiet, well-lighted, comfortable, etc.	X		
Bulletin boards, instructional displays, and reference materials covered or removed	X		
Desks or workstations cleared of books and other materials not required for the assessment	X		
Students are provided the appropriate test materials	X		
Procedures followed for the distribution and collection of test materials	*		
Directions read to the students as they are written in the <i>Assessment Guide</i>	X		
Distracting behaviors avoided	X		

Administration Process	Compliance	Non-compliance	Not Observed
Personal cell phones/electronic devices turned off (not visible)	X		
Test administrator and proctor monitors the test administration	X		
Policies and procedures followed for the provision of accommodations	n/a		
Students receiving testing accommodations are monitored	n/a		
Procedures followed for assisting students who misalign answers	n/a		
Visitors prohibited in the classroom during the test administration	X		
Students who complete the test early are provided with the opportunity to read	X		
Maximum time procedures are followed; if applicable			X

This testing session contained some policy and operational concerns: \_\_\_ YES \_\_\_X\_\_\_ NO

\* The proctor assisted the test administrator with distribution of non-secure test materials, such as paper and pencils. The proctor had been trained not to handle materials; the test coordinator plans to follow up with the volunteer for future administrations.

Observer Signature: Amanda M. M. M.

# ASSESSMENT MONITORING VISIT CHECKLIST

## Online Test Administration

Date: September 6, 2018

Test Name: BOG3

School Name: Cape Fear Center for Inquiry

Number of Students in the Room: 22

Test Room Number: 101

Devices Used in the Test Room (circle all that apply) Desktops, Laptops, iPads, MacBooks, Chromebooks Other, Unknown

Administration Process	Compliance	Non-compliance	Not Observed	Additional Comments:
Personal cell phones and electronic devices are turned off and not visible.	X			Please provide any additional comments about log-in processes observed:
All computers were logged-in and on the START page prior to students entering the room.	X			
Additional devices were ready and available in each test room.	X			
Device power supplies were available.	X			Please provide any additional comments about devices used or room configuration:
All students with the Computer Reads Test Aloud accommodation and not in a one-to-one environment had headphones.	n/a			
Test Administrator NC Education Usernames and Passwords remained secure and were not shared among staff or students.	X			Please provide any additional comments about observed test administration and technology functionality:
In case of an unanticipated exit, test administrator resolved issue with limited delay.	X			
Documentation exists that confirms students took the online tutorial before test day.	X			

This testing session contained some policy and operational concerns:     YES   X   NO

Observer Signature: Amanda Hobbs

Hello CFCI Family,

The Partnership Board met last night and talked some things through so I thought I would catch you up!

**Fund the Wonder**, our annual giving campaign, has moved to the spring. Instead of selling wrapping paper or candy bars we have a two week time period where we take donations that help us fund teacher stipends, teacher and school grants, and fun, educational events for CFCI students. More info after Christmas!

The **Middle School Dance** is coming up on Friday, Oct. 12th, 6-8pm. (The date changed from Oct. 5th.) This year the theme is "Moonlight Masquerade." Middle schoolers can wear decorative or plain masks around their eyes. (No full faced masks, please.) Tickets will be on sale this coming Monday through Thursday before and after school for \$7, which includes pizza and dessert! Students, feel free to show up a little early to take pictures outside. It will be fun to see everyone in their masks! We could use more volunteers to help decorate, chaperone, serve pizza, and un-decorate when it's over! If you would like to help, please text Melissa Reese at 910-264-5947. And thank you Melissa, for putting this together!

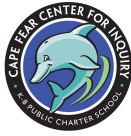
Please don't forget to **re-link your VIC card at Harris Teeeter**. I know I it took me several trips to remember to do it! You should be able to re-link at the register or you can do it online! And ask grandparents and neighbors to link their VIC card, too! Every little bit helps!

Our next Partnership meeting will be **Thursday, Nov. 8th** during **Book Fair** week. This year we have a new book fair vendor, [Bedford Falls](#), so we are excited to check it out. I look forward to getting your feedback. Shelley Thomas is the book fair chair and will be signing up volunteers soon.

And Nicole Long and her committee are hard at work preparing for **Winter Festival on Saturday, Dec. 1st from 10:00-1:00**. Parent volunteers, look for communication on raffle baskets and a talent showcase. I'm already hearing the the 8th grade is working on a fabulous raffle basket...

Lots of fun to come! Thank you to all the volunteers who help make these memories for our kids!

Sincerely,  
Angela Carson  
Partnership Co-chair



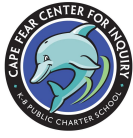
## Technology Committee Meeting Agenda Monday, October 8, 2018

**In Attendance:**

**ANNOUNCEMENTS:**

**Discussion:**

Officers	Cathi  5 minutes	Need to decide chair and secretary  Chair - Joanne Secretary - Cathi
Social Media	Cathi  5 minutes	Lori needs people to help with social media sites and newsletter. Volunteers?  Social Media: Austin, Cathi, and Jess Newsletter: Joanne, Kim, Paul, Reuben
Board Update	Cathi, Paul, Joanne  20 min	Working on strategic plan and part of that process involves identifying key areas of our school. Technology is one of those areas. Need to look at questions and help identify answers. <ul style="list-style-type: none"><li>• <b>What are our technology requirements to accommodate curriculum needs and what we believe in?</b><ul style="list-style-type: none"><li>○ Continued 1:1 in 3-8, maintaining network for fully functional implementation, financial planning for continuing 1:1.</li><li>○ Expanding 1:1 device K-8</li><li>○ Promethian board/table board for interactive use</li><li>○ Quality document camera</li></ul></li><li>• <b>What training do we need to invest in?</b><ul style="list-style-type: none"><li>○ Classroom STEM training</li><li>○ Advanced Google Classroom and App training</li><li>○ Do we need to come up with a baseline of programs/apps for the school?</li></ul></li></ul>



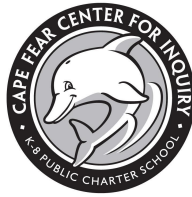
## Technology Committee Meeting Agenda Monday, October 8, 2018

		<ul style="list-style-type: none"><li>• <b>How are we maximizing our 1-1 initiative post-first year installment?</b> We added third grade. In general, we are using more adept at implementing. We wonder though what our school vision for technology use and screen time should be?</li><li>• <b>Are we effectively embracing technology as students, teachers and parents?</b></li><li>• <b>What systems are in place to ensure we stay in the forefront in school based technology?</b></li><li>• <b>What are the current results from our current technology plan?</b> <b>Need a copy</b></li></ul>

### **FUTURE DISCUSSION ITEMS:**

- Last three question from above
- 

**Next Meeting Date: November 5th**



## Lifelong Learning Committee 2018-2019

Date: 10.01.18

Present:

Kim McCormick

Joanne Brinkley

Lisa Sharpe

Nancy Kachadurian

Seffie Ovacz

~~Wes Rose~~ Tracy Cordon

Gina Farragher

Lisa Cole

Visitors:

Next meeting: November 13th, 2018

**Topic:** 1. Review of PD for year - Changes based on missed Teacher PD days (Math) REVIEW THE CALENDAR

**Discussion:** Review of calendar - Lost time for Math PD due to the hurricane with potential of additional lost time due to makeup days (TBD) Next PD on October 10th Math Faculty meeting will include time for training on EMBARC resource and possibly IXL and ZEARL websites (6-8 and K-5). Discussion of pacing during math collaboration week of Oct. 8th. Discussion regarding additional training in Eureka fluency/management of materials etc at the end of October (½ day PD). *Note: We are waiting to hear about time forgiveness from the state.*

**Action or Request (if any)**

Lifelong Learning members will check-in with loops to see what teachers of Math need including Plus/Delta conversation regarding lingering questions, working through problems, goals and moving forward.

**Topic:** 2. Plan for make-up time for math

**Discussion:** Teams will look at pacing and recommendations from Eureka regarding time lost. Teachers will consider what needs to be assigned through homework and talk to parents at parent meetings on Thursday.

**Action or Request (if any)**

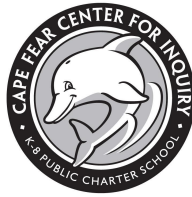
Grade levels will look at pacing and create a plan to address loss of time in the classroom.

**Topic:** 3. Plan for data conversations

**Discussion:** Data conversations will happen as follows:  
Grades K, 2, 4, 6, 7/8 will meet week of Oct. 8 during Math Collaboration meetings to discuss benchmark testing results and other data points. Grades 1, 3, 5 will work on Math PD including diving into videos and pacing. The following week of Oct 15th, Grades 1, 3, 5 will have their data meetings while grades K, 2, 4, 5, 7/8 will meet to collaborate on math.

**Action or Request (if any)**

Data Meetings and Math Collaboration will be by grade level during October to accommodate the amount of data that needs to be reviewed per grade level.



**Topic:** 4. Plan for curricular conversations

**Discussion:** Tabled until next month. Suggestion that we focus on RC and/or Differentiation. Clarification regarding Curriculum planning embedded in monthly collaboration meetings and conversations such as what took place last year. Suggestion that we maintain the two conversations instead of three due to the storm and loss of days.

**Action or Request (if any)**

Lifelong Learning members will discuss with loop levels to determine direction for Curricular Conversations for the year and focus.

**Topic:** 5. Other

**Discussion:** Discussion regarding Digital Learning Competencies requirement for educators renewing licenses on or after June 30, 2019 **See Guidelines below:**

**Action or Request (if any)**

Kim will prepare a list of possible coursework for Digital Literacy including in-house efforts such as Powerschool training and Digital Programs/Apps such as Google Classroom and Zearn/IXL.

**Renewal and Reinstatement Guidelines**

Credits required for licenses expiring on: June 30, 2017 & June 30, 2018	Credits required for licenses expiring on or after: June 30, 2019
<p><b>Grades K-5</b></p> <ul style="list-style-type: none"> <li>• 3 Subject Area</li> <li>• 3 Literacy</li> <li>• 2 General</li> </ul>	<p><b>Grades K-5</b></p> <ul style="list-style-type: none"> <li>• 3 Subject Area</li> <li>• 3 Literacy</li> <li>• 2 Digital Learning Competencies</li> </ul>
<p><b>Grades 6-12</b></p> <ul style="list-style-type: none"> <li>• 3 Subject Area</li> <li>• 5 General</li> </ul>	<p><b>Grades 6-12</b></p> <ul style="list-style-type: none"> <li>• 3 Subject Area</li> <li>• 2 Digital Learning Competencies</li> <li>• 3 General</li> </ul>
<p><b>Student Services Personnel</b></p> <ul style="list-style-type: none"> <li>• 3 Professional Discipline Area</li> <li>• 5 General</li> </ul>	<p><b>Student Services Personnel</b></p> <ul style="list-style-type: none"> <li>• 3 Professional Discipline Area</li> <li>• 2 Digital Learning Competencies</li> <li>• 3 General</li> </ul>
<p><b>Administrators</b></p> <ul style="list-style-type: none"> <li>• 3 Executive's Role</li> <li>• 5 General</li> </ul>	<p><b>Administrators</b></p> <ul style="list-style-type: none"> <li>• 3 Executive's Role</li> <li>• 2 Digital Learning Competencies</li> <li>• 3 General</li> </ul>



Date: 10/11/2018  
Time: 3:04 pm

CAPE FEAR CENTER FOR INQUIRY

Page 1 of 6

BUDGET REPORT  
From 10/1/2018 to 10/31/2018

REVENUE

STATE REVENUE

Rev - Summer Reading Program  
Rev - Behavior Support - 029  
Rev - Charter Schools - 036

TOTAL STATE REVENUE

LOCAL REVENUE

Rev - Sales Tax  
Rev - Field Trip  
Rev - Contributions and Donati  
Rev - Interest Income-MM-1908  
Rev - Interest Income-SV-4483  
Rev - Interest Income-SV-4595  
Rev - Various  
Rev - Arts  
Rev - Brunswick County Schools  
F & F - Brunswick County-4609  
Rev - New Hanover County  
F & F - New Hanover County  
Rev - Pender County Schools  
F & F - Pender County Schools  
Rev - Garden Grant - 555  
REV - CFCI Partnership  
Rev - GE Grant  
Rev - Fundraising - 653  
Rev - Riptide Runners  
Rev - Capital Campaign - 660  
Rev - Fees / Supplies - 4609  
Rev - Tech Donations  
Rev - Technology Fees  
Rev - Social Dues

TOTAL LOCAL REVENUE

FEDERAL REVENUE

Rev - Title I Basic -050  
Rev - IDEA VI-B Handicap - 060  
Rev - Improving Tchr Qual-103  
Rev - IDEA VI-B Spec Needs-118

TOTAL FEDERAL REVENUE

	CURRENT		MTD		YTD		BUDGET		PERCENT		NOTES
	BUDGET	ACTIVITY	BUDGET	ACTIVITY	BUDGET	ACTIVITY	BALANCE	REMAINING			
	\$14,735.00	\$0.00	\$1,588.58		\$13,146.42			89.22%			
	\$49,000.00	\$16,098.84	\$16,098.84		\$32,901.16			67.15%			
	\$2,261,023.68	\$29,288.62	\$720,850.48		\$1,540,173.20			68.12%			
	\$2,324,758.68	\$45,387.46	\$738,537.90		\$1,586,220.78			68.23%			
	\$5,000.00	\$0.00	\$0.00		\$5,000.00			100.00%			
	\$50,000.00	\$0.00	\$354.84		\$49,645.16			99.29%			
	\$1,500.00	\$0.00	\$34.29		\$1,465.71			97.71%			
	\$2,000.00	\$0.00	\$836.33		\$1,163.67			58.18%			
	\$1.00	\$0.00	\$0.05		\$0.95			95.00%			
	\$1.00	\$0.00	\$0.00		\$1.00			100.00%			
	\$5,000.00	\$0.00	\$2,906.84		\$2,093.16			41.86%			
	\$0.00	\$0.00	\$2,338.12		\$(2,338.12)			0.00%			
	\$122,148.00	\$0.00	\$10,179.12		\$111,968.88			91.67%			
	\$1,200.00	\$0.00	\$75.73		\$1,124.27			93.69%			
	\$970,896.00	\$0.00	\$157,920.00		\$812,976.00			83.73%			
	\$20,000.00	\$0.00	\$2,129.00		\$17,871.00			89.36%			
	\$7,517.40	\$0.00	\$0.00		\$7,517.40			100.00%			
	\$100.00	\$0.00	\$0.00		\$100.00			100.00%			
	\$5,000.00	\$0.00	\$0.00		\$5,000.00			100.00%			
	\$4,000.00	\$0.00	\$0.00		\$4,000.00			100.00%			
	\$30,000.00	\$0.00	\$0.00		\$30,000.00			100.00%			
	\$2,000.00	\$0.00	\$574.97		\$1,425.03			71.25%			
	\$18,460.00	\$0.00	\$4,085.00		\$14,375.00			77.87%			
	\$0.00	\$0.00	\$1,477.50		\$(1,477.50)			0.00%			
	\$200.00	\$0.00	\$0.00		\$200.00			100.00%			
	\$1,252,023.40	\$0.00	\$183,247.30		\$1,068,776.10			85.36%			
	\$7,923.00	\$0.00	\$0.00		\$7,923.00			100.00%			
	\$49,635.00	\$0.00	\$0.00		\$49,635.00			100.00%			
	\$5,873.00	\$0.00	\$0.00		\$5,873.00			100.00%			
	\$1,684.20	\$0.00	\$0.00		\$1,684.20			100.00%			
	\$65,115.20	\$0.00	\$0.00		\$65,115.20			100.00%			

Tech donations  
no fees

Date: 10/11/2018  
Time: 3:04 pm

CAPE FEAR CENTER FOR INQUIRY

Page 2 of 6

BUDGET REPORT  
From 10/1/2018 to 10/31/2018

TOTAL REVENUE

CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
\$3,641,897.28	\$45,387.46	\$921,785.20	\$2,720,112.08	74.69%	

CAPE FEAR CENTER FOR INQUIRY  
BUDGET REPORT  
From 10/1/2018 to 10/31/2018

EXPENSES

1. Salaries & Bonuses

Salary - Teacher  
Salary - Teacher - 016  
Salary - Teacher - 050  
Salary - Teacher Assistant  
Salary - Substitute  
Salary - EC Teacher  
Salary - EC Teacher - 060  
Salary - EC Assistant  
Salary - EC Substitute  
Salary - Behavioral - 029  
Salary - Guidance  
Salary - Psychologist  
Salary - Principal  
Salary - Assistant Principal  
Salary - Office  
Salary - Business Manager  
Salary - Custodian  
Salary - Technology

Total 1. Salaries & Bonuses

2. Benefits

Social Security Cost  
Social Security Cost - 016  
Social Security Cost - 029  
Social Security Cost - 060  
State Retirement Cost  
State Retirement Cost - 016  
State Retirement Cost - 029  
State Retirement Cost - 060  
Hospitalization Cost  
Hospitalization Cost - 029  
Hospitalization Cost - 060  
Unemployment Cost

Total 2. Benefits

3. Books & Supplies

Riptide Runners  
Instructional Supplies  
Instructional Supplies - 016  
EC Instructional Supplies  
Health Supplies

CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
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\$1,327,973.91	\$0.00	\$322,522.65	\$1,005,451.26	75.71%	
\$0.00	\$0.00	\$1,343.66	\$(1,343.66)	0.00%	
\$7,889.64	\$0.00	\$0.00	\$7,889.64	100.00%	
\$102,589.20	\$0.00	\$13,377.38	\$89,211.82	86.96%	
\$25,000.00	\$0.00	\$320.00	\$24,680.00	98.72%	
\$210,283.29	\$(11,565.00)	\$47,690.08	\$162,593.21	77.32%	
\$39,999.96	\$0.00	\$0.00	\$39,999.96	100.00%	
\$26,961.75	\$0.00	\$3,849.96	\$23,111.79	85.72%	
\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
\$0.00	\$11,565.00	\$11,565.00	\$(11,565.00)	0.00%	
\$39,237.45	\$0.00	\$3,316.50	\$35,920.95	91.55%	
\$37,838.85	\$0.00	\$4,796.68	\$33,042.17	87.32%	
\$84,950.25	\$0.00	\$21,541.02	\$63,409.23	74.64%	
\$0.00	\$0.00	\$5,419.34	\$(5,419.34)	0.00%	
\$45,641.65	\$0.00	\$17,674.02	\$27,967.63	61.28%	
\$86,373.00	\$0.00	\$12,949.26	\$73,423.74	85.01%	
\$0.00	\$0.00	\$4,416.68	\$(4,416.68)	0.00%	
\$51,521.40	\$0.00	\$13,064.25	\$38,457.15	74.64%	
\$2,088,760.35	\$0.00	\$483,846.48	\$1,604,913.87	76.84%	

\$156,730.16	\$(856.64)	\$34,995.59	\$121,734.57	77.67%	
\$0.00	\$0.00	\$102.81	\$(102.81)	0.00%	
\$0.00	\$856.64	\$856.64	\$(856.64)	0.00%	
\$3,060.00	\$0.00	\$0.00	\$3,060.00	100.00%	
\$357,213.77	\$(2,292.47)	\$80,728.60	\$276,485.17	77.40%	
\$0.00	\$111.31	\$253.42	\$(253.42)	0.00%	
\$0.00	\$2,181.16	\$2,181.16	\$(2,181.16)	0.00%	
\$590.88	\$0.00	\$0.00	\$590.88	100.00%	
\$193,561.84	\$(1,496.04)	\$41,590.44	\$151,971.40	78.51%	
\$0.00	\$1,496.04	\$1,496.04	\$(1,496.04)	0.00%	
\$5,984.16	\$0.00	\$0.00	\$5,984.16	100.00%	
\$9,900.00	\$76.93	\$76.93	\$9,823.07	99.22%	
\$727,040.81	\$76.93	\$162,281.63	\$564,759.18	77.68%	

\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	
\$22,000.00	\$10,737.73	\$12,980.70	\$9,019.30	41.00%	
\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
\$2,815.80	\$766.51	\$1,172.37	\$1,643.43	58.36%	
\$200.00	\$0.00	\$0.00	\$200.00	100.00%	

Date: 10/11/2018  
Time: 3:04 pm

**CAPE FEAR CENTER FOR INQUIRY**  
**BUDGET REPORT**  
From 10/1/2018 to 10/31/2018

	CURRENT	MTD	YTD	BUDGET	PERCENT	NOTES
	BUDGET	ACTIVITY	ACTIVITY	BALANCE	REMAINING	
<b>Safety Supplies</b>	\$2,500.00	\$496.01	\$1,592.00	\$908.00	36.32%	
<b>Office Supplies</b>	\$6,000.00	\$926.54	\$992.41	\$5,007.59	83.46%	
<b>Board of Directors Supplies</b>	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
<b>Postage</b>	\$1,500.00	\$33.00	\$83.53	\$1,416.47	94.43%	
<b>Memberships</b>	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
<b>Social Dues</b>	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
<b>Sales Tax Expense</b>	\$5,000.00	\$859.55	\$1,334.79	\$3,665.21	73.30%	
<b>Unidentified Purchases</b>	\$0.00	\$66.94	\$127.92	\$(127.92)	0.00%	
<b>EC Supplies - 118</b>	\$1,684.20	\$782.09	\$782.09	\$902.11	53.56%	
<b>Garden Grant - 555</b>	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
<b>Total 3. Books &amp; Supplies</b>	<b>\$60,900.00</b>	<b>\$14,668.37</b>	<b>\$19,065.81</b>	<b>\$41,834.19</b>	<b>68.69%</b>	
<b>4. Technology</b>						
<b>Instructional Software</b>	\$10,000.00	\$2,223.95	\$6,914.44	\$3,085.56	30.86%	
<b>Non-Capitalized Hardware</b>	\$2,000.00	\$5,490.04	\$5,490.04	\$(3,490.04)	-174.50%	
<b>Non-Capitalized EC Hardware</b>	\$0.00	\$321.49	\$321.49	\$(321.49)	0.00%	
<b>Office Software</b>	\$3,200.00	\$1,732.34	\$2,527.34	\$672.66	21.02%	
<b>Non-Capitalized Office Hardware</b>	\$500.00	\$1,055.96	\$3,313.01	\$(2,813.01)	-562.60%	
<b>Supplies and Materials</b>	\$4,000.00	\$244.84	\$244.84	\$3,755.16	93.88%	
<b>Technology Computer Equipment</b>	\$7,000.00	\$77.98	\$77.98	\$6,922.02	98.89%	
<b>Total 4. Technology</b>	<b>\$26,700.00</b>	<b>\$11,146.60</b>	<b>\$18,889.14</b>	<b>\$7,810.86</b>	<b>29.25%</b>	
<b>5. Non-Cap Equipment &amp; Leases</b>						
<b>Instructional Equipment</b>	\$3,000.00	\$1,129.81	\$2,948.57	\$51.43	1.71%	
<b>EC Equipment</b>	\$1,500.00	\$312.96	\$312.96	\$1,187.04	79.14%	
<b>Reproduction Costs</b>	\$6,000.00	\$456.87	\$1,309.77	\$4,690.23	78.17%	
<b>Office Equipment</b>	\$500.00	\$312.65	\$312.65	\$187.35	37.47%	
<b>Total 5. Non-Cap Equipment &amp; Leases</b>	<b>\$11,000.00</b>	<b>\$2,212.29</b>	<b>\$4,883.95</b>	<b>\$6,116.05</b>	<b>55.60%</b>	
<b>6. Contracted Student Services</b>						
<b>Instructional Services</b>	\$900.00	\$0.00	\$0.00	\$900.00	100.00%	
<b>EC Services</b>	\$10,000.00	\$0.00	\$2,006.25	\$7,993.75	79.94%	
<b>Speech Services</b>	\$26,000.00	\$2,091.05	\$3,001.05	\$22,998.95	88.46%	
<b>Field Trips</b>	\$52,000.00	\$400.00	\$4,182.74	\$47,817.26	91.96%	
<b>Total 6. Contracted Student Services</b>	<b>\$88,900.00</b>	<b>\$2,491.05</b>	<b>\$9,190.04</b>	<b>\$79,709.96</b>	<b>89.66%</b>	
<b>7. Staff Development</b>						
<b>Workshop Expenses</b>	\$4,127.00	\$34.82	\$27,302.11	\$(23,175.11)	-561.55%	
<b>EC Workshop Expenses</b>	\$7,000.00	\$725.00	\$844.60	\$6,155.40	87.93%	
<b>Workshop Expenses - 103</b>	\$5,873.00	\$0.00	\$0.00	\$5,873.00	100.00%	
<b>Total 7. Staff Development</b>	<b>\$17,000.00</b>	<b>\$759.82</b>	<b>\$28,146.71</b>	<b>\$(11,146.71)</b>	<b>-65.57%</b>	
<b>8. Administrative Services</b>						

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Time: 3:04 pm

CAPE FEAR CENTER FOR INQUIRY  
BUDGET REPORT  
From 10/1/2018 to 10/31/2018

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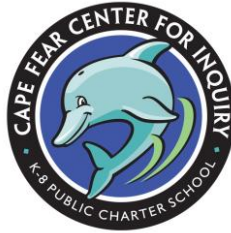
	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Advertising	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Audit Services	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	
Bank Fees	\$1,000.00	\$36.63	\$(28.37)	\$1,028.37	102.84%	
Financial Services	\$43,656.00	\$3,620.17	\$14,480.68	\$29,175.32	66.83%	
General Administration	\$5,500.00	\$109.20	\$317.20	\$5,182.80	94.23%	
Legal Services	\$2,000.00	\$5,767.50	\$5,767.50	\$(3,767.50)	-188.38%	
PowerSchool Services	\$16,320.00	\$1,353.33	\$5,413.32	\$10,906.68	66.83%	
Human Resources	\$1,400.00	\$137.50	\$196.50	\$1,203.50	85.96%	
Other Tax Payments	\$2,700.00	\$0.00	\$723.24	\$1,976.76	73.21%	
<b>Total 8. Administrative Services</b>	<b>\$82,576.00</b>	<b>\$11,024.33</b>	<b>\$26,870.07</b>	<b>\$55,705.93</b>	<b>67.46%</b>	
9. Insurances						
Workers Compensation	\$8,165.00	\$41.00	\$1,784.46	\$6,380.54	78.15%	
General Liability	\$32,500.00	\$9,980.00	\$14,982.00	\$17,518.00	53.90%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	
<b>Total 9. Insurances</b>	<b>\$44,322.00</b>	<b>\$10,021.00</b>	<b>\$16,766.46</b>	<b>\$27,555.54</b>	<b>62.17%</b>	
10. Rents & Debt Service						
Debt Service - Principal	\$205,262.70	\$0.00	\$52,121.29	\$153,141.41	74.61%	
Debt Service - Interest	\$98,637.67	\$0.00	\$23,853.80	\$74,783.87	75.82%	
Building Rent	\$5,700.00	\$0.00	\$1,900.00	\$3,800.00	66.67%	
<b>Total 10. Rents &amp; Debt Service</b>	<b>\$309,600.37</b>	<b>\$0.00</b>	<b>\$77,875.09</b>	<b>\$231,725.28</b>	<b>74.85%</b>	
11. Facilities						
Building Repairs & Maintenance	\$11,812.82	\$11,423.00	\$27,731.31	\$(15,918.49)	-134.76%	
Building Supplies & Materials	\$4,000.00	\$252.80	\$252.80	\$3,747.20	93.68%	
Contracted Custodial Services	\$62,475.87	\$11,047.83	\$16,887.83	\$45,588.04	72.97%	
Custodial Supplies & Materials	\$8,000.00	\$532.70	\$1,821.04	\$6,178.96	77.24%	
Improvement to Existing Site	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Security Monitoring	\$5,000.00	\$434.00	\$868.00	\$4,132.00	82.64%	
<b>Total 11. Facilities</b>	<b>\$92,288.69</b>	<b>\$23,690.33</b>	<b>\$47,560.98</b>	<b>\$44,727.71</b>	<b>48.46%</b>	
12. Utilities						
Electricity	\$36,584.86	\$0.00	\$8,498.84	\$28,086.02	76.77%	
Water & Sewer	\$5,000.00	\$1,199.38	\$1,199.38	\$3,800.62	76.01%	
Waste Management	\$3,450.00	\$599.52	\$1,098.90	\$2,351.10	68.15%	
Telephone	\$8,000.00	\$842.17	\$2,526.51	\$5,473.49	68.42%	
<b>Total 12. Utilities</b>	<b>\$53,034.86</b>	<b>\$2,641.07</b>	<b>\$13,323.63</b>	<b>\$39,711.23</b>	<b>74.88%</b>	
13. Nutrition & Food						
Food Supplies & Materials	\$250.00	\$0.00	\$0.00	\$250.00	100.00%	
Food Purchases	\$6,000.00	\$1,046.13	\$1,046.13	\$4,953.87	82.56%	
Other Food - Office	\$750.00	\$140.12	\$162.30	\$587.70	78.36%	

Date: 10/11/2018  
Time: 3:04 pm

CAPE FEAR CENTER FOR INQUIRY

BUDGET REPORT  
From 10/1/2018 to 10/31/2018

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total 13. Nutrition & Food	\$7,000.00	\$1,186.25	\$1,208.43	\$5,791.57	82.74%	
14. Capital Purchases						
Cap Instructional Computers	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	
Cap Office Computers	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
Total 14. Capital Purchases	\$13,500.00	\$0.00	\$0.00	\$13,500.00	100.00%	
15. New Site Development						
Bank Service Fee	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
Total 15. New Site Development	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
17. Transportation and Travel						
Travel	\$150.00	\$45.78	\$70.31	\$79.69	53.13%	
Unbudgeted Federal Program - 050	\$33.36	\$0.00	\$0.00	\$33.36	100.00%	
Unbudgeted Federal Programs	\$33.36	\$0.00	\$0.00	\$33.36	100.00%	
Total 17. Transportation and Travel	\$183.36	\$45.78	\$70.31	\$113.05	61.65%	
TOTAL EXPENSES	\$3,647,806.44	\$79,963.82	\$909,978.73	\$2,737,827.71	75.05%	
NET SURPLUS/(DEFICIT)	\$15,909.16	\$134,576.36	\$11,806.47			



2525 Wonder Way  
Wilmington, NC 28401  
[mzentmeyer@cfc.net](mailto:mzentmeyer@cfc.net)

Michael Zentmeyer  
Human Resources Coord.  
910-343-6443

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

The first section of Policy 535 Salaries reads as follows:

### **Teachers**

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

Proposed Revision:

### **Teachers**

*Teachers at CFCI are paid according to the North Carolina Certified Teacher Salary Schedule, **plus a supplement of 8%**. In the event that a CFCI teacher earns National Board Certification, he/she will receive a one-time bonus of \$1000. Mentor pay is designated by the Board each year.*

The proposed revision changes:

1. *plus the local supplement to **plus a supplement of 8%**.*
2. Deletes the sentence *Teachers are also paid longevity based on the state schedule.*

## CFCI BOARD OF DIRECTORS RESOLUTION

Whereas, the Cape Fear Center for Inquiry wishes to provide a qualified defined contribution plan to the employees of CFCI.

And whereas the State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal revenue Code # 457(b) for public employees.

Therefore, be it resolved that CFCI has adopted the North Carolina Public Employee Deferred Compensation Plan also known as “NC Deferred Group” under the terms of the Plan Document and the Third Party Administrator Agreement. All employees shall become eligible to defer income immediately.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018

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Chairperson of CFCI Board of Directors

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Date