

**Cape Fear Center for Inquiry
Board of Directors Agenda
September 19, 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 Ashley Cooksley, Lisa Sharpe, Cathey Luna, Kelly Dodd, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Lori Roy

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Action
6:01	<i>Approval of Minutes: 8/15/17 and 8/24/17</i>	Ashley Cooksley	Action
6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Information
	<i>Committee Reports:</i>		
6:15	<i>Partnership</i> <ul style="list-style-type: none"> • Committee Report 	Stephen Hill	Information
6:25	<i>Life Long Learning</i> <ul style="list-style-type: none"> • Committee Report 	Jennifer Paetzold	Information
6:35	<i>Director's Report</i> <ul style="list-style-type: none"> • Year is off to great start! (students, visitors, lessons, new faculty, parent meetings, Chromebooks, Japanese visitors, outdoor classroom, playground team) • Recommendation-Spanish • 2016-2017 Accountability Presentation 	Lori Roy	Information/ Discussion/ Action
7:00	<i>Technology Committee</i> <ul style="list-style-type: none"> • Committee Report 	Cathi Mintz	
7:10	<i>Finance</i> <ul style="list-style-type: none"> • Committee and Budget Reports 	Kathy Rettig	Information
7:20	<i>Policy and Procedure Review</i> <ul style="list-style-type: none"> • Committee Report- Medical Homebound Procedures 	Jennifer Solomon	Information/ Discussion/ Action
7:30	<i>Development Committee</i> <ul style="list-style-type: none"> • Committee Report • Feasibility Discussion- <i>Closed Session</i> 	Todd Fischer/ Lori Roy	Information

7:40	<i>Executive Committee</i> <ul style="list-style-type: none"> • Educational Leave Policy - adhoc review- update • October 9th Board Training at CFCI • Leaders Build Leaders open date 	Ashley Cooksley	Information / Discussion/ Action
7:55	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> • Next Executive Committee Meeting: 10-9, 10-10 or 10-11- TBD • Next Board Meeting- 10-17-17 in the CFCI Museum Room at 6pm • Family Pizza Night- 9/26/17 • 10-9-17- 6pm Free Board training • 10-10-17- Leaders Build Leaders all day at CFCI 	Ashley Cooksley	Information Action
7:45	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Ashley Cooksley	Discussion
7:47	<i>Adjournment</i>	Ashley Cooksley	Action

Board Agenda Requests: If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Beth Carter at bcarter@cfc.net with “CFCI Board Agenda” in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.

All requests and materials need to be submitted by noon on the first Friday of the month. Items not received by this time will not be considered for the following month’s Board meeting. The Board Executive Committee reserves the right to determine whether the item is added to the agenda, to ask for additional information, or to redirect the request to an appropriate committee or person.

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Roll Call Ashley Cooksley, Lisa Sharpe, Cathey Luna, Kelly Dodd, Jennifer LaFleur, Todd Fischer, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Lori Roy

Time	Subject	Chair/Presenter	Activity
6:08 pm	Call to Order	Ashley Cooksley	Action
6:09	Approval of Minutes: 8/15/17 and 8/24/17 * 8/15/17 minutes - Cathey motioned to approve, Lisa seconded, all in favor * 8/24/17 minutes – Ashley, Stephen, Lisa and Kristen suggested changes. Lisa approved special board meeting minutes with changes made, Todd seconded, all in favor. Changes reflected in posted minutes.	Ashley Cooksley	Action
6:14	Visiting Faculty* none	TBD	Information
6:14	Visiting Parent or Community Members* none	TBD	Information
Committee Reports:			
6:50	Partnership <ul style="list-style-type: none"> • Middle School dance 9/22/17 • Family Pizza night 9/26/17 • Fund the Wonder Oct. 2nd – 13th 	Lori Roy for Stephen Hill	Information
6:50	Life Long Learning <ul style="list-style-type: none"> • Main focus of PD is on math and reading this year. Plan is to cycle between the two, introduce, revisit, offer support as needed. • Have baseline math data – will look at during upcoming workday. 	Jennifer Paetzold	Information
6:16	Director's Report <ul style="list-style-type: none"> • Board voted to move part of director's items to the top of the agenda as some members needed to leave early. Cathey motioned to approve, Lisa seconded, all in favor. • Year is off to great start! (students, visitors, lessons, new faculty, parent meetings, Chromebooks, Japanese visitors, outdoor classroom, playground team) • Recommendation-Spanish teacher Teresa (Tracey) Cordon. Lisa motioned to approve, Cathey seconded, all in favor. • Ashley motioned to approve up to \$2000 for a consultant to assist with 	Lori Roy	Information/ Discussion/ Action

6:52	<p>writing an RFP without the need for board approval related to feasibility studies on Shipyard and Church properties. Cathey seconded, all in favor.</p> <ul style="list-style-type: none"> • 2016-2017 Accountability Presentation • Lori shared test scores, spoke about testing as a genre, and how data is used in reporting (growth, performance, participation) • Lori shared what school is doing to grow, moving forward, staff development, common math language, strategies, PD, etc. 		
7:12	<p>Technology Committee</p> <ul style="list-style-type: none"> • first meeting next week • roll out of Chromebooks going well • map testing online done 	Cathi Mintz	Information
7:14	<p>Finance</p> <ul style="list-style-type: none"> • no findings with the audit • Auditor will present at future meeting • New window in front office 	Kathy Rettig	Information/ Discussion
7:16	<p>Policy and Procedure Review</p> <ul style="list-style-type: none"> • Hospital/Homebound Procedures were shared. These were adapted from NHCS and include: (statement for website, letter for medical providers to include diagnosis, overview letter for parents, internal procedure for staff, instructional review of services plan) 	Jennifer Solomon	Information
7:30	<p>Development Committee</p> <ul style="list-style-type: none"> • Committee Report • Feasibility Discussion- <i>Closed Session (6:17)</i> 	Todd Fischer/ Lori Roy	Information/Action
7:18	<p>Executive Committee</p> <ul style="list-style-type: none"> • Educational Leave Policy – adhoc committee has been emailed - plan to meet to review this in October • October 9th Board Training at CFCI • Leaders Build Leaders at CFCI October 10, 2017 	Ashley Cooksley	Information / Discussion
7:22	<p>Other Announcements and/or Upcoming events:</p> <ul style="list-style-type: none"> • Next Executive Committee Meeting: 10/10/17 at 2:00 • Next Board Meeting- 10/17/17 in the CFCI Museum Room at 6pm • Family Pizza Night- 9/26/17 • 10-9-17- 6pm Free Board training • 10-10-17- Leaders Build Leaders all day at CFCI 	Ashley Cooksley	Information

6:17	<p><i>Closed Session for meeting critique (NC statute 143-318.11)</i></p> <ul style="list-style-type: none"> Todd motioned to go to closed session, Lisa seconded, all in favor 	Ashley Cooksley	Discussion
7:24	<p><i>Adjournment</i></p> <ul style="list-style-type: none"> Lisa motioned for the meeting to adjourn, Cathey seconded, all in favor. 	Ashley Cooksley	Action

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CFCI Meeting Minutes

Life Long Learning Committee

Date: 09.12.17

Present: Joanne Brinkley, Lisa Sharpe, Nancy Kachadurian, Seffie Ovacz, Kristen Gray, Wes Rose, Jennifer Paetzold, Lisa Cole, Gina Faragher

Visitors:

Next meeting: 10.10.17

I. Topic: Reading Program with a therapy dog

Discussion

Juliana Morgan is a wonderful author and travels to different schools with her therapy dog Sashi and they read and let the kids read to the dog.

Questions to ask: is the dog a trained service/therapy dog? Liability-wise is this ok.

L3 members have worked with another program with trained service dogs before and it was a positive experience.

Strong idea for EC students, reluctant readers, and students who may be dealing with an issue like anxiety, etc.

NEED a certificate of liability insurance from anyone who comes to CFCI

Action or Request (if any)

JP following up with this person to get more details about what exactly she does
JP will also look into Canines for therapy

II. Topic: Curriculum Conversations-Data Driven-math problem solving AND explicit reading instruction

Discussion

Scheduled to begin first week of October.

If you need new parents...MUST get those **names to JS by Monday, Sept 18th** so she can roll out the background check process.

A plan for Curriculum conversations per loop level based on student academic needs (BOY data).

October CC: **Math Problem Solving model:** check-in; how is it going? What successes have you had? What struggles are you seeing? What resources do you need? Bring evidences from the classroom to discuss (i.e. student work samples)

Specialists: RC book study continued (get date to LR)

K-1/non-math MG teachers: High level learners: beginning a plan on how to differentiate and further meet these students' needs



CFCI Meeting Minutes

Explicit Reading Instruction: need for an all faculty discussion. Look at reading across the building.

1. Meet w/loop: revisit core defining sheet in MTSS binder and discuss how reading is explicitly taught in your grade level.loop. CREATE an elevator speech for reading in your loop level

2. Present elevator speeches at a faculty mtg (date TBD)see what reading instruction looks like across CFCI. Look for trends, looks for explicit reading instruction needs

3. Use the information gleaned from the faculty discussion to hone in on areas that are needed for PD. L3 to continue the discussion and plan reading PD for Oct.

Action or Request (if any)

Loop level reps: meet with team and choose Oct and Nov dates for CC set by Sept 18th and share with L3 by 18th.

Parent paperwork for background checks due to Jennifer Solomon by Sept 18th

JP will email paperwork (done)

Loop Level Reps: for Oct CC: Resource needs, burning questions to LC and JP prior to CC date so LC/JP can come to CC and bring needed information/resources. Gather classroom evidences like student work to help drive our conversation

Loop Level Reps: Reading discussion/elevator speech at loop level meeting

JP will set date with LR for faculty meeting discussion on reading.

III. Topic: MAP assessment – Lisa Cole

Discussion

LC has a work session day planned

Basic training review and refresh

Reports – all will have. How to read and what information is gained from reports

Grouping – delving into the data; beginning to group students by academic need

Lunch break

How to use the system for progress monitoring and how to manage and maintain

Specialists: self selected PD specific to subject area and/or CEU needs. Plan for PD needs to be submitted to JP by Sept 22

K: will roll out a similar set-up as the MAPS training using their BOY data from their assessments

Action or Request (if any)

JP will get self-directed PD paperwork to specialists

All faculty: BOY data collected and ready for Sept 29th training

Partnership Board Meeting Tuesday, Sept. 12th Port City Java, Shipyard Blvd.

In attendance: Ben Rose, Angela Carson, Stephen Hill and Emily Luther

Committee Reports, Angela

FTW- meeting Monday, the 18th Beth Gaglione and Stephanie Borrett will run the drive using the graphics created by Jessica Probst last year.

Middle School Dance- tickets go on sale next Monday and will be sold thru Thursday in the morning and the afternoon. No ticket sales on Friday. The committee is very excited about the Hollywood theme and say this is the best one yet! Tickets \$8 include pizza and sweets.

Teacher appreciation waiting for their budget number.

Winter Festival- Amy Lambe will chair

Box Tops- want to decide if we should earmark those funds for something. (We decided to put that money toward playground equipment.)

Book Club- had 5 out for discussion on rainy Tuesday morning. 10 are already signed up for the next discussion on Oct. 12th.

Family Fun Pizza Night

Coming up Tuesday, Sept. 26, 5:30 to 7:30. Pizza \$1 a slice. Water and lemonade served. 5th grade having a bake sale. Tshirts for sale. May have a new car magnet. Posters up. Will send email.

Budget

Went line by line to discuss budget items. Emily will send a version for us to look over soon. final version will be voted on at Partnership meeting on Sept. 26th.

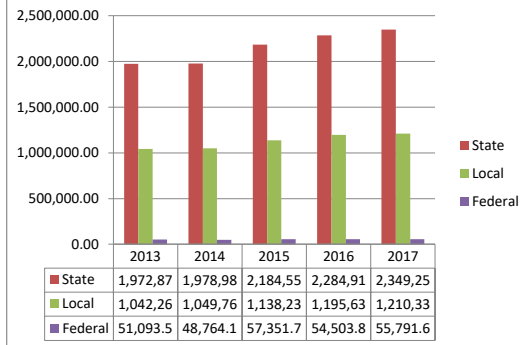
Next meeting, Tuesday, Oct. 10th at Port City Java

Recommendation Tracy Cordon:

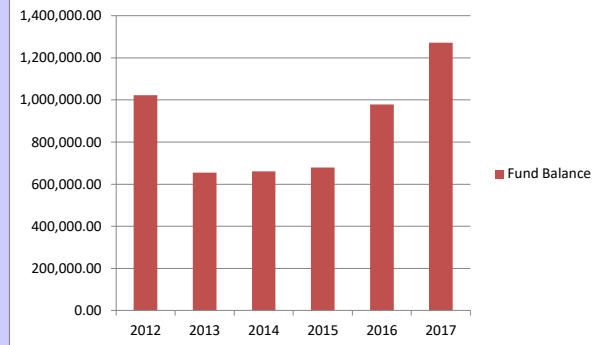
On August 18, 2017 a 6 member panel interviewed candidates for the Spanish teacher position. The panel enthusiastically recommends Teresa (Tracy) Cordon. Tracy comes to us with 17 years of teaching experience in Wilmington and NY. She has a love for all of the arts (visual, musical, theatrical) and discovered her passion for Spanish in 1993 upon meeting her husband, Claudio, a native Argentine. Tracy brings experience and positive energy and is thrilled to join the CFCI community.

CFCI FINANCIAL DASHBOARD

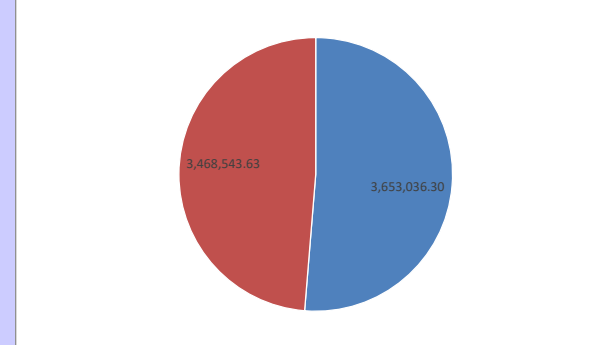
Revenue



Fund Balance



YTD Expense



As of June 30th we have completed 100% of the fiscal year and spent 95% of our budgeted funds.

Date: 09/07/2017

Time: 2:12 pm

CAPE FEAR CENTER FOR INQUIRY

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BUDGET REPORT

From 8/1/2017 to 8/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUE						
STATE REVENUE						
Rev - Summer Reading Program	\$14,342.09	\$1,919.97	\$1,919.97	\$12,422.12	86.61%	
Rev - Behavior Support - 029	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
Rev - Charter Schools - 036	\$2,342,779.62	\$179,820.59	\$333,517.98	\$2,009,261.64	85.76%	
TOTAL STATE REVENUE	\$2,407,121.71	\$181,740.56	\$335,437.95	\$2,071,683.76	86.06%	
LOCAL REVENUE						
Rev - Sales Tax	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Rev - Field Trip	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%	
Rev - Contributions and Donati	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%	
Rev - Interest Income-MM-1908	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Rev - Various	\$5,000.00	\$40.22	\$40.22	\$4,959.78	99.20%	
Rev - ERATE	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Rev - Brunswick County Schools	\$120,232.04	\$0.00	\$0.00	\$120,232.04	100.00%	
F & F - Brunswick County-4609	\$700.00	\$0.00	\$0.00	\$700.00	100.00%	
Rev - Duplin County Schools	\$959.04	\$0.00	\$0.00	\$959.04	100.00%	
Rev - New Hanover County	\$941,460.00	\$0.00	\$0.00	\$941,460.00	100.00%	
F & F - New Hanover County	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Rev - Pender County Schools	\$9,020.88	\$0.00	\$0.00	\$9,020.88	100.00%	
F & F - Pender County Schools	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Rev - Fundraising - 653	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Rev - Riptide Runners	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	
Rev - Capital Campaign - 660	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%	
Rev - Technology Fees	\$0.00	\$4,488.00	\$4,488.00	\$(4,488.00)	0.00%	
Rev - Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
TOTAL LOCAL REVENUE	\$1,195,571.96	\$4,528.22	\$4,528.22	\$1,191,043.74	99.62%	
FEDERAL REVENUE						
Rev - IDEA VI-B Handicap - 060	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
TOTAL FEDERAL REVENUE	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
TOTAL REVENUE	\$3,652,693.67	\$186,268.78	\$339,966.17	\$3,312,727.50	90.69%	

Date: 09/07/2017

Time: 2:12 pm

CAPE FEAR CENTER FOR INQUIRY

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BUDGET REPORT

From 8/1/2017 to 8/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
1. Salaries & Bonuses						
Salary - Teacher	\$1,241,071.90	\$93,493.74	\$198,431.22	\$1,042,640.68	84.01%	
Salary - Teacher - 016	\$600.00	\$1,723.61	\$1,723.61	\$(1,123.61)	-187.27%	
Salary - Teacher Assistant	\$103,976.10	\$2,636.62	\$2,811.37	\$101,164.73	97.30%	
Salary - Substitute	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	
Salary - EC Teacher	\$187,262.25	\$19,863.76	\$31,373.35	\$155,888.90	83.25%	
Salary - EC Assistant	\$26,847.90	\$804.21	\$804.21	\$26,043.69	97.00%	
Salary - EC Substitute	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
Salary - Behavioral - 029	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	
Salary - Guidance	\$37,983.75	\$3,114.09	\$6,128.68	\$31,855.07	83.86%	
Salary - Psychologist	\$34,731.00	\$3,096.25	\$4,547.88	\$30,183.12	86.91%	
Salary - Principal	\$82,236.00	\$6,742.09	\$13,484.18	\$68,751.82	83.60%	
Salary - Assistant Principal	\$62,700.75	\$5,140.50	\$10,116.75	\$52,584.00	83.87%	
Salary - Office	\$46,634.25	\$2,969.84	\$5,638.43	\$40,995.82	87.91%	
Salary - Business Manager	\$83,613.60	\$6,855.00	\$13,710.00	\$69,903.60	83.60%	
Salary - Technology	\$49,875.00	\$4,089.00	\$8,178.00	\$41,697.00	83.60%	
Total 1. Salaries & Bonuses	\$2,045,032.50	\$150,528.71	\$296,947.68	\$1,748,084.82	85.48%	
2. Benefits						
Social Security Cost	\$156,399.08	\$10,966.00	\$21,743.00	\$134,656.08	86.10%	
Social Security Cost - 016	\$45.90	\$130.90	\$130.90	\$(85.00)	-185.19%	
State Retirement Cost	\$338,149.14	\$24,197.34	\$48,255.85	\$289,893.29	85.73%	
State Retirement Cost - 016	\$0.00	\$295.24	\$295.24	\$(295.24)	0.00%	
Hospitalization Cost	\$195,627.84	\$13,809.19	\$27,234.63	\$168,393.21	86.08%	
Hospitalization Cost - 016	\$0.00	\$80.69	\$80.69	\$(80.69)	0.00%	
Unemployment Cost	\$9,900.00	\$0.00	\$0.00	\$9,900.00	100.00%	
Total 2. Benefits	\$700,121.96	\$49,479.36	\$97,740.31	\$602,381.65	86.04%	
3. Books & Supplies						
Riptide Runners	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	
Instructional Supplies	\$30,000.00	\$806.73	\$1,214.73	\$28,785.27	95.95%	
Instructional Supplies - 016	\$13,696.19	\$0.00	\$0.00	\$13,696.19	100.00%	
EC Instructional Supplies	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	
Health Supplies	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Safety Supplies	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%	
Office Supplies	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Board of Directors Supplies	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Postage	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
Memberships	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	
Social Dues	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Sales Tax Expense	\$5,000.00	\$3,107.74	\$3,503.40	\$1,496.60	29.93%	

Date: 09/07/2017
 Time: 2:12 pm

CAPE FEAR CENTER FOR INQUIRY
 BUDGET REPORT
 From 8/1/2017 to 8/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total 3. Books & Supplies	\$74,096.19	\$3,914.47	\$4,718.13	\$69,378.06	93.63%	
4. Technology						
Instructional Software	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.00%	
Non-Capitalized Hardware	\$200.00	\$356.08	\$356.08	\$(156.08)	-78.04%	
Office Software	\$2,500.00	\$208.33	\$416.66	\$2,083.34	83.33%	
Non-Capitalized Office Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Supplies and Materials	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00%	
Technology Computer Equipment	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	
Total 4. Technology	\$43,200.00	\$564.41	\$772.74	\$42,427.26	98.21%	
5. Non-Cap Equipment & Leases						
Instructional Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
EC Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Reproduction Costs	\$12,000.00	\$0.00	\$414.00	\$11,586.00	96.55%	
Office Equipment	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Total 5. Non-Cap Equipment & Leases	\$27,000.00	\$0.00	\$414.00	\$26,586.00	98.47%	
6. Contracted Student Services						
Instructional Services	\$900.00	\$168.00	\$168.00	\$732.00	81.33%	
EC Services	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
Speech Services	\$26,000.00	\$0.00	\$0.00	\$26,000.00	100.00%	
Field Trips	\$42,000.00	\$0.00	\$0.00	\$42,000.00	100.00%	
Total 6. Contracted Student Services	\$78,900.00	\$168.00	\$168.00	\$78,732.00	99.79%	
7. Staff Development						
Workshop Expenses	\$18,995.76	\$110.00	\$110.00	\$18,885.76	99.42%	
EC Workshop Expenses	\$3,000.00	\$150.00	\$347.00	\$2,653.00	88.43%	
Total 7. Staff Development	\$21,995.76	\$260.00	\$457.00	\$21,538.76	97.92%	
8. Administrative Services						
Advertising	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Audit Services	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	
Bank Fees	\$1,500.00	\$41.00	\$61.15	\$1,438.85	95.92%	
Financial Services	\$43,656.00	\$3,638.00	\$7,276.00	\$36,380.00	83.33%	
General Administration	\$5,000.00	\$109.20	\$109.20	\$4,890.80	97.82%	
Legal Services	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
PowerSchool Services	\$16,320.00	\$1,360.00	\$2,720.00	\$13,600.00	83.33%	
Technology Support Services	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	
Human Resources	\$1,400.00	\$39.00	\$39.00	\$1,361.00	97.21%	
Other Tax Payments	\$2,648.89	\$0.00	\$0.00	\$2,648.89	100.00%	
Total 8. Administrative Services	\$85,024.89	\$5,187.20	\$10,205.35	\$74,819.54	88.00%	

Date: 09/07/2017
 Time: 2:12 pm

CAPE FEAR CENTER FOR INQUIRY
 BUDGET REPORT
 From 8/1/2017 to 8/31/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
9. Insurances						
Workers Compensation	\$8,165.00	\$764.00	\$1,528.00	\$6,637.00	81.29%	
General Liability	\$32,500.00	\$4,197.00	\$6,656.00	\$25,844.00	79.52%	
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%	
Total 9. Insurances	\$44,322.00	\$4,961.00	\$8,184.00	\$36,138.00	81.54%	
10. Rents & Debt Service						
Debt Service - Principal	\$205,262.70	\$16,744.19	\$33,724.82	\$171,537.88	83.57%	
Debt Service - Interest	\$98,637.67	\$8,580.84	\$16,925.24	\$81,712.43	82.84%	
Building Rent	\$5,700.00	\$0.00	\$950.00	\$4,750.00	83.33%	
Total 10. Rents & Debt Service	\$309,600.37	\$25,325.03	\$51,600.06	\$258,000.31	83.33%	
11. Facilities						
Building Repairs & Maintenance	\$15,000.00	\$319.00	\$319.00	\$14,681.00	97.87%	
Building Supplies & Materials	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
Contracted Custodial Services	\$65,000.00	\$11,020.00	\$11,020.00	\$53,980.00	83.05%	
Custodial Supplies & Materials	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
General Contract	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Security Monitoring	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	
Total 11. Facilities	\$106,000.00	\$11,339.00	\$11,339.00	\$94,661.00	89.30%	
12. Utilities						
Electricity	\$38,000.00	\$40.43	\$40.43	\$37,959.57	99.89%	
Water & Sewer	\$8,000.00	\$452.12	\$452.12	\$7,547.88	94.35%	
Waste Management	\$2,450.00	\$222.64	\$443.40	\$2,006.60	81.90%	
Telephone	\$9,000.00	\$823.35	\$823.35	\$8,176.65	90.85%	
Total 12. Utilities	\$57,450.00	\$1,538.54	\$1,759.30	\$55,690.70	96.94%	
13. Nutrition & Food						
Food Supplies & Materials	\$200.00	\$0.00	\$0.00	\$200.00	100.00%	
Food Purchases	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	
Other Food - Office	\$750.00	\$10.43	\$10.43	\$739.57	98.61%	
Total 13. Nutrition & Food	\$6,950.00	\$10.43	\$10.43	\$6,939.57	99.85%	
14. Capital Purchases						
Cap Instructional Computers	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.00%	
Cap Office Computers	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Cap Instructional Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Total 14. Capital Purchases	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	
15. New Site Development						
Bank Service Fee	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	

Date: 09/07/2017

Time: 2:12 pm

CAPE FEAR CENTER FOR INQUIRY

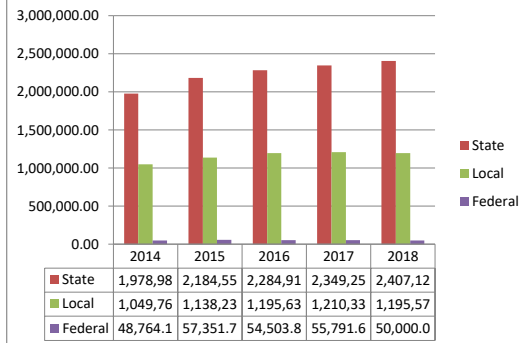
BUDGET REPORT

From 8/1/2017 to 8/31/2017

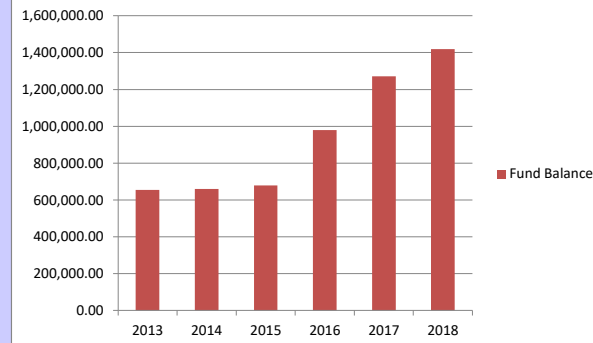
	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Total 15. New Site Development	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	
16. Capital Campaign - 660						
Capital Campaign Expenses - 660	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
Total 16. Capital Campaign - 660	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	
17. Transportation and Travel						
Travel	\$0.00	\$0.00	\$24.00	\$(24.00)	0.00%	
Total 17. Transportation and Travel	\$0.00	\$0.00	\$24.00	\$(24.00)	0.00%	
TOTAL EXPENSES	\$3,664,693.67	\$253,276.15	\$484,340.00	\$3,180,353.67	86.78%	
NET SURPLUS/(DEFICIT)	\$(12,000.00)	\$(67,007.37)	\$(144,373.83)			

CFCI FINANCIAL DASHBOARD

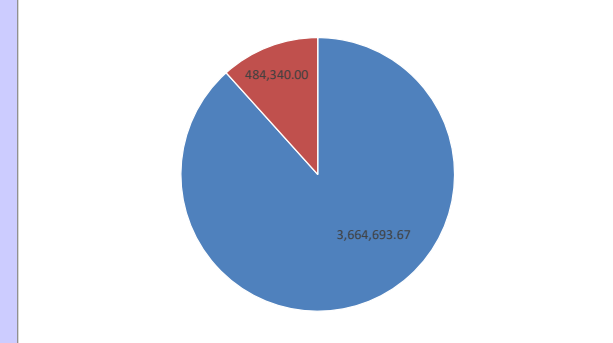
Revenue



Fund Balance



YTD Expense



As of August 31st we have completed 17% of the fiscal year and spent 13% of our budgeted funds.

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2017 to 6/30/2017

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
REVENUE					
STATE REVENUE					
Rev - Summer Reading Program	\$21,732.03	\$2,039.91	\$7,389.94	\$14,342.09	66.00%
Rev - Behavior Support - 029	\$50,000.00	\$393.43	\$50,000.00	\$0.00	0.00%
Rev - Charter Schools - 036	\$2,291,864.00	\$134.00	\$2,291,864.00	\$0.00	0.00%
TOTAL STATE REVENUE	\$2,363,596.03	\$2,567.34	\$2,349,253.94	\$14,342.09	0.61%
LOCAL REVENUE					
Rev - Sales Tax	\$6,635.54	\$854.18	\$4,832.28	\$1,803.26	27.18%
Rev - Field Trip	\$52,110.87	\$314.69	\$52,103.87	\$7.00	0.01%
Rev - Contributions and Donati	\$2,583.05	\$100.00	\$2,333.05	\$250.00	9.68%
Rev - Interest Income-MM-1908	\$2,606.18	\$222.69	\$2,606.18	\$0.00	0.00%
Rev - Interest Income-SV-4483	\$1.00	\$0.02	\$0.21	\$0.79	79.00%
Rev - Various	\$9,243.98	\$110.54	\$9,243.98	\$0.00	0.00%
Rev - Clubs	\$90.00	\$0.00	\$90.00	\$0.00	0.00%
Rev - Brunswick County Schools	\$120,231.95	\$20,038.66	\$120,231.95	\$0.00	0.00%
F & F - Brunswick County-4609	\$1,320.90	\$221.74	\$1,320.90	\$0.00	0.00%
Rev - Duplin County Schools	\$1,008.32	\$0.00	\$1,008.32	\$0.00	0.00%
Rev - New Hanover County	\$940,392.00	\$78,366.00	\$940,392.00	\$0.00	0.00%
F & F - New Hanover County	\$28,290.00	\$1,807.00	\$28,290.00	\$0.00	0.00%
Rev - Pender County Schools	\$9,811.62	\$1,509.48	\$9,811.62	\$0.00	0.00%
F & F - Pender County Schools	\$300.00	\$22.86	\$141.87	\$158.13	52.71%
Rev -Garden Grant - 555	\$0.00	\$0.00	\$350.00	\$(350.00)	0.00%
Rev - Fundraising - 653	\$5,031.00	\$1,543.50	\$4,574.50	\$456.50	9.07%
Rev - Riptide Runners	\$4,387.00	\$0.00	\$4,387.00	\$0.00	0.00%
Rev - Capital Campaign - 660	\$25,511.90	\$1,100.95	\$25,972.85	\$(460.95)	-1.81%
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	\$1,212,247.81	\$106,212.31	\$1,210,335.08	\$1,912.73	0.16%
FEDERAL REVENUE					
Rev - IDEA VI-B Handicap - 060	\$54,322.40	\$0.00	\$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	\$0.00	\$55,791.62	\$0.00	0.00%
TOTAL REVENUE	\$3,631,635.46	\$108,779.65	\$3,615,380.64	\$16,254.82	0.45%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2017 to 6/30/2017**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
EXPENSES					
1. Salaries & Bonuses					
Salary - Teacher	\$1,168,060.40	\$130,034.14	\$1,168,060.40	\$0.00	0.00%
Salary - Teacher - 016	\$2,266.49	\$0.00	\$1,666.49	\$600.00	26.47%
Salary - Teacher Assistant	\$100,026.20	\$8,656.99	\$99,528.37	\$497.83	0.50%
Salary - Additional Responsibility - 016	\$612.84	\$0.00	\$612.84	\$0.00	0.00%
Salary - Substitute	\$27,000.00	\$1,200.00	\$22,825.00	\$4,175.00	15.46%
Salary - EC Teacher	\$163,784.93	\$31,609.43	\$163,784.93	\$0.00	0.00%
Salary - EC Teacher - 060	\$50,930.64	\$0.00	\$50,930.64	\$0.00	0.00%
Salary - EC Assistant	\$23,573.43	\$1,867.94	\$23,394.01	\$179.42	0.76%
Salary - EC Substitute	\$3,680.00	\$80.00	\$3,400.00	\$280.00	7.61%
Salary - Behavioral - 029	\$36,225.00	\$320.00	\$36,225.00	\$0.00	0.00%
Salary - Guidance	\$36,175.00	\$3,014.59	\$36,031.49	\$143.51	0.40%
Salary - Psychologist	\$33,000.00	\$2,563.31	\$32,588.93	\$411.07	1.25%
Salary - Principal	\$78,320.21	\$6,526.67	\$78,320.21	\$0.00	0.00%
Salary - Assistant Principal	\$62,278.00	\$4,976.25	\$62,278.00	\$0.00	0.00%
Salary - Office	\$42,498.00	\$1,132.32	\$38,030.94	\$4,467.06	10.51%
Salary - Business Manager	\$79,632.01	\$6,636.00	\$79,632.01	\$0.00	0.00%
Salary - Technology	\$47,500.00	\$3,958.33	\$46,466.33	\$1,033.67	2.18%
Total 1. Salaries & Bonuses	\$1,955,563.15	\$202,575.97	\$1,943,775.59	\$11,787.56	0.60%
2. Benefits					
Social Security Cost	\$139,607.47	\$14,969.15	\$137,999.25	\$1,608.22	1.15%
Social Security Cost - 016	\$219.60	\$0.00	\$173.70	\$45.90	20.90%
Social Security Cost - 029	\$2,771.18	\$73.43	\$2,771.18	\$0.00	0.00%
Social Security Cost - 060	\$3,391.76	\$0.00	\$3,391.76	\$0.00	0.00%
State Retirement Cost	\$280,090.26	\$30,520.12	\$273,763.63	\$6,326.63	2.26%
State Retirement Cost - 016	\$136.76	\$0.00	\$136.76	\$0.00	0.00%
State Retirement Cost - 029	\$5,808.54	\$0.00	\$5,808.54	\$0.00	0.00%
Hospitalization Cost	\$183,986.16	\$13,798.00	\$175,210.40	\$8,775.76	4.77%
Hospitalization Cost - 016	\$21.40	\$0.00	\$21.40	\$0.00	0.00%
Hospitalization Cost - 029	\$5,195.28	\$0.00	\$5,195.28	\$0.00	0.00%
Unemployment Cost	\$9,900.00	\$1,182.38	\$5,174.85	\$4,725.15	47.73%
Total 2. Benefits	\$631,128.41	\$60,543.08	\$609,646.75	\$21,481.66	3.40%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2017 to 6/30/2017**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
3. Books & Supplies					
Riptide Runners	\$4,415.61	\$0.00	\$4,415.61	\$0.00	0.00%
Instructional Supplies	\$35,112.26	\$7,865.09	\$32,840.43	\$2,271.83	6.47%
Instructional Supplies - 016	\$18,474.94	\$2,039.91	\$4,778.75	\$13,696.19	74.13%
EC Instructional Supplies	\$6,395.26	\$2,938.28	\$7,329.30	\$(934.04)	-14.61%
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%
Student Activity Supplies	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.00%
Office Supplies	\$6,000.00	\$947.18	\$4,960.12	\$1,039.88	17.33%
Postage	\$2,300.00	\$157.39	\$493.29	\$1,806.71	78.55%
Memberships	\$2,500.00	\$0.00	\$481.30	\$2,018.70	80.75%
Social Dues	\$500.00	\$93.97	\$205.11	\$294.89	58.98%
Sales Tax Expense	\$6,635.54	\$1,020.41	\$6,635.54	\$0.00	0.00%
Unidentified Purchases	\$0.00	\$(3,070.10)	\$0.00	\$0.00	0.00%
Student Activity - Fundraising	\$373.85	\$373.85	\$373.85	\$0.00	0.00%
EC Supplies - 118	\$1,469.22	\$0.00	\$1,469.22	\$0.00	0.00%
Total 3. Books & Supplies	\$87,426.68	\$12,365.98	\$66,409.97	\$21,016.71	24.04%
4. Technology					
Instructional Software	\$19,309.79	\$12.72	\$13,742.16	\$5,567.63	28.83%
Non-Capitalized Hardware	\$7,190.21	\$6,601.25	\$7,190.21	\$0.00	0.00%
Office Software	\$2,500.00	\$208.31	\$2,500.00	\$0.00	0.00%
Non-Capitalized Office Hardware	\$1,000.00	\$199.98	\$199.98	\$800.02	80.00%
Supplies and Materials	\$19,987.03	\$4,537.43	\$19,987.03	\$0.00	0.00%
Technology Computer Equipment	\$3,348.21	\$575.84	\$3,348.21	\$0.00	0.00%
Total 4. Technology	\$53,335.24	\$12,135.53	\$46,967.59	\$6,367.65	11.94%
5. Non-Cap Equipment & Leases					
Instructional Equipment	\$62,879.46	\$50,080.76	\$56,709.88	\$6,169.58	9.81%
EC Equipment	\$966.98	\$966.98	\$966.98	\$0.00	0.00%
Reproduction Costs	\$12,000.00	\$414.00	\$11,512.29	\$487.71	4.06%
Office Equipment	\$1,704.59	\$261.92	\$1,704.59	\$0.00	0.00%
Total 5. Non-Cap Equipment & Leases	\$77,551.03	\$51,723.66	\$70,893.74	\$6,657.29	8.58%
6. Contracted Student Services					
Instructional Services	\$900.00	\$0.00	\$895.76	\$4.24	0.47%
EC Services	\$8,212.50	\$2,662.50	\$8,306.25	\$(93.75)	-1.14%
Speech Services	\$29,420.50	\$5,104.00	\$29,420.50	\$0.00	0.00%
Field Trips	\$54,000.00	\$3,242.95	\$49,119.65	\$4,880.35	9.04%
Total 6. Contracted Student Services	\$92,533.00	\$11,009.45	\$87,742.16	\$4,790.84	5.18%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2017 to 6/30/2017**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
7. Staff Development					
Workshop Expenses	\$16,000.00	\$1,348.44	\$9,627.79	\$6,372.21	39.83%
EC Workshop Expenses	\$3,000.00	\$93.60	\$2,943.16	\$56.84	1.89%
Total 7. Staff Development	\$19,000.00	\$1,442.04	\$12,570.95	\$6,429.05	33.84%
8. Administrative Services					
Advertising	\$2,000.00	\$160.90	\$850.90	\$1,149.10	57.46%
Audit Services	\$8,626.00	\$0.00	\$8,626.00	\$0.00	0.00%
Bank Fees	\$3,000.00	\$304.58	\$1,663.47	\$1,336.53	44.55%
Financial Services	\$43,656.00	\$3,638.00	\$43,656.00	\$0.00	0.00%
General Administration	\$11,452.12	\$3,970.80	\$11,452.12	\$0.00	0.00%
Legal Services	\$3,000.00	\$0.00	\$1,000.00	\$2,000.00	66.67%
PowerSchool Services	\$16,320.00	\$1,360.00	\$16,320.00	\$0.00	0.00%
Technology Support Services	\$4,100.00	\$0.00	\$4,040.13	\$59.87	1.46%
Human Resources	\$1,400.00	\$412.50	\$1,339.50	\$60.50	4.32%
Other Tax Payments	\$2,648.89	\$0.00	\$2,648.89	\$0.00	0.00%
Total 8. Administrative Services	\$96,203.01	\$9,846.78	\$91,597.01	\$4,606.00	4.79%
9. Insurances					
Workers Compensation	\$8,165.00	\$764.00	\$7,083.00	\$1,082.00	13.25%
General Liability	\$32,500.00	\$6,875.00	\$29,589.00	\$2,911.00	8.96%
Other Insurance & Judgments	\$3,657.00	\$0.00	\$0.00	\$3,657.00	100.00%
Total 9. Insurances	\$44,322.00	\$7,639.00	\$36,672.00	\$7,650.00	17.26%
10. Rents & Debt Service					
Debt Service - Principal	\$199,011.76	\$16,658.73	\$199,011.76	\$0.00	0.00%
Debt Service - Interest	\$104,888.60	\$8,666.30	\$104,888.60	\$0.00	0.00%
Building Rent	\$5,525.00	\$425.00	\$5,300.00	\$225.00	4.07%
Total 10. Rents & Debt Service	\$309,425.36	\$25,750.03	\$309,200.36	\$225.00	0.07%
11. Facilities					
Building Repairs & Maintenance	\$26,239.00	\$9,140.70	\$19,464.01	\$6,774.99	25.82%
Building Supplies & Materials	\$15,000.00	\$199.79	\$4,873.74	\$10,126.26	67.51%
Contracted Custodial Services	\$70,000.00	\$9,560.00	\$64,064.10	\$5,935.90	8.48%
Custodial Supplies & Materials	\$12,000.00	\$1,927.19	\$10,636.95	\$1,363.05	11.36%
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%
Memorial Fund Expenses	\$500.00	\$0.00	\$291.88	\$208.12	41.62%
Total 11. Facilities	\$130,539.00	\$20,827.68	\$101,185.18	\$29,353.82	22.49%

**CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT - FINAL
From 6/1/2017 to 6/30/2017**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING
12. Utilities					
Electricity	\$39,641.63	\$8,859.53	\$39,641.63	\$0.00	0.00%
Water & Sewer	\$8,410.73	\$2,198.38	\$8,410.73	\$0.00	0.00%
Waste Management	\$2,740.00	\$222.01	\$2,517.51	\$222.49	8.12%
Telephone	\$9,000.00	\$837.50	\$7,874.11	\$1,125.89	12.51%
Total 12. Utilities	\$59,792.36	\$12,117.42	\$58,443.98	\$1,348.38	2.26%
13. Nutrition & Food					
Food Supplies & Materials	\$150.00	\$0.00	\$13.49	\$136.51	91.01%
Food Purchases	\$8,000.00	\$422.85	\$4,955.50	\$3,044.50	38.06%
Other Food - Office	\$753.01	\$153.33	\$753.01	\$0.00	0.00%
Total 13. Nutrition & Food	\$8,903.01	\$576.18	\$5,722.00	\$3,181.01	35.73%
14. Capital Purchases					
Cap Instructional Equipment	\$7,597.70	\$0.00	\$0.00	\$7,597.70	100.00%
Cap Office Equipment	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
Total 14. Capital Purchases	\$9,597.70	\$0.00	\$0.00	\$9,597.70	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	\$20,738.35	\$3,541.87	\$20,738.35	\$0.00	0.00%
Improvement to Existing Site - 660	\$6,792.00	\$0.00	\$6,792.00	\$0.00	0.00%
Total 16. Capital Campaign - 660	\$27,530.35	\$3,541.87	\$27,530.35	\$0.00	0.00%
17. Transportation and Travel					
Travel	\$186.00	\$74.80	\$186.00	\$0.00	0.00%
Total 17. Transportation and Travel	\$186.00	\$74.80	\$186.00	\$0.00	0.00%
TOTAL EXPENSES	\$3,653,036.30	\$432,169.47	\$3,468,543.63	\$184,492.67	5.05%
NET SURPLUS/(DEFICIT)	\$(21,400.84)	\$(323,389.82)	\$146,837.01		
UNENCUMBERED CASH @ 6/30/2016			\$1,271,474.82		
YEAR END FINAL POSITION @ 6/30/2017			\$1,418,311.83		

**Cape Fear Center for Inquiry
Home/Hospital
Instructional Services Plan**

(Review of Medical Status)

DO NOT USE FOR STUDENT'S WITH AN IEP- USE THE IEP PROCESS TO DOCUMENT H/H INSTRUCTIONAL SERVICES PLAN

1. Demographics:

Student: _____ Meeting Date: _____

H/H Beginning Date: _____ Expected Duration: _____

School Case Manager: _____

Is this a review of Student's medical status for extended H/H services? ____ Yes ____ No

2. Instructional Services Plan:

Instruction: (Where, Who, How Often)	Begin Date	Review Date	Review: Results/Recommendations
() Parent attended			() Parent attended

Instruction: (Where, Who, How Often)	Begin Date	Review Date	Review: Results/Recommendations
() Parent attended			() Parent attended

3. Adaptations/Accommodations of assignments, if any:

4. Attendance:

5. Production of work (Assignments Completed/Assignments Attempted)

6. Attitude/Behavior:

7. Other/ Meeting Notes, if applicable:

**Cape Fear Center for Inquiry
Hospital – Homebound Overview & Notice to Parents**

Student: _____

Your child has been referred for Home/Hospital instruction.

Assigned H/H teacher: _____ Phone: _____

The information below summarizes how the H/H teacher will provide instructional services support for your child and the expected support role you, as the parent/guardian, will provide during H/H services.

The Home/Hospital Teacher will:

1. Obtain assignments from the school
2. Return completed assignments to the school
3. Notify the school when your child is expected to return
4. Provide instructional support
5. Report attendance & participation to the school
6. If your child has an IEP, report progress to your child's IEP case manager

The Parent/Guardian will:

1. Secure the medical documentation verifying the need for Home/Hospital instruction
2. Ensure that the student is available for the designated time (Attendance and participation is mandatory)
3. Provide a smoke free environment
4. Provide a work area with good lighting away from ~~TV, music, pets and other~~ distractions
5. Make sure that materials such as books, paper, pencils, and notebooks are readily available so that instructional time is not wasted
6. Arrange for an adult to be present during the ~~time~~ designated time
7. Monitor the student's progress so that assigned work is attempted or completed between designated sessions
8. Notify the Home/Hospital teacher if scheduled appointments cannot be kept

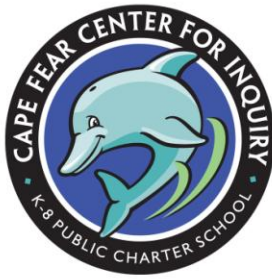
I UNDERSTAND AND ACCEPT THE RESPONSIBILITY AS STATED ABOVE.

Parent/Guardian Signature: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Lori Underwood Roy
Director
910-362-9822
lori.roy@cfc.net



The Cape Fear Center for Inquiry
2525 Wonder Way
Wilmington, NC 28401
910-362-0000

To: Physicians and Treatment Team Members

From: Cape Fear Center for Inquiry Home/Hospital Teaching Staff

Re: Students Placed in the Home/Hospital Instructional Services

First, we would like to thank you for participating in the health and well-being of our students. As we know, there are scenarios when it is appropriate for students to receive instructional services outside of the traditional school setting. In certain instances we offer Homebound Instructional Services to students while they are unable to attend their school. We know it is ultimately in the students' best interest academically to receive their education in a standard setting and we work in conjunction with the health care professionals to enable the students to return to school as soon as appropriate. In order to do this we wanted to take this opportunity to ensure that you have the most accurate information available regarding the accommodations that are available in our school. These accommodations include, but are not limited to the following.

1. Handicap accessible restrooms
2. Students can be provided with the option of moving through the hallways before or after other students to avoid crowds.
3. Students can be provided with a bathroom pass.
4. Students can visit the school support staff for personal hygiene and assistance.
5. Students can attend school on a partial schedule or receive services in a smaller setting in the school.
6. Students can maneuver safely throughout the school with a prescribed wheel chair.
7. If the physician indicates on the medical form, then the student is permitted to return earlier than originally projected.
8. Medical information needs to be updated every 30 days.

Contact us if you have any questions or concerns at 910-362-0000. Thank you.

Cape Fear Center for Inquiry Medical/Psychological Statement of Diagnosis

All three (3) sections must be completed for ALL STUDENTS.

1. To Be Completed by Parent/Guardian (Prior to being given to Physician or Appropriately Trained and/or Licensed Health Professional):

Name of Student _____ Grade: _____ DOB: _____

School: _____ Phone #: _____ Fax #: _____

Parent/Guardian(s): _____ Phone #: _____

Address: _____

Parent Consent: Cape Fear Center for Inquiry has my permission to receive medical information from the attending physician or other appropriately trained and/or licensed health professionals for my child to be considered for services.

**** (Parent/Guardian/Student at Age of Majority) Signature:** _____

2. Diagnosis: To be completed by the treatment professional:

Date of Exam: _____

Medical Diagnosis: _____

Psychological Diagnosis: _____

Pregnant Students: Up to 6 weeks postpartum available out of school.

Based on the diagnosis, if applicable, the number of weeks recommended out of school: _____ **Date of next exam:** _____

3. Response to diagnosis: To be completed by the treatment professional, and additional information may be added on the back:

Possible accommodations that can be provided include, but are not limited to: Wheelchair accessibility and elevator access where needed, reduced and/or modified movement in halls, reduced weight to carry, modified schedule, modified day, restroom access, etc.

Can this student attend school with special accommodations? Yes _____ No _____

If yes, list suggestions: _____

Yes _____ No _____ Is this student medically cleared to attend school prior to the recommended released date if their parents/guardians choose?

List symptoms/behaviors associated with this condition that may **adversely** impact student's educational performance: _____

List/Describe the treatment plan: _____

Expected frequency of doctor appointments: Every _____ (days/weeks/months?)

Printed and signed name of Physician/Appropriately Trained and/or Licensed Health Professional:

_____/_____
Date: _____

Phone : _____ Fax: _____ Email: _____