

Cape Fear Center for Inquiry
Board of Directors Minutes
March 17, 2020- 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: Stephen Hill, Dave Boucher, Lori Roy, Sarah McCorcle, Lakeasha Glaspie (online), Chuck Jurich (online), Nancy Johnsen (online), Shannon Shanks, Jennifer LaFleur (online), Emily Luther (online), Tiffany Erichsen

Time	Pckt. #	Subject	Chair/ Presenter	Note: Information, Discussion, and/or Action
		Opening Items:		
6:00pm		<i>Call to Order</i>	Lakeasha Glaspie	Call to order: Glaspie/Hill
6:01		<i>Approval of Minutes:</i> <ul style="list-style-type: none"> <i>February 18, 2020</i> <i>March 10, 2020- Special Called Meeting</i> 	Lakeasha Glaspie	Motion to approve from 2.18: Johnsen/Boucher Motion to approve from 3.10: Boucher/Hill
6:02		<i>Visiting Faculty*</i>	TBD	None
6:07		<i>Visiting Parent or Community Members*</i>	TBD	None
		Finance Update		
6:08		<ul style="list-style-type: none"> Audit Contract Parking Lot Update 	Kathy Coke	Information/Discussion: Kathy discussed budget. Anticipated budget projections are in a strong position. Specific budget questions were asked related to TA line items. Kathy shared additional information regarding parking lot. Planning commission was uneventful and project passed. Next step is city council. Discussion about timeline of project completion. Next steps for audit contract were discussed. Recommendation to switch to new firm for audit. Motion to approve audit contract: Johnsen/Erichsen

		Director's Report		
6:25		<ul style="list-style-type: none"> • Strategic Planning Update: Theme 4- Culture of Community (Kim McCormick/ Ms. Michal/ Lori Roy) • Summer School plan • Parent Engagement Compact • Coronavirus: CFCI Plan of Action • State of the Faculty (McCorcle) • Personnel Update/future impacts- possible <i>closed session</i> 	Lori Roy/Alan McNaughton	<p>Information/Discussion/Action: Lori shared CFCI plan of action for COVID-19. Dave Boucher thanked school staff for all the prep work to get things done. Multiple departments are going above and beyond to support the whole child regardless of what may be required or needed. Communication has been strong. Donations in the community was discussed. Board teachers shared "teacher report". Description of the teacher report was given and that it will be a standing agenda item on board meetings moving forward. Board survey of teachers was discussed. Lots of good information came from results.</p> <p>Possible substitute approval. Board has not approved substitutes prior. Discussion about Board approving and removing substitutes. Discussion regarding board policies and school by-laws. Motion to approve Angela Carson as a sub: Hill/Johnsen</p> <p>Lori shared that Kathy Coke has resigned her position as of 3.12. Michael Zentmeyer has retired as of 3.19.</p> <p>Lori shared a potential plan for organizational shift that incorporates the resignation and retirement. Job descriptions of both positions were discussed and how they could be combined and what the organizational chart could look like. There was discussion about how the teachers feel about the plan as well as how checks and</p>

				balances would shift. Motion to hire a business operations coordinator full time with current job description: Hill/Boucher
		Committee Updates: Please see all committee minutes and come with any questions		
7:15		Board Committees: <ul style="list-style-type: none"> • Partnership Update • L3 • Technology • Development – <i>Meeting 3.30.20</i> • PCN • Executive- see below • PPRC- see below • Finance- see above 	Committee Chairs	Information/Discussion: No questions on
		Policy Procedure Review Committee (PPRC)		
7:25		<ul style="list-style-type: none"> • Policy 587 Administrative Leave/Suspension without pay (2nd read) • Policy 250 Grievance Committee (2nd read) • Policy 281 Seclusion and Restraint (1st read) • → Seclusion Room Update/ Direction from Board • Nepotism Policy- Mandatory additions per G.S. 115C-218.15 	Michael Zentmeyer	Information/Discussion/Action: Mac shared info about policy 587. Mac discussed policy 250. There were suggested revisions. There was discussion about policy 281. There was discussion regarding Nepotism policy. Motion to approve 587: Hill/Erichsen Motion to approve 250 with minor revision of word and timeline: Hill/Erichsen Motion to approve Nepotism policy without second read: Hill/Erichsen
		Executive Committee		
7:55		Committee Report <ul style="list-style-type: none"> • Board Member election update 	LaKeasha Glaspie	Information/Discussion/Action

		<ul style="list-style-type: none"> Grievance Committee Report- <i>closed session</i> April Board Meeting July Board Training (OCS) 		Motion to move closed session items to next board meeting: Boucher/Hill Discussion about virtual board training with OCS Executive: Tuesday 4/14 @ 5p
		Announcements:		
8:30		<i>Other Announcements and/or Upcoming events:</i>	LaKeasha Glaspie	Information/Discussion
8:32		<i>Adjournment</i>	LaKeasha Glaspie	Action: Motion to adjourn: Boucher/Hill

Board Agenda Requests: If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Dave Boucher at dboucher@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.

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**Cape Fear Center for Inquiry
Board of Directors Agenda
March 17, 2020- 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:

Time	Pckt. LTR	Subject	Chair/ Presenter	Note: Information, Discussion, and/or Action
		Opening Items:		
6:00pm		<i>Call to Order</i>	Lakeasha Glaspie	
6:01	<i>A B</i>	<i>Approval of Minutes:</i> <ul style="list-style-type: none"> <i>February 18, 2020</i> <i>March 10, 2020- Special Called Meeting</i> 	Lakeasha Glaspie	
6:02		<i>Visiting Faculty*</i>	TBD	
6:07		<i>Visiting Parent or Community Members*</i>	TBD	
		Finance Update		
6:08	<i>C D E</i>	<ul style="list-style-type: none"> Audit Contract Parking Lot Update Budget and Dashboard 	Kathy Coke	Information/Discussion:
		Director's Report		
6:25	<i>F G H I</i>	<ul style="list-style-type: none"> Coronavirus: CFCI Plan of Action Teacher Report (McCorcle) Personnel: Carson Recommendation Personnel Update/resignations/ retirements/ postings/ future impacts- possible closed session 	Lori Roy/Alan McNaughton	Information/Discussion/Action:
		Committee Updates: Please see all committee minutes and come with any questions		
7:15	<i>J</i>	Board Committees: <ul style="list-style-type: none"> Partnership Update L3 Technology 	Committee Chairs	Information/Discussion: Updates from L3 and technology. Question about definition of screen-time.

		<ul style="list-style-type: none"> • Development – <i>Meeting 3.30.20</i> • PCN • Executive- see below • PPRC- see below • Finance- see above 		
		Policy Procedure Review Committee (PPRC)		
7:25	K L M & N O	<ul style="list-style-type: none"> • Policy 587 Administrative Leave/Suspension without pay (2nd read) • Policy 250 Grievance Committee (2nd read) • Policy 281 Seclusion and Restraint (2nd read) • → Seclusion Room Update/ Direction from Board • Nepotism Policy- Mandatory additions per G.S. 115C-218.15 	Michael Zentmeyer	Information/Discussion/Action:
		Executive Committee		
7:55	Updates and Handout	Committee Report <ul style="list-style-type: none"> • Board Member election update • Grievance Committee Report- <i>closed session</i> • July Board Training (OCS) 	LaKeasha Glaspie	Information/Discussion/Action
		Announcements:		
8:30		<i>Other Announcements and/or Upcoming events:</i>	LaKeasha Glaspie	Information/Discussion
8:32		<i>Adjournment</i>	LaKeasha Glaspie	Action

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Cape Fear Center for Inquiry *Minutes*
 Board of Directors ~~Agenda~~ *AI*
 February 18, 2020- 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: Jennifer LaFleur, Shannon Shanks, Wes Rose, Emily Luther, Charles Jurich, Nancy Johnsen, Dave Boucher, Ashley Cooksley, LaKeasha Glaspie, Tiffany Erichsen, Sarah McCorcle, Brandt Hart

Time	Pckt. #	Subject	Chair/ Presenter	Note: Information, Discussion, and/or Action
		Opening Items:		
6:00pm		<i>Call to Order</i>	Ashley Cooksley	Call to order: Boucher/Johnsen
6:01	#1	<i>Approval of Minutes:</i> • January 21, 2020	Ashley Cooksley	Motion to approve: Glaspie/Johnsen
6:02		<i>Visiting Faculty*</i>	TBD	Bromstead, Schibetta, Naylor, Moore, Carr, Medwick, Hair, Donley, Brinkley, Kachadurian, Jordan
6:07		<i>Visiting Parent or Community Members*</i>	TBD	Boucher read sign-in sheet narrative. 10 people signed up to speak. Nancy Kachadurian shared a concern. Robin Stalsitz read a statement from CFCI parents. Steve Williams read a statement. Aga Nassar shared a concern. Sandy Eyles read a statement. Sarah Raper shared a concern. Michelle Hair shared a concern. Ashley (last name?) shared a concern. Stephanie Borrett shared a concern. Carrie Miller shared a concern.
		Finance Update		
6:08	#2 #3 #4	<ul style="list-style-type: none"> Federal Programs Audit Auditor's report Budget 	Kathy Coke	Information/Discussion: Jay Sharpe shared a presentation related to the financial audit conducted in June 2019. The school is in a sound financial position. Discussion about the reason the

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				school ran a deficit in 2019. Kathy discussed federal programs audit report. Kathy shared information about the budget.
		Director's Report		
6:15	#5 #6 #7	<ul style="list-style-type: none"> • Inquiry Conference • Lottery Update • State mandated training update • School based therapy (Coastal Horizons partnership) • Summer School plan • 2020-2021 School Calendar (Approval needed) • Seclusion Room presentation (Kelly Rooney) • Grievance committee outcomes (closed session) 	Alan McNaughton/Michael Zentmeyer	Information/Discussion/Action: Mac shared information about the lottery that occurred earlier in the day. Mac discussed the partnership with Carousel Center and Coastal Horizons. Mac shared the summer school plan to be voted on at March board mtg. Mac shared proposed 2020-2021 school calendar. Kelly shared a presentation on seclusion. Motion to move closed session to after PPRC: Boucher/Johnsen
		Personnel		
7:00		<ul style="list-style-type: none"> • Custodial Update (closed session) 	Michael Zentmeyer	Information/Discussion/Action:
		Committee Updates: Please see all committee minutes and come with any questions		
7:10	#8 #9 #10	Board Committees: <ul style="list-style-type: none"> • Partnership Update • L3 • Technology • Development • PCN • Executive- see below • PPRC- see below • Finance- see above 	Committee Chairs	Information/Discussion: Updates from L3 and technology. Question about definition of screen-time.
		Policy Procedure Review Committee (PPRC)		
7:20	#11 #12 #13	<ul style="list-style-type: none"> • Policy 587 Administrative Leave/Suspension without pay (1st read) • Policy 250 Grievance Committee (1st read) • Policy 281 Seclusion and 	Michael Zentmeyer	Information/Discussion/Action: Michael Z gave information about policies mentioned. Discussion about Policy 587. Discussion about Policy 250.

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		Restraint (1 st read)		Motion to move into closed session: Boucher/Glaspie Motion to come out of closed session: Johnsen/Jurich
		Executive Committee		
7:50		<ul style="list-style-type: none"> • March Board Meeting • July Board Training (OCS) 	Ashley Cooksley	Information/Discussion: March 17
		Announcements:		
8:00		<i>Other Announcements and/or Upcoming events:</i>	Ashley Cooksley	Information/Discussion Motion to adjourn: Johnsen/Glaspie
8:02		<i>Adjournment</i>	Ashley Cooksley	Action

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Cape Fear Center for Inquiry
Board of Directors Minutes
March 10, 2020- 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: Tiffany Erichsen, Dave Boucher, Stephen Hill, LaKeasha Glaspie, Brandt Hart, Shannon Shanks, Lori Roy

Time	Subject	Chair/ Presenter	Note: Information, Discussion, and/or Action
	Opening Items:		
5:00pm	<i>Call to Order</i>	LaKeasha Glaspie	Action: Call to order: Erichsen, Boucher
	School Calendar		
5:05pm	2020-2021 School Calendar	Alan McNaughton	Information, Action: Information was shared about most recent survey: Motion to approve calendar: Johnsen/Boucher (Unanimous decision)
	Personnel		
5:15pm	<i>Personnel- closed session, <u>N.C. Gen. Stat. § 143-318.11(a)(3)</u></i>	LaKeasha Glaspie	Information, Discussion Motion to go into closed session with voting board members to discuss personnel: Boucher/Johnsen Motion to come out of closed session: Hill/Johnsen
6:00pm	<i>Adjournment</i>	LaKeasha Glaspie	Action

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SHARPE PATEL PLLC

Certified Public Accountants

February 20, 2020

Cape Fear Center for Inquiry
2525 Wonder Way
Wilmington, NC 28401

To Management and the Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for Cape Fear Center for Inquiry (the "School") for the year ended June 30, 2020.

We will audit the financial statements of the School, which comprise the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the School for the year ended June 30, 2020. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of expenditures of federal and state awards.
2. Schedules of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual
3. Schedules related to Pension and OPEB

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

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The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the School or to acts by management or employees acting on behalf of the School. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the School's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the School and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be

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communicated under professional standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the School's major programs. The purpose of these procedures will be to express an opinion on the School's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Other Services

We will prepare the School's federal information returns for the year ended June 30, 202 for the Internal Revenue Services based on information provided by you. We will also prepare financial statements of the School in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

You are responsible for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the School involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the School received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the School complies with applicable laws and regulations.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and

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content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The School is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Jay E. Sharpe, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in approximately May 2020, and we expect to issue the audit no later than October 31, 2020.

We estimate that our fees for the audit and other services other than the preparation of the information returns will not exceed \$8,500 for the audit and \$1,200 for the preparation of the information returns. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

ITEM D

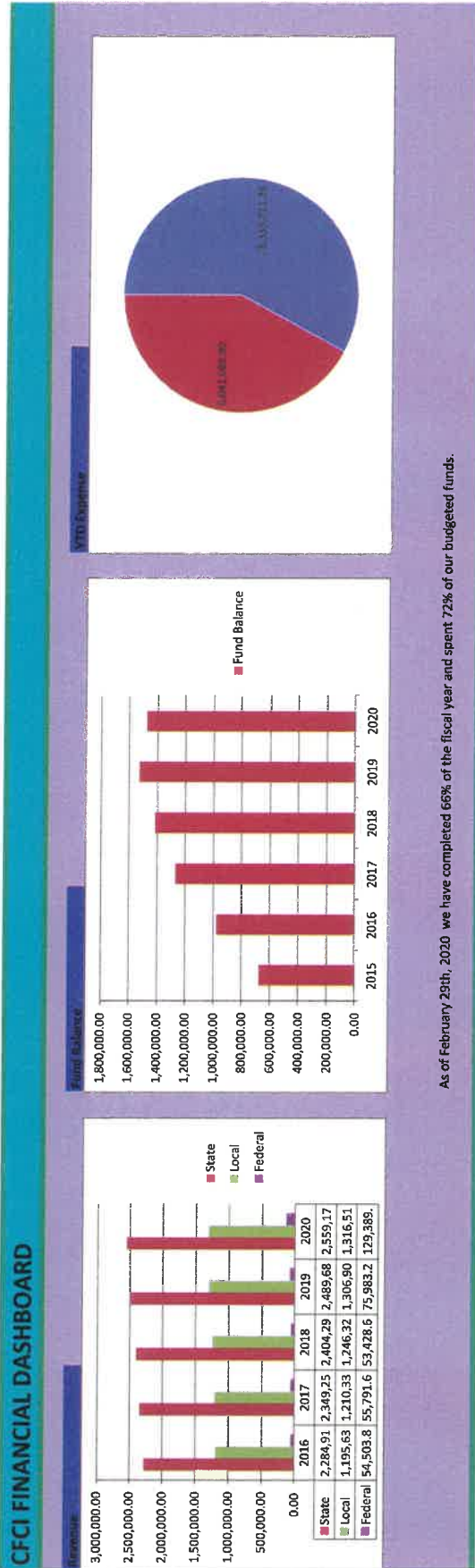
Parking Lot Update: Kathy Coke

This item will be updated

CFCI Parking Project was approved by the planning commission in February. The City Council approval is next. We are currently waiting to see if we will be able to have a public meeting so it can go forward this month. Concurrently, we are working with the TRC and engineers to get actual plans so once we are approved by the city, we can apply for permits.

We have received confirmation from the church that following the 2019-2020 school year, we will no longer be able to use their facilities, no exceptions.

E1 (see budget packet)



FI

Cape Fear Center for Inquiry Coronavirus (COVID-19) Plan of Action:

*****This is updated as of March 16, 2020 at 1:40pm*****

We will adjust and update as needed.

Communication Plan:

- Website- Ben is creating a COVID-19 Support Page that will be connected directly to our homepage, it will be updated regularly
- We will send information to families 1-2 times a day for now, that will lessen as we all become more comfortable with our Remote Learning Plans
- Building Parameters: After the two workdays, building space and access will be limited. Staff members may be coming in for specific tasks, but due to deep cleaning and the length the virus can live on surfaces (glass especially), we will limit building access
- If teachers use the building, they must report to the front office the spaces that they used. (ie: if a teacher comes in to get more work together, make copies, etc. we will want to be sure Ms. Alycia is alerted to deep clean those spaces again)
- Phones- all phones are set up to email voice messages to teachers. Ben is working with phone system to see if we are able to take the phones and use them at home with Voice Over IP in the same, we use them in our offices.
- Every student at CFCI will have an adult from CFCI who is touching base with them twice a week initially, and as needed after everyone settles into routine.
- Whole-faculty check-ins will take place at least once a week
- Once we are comfortable with the Remote Learning Plan, committee meetings will resume digitally as well.

Student Needs:

- Ben and Susan are reaching out directly to our Free/Reduced lunch families
- We will provide food and local resources
- Delivery needs will be determined and faculty members have volunteered to help
- All medication contacts have been made and families will be signing them out when they come pick up materials
- For our families who have greater need, we are reaching out directly to walk them through free wifi set up, will meet with parents and teach them how to use digital resources, will have additional adults who will check in with these students and families regularly.

Accessibility and Support for ALL students:

- **Technology:**
 - o CFCI surveyed all families regarding technology needs to ensure all students have wifi and internet availability
 - o Chromebooks and iPads are currently being distributed to families who needed devices.
 - o Spectrum is providing free wifi to all K-12 families in need.
 - o CFCI teachers are working to balance the amount of time on screens during this time with movement, outdoor activities, and more.

F2

Cape Fear Center for Inquiry Coronavirus (COVID-19) Plan of Action:

*****This is updated as of March 16, 2020 at 1:40pm*****

We will adjust and update as needed.

- EC Students:

- The Exceptional Children's Department will be the point person for each of their students.
- They are creating support plans for some students who will move forward with class assignments.
- They are developing individualized work and researching teaching tools to provide alternative learning plans for other students.
- Case Managers are the point of contact for EC students.
- EC teachers will be providing separate remote learning resources to students who need it and will be available during office hours for all students who need support in accessing/completing the remote learning plans being sent home by their teachers
- EC teachers should be added to all Google Classrooms.
- UTILIZE Support@cfc.net for K-3 communications

- Mental Health Team:

- The Mental Health team will be in regular communication with outside agencies to ensure continued collaboration with them and the families they are currently supporting.
- The Mental Health team will also be reaching out to the students/families they are working with as an additional point of contact and regular support for those students.

- Interventions/MTSS:

- Intervention support will be similar, we will hold ON CALL OFFICE HOURS using support staff for any children/families needing to call in for support from 9am-2pm daily.

Professional Development and Teacher Resources:

- Kim M. and Lisa C. have been working hard to put together resources for teachers in a COVID-19 resources Shared Drive. These resources will also be made available to families.
- Teachers are using the Drive to put all lesson plans, materials, schedules, etc.
- As teachers are learning more about Digital Learning, taking PD online, they are sharing here with staff, logging their work, and will receive CEUs using the PD form Kim developed.
- We are providing resources to families to encourage activities that include movement, getting outside, etc. NOT just computer-based.

Employee Boundaries:

- We are encouraging our faculty and staff to take care of themselves and their families FIRST AND FOREMOST.
- We cannot help others if we are not taking care of ourselves
- Balance with home needs and work needs will be critical

F3

Cape Fear Center for Inquiry Coronavirus (COVID-19) Plan of Action:

This is updated as of March 16, 2020 at 1:40pm

We will adjust and update as needed.

Building Deep Cleaning:

- We will be removing unnecessary materials from the building to ensure we are able to deep clean each space.
- As we learn more about the time that we will be out, we will evaluate other plans and ideas
- Additional building work that could be done over extended time away: floors, replacing boards in perimeter path, installing sensory walk, playground deep clean, pressure washing, etc.

Meetings:

- Weekly faculty check-ins (Zoom/other)
- Committee meetings will eventually resume digitally (once we are all settled)
- Board Meetings- Zoom or face to face options (face to face board only)

How are we using TAs, Specialists, Support Staff?

- One on one phone call checks ins with students
- On-Call line monitoring
- Possible food/material deliveries
- If comfortable coming in building:
 - o Scanning records
 - o Shredding
 - o Cleaning out spaces
 - o Copying and preparing weekly K-2 packets

CFCI Teacher Teams during Remote Learning Time

K/1	2/3	4/5	6-8
Joanne Brinkley - Angie H.	Michele Hair - Bobbi C.	Cathi Mintz - Jennifer F. (+ Interventions)	Carla Bromstead - Jeanne T
Shannon Shanks - Amy C.	Jennifer Medwick - Amy C.	Patrick Donley - Jennifer A. (+ Specials)	Sarah McCorcle - Tracy C.
Sam DePrisco - Michelle S.	Julie Naylor - Clarissa H	Nancy Kachadurian - Angie H.	Ruben Echavarria - Wes R.
La'Kisha Jordan - Bobbi C.	Lisa Sharpe - Nikki/Clarissa H	Jennifer LaFleur - Michelle S.	Ali Moore - Joanne C.
			Brandt Hart - Megan H.
			Kim Carr - Happy O.

We anticipate being proactive and reaching out to families via a phone system (currently working on that)

The PURPOSE of these phone calls is to make contact with each child and their family in a supportive way. We want them to be confident that there are other adults at CFCI who care about them and want to know they are okay. It is really about Responsive Classroom and building Social Emotional support and connections with our students. We may find that not every child needs a call twice a week after these first two weeks if the time is extended, however, we want to be certain they know we are here for them. While email, packets, videos, etc. are wonderful, hearing a voice in a non-academic setting is so important. We realize phone calls make us a bit vulnerable and can be a little uncomfortable, but at the same time, hearing a cheery voice on the other end of the line is comforting to so many, even middle schoolers, though they may never tell you. :-)

Teachers (and their assigned support) will make contact with families twice a week (each teacher will contact their homeroom students a minimum of once a week - the other teacher or TA assigned to the class will reach out for the second time.) Hours between 10-2 (parents/ students can anticipate a phone call - communication that is interactive)

Think about ideas for the communication that is interactive: *(please feel free to add/update this as you begin these conversations)*

1. How are things going?
2. What is your plan for each day?
3. Who are you at home with?
4. Do you have questions about the work/remind them about Teacher hours
5. Do you need anything to be successful?
6. What are you doing for Movement?
- 7.

Our critical cases, EC and most vulnerable students will be paired with additional support.

EC teachers/case managers will be an additional point of contact for EC students.

Mental Health Team will be an additional point of contact for the students they see/work with (this includes students receiving school-based therapy through Coastal Horizons).

G

Teacher Report: 3-17-20

Acknowledgments:

-Developing a plan for the Covid-19 situation has been quick, thoughtful, and proactive to this point. This has helped to alleviate additional stress to teachers.

-Approval of the 2020-2021 calendar. We appreciate the special called board meeting to expedite the process.

-We are excited to have the Teacher Report in place to maintain an open line of communication between teachers and the board.

Questions / Concerns:

-Lori presented the staff with ideas for restructuring CFCI. While it seems the majority of the staff is in agreement that changes are necessary, teachers are concerned about the timeline and maintaining Shared Leadership at CFCI. We also want to ensure that teachers have a chance for their own suggestions and feedback to be truly considered.

Suggestions / Ideas:

-Teachers are taking seriously the opportunity for input and presenting alternative ideas in this restructuring proposal, and will need the necessary time in order to give thoughtful responses.



2525 Wonder Way
Wilmington, NC 28401
mzentmeyer@cfei.net

Michael Zentmeyer
Human Resources Coord.
910-343-6443

To: Lori Roy
From: Michael Zentmeyer
Re: Angela Carson, Substitute
Date: 3-12-2020

I have completed the process for hiring Angela Carson as a substitute. Please present her name to the board for approval at the March 17 meeting.

If she is approved, please inform Ben Rose and he will know what to do next.

Discussion needed RE:

protocol w/ sub-

this is not our typical
practice + we need clarification
from board #

(Policy 587 would be important
either way)

I (packet +
ITEM I: Personnel recommendation
from Lori
separate)

Other items will be presented at the meeting itself. Additional items, including possible job descriptions and postings will follow later Monday or no later than Tuesday Morning.

Wed 3/11/2020 4:58 PM

Katherine Coke

Hi All,

I just wanted to let everyone know that this morning I gave Lori my official letter of resignation. My last day will be April 10th.

It has been a great 12 years. I wish all of you the best!

Kathy Coke
Business Operations Coordinator
Cape Fear Center for Inquiry

All e-mail correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

Fri 3/13/2020 3:56 PM

Michael Zentmeyer mzentmeyer@cfcj.net

I have decided it is time for me to retire from the education profession. Therefore, Friday April 3, 2020 will be my last day at CFCI. I appreciate the opportunity to be a part of the CFCI community over the past 12 years. I wish you success in all endeavours.

--

Michael Zentmeyer
Human Resources Coordinator
Cape Fear Center for Inquiry

All e-mail correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

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ITEM I: Committee Minutes and Updates

March:

1. Partnership: N/A
2. Lifelong Learning:

CAPE FEAR CENTER FOR INQUIRY			
Committee Name: L3		Date: 3/10/20	
Recorder: Kim McCormick		Present:	
Agenda Item #	Discussion Item	Discussion Notes:	Action Items:
1.	Remainder of PD 2019-20	<p>Technology: March</p> <p>Writing: Feb (Faculty) Conventions - Lisa C./Cathi have planned and will March (½ Day) Bringing <u>ALL</u> Elements Together to Differentiate April - Celebrate our successes! Next steps</p>	<p>Mac will discuss with Cress about options. Maybe tech PD on own (online)</p>
2.	Inquiry Conference	<ul style="list-style-type: none"> Date Set: March 28, 2020 8am-12:30pm 	<p>CULTIVATING CURIOSITY FLYER & REGISTRATION</p> <p>CULTIVATING CURIOSITY PLANNER</p>
3.	Curriculum STEAM Night	<ul style="list-style-type: none"> Partnership interested in STEAM night on March 12 - 5:30-7pm 	<p>STEAM NIGHT Please fill out the grid</p>
4.	Documenting Inquiry	<p>deotapes of and/or documentation of and shared lessons that depict quality inquiry in action.</p>	<p>INQUIRY VIDEOS/PHOTOS Please upload videos and photos to this drive. Be sure to include a caption. Please be sure no students are on the DO NOT PHOTO list prior to uploading</p>

JZ

ITEM I: Committee Minutes and Updates

5.	PD survey for 2020-21	<p>Next Year PD - Staff needs, alignment to Strategic Plan including faculty meetings and full/half days for the calendar</p> <p>2019-2020 Two Full Days; Five Half Days</p> <p>2020-2021 Four Full Days; 1 Half Day</p> <p>L3 loop reps results regarding PD needs for next year.</p> <p>Needs for PD Wednesdays?</p>	
		<p>L3 Reps will go back to loops regarding PD needs for next year.</p> <p>Topics and Time</p>	D input

3. Technology:

Date	Subject/Goal	Notes	Action Steps
3.2.20	<ol style="list-style-type: none"> 1. Tech PD 2. Screen time Tracking 	<p>Tech PD: Right idea asking what faculty needs. We have a subject expert in some areas, so could have breakout sessions to learn what need to do. We can offer a slides or sheets course. If not, have a breakout session and do something else. People that want to do it have already done it and do it. Joanne teaches kids what teachers don't use as much. What about classroom use as a staff? Could use some training with that. Would make things easier to find. Could make an entire session out of that. Screenagers could be used as Tech PD for the staff Amy - Screenagers - \$400 in sponsorships so far! (That's only 2 so far!) Still working on more and smaller co-sponsors to get rest. Not able to meet last week, but they are this week. Amy P working on space for it. Possibly UNCW, want to rent theater there. If partner with UNCW, the cost is \$295</p>	<p>Tech PD: Joanne and Ruben will work on getting Google Classroom PD ready Screenagers PD for teachers to watch. It's at least an hour, possible 2 with discussion.</p> <p>SCREENAGERS: Parents still working on Screenagers plan. Thinking about May. Having a meeting this week to get more completed. Once get CDs Ruben can make schedule for MG showing. (Think about how to include parents interested, but missed out on adult showing)</p> <p>When is Spring (Tech or overall spring) Survey</p>

J3

ITEM I: Committee Minutes and Updates

		<p>compared to \$600 if you try to rent independtly. Putting feelers out professors to help be on Q & A panel</p> <p>Mac was going to ask about Port City Community Church. Just thinking UNCW could be good neutral space and more accessible to all.</p> <p>How many people can fit in our MPR? Quality of screen is worrisom. That kicks that out.</p> <p>Possible PD training with Screenagers when the one is shown to MG. If parents can't come to night one, could they come to the one with their kids? Amy P wants all parents to be able to see, so if they can't make the adult one, to figure out how to make it work for including parents. Need to think about with scheduling for MGs.</p> <p>Making plans to make sure all MG get to see it. During Advisory Time, Specials that work. Break into smaller chunks then have lessons that go with it. It's 45 min. Long. 6 different classes. We don't get it for very long, so need to plan wisely.</p> <p>Working on integrity with being honest about</p> <p>Amy P asked about the kids getting through firewall if looking at innapropriate media. Joanne shared that Paul did scan and Joanne was behind watching and helping look for ways to find. Kids are too smart to find sights (unblock) and it's constant and continues. Educate students and keep working on building integrity in students.</p> <p>Talked about cell phone policy from above convo. Hopefully kid video will</p> <p>Screen Time Tracking Questions over including videos or not MG has theirs K/1 working on with all issues there 2/3 has, just need to put on sheet 4/5 Not sure about, think 5 has Specials has theirs going</p> <p>Homework will be considered next time.</p>	<p>questionare going out to parents??</p> <p>Screen Tracking Keep getting data to bring to next meeting.</p>
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ITEM I: Committee Minutes and Updates

		Morning Care is hard to count since mixed grades and different rotations	
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- 4. Development (Meeting 3.30.20 TBD)
- 5. Executive (Below)
- 6. PPRC (Below)
- 7. Finance (See Budget Updates)



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Michael Zentmeyer
Human Resources Coord.
910-343-6443

DRAFT 2

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DRAFT 2

POLICY 587 ADMINISTRATIVE LEAVE WITH PAY and SUSPENSION WITHOUT PAY

There are times in the operation of CFCI that immediate action needs to be taken to protect the safety, security and orderly functioning of the school. In order to effectively respond to such situations, the Board grants the following authority to the Director or Designee.

ADMINISTRATIVE LEAVE WITH PAY

The Director can assign Administrative Leave to any employee WITH PAY for up to 5 work days. Written notice will be given to the employee *within 5 days of the suspension* that states the reason for the Administrative Leave and the length of the Administrative Leave with pay. During the period of Administrative Leave with pay the employee is not to come on school grounds. During the period of the Administrative Leave with pay the Director will conduct an investigation of the situation to determine if any other action is needed. The employee will be given the opportunity to submit a response in writing *within 5 days of receiving the notice from the Director*.

SUSPENSION WITHOUT PAY

The Director can suspend any employee WITHOUT PAY for up to 20 work days. Written notice will be given to the employee that states the reason for and the length of the suspension without pay. During the period of suspension without pay the employee is not to come on school grounds.

The Director is required to provide a written report of the suspension without pay to the Board of Directors *at least 5 days prior to* the next regularly scheduled Board meeting if possible. The report will include the employee's name, dates, and reason for the suspension without pay. The report may also include any recommendations regarding future employment for the named employee. A copy of the report will be given to the named employee and the employee will be given an opportunity to submit a response in writing *within 5 days of receiving the report*. *If the employee submits a response, that response will be forwarded to the Board.*

FIRST READ 2-17-20

L

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250 Grievance Committee

As in most organizations, the Board acknowledges conflicts can arise between members of the community. It is the policy of the CFCI's Board of Directors that the large majority of these conflicts be resolved between the community members themselves in a civil manner and consistent with the CFCI Communication Agreement.

The first step in resolving conflicts should be a face to face meeting with the involved parties. If the situation isn't resolved between the parties, one or more of the parties must meet with the Director prior to filing a formal request for the formation of a Grievance Committee (GC).

If the situation cannot be resolved at the Director level, the parties involved can submit a written request for the formation of a GC to the President of the Board of Directors. The request should include a summary of the dispute, community members involved and a brief review of the actions taken to resolve the dispute, including dates, participants, outcomes, etc. Specifically, there should be documentation in the request of any face to face meeting(s), email exchange or telephone conversation with the Director held prior to filing the grievance.

The Board recognizes that effective school governance requires that the primary responsibility for issues involving student discipline, curriculum, assessment and promotion and other day-to-day decisions regarding school management lies with the faculty, staff and Director of the School and these individuals are best suited to resolve conflicts that arise with respect to these issues. The Board has the authority to appoint, employ, and remove the Director, but primary responsibility and authority over faculty, staff and volunteer organizations of the School are vested in the Director. The Board, therefore, will exercise any authority in this policy conservatively and narrowly so as not to usurp the authority granted to the Director.

The President of the Board will review the request for the formation of a GC and determine if it conforms to the following guidelines:

Decisions of the Director are final and not subject to further appeal, except in the following instances:

- Decisions involving an alleged violation of a contractual right;
- Decisions involving an alleged violation by the School of state or federal law, or CFCI policy; or
- Decisions based on allegations of conduct by the Executive Director in violation of law or school policy.

The Board President will request and receive a summary of the situation from the Director prior to determining whether to grant the request for the formation of a GC.

L2

The Board President will decide if the request is within the scope of the guidelines above or not and inform the requestor and the Director of the decision within 10 work days of receipt of the request.

If the decision is to form a GC, the following guidelines will be followed:

1. All parties agree to abide by the following procedures and all parts of this policy.
2. The GC is not a standing committee of the Board. The Board President will appoint GC members on an as needed basis. It is in the best interest of the Board that this committee be comprised of Community Board members only. Board members will recuse themselves in the case of conflict of interest. The GC members will be established within 10 work days of the decision of the President to form a GC.
3. The GC will follow Open Meeting laws and guidelines, including prior public notice of meetings and maintaining minutes.
4. The appropriate level of confidentiality will be maintained at each level of the grievance. This includes all documents, reports, responses to inquiries, findings and related evidence pertaining to the grievance. Discussions by the Board regarding the grievance may be held in closed session in accordance with Open Meeting laws and guidelines.
5. The GC is to be considered the "last court of appeal".

The grievance procedure is as follows:

1. The President of the Board of Directors will appoint a GC. The GC will meet within 10 work days of appointment and inform the parties that a Findings Report of the GC will be presented to the full Board within 30 work days of the first meeting of the GC, either at a regularly scheduled meeting or a special called meeting.
2. The GC will decide, after reviewing the aforementioned complaint, to
 - a) request additional information or clarification and/or
 - b) forward the complaint to the other parties with a request for their written response and statement of position, or
 - c) dismiss the matter and decline further action.
3. After reviewing any relevant position statements, the GC shall decide to
 - a) issue a final Findings Report to the Board, or
 - b) arrange a meeting of all parties for further discussion before issuing a final Findings Report (the GC may invite others with relevant experience or expertise to the meeting as needed) or
 - c) take other actions as appropriate.

L3

4. The final Findings Report will be communicated in writing to the Board of Directors. The Findings Report shall be considered confidential. The Board of Directors will review the GC Findings Report in closed session if appropriate and take further action as deemed appropriate by the Board of Directors. The Board will make a determination of what part of the Findings Report should be confidential in accordance with Open Meetings law.

5. The Board President will report to the parties the decision of the Board regarding actions to be taken or other decisions by the Board related to the grievance. The Board at its discretion can decide what if any written material, reports, evidence and/or responses to release to the parties. Any materials released to the parties will be with the notation it is confidential information

All members of the Board will receive training on an annual basis with regard to confidentiality, impartiality, and other topics relevant to effective execution of this policy and their duties.

Forms to be used for filing a Grievance and for the GC Findings Report are attached to this policy.

Replaced old 250 Resolution Policy 1-17-2012
First Read 2-17-2020
Revision Draft 2-18-20

L4



CFCI FORMAL REQUEST FOR GRIEVANCE COMMITTEE

This form and all required attachments must be submitted in order to formally file a grievance with CFCI's Board of Directors. Refer to Policy 250 for further information regarding Grievance Procedure.

Grievant _____ Date _____

- 1. The first step in resolving conflicts should be a face to face meeting with the involved parties.** Please attach specific details of any meeting(s), include dates, times, location, who was in attendance, what was discussed, and quotes as remembered.
- 2. If the situation isn't resolved between the parties, the Grievant must meet with the Director prior to filing a formal request for the formation of a Grievance Committee (GC).** Please attach specific details of any meeting(s), include dates, times, location, who was in attendance, what was discussed, and quotes as remembered.
- 3. A Grievance Committee will only be assembled if the following has occurred (check all that apply):**
 - ____ **Decisions involving an alleged violation of a contractual right; cite contractual right**
 - ____ **Decisions involving an alleged violation by the School of state or federal law, cite state/federal law (i.e. GS 123-4)**
 - ____ **Decisions involving an alleged violation by the School of CFCI policy, cite policy (i.e. Policy ABC)**
 - ____ **Decisions based on allegations of conduct by the Executive Director in violation of law or school policy.**
- 4. Please attach a summary of the dispute, community members involved and a brief review of the actions taken to resolve the dispute, including dates, participants, outcomes, etc.** Attach any and all supporting documentation, i.e. emails, screenshots of text messages, etc.
- 5. What are the specific outcome(s) you seek by filing this grievance?**

Please attach specific details.

L5



GRIEVANCE COMMITTEE FINDINGS REPORT FORM

Grievance Cmt. Members _____

Date(s) the GC met and tasks completed:

Findings of the GC _____

Recommendations of the GC to the CFCI Board of Directors

Date this Findings Report was submitted to CFCI Board President _____

Signatures of GC members

Board Policy 281 Use of Seclusion and Restraint

CFCI shall train all staff in Responsive Classroom strategies as well as appropriate staff in the use of non-violent crisis intervention strategies, which will include verbal de-escalation techniques, to be employed with all students. These strategies will advocate for the care, welfare, safety, and security of all students. Verbal de-escalation involves the use of several components which includes maintaining supportive tone, lower volume, and slower cadence when speaking. Non-verbal communication involves non-threatening body language such as a supportive stance, maintaining personal space, and neutral facial expressions. The following steps will be employed when supporting students in crisis:

1. Supportive approach- empathetic, non-judgmental responses to behavior (active listening, wait time, non-threatening body language/stance)
2. Directive Approach- decelerating escalating behavior (simple directions, setting limits)
3. Physical Intervention- disengagement and/or holding skills to manage risk behavior and protect all stakeholders from harm
4. Therapeutic Rapport- re-establish communication (active listening, debrief)

Except as permitted under NCGS 115C-391.1, the use of physical restraint, mechanical restraint, or seclusion is prohibited. Aversive procedures may not be used by school personnel as prohibited in NCGS 115C-391.1. Staff trained in the use of seclusion and restraint will use a risk continuum to assess the potential threat to stakeholders or property.

Use of Restraint is defined as *contact between school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body*. The term does not include (1) briefly holding a student with any force in order to calm or comfort the student, or to prevent unsafe behavior such as running into traffic or engaging in a physical altercation (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another. The following circumstances apply to the use of restraint:

1. Shall only be used when a student is displaying behavior that presents risk of injury to themselves, others (including students, staff, visitors), or imminent destruction of school or another person's property
1. Shall only be used as a last resort, after all other options have been attempted without success.
2. Shall only be employed by staff trained in specific crisis intervention techniques and restraint techniques.
3. Only used for a short period of time and as necessary for the student to regain behavioral stability and the risk of injury has dissipated.
4. The degree of restriction employed will be proportional to the circumstances of the incident.
5. Will never be used as a means of punitive consequence or to force compliance.
6. Shall never be employed without at least two trained staff present
7. As reasonably needed to escort a student safely from one area to another

MZ

8. As provided for in a student's individual education plan (IEP), or Section 504 plan, or behavior intervention plan (BIP)

Use of Seclusion is defined as the confinement of a student alone in a room or area from which the student is physically prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's IEP, and during which an adult is continuously present in the room with the student. The following circumstances apply to the use of seclusion:

2. Shall only be used when a student is displaying behavior that presents risk of injury to themselves or others (including students, staff, visitors), or imminent destruction of school or another person's property
3. Shall only be used as a last resort, after all other options have been attempted without success.
4. Only used for a short period of time and as necessary for the student to regain behavioral stability and/or the risk of injury has dissipated.
5. Shall only be employed by staff trained in specific crisis intervention and seclusion techniques.
6. Shall carefully and continuously visually monitor the student to ensure the safety of the student, other students, and staff.
7. As reasonably needed for self-defense
8. As reasonably needed to maintain order or prevent/break-up a fight
9. When used as specified in the student's IEP, Section 504 plan, or BIP and
 - a. The space in which the student has been confined is approved for the LEA
 - b. The space is appropriately lighted
 - c. The space is appropriately ventilated and heated or cooled
 - d. The space is free of objects that unreasonably expose the student or others to harm

Parents shall be informed as soon as possible (no later than the end of the school day) whenever a student must be placed in seclusion or restrained. An incident report will be sent home to the parent within 30 days of the incident which will include the following information:

- Student name
- Date/time of the incident
- Duration of any seclusion or restraint
- Description of events leading up to incident
- Description of interventions attempted prior to incident
- Reasons that seclusion or restraint was used (description of student's behavior/emotional state)
- Description of any injuries sustained by others (students, staff, or others) or property

Any other concerns not specifically mentioned in this policy will fall under general statutes.

N

Incident Report – Use of Seclusion or Restraint

School: Cape Fear Center for Inquiry

LEA#: 65A

The incident described below may be one specified by North Carolina General Statute 115C-391.1(j)(2)(a), therefore the following incident report is being provided to parents per GS 115C-391.1(j)(4) and to the State Board of Education per GS 115C-47(45).

Student Name: _____

I. Basic Information.

Data of Incident

Time of Incident

Location of Incident

II. Narrative Information.

- 1. Describe the event(s) which led up to the incident and the incident, *including its duration.***

- 2. Describe all interventions that were employed prior to the seclusion or restraint.**

- 3. Describe the behavior that led to the use of seclusion or restraint.**

- 4. Describe any injuries sustained by the student or staff as a result of the incident.**

III. Parents can contact the following school employee for more information on this incident:

01

DRAFT REVISION 3-16-2020

150 Nepotism

The Board of Directors recognizes the need to avoid nepotism relative to the hiring, placement, duties and evaluation of all employees of Cape Fear Center for Inquiry.

Assignment of Personnel

It is the policy of the Board to recruit and employ the most qualified individuals for all positions. Apparent nepotism or the assignment of immediate family members to either supervise or evaluate the performance of another immediate family member is prohibited. This restriction on the assignment of family members serves to discourage favoritism and to prevent a conflict of interest in the completion of evaluations, disciplinary actions, extra-duty assignments and possible promotions.

Definition of Immediate Family

For the purpose of this Policy, members of the immediate family include spouses, domestic partners, children, stepchildren, wards, grandchildren, parents, grandparents, brothers, sisters, in-laws, uncles, and aunts. Nothing in this Policy shall prevent the employment by CFCI of members of the same family, provided their job assignments are made in accordance with this policy.

Restrictions

No immediate family member may have direct supervision over the progress, performance, pay, or welfare of another and together they may not be involved with the financial controls or physical inventories of CFCI properties.

Whenever two (2) employees at CFCI are in a supervisory-subordinate relationship and either get married or become domestic partners, one of the employees shall resign immediately. If an employee is promoted, assigned or transferred to a supervisory position over a member of his or her immediate family, the subordinate employee shall resign immediately.

No voting members of the governing board shall be an employee of a for profit company that provides substantial services to the charter school for a fee.

No employee of the charter school shall be immediate family (as defined in G.S. 115C-12.2) to any member of the board of directors.

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No employee of the charter school, whether hired by the board of directors or a management company, shall be a voting member of the board of directors.

No teacher or staff member that is immediate family of the chief administrator shall be hired without the board of directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.”

Public Disclosure

Before any immediate family of any member of the CFCI Board of Directors or CFCI employee with a supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the Board of Directors in any capacity, such proposed employment or engagement shall be:

- 1. Disclosed to the Board of Directors; and***
- 2. The Board of Directors must approve the hiring or contract in a duly called open session meeting.***

Assignment of Students

It is the policy of CFCI to establish and maintain a classroom environment of fairness and equity for all students. The assignment of a student to a class taught by a member of the student's immediate family creates the appearance of favoritism and places undue pressure on both the student and the teacher. As a general rule no student should be assigned to or placed in a class taught by a member of the student's immediate family as defined above. Teachers shall not be placed in a position of having to evaluate or grade the academic performance of a member of their immediate family.

Exceptions

The Director of CFCI may decide to implement an exception to either the assignment of personnel or students for up to three years for core classroom teachers in order to meet an identified school need or special circumstance. The Director shall provide the specific name(s) and reason(s) for the exception to the Board at the August board meeting. Teachers of specialized instruction (for example art, music, PE, technology, Spanish, middle school electives, Exceptional Children and related services) are excluded from the Assignment of Students section.

Revised 7/30/15

First Read Revision 3-17-2020

Budget Packet

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CAPE FEAR 2019-2020 BUDGET ADJUSTMENT TRACKER

REVENUE	FY 2019 FINAL BUDGET	FEB '20 ADJ	CURRENT BUDGET
STATE REVENUE			
Rev - Charter Schools - 036	2,411,370.00	2,473,645.00	\$2,473,645.00
Rev - School Resource Officer - 039	0.00	15,200.00	\$15,200.00
Rev - Reading Device Funds - 085	845.00	3,360.00	\$3,360.00
Rev - Summer Reading Program	6,287.15	15,890.00	\$15,890.00
Rev - Behavior Support - 029	51,192.00	50,000.00	\$50,000.00
Rev - Charter Schools - 049	3,499.70	1,077.00	\$1,077.00
TOTAL STATE REVENUE	\$2,473,793.85	\$2,559,172.00	\$2,559,172.00
LOCAL REVENUE			
Rev - Brunswick County Schools	161,602.94	161,602.56	\$161,602.56
Rev - New Hanover County	973,896.00	995,904.00	\$995,904.00
Rev - Pender	11,674.74	11,538.00	\$11,538.00
F & F Brunswick County	1,213.08	2,700.00	\$2,700.00
F & F New Hanover County	23,195.00	24,000.00	\$24,000.00
F & F Pender County	168.14	100.00	\$100.00
Rev - Interest Income - MM 1908	4,145.42	2,500.00	\$2,500.00
Rev - Interest Income - SV - 4483	0.20	0.20	\$0.20
Rev - Sales Tax	5,574.06	6,000.00	\$6,000.00
Rev - Contributions and Donations	1,971.26	3,000.00	\$3,000.00
Rev - Tech Donations	6,137.00	2,000.00	\$2,000.00
Rev - Hurricane Florence	3,402.08	0.00	\$0.00
Rev - Fundraising - 653	3,866.43	5,000.00	\$5,000.00
Rev - Riptide Runners	3,487.00	4,000.00	\$4,000.00
Rev - Field Trip	26,886.84	60,000.00	\$60,000.00
Rev - Rental of School Property	0.00	2,000.00	\$2,000.00
Rev - Capital Campaign - 660	20,182.28	20,000.00	\$20,000.00
Rev - Various	26,487.73	10,000.00	\$10,000.00
Rev - Student Fees / Supplies	0.00	2,000.00	\$2,000.00
Rev - Fees/ Supplies	731.08	1,148.35	\$1,148.35
Rev - Social Dues	0.00	770.00	\$770.00
Rev - Arts	6,346.37	1,000.00	\$1,000.00
Rev - Loan Proceeds	0.00	3,850,000.00	\$3,850,000.00
Rev - Garden Grant - 555	490.00	0.00	\$0.00
Rev - CFCI Partnership	4,891.24	1,250.00	\$1,250.00
Rev - GE Grant	335.51	0.00	\$0.00
Rev - Fund Balance Appropriation	0.00	497,500.00	\$497,500.00
TOTAL LOCAL REVENUE	\$1,286,684.40	5,664,013.11	\$5,664,013.11
FEDERAL REVENUE			
Rev - Title I Basic - 050	7,974.64	44,827.00	\$44,827.00
Rev - IDEA VI-B Handicap - 060	49,494.00	56,007.00	\$56,007.00

CAPE FEAR

2019-2020 BUDGET ADJUSTMENT TRACKER

	FY 2019 FINAL BUDGET	FEB '20 ADJ	CURRENT BUDGET
Rev - Improving Tchr Qual - 103	5,897.00	8,692.00	\$8,692.00
Rev - Student Support - 108	6,783.00	10,000.00	\$10,000.00
Rev - Title I ESEA - 115	1,847.35	8,152.65	\$8,152.65
Rev - IDEA VLB Spec Needs - 118	1,573.09	1,711.11	\$1,711.11
TOTAL FEDERAL REVENUE	\$73,569.08	\$129,389.76	\$129,389.76
TOTAL REVENUE	3,834,047.33	8,352,574.87	8,352,574.87

**CAPE FEAR
2019-2020 BUDGET ADJUSTMENT TRACKER**

EXPENSES	FY 2019 FINAL BUDGET	FEB '20 ADJ	CURRENT BUDGET
Salaries & Bonuses			
Teacher	1,344,188.49	1,349,774.40	\$1,349,774.40
Teacher - 016	2,406.20	1,130.40	\$1,130.40
Teacher Assistant	107,126.46	93,165.40	\$93,165.40
Substitute	24,880.00	25,000.00	\$25,000.00
EC Teacher	161,409.15	151,723.26	\$151,723.26
EC Teacher - 029	35,919.00	50,000.00	\$50,000.00
EC Teacher - 060	41,228.96	46,555.56	\$46,555.56
EC Teacher Assistant	35,258.73	45,892.83	\$45,892.83
Psychologist	26,381.74	30,219.00	\$30,219.00
EC Stipend - 118	0.00	700.00	\$700.00
EC Substitute	4,760.00	15,000.00	\$15,000.00
Remediation Teacher - 050	7,974.64	41,418.49	\$41,418.49
Principal	86,164.08	90,472.20	\$90,472.20
Assistant Principal	29,806.37	36,641.84	\$36,641.84
Office Staff	48,308.19	52,251.18	\$52,251.18
Guidance	53,509.16	67,021.38	\$67,021.38
Information Technology	52,257.00	54,869.85	\$54,869.85
Custodian	24,330.26	31,933.00	\$31,933.00
Finance Officer	88,526.04	102,050.45	\$102,050.45
Bonus Pay	0.00	1,000.00	\$1,000.00
Bonus Pay - 046	3,251.00	1,000.00	\$1,000.00
Total Salaries & Bonuses	\$2,177,685.47	\$2,287,819.24	\$2,287,819.24
Benefits			
Social Security & Medicare	156,277.08	173,841.74	\$173,841.74
Social Security & Medicare - 016	181.86	83.90	\$83.90
Social Security & Medicare - 029	2,655.90	0.00	\$0.00
Social Security & Medicare - 046	248.70	0.00	\$0.00
Social Security & Medicare - 050	0.00	3,168.51	\$3,168.51
Social Security & Medicare - 060	2,375.00	3,561.40	\$3,561.40
Social Security & Medicare - 118	0.00	51.31	\$51.31
State Retirement	339,857.67	454,286.90	\$454,286.90
State Retirement - 016	453.82	213.19	\$213.19
State Retirement - 029	6,016.45	0.00	\$0.00
State Retirement - 060	590.88	590.88	\$590.88
State Retirement - 118	0.00	132.02	\$132.02
Health Insurance	169,806.56	221,242.89	\$221,242.89
Health Insurance - 016	114.47	100.75	\$100.75
Health Insurance - 029	4,408.65	0.00	\$0.00
Health Insurance - 060	5,299.16	5,299.16	\$5,299.16
Health Insurance - 118	0.00	16.67	\$16.67

**CAPE FEAR
2019-2020 BUDGET ADJUSTMENT TRACKER**

	FY 2019 FINAL BUDGET	FEB '20 ADJ	CURRENT BUDGET
State Unemployment	1,037.96	1,500.00	\$1,500.00
Total Benefits	\$689,324.16	864,089.32	864,089.32
Books & Supplies			
Instructional Supplies	43,979.78	23,000.00	\$23,000.00
Instructional Supplies - 016	3,130.80	14,361.76	\$14,361.76
Instructional Supplies - 108	0.00	2,000.00	\$2,000.00
EC Supplies	2,878.82	4,000.00	\$4,000.00
EC Supplies - 118	1,409.60	811.11	\$811.11
Office Supplies	5,772.70	4,000.00	\$4,000.00
Social Dues	238.90	770.00	\$770.00
Fundraising Supplies	1,590.05	0.00	\$0.00
Fundraising Supplies - Riptide Runner	2,075.00	4,000.00	\$4,000.00
Garden Grant Expenses	168.16	0.00	\$0.00
Health Supplies	2,131.72	2,500.00	\$2,500.00
Security Supplies	4,151.85	3,000.00	\$3,000.00
Membership Dues & Fees	0.00	1,530.42	\$1,530.42
Postage & Shipping	575.90	1,000.00	\$1,000.00
Sales Tax Expense	5,574.06	6,000.00	\$6,000.00
Unbudgeted Federal Expense - 050	0.00	240.00	\$240.00
Total Books & Supplies	\$73,678.34	67,213.29	\$67,213.29

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**CAPE FEAR
2019-2020 BUDGET ADJUSTMENT TRACKER**

	FY 2019 FINAL BUDGET	FEB '20 ADJ	CURRENT BUDGET
Contracted Student Services			
EC Services	21,008.75	19,000.00	\$19,000.00
Psychological Services	0.00	535.00	\$535.00
Psychological Services - SRO	0.00	11,200.00	\$11,200.00
Speech Services	39,150.80	34,000.00	\$34,000.00
Field Trips	26,415.61	52,000.00	\$52,000.00
Field Trips - 108	6,783.00	8,000.00	\$8,000.00
Total Contracted Student Services	93,358.16	124,735.00	\$124,735.00
Staff Development			
Workshop Expenses	26,686.16	7,500.00	\$7,500.00
Workshop Expenses - 103	5,897.00	8,692.00	\$8,692.00
Workshop Expenses - 115	0.00	8,152.65	\$8,152.65
EC Workshop Expenses	3,903.99	8,000.00	\$8,000.00
EC Workshop Expenses - 029	2,192.00	0.00	\$0.00
EC Workshop Expenses - 115	1,847.35	0.00	\$0.00
Workshop Expenses - 118	163.49	0.00	\$0.00
Total Staff Development	\$40,689.99	32,344.65	\$32,344.65
Administrative Services			
Advertising	896.08	1,000.00	\$1,000.00
Audit Services	9,100.00	9,100.00	\$9,100.00
Bank Fees	1,506.07	10,000.00	\$10,000.00
Community Services	3,812.00	0.00	\$0.00
Financial Services	43,121.00	43,656.00	\$43,656.00
General Administration	4,036.08	8,000.00	\$8,000.00
Human Resources	2,213.90	2,000.00	\$2,000.00
Legal Services	73,027.41	35,000.00	\$35,000.00
Student Information Services	16,120.00	16,320.00	\$16,320.00
Technology Services	0.00	2,500.00	\$2,500.00
Other Tax Payments	0.00	6,606.24	\$6,606.24
Bank Transfers	0.00	0.00	\$0.00
Total Administrative Services	153,832.54	134,182.24	\$134,182.24
Insurances			
Workers Compensation	7,068.10	7,900.00	\$7,900.00
General Liability	33,129.40	32,500.00	\$32,500.00
Other Insurance & Judgements	0.00	6,000.00	\$6,000.00
Total Insurances	\$40,197.50	46,400.00	\$46,400.00

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CAPE FEAR

2019-2020 BUDGET ADJUSTMENT TRACKER

	FY 2019 FINAL BUDGET	FEB '20 ADJ	CURRENT BUDGET
Rents & Debt Service			
Debt Service - Principal - Newbridge	211,692.78	2,866,098.59	\$2,866,098.59
Debt Service - Interest - Newbridge	92,207.58	44,685.94	\$44,685.94
Debt Service - Principal - BB&T	0.00	29,742.51	\$29,742.51
Debt Service - Interest - BB&T	0.00	87,023.69	\$87,023.69
Building Rent - 621 LLC	5,700.00	1,425.00	\$1,425.00
Total Rents & Debt Service	\$309,600.36	\$3,028,975.73	\$3,028,975.73
Facilities			
Building Services	42,652.17	31,342.11	\$31,342.11
Building Supplies & Materials	3,715.56	7,000.00	\$7,000.00
Custodial Services	47,408.60	62,475.87	\$62,475.87
Custodial Supplies & Materials	11,188.15	9,000.00	\$9,000.00
Miscellaneous Contracts	83,975.54	15,000.00	\$15,000.00
Improvements to Existing Sites	0.00	719,483.00	\$719,483.00
Security Monitoring	2,404.65	5,000.00	\$5,000.00
Total Facilities	\$191,344.67	\$849,300.98	\$849,300.98
Utilities			
Electric	40,753.03	42,000.00	\$42,000.00
Water & Sewer	8,776.33	8,000.00	\$8,000.00
Waste Management	3,464.40	4,800.00	\$4,800.00
Telephone	9,346.68	10,000.00	\$10,000.00
Total Utilities	\$62,340.44	\$64,800.00	\$64,800.00
Transportation & Travel			
Vehicle Rental & Lease	0.00	75.00	\$75.00
Vehicle Gas & Diesel Fule	0.00	7.00	\$7.00
Travel Reimbursements	504.30	350.00	\$350.00
Total Transportation & Travel	\$504.30	\$432.00	\$432.00
Technology			
Software - Instructional	12,218.87	12,000.00	\$12,000.00
Software - Office	4,647.34	4,500.00	\$4,500.00
Tech Equipment - Instructional	25,729.89	3,000.00	\$3,000.00
Tech Equipment - EC	621.48	900.00	\$900.00
Tech Equipment - Office	3,402.98	1,000.00	\$1,000.00
Cap Tech Equipment - Instructional	0.00	3,992.00	\$3,992.00
Cap Tech Equipment - Office	0.00	0.00	\$0.00
Tech Supplies & Materials	3,547.33	3,000.00	\$3,000.00
Total Technology	\$50,167.89	\$28,392.00	\$28,392.00
Non-Cap Equipment & Leases			

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**CAPE FEAR
2019-2020 BUDGET ADJUSTMENT TRACKER**

	FY 2019 FINAL BUDGET	FEB '20 ADJ	CURRENT BUDGET
Equipment - Instructional	3,814.47	1,000.00	\$1,000.00
Equipment - EC	312.96	600.00	\$600.00
Equipment - Office	312.65	25,866.81	\$25,866.81
Equipment - Safety SRO	0.00	4,000.00	\$4,000.00
Copiers & Reproduction	8,255.05	12,160.00	\$12,160.00
Total Non-Cap Equipment & Leases	\$12,695.13	43,626.81	\$43,626.81
Cap Equipment & Purchases			
Purchase of Land	0.00	749,000.00	\$749,000.00
Cap Equipment - Instructional	0.00	0.00	\$0.00
Total Non-Cap Equipment & Leases	\$0.00	749,000.00	749,000.00
Nutrition & Food			
Nutrition Supplies & Materials	70.07	250.00	\$250.00
Unprepared Food Purchases	8,506.95	10,000.00	\$10,000.00
Other Food - Office	929.52	900.00	\$900.00
Total Nutrition & Food	\$9,506.54	\$11,150.00	\$11,150.00
Capital Campaign			
Contracted Services	2,250.00	0.00	\$0.00
Supplies & Materials	1,939.36	150.00	\$150.00
Building Rentals/Leases	550.00	1,100.00	\$1,100.00
Total Capital Campaign	\$4,739.36	\$1,250.00	\$1,250.00
TOTAL EXPENSES	3,909,664.85	8,333,711.26	8,333,711.26
NET SURPLUS/(DEFICIT)	\$(75,617.52)	18,863.61	\$18,863.61

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CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT (DETAIL)
2/1/2020 ~ 2/29/2020
All Accounts

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REVENUES

State Revenue

Rev - Charter Schools - 036
 Rev - School Resource Officer - 039
 Rev - Reading Devices - 085
 Rev - Summer Reading Program
 Rev - Behavior Support - 029
 Rev - Charter Schools 048
Total State Revenue

Local Revenue

Rev - Brunswick County Schools
 Rev - New Hanover County
 Rev - Pender County Schools
 F & F - Brunswick County-4609
 F & F - New Hanover County
 F & F - Pender County Schools
 Rev - Interest Income-MM-1908
 Rev - Interest Income-SV-4483
 Rev - Sales Tax
 Rev - Contributions and Donati
 Rev - Tech Donations
 Rev - Fundraising - 653
 Rev - Riptide Runners
 Rev - Field Trip
 Rev - Rental of School Propert
 Rev - Capital Campaign - 660
 Rev - Various
 Rev - Student Fees/ Supplies
 Rev - Fees / Supplies - 4609
 Rev - Social Dues
 Rev - Arts
 Rev - Loan Proceeds
 Rev - CFCI Partnership
 Rev - Fund Balance Appropriate
Total Local Revenue

Federal Revenue

Rev - Title I Basic -050

CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
\$2,473,645.00	\$258,659.99	\$2,008,381.62	\$465,263.38	18.81%	
\$15,200.00	\$0.00	\$0.00	\$15,200.00	100.00%	
\$3,360.00	\$0.00	\$0.00	\$3,360.00	100.00%	
\$15,890.00	\$0.00	\$15,890.00	\$0.00	0.00%	
\$50,000.00	\$509.88	\$33,748.31	\$16,251.69	32.50%	
\$1,077.00	\$0.00	\$1,076.50	\$0.50	0.05%	
\$2,559,172.00	\$259,169.87	\$2,059,096.43	\$500,075.57	19.54%	
\$161,602.56	\$0.00	\$78,312.24	\$83,290.32	51.54%	
\$995,904.00	\$0.00	\$414,960.00	\$580,944.00	58.33%	
\$11,538.00	\$0.00	\$5,767.32	\$5,770.68	50.01%	
\$2,700.00	\$0.00	\$291.14	\$2,408.86	89.22%	
\$24,000.00	\$0.00	\$7,110.00	\$16,890.00	70.38%	
\$100.00	\$0.00	\$70.02	\$29.98	29.98%	
\$2,500.00	\$0.00	\$1,418.16	\$1,081.84	43.27%	
\$0.20	\$0.00	\$0.07	\$0.13	65.00%	
\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	
\$3,000.00	\$0.00	\$834.40	\$2,165.60	72.19%	
\$2,000.00	\$0.00	\$1,525.00	\$475.00	23.75%	
\$5,000.00	\$0.00	\$498.22	\$4,501.78	90.04%	
\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	
\$60,000.00	\$0.00	\$27,296.87	\$32,703.13	54.51%	
\$20,000.00	\$0.00	\$1,780.00	\$220.00	11.00%	
\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	
\$10,000.00	(\$125.00)	\$6,959.33	\$3,040.67	30.41%	
\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
\$1,148.35	\$0.00	\$1,130.25	\$18.10	1.58%	
\$770.00	\$0.00	\$770.00	\$0.00	0.00%	
\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
\$3,850,000.00	\$0.00	\$3,045,905.75	\$804,094.25	20.89%	
\$1,250.00	\$0.00	\$748.59	\$501.41	40.11%	
\$497,500.00	\$0.00	\$0.00	\$497,500.00	100.00%	
\$5,664,013.11	(\$125.00)	\$3,595,377.36	\$2,068,635.75	36.52%	
\$44,827.00	\$22,196.00	\$44,620.00	\$207.00	0.46%	

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Rev - IDEA VI-B Handicap - 060
 Rev - Improving Tchr Qual-103
 Rev - Student Support - 108
 Rev - Title I ESEA - 115
 Rev - IDEA VI-B Spec Needs-118
Total Federal Revenue

TOTAL REVENUES

EXPENSES

Salaries & Wages

CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
\$56,007.00	\$8,986.68	\$36,390.07	\$19,616.93	35.03%	
\$8,692.00	\$644.67	\$644.67	\$8,047.33	92.58%	
\$10,000.00	\$519.83	\$4,048.83	\$5,951.17	59.51%	
\$8,152.65	\$0.00	\$8,152.65	\$0.00	0.00%	
\$1,711.11	\$0.00	\$1,600.00	\$111.11	6.49%	
\$129,389.76	\$32,347.18	\$95,456.22	\$33,933.54	26.23%	
\$8,352,574.87	\$291,392.05	\$5,749,930.01	\$2,602,644.86	31.16%	
Teacher	\$92,420.97	\$870,477.75	\$479,296.65	35.51%	
Teacher - 016	\$0.00	\$1,130.40	\$0.00	0.00%	
Teacher Assistant	\$11,971.39	\$62,967.87	\$30,197.53	32.41%	
Substitute	\$4,440.00	\$20,960.00	\$4,040.00	16.16%	
EC Teacher	\$8,172.67	\$95,584.36	\$56,138.90	37.00%	
EC Teacher - 029	\$4,241.33	\$33,748.31	\$16,251.69	32.50%	
EC Teacher - 060	\$7,380.00	\$29,430.00	\$17,125.56	36.79%	
EC Teacher Assistant	\$5,146.87	\$25,888.72	\$20,004.11	43.59%	
Psychologist	\$2,398.34	\$19,471.17	\$10,747.83	35.57%	
EC Stipend - 118	\$0.00	\$700.00	\$0.00	0.00%	
EC Substitute	\$320.00	\$11,670.00	\$3,330.00	22.20%	
Remediation Teacher - 050	\$20,621.02	\$41,451.49	(\$33.00)	-0.08%	
Principal	\$8,180.34	\$59,442.72	\$31,029.48	34.30%	
Assistant Principal	\$2,709.67	\$21,677.36	\$14,964.48	40.84%	
Office Staff	\$5,343.08	\$34,155.98	\$18,095.20	34.63%	
Guidance	\$6,307.54	\$39,463.81	\$27,557.57	41.12%	
Information Technology	\$4,354.75	\$34,838.00	\$20,031.85	36.51%	
Custodian	\$3,179.67	\$16,035.55	\$15,897.45	49.78%	
Finance Officer	\$9,490.78	\$65,917.88	\$36,132.57	35.41%	
Bonus Pay	\$0.00	\$0.00	\$1,000.00	100.00%	
Bonus Pay - 048	\$0.00	\$1,000.00	\$0.00	0.00%	
Total Salaries & Wages	\$196,678.42	\$1,486,011.37	\$801,807.87	35.05%	

Benefits

Social Security & Medicare	\$16,131.28	\$104,490.76	\$69,350.98	39.89%	
Social Security & Medicare - 016	\$0.00	\$83.90	\$0.00	0.00%	
Social Security & Medicare - 029	(\$3,731.45)	\$0.00	\$0.00	0.00%	
Social Security & Medicare - 050	\$1,574.98	\$3,168.51	\$0.00	0.00%	
Social Security & Medicare - 060	\$541.96	\$2,178.91	\$1,382.49	38.82%	
Social Security & Medicare - 118	\$0.00	\$51.31	\$0.00	0.00%	
State Retirement	\$31,196.42	\$245,871.81	\$208,415.09	45.88%	
State Retirement - 016	\$0.00	\$213.19	\$0.00	0.00%	
State Retirement - 060	\$0.00	\$590.88	\$0.00	0.00%	

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	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
State Retirement - 118	\$132.02	\$0.00	\$132.02	\$0.00	0.00%	
Health Insurance	\$221,242.89	\$14,906.08	\$118,336.42	\$102,906.47	46.51%	
Health Insurance - 016	\$100.75	\$0.00	\$100.75	\$0.00	0.00%	
Health Insurance - 060	\$5,299.16	\$1,064.72	\$4,190.28	\$1,108.88	20.93%	
Health Insurance - 118	\$16.67	\$0.00	\$16.67	\$0.00	0.00%	
State Unemployment	\$1,500.00	\$0.00	\$99.73	\$1,400.27	93.35%	
Other Insurance	\$0.00	\$0.00	\$0.88	(\$0.88)	0.00%	
Total Benefits	\$864,089.32	\$61,683.99	\$479,526.02	\$384,563.30	44.51%	

Books & Supplies

Instructional Supplies	\$23,000.00	\$228.13	\$18,898.38	\$4,101.62	17.83%	
Instructional Supplies - 016	\$14,361.76	\$0.00	\$14,361.76	\$0.00	0.00%	
Instructional Supplies - 108	\$2,000.00	\$219.83	\$436.83	\$1,563.17	78.16%	
EC Supplies	\$4,000.00	\$87.68	\$3,421.25	\$578.75	14.47%	
EC Supplies - 118	\$811.11	\$0.00	\$700.00	\$111.11	13.70%	
Office Supplies	\$4,000.00	\$219.85	\$2,453.00	\$1,547.00	38.68%	
Social Dues	\$770.00	\$13.80	\$101.05	\$668.95	86.88%	
Fundraising Supplies - Riptide Runner	\$4,000.00	\$0.00	\$1,216.36	\$2,783.64	69.59%	
Health Supplies	\$2,500.00	\$0.00	\$279.16	\$2,220.84	88.83%	
Security Supplies	\$3,000.00	\$0.00	\$1,293.18	\$1,706.82	56.89%	
Membership Dues & Fees	\$1,530.42	\$0.00	\$1,530.42	\$0.00	0.00%	
Postage & Shipping	\$1,000.00	\$0.00	\$300.12	\$699.88	69.99%	
Sales Tax Expense	\$6,000.00	\$184.28	\$3,700.48	\$2,299.52	38.33%	
Unbudgeted Federal Expense - 050	\$240.00	\$0.00	\$0.00	\$240.00	100.00%	
Total Books & Supplies	\$67,213.29	\$953.57	\$48,691.99	\$18,521.30	27.56%	

Contracted Student Services

EC Services	\$19,000.00	\$0.00	\$9,497.50	\$9,502.50	50.01%	
Psychological Services	\$535.00	\$0.00	\$535.00	\$0.00	0.00%	
Psychological Services - SRO	\$11,200.00	\$0.00	\$0.00	\$11,200.00	100.00%	
Speech Services	\$34,000.00	\$13,845.00	\$27,201.25	\$6,798.75	20.00%	
Field Trips	\$52,000.00	\$563.00	\$23,547.60	\$28,452.40	54.72%	
Field Trips - 108	\$8,000.00	\$300.00	\$3,612.00	\$4,388.00	54.85%	
Total Contracted Student Services	\$124,735.00	\$14,708.00	\$64,393.35	\$60,341.65	48.38%	

Staff Development

Workshop Expenses	\$7,500.00	\$0.00	\$4,518.50	\$2,981.50	39.75%	
Workshop Expenses - 103	\$8,692.00	\$644.67	\$644.67	\$8,047.33	92.58%	
Workshop Expenses - 115	\$8,152.65	\$0.00	\$8,152.65	\$0.00	0.00%	
EC Workshops	\$8,000.00	\$120.00	\$1,404.89	\$6,595.11	82.44%	
Total Staff Development	\$32,344.65	\$764.67	\$14,720.71	\$17,623.94	54.49%	

Administrative Services

Advertising	\$1,000.00	\$0.00	\$680.00	\$320.00	32.00%	
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	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Audit Fees	\$9,100.00	\$0.00	\$8,355.00	\$745.00	8.19%	
Bank Fees	\$10,000.00	(\$1.57)	\$9,911.74	\$88.26	0.88%	
Financial Services	\$43,656.00	\$3,611.25	\$28,783.02	\$14,872.98	34.07%	
General Administration	\$8,000.00	\$557.00	\$13,605.00	(\$5,605.00)	-70.06%	
Human Resources	\$2,000.00	\$93.00	\$1,438.00	\$562.00	28.10%	
Legal Services	\$35,000.00	\$11,411.65	\$31,708.52	\$3,291.48	9.40%	
Student Information Services	\$16,320.00	\$1,350.00	\$10,759.98	\$5,560.02	34.07%	
Technology Services	\$2,500.00	\$0.00	\$2,064.00	\$436.00	17.44%	
Other Tax Payments	\$6,606.24	\$0.00	\$3,614.17	\$2,992.07	45.29%	
Bank Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
Total Administrative Services	\$134,182.24	\$17,021.33	\$110,919.43	\$23,262.81	17.34%	
Insurances						
Workers Compensation	\$7,900.00	\$0.00	\$4,387.30	\$3,512.70	44.46%	
General Liability	\$32,500.00	\$0.00	\$17,875.14	\$14,624.86	45.00%	
Other Insurance & Judgements	\$6,000.00	\$0.00	\$5,942.94	\$57.06	0.95%	
Total Insurances	\$46,400.00	\$0.00	\$28,205.38	\$18,194.62	39.21%	
Rents & Debt Service						
Debt Service - Principal - NewBridge	\$2,866,098.59	\$0.00	\$2,866,098.59	\$0.00	0.00%	
Debt Service - Interest - NewBridge	\$44,685.94	\$0.00	\$44,685.94	\$0.00	0.00%	
Debt Service - Principal - BB&T	\$29,742.51	\$0.00	\$0.00	\$29,742.51	100.00%	
Debt Service - Interest - BB&T	\$87,023.69	\$0.00	\$0.00	\$87,023.69	100.00%	
Building Rent - 621 LLC	\$1,425.00	\$0.00	\$219.36	\$1,205.64	84.61%	
Total Rents & Debt Service	\$3,028,975.73	\$0.00	\$2,911,003.89	\$117,971.84	3.89%	
Facilities						
Building Services	\$31,342.11	\$667.98	\$20,661.03	\$10,681.08	34.08%	
Building Supplies & Materials	\$7,000.00	\$77.00	\$2,578.51	\$4,421.49	63.16%	
Custodial Services	\$62,475.87	\$4,655.00	\$18,969.27	\$43,506.60	69.64%	
Custodial Supplies & Materials	\$9,000.00	\$1,606.60	\$7,739.71	\$1,260.29	14.00%	
Miscellaneous Contracts	\$15,000.00	\$0.00	\$3,450.00	\$11,550.00	77.00%	
Improvements to Existing Sites	\$719,483.00	\$0.00	\$0.00	\$719,483.00	100.00%	
Security Monitoring	\$5,000.00	\$0.00	\$1,302.00	\$3,698.00	73.96%	
Total Facilities	\$849,300.98	\$7,006.58	\$54,700.52	\$794,600.46	93.56%	
Utilities						
Electric	\$42,000.00	\$0.00	\$18,849.39	\$23,150.61	55.12%	
Water & Sewer	\$8,000.00	\$1,356.03	\$5,486.62	\$2,513.38	31.42%	
Waste Management	\$4,800.00	\$397.40	\$3,169.66	\$1,630.34	33.97%	
Telephone	\$10,000.00	\$132.53	\$6,400.35	\$3,599.65	36.00%	
Total Utilities	\$64,800.00	\$1,885.96	\$33,906.02	\$30,893.98	47.68%	
Transportation & Travel						

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	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Vehicle Rental & Lease	\$75.00	\$0.00	\$74.80	\$0.20	0.27%	
Vehicle Gas & Diesel Fuel	\$7.00	\$0.00	\$6.63	\$0.37	5.29%	
Travel Reimbursements	\$350.00	\$0.00	\$323.28	\$26.72	7.63%	
Total Transportation & Travel	\$432.00	\$0.00	\$404.71	\$27.29	6.32%	
Technology						
Software - Instructional	\$12,000.00	\$2,674.90	\$14,382.70	(\$2,382.70)	-19.86%	
Software - Office	\$4,500.00	\$0.00	\$3,096.75	\$1,403.25	31.18%	
Tech Equipment - Instructional	\$3,000.00	\$0.00	\$1,371.01	\$1,628.99	54.30%	
Tech Equipment - EC	\$900.00	\$0.00	\$37.38	\$862.62	95.85%	
Tech Equipment - Office	\$1,000.00	\$0.00	\$15.99	\$984.01	98.40%	
Cap Tech Equipment - Instructional	\$3,992.00	\$0.00	\$3,992.00	\$0.00	0.00%	
Tech Supplies & Materials	\$3,000.00	\$224.62	\$1,640.69	\$1,359.31	45.31%	
Total Technology	\$28,392.00	\$2,899.52	\$24,536.52	\$3,855.48	13.58%	
Non-Cap Equipment & Leases						
Equipment - Instructional	\$1,000.00	\$0.00	\$203.17	\$796.83	79.68%	
Equipment - EC	\$600.00	\$0.00	\$0.00	\$600.00	100.00%	
Equipment - Office	\$25,866.81	\$0.00	\$19,501.69	\$6,365.12	24.61%	
Equipment - Safety SRO	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	
Copiers & Reproduction	\$12,160.00	\$610.95	\$7,895.73	\$4,264.27	35.07%	
Total Non-Cap Equipment & Leases	\$43,626.81	\$610.95	\$27,600.59	\$16,026.22	36.73%	
Cap Equipment & Purchases						
Purchase of Land	\$749,000.00	\$32.58	\$748,272.58	\$727.42	0.10%	
Total Cap Equipment & Purchases	\$749,000.00	\$32.58	\$748,272.58	\$727.42	0.10%	
Nutrition & Food						
Nutrition Supplies & Materials	\$250.00	\$0.00	\$101.34	\$148.66	59.46%	
Unprepared Food Purchases	\$10,000.00	\$355.51	\$3,237.17	\$6,762.83	67.63%	
Other Food - Office	\$900.00	\$0.00	\$508.55	\$391.45	43.49%	
Total Nutrition & Food	\$11,150.00	\$355.51	\$3,847.06	\$7,302.94	65.50%	
Capital Campaign 660						
Supplies & Materials	\$150.00	\$0.00	\$0.00	\$150.00	100.00%	
Building Rentals/Leases	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00%	
Total Capital Campaign 660	\$1,250.00	\$0.00	\$0.00	\$1,250.00	100.00%	
Pending Documentation						
Pending Expense Documentation	\$0.00	\$701.11	\$4,349.76	(\$4,349.76)	0.00%	
Total Pending Documentation	\$0.00	\$701.11	\$4,349.76	(\$4,349.76)	0.00%	
TOTAL EXPENSES	\$8,333,711.26	\$305,302.19	\$6,041,089.90	\$2,292,621.36	27.51%	

NET SURPLUS/(DEFICIT)

CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
\$18,863.61	(\$13,910.14)	(\$291,159.89)			

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