

**Cape Fear Center for Inquiry
Board of Directors Agenda
April 21, 2020- 5:30pm**

***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:		
5:30pm		<i>Call to Order</i>	Lakeasha Glaspie	Motion to start meeting: Hill/Erichsen
5:31pm	<i>A B</i>	<i>Approval of Minutes:</i> <ul style="list-style-type: none"> <i>March 17, 2020</i> <i>March 27, 2020- Special Called Meeting</i> 	Lakeasha Glaspie	Motion to approve minutes for 3/17 and 3/27: Erichsen/Hill
5:33pm		<i>Visiting Faculty*</i>	TBD	
5:35pm		<i>Visiting Parent or Community Members*</i>	TBD	Statement read by Lakeasha Glaspie.
		Director's Report		
5:40pm		<ul style="list-style-type: none"> <i>Personnel:</i> Employee Resignation Business Operations Coordinator Update 2020-2021 Budget Update Parking Lot Update <i>Email Lori with any April budget questions.</i> Teacher Report 	Lori Roy	Information/Discussion/Action: <ul style="list-style-type: none"> Lori shared that there are w resignations: Susan Bolger and Christine Born Lori updated board on next steps for hiring BOC. Lori gave an update on the state of the parking lot project. Moving forward with TRC. Next step is permitting phase (4-6 months) Discussion about pervious pavers and number of trees that will be removed. Motion to have teachers report: Jurich/Erichsen Sarah McCorcle read the teacher's report. Discussion about remote learning protocol. Discussion about board applications.

				<ul style="list-style-type: none"> Discussion about budget questions and shared leadership
		Policy Procedure Review Committee (PPRC)		
6:00	K	<ul style="list-style-type: none"> Policy 281 Seclusion and Restraint (2nd read) 	Lori Roy/Alan McNaughton	Information/Discussion/Action: Lori gave updates on Board Policy. Discussion about BP 281. Motion to approve policy 281: Johnsen/Jurich.
		Executive Committee		
6:25		<ul style="list-style-type: none"> Board Member election update- <i>present <u>and</u> vote in May meeting-</i> Officer Elections- May meeting July Board Training (OCS and/or LBL) 	LaKeasha Glaspie	Information/Discussion/Action Information/Discussion/Action Update for board applications. Deadline is Friday May 14 th . Spirit week will be the 2 nd week of May. 1 st week of May is teacher appreciation week.
		Board Training		
6:30		Leading in a Crisis	Tom Miller <i>Leaders Building Leaders</i>	Tom shared training on roles and responsibilities of board members as well as strategies for successfully maneuvering in times of crisis.
		Announcements:		
7:30		<i>Other Announcements and/or Upcoming events:</i>	LaKeasha Glaspie	Information/Discussion
7:32		<i>Adjournment</i>	LaKeasha Glaspie	Action Motion to adjourn: Boucher/Erichsen

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@cfcj.net with "CFCI Board Agenda" in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.

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

Resignations: Item C

Susan Bolger

Mon, Apr 13,
10:06 AM (5 days
ago)

to me

Dear Lori,

Please accept my letter of resignation, effective May 15. My resignation is entirely due to personal reasons. The time spent at CFCI has been wonderful and I will miss everyone! Please let me know if there is anything further needed from me.

Sincerely,

Susan Bolger

Christine Born

Thu, Mar
26, 8:41
AM

to Kim, Lisa, me

GM!

I hope you all are well and germ free!

The Borns have some news...my husband has accepted the job as Chief of the Ocean Isle Fire Department. While the timing is not ideal, we believe this is what's best for us at this time.

He will put his two weeks notice in this week and start mid April down there. I ,however, will stay back and get the house ready to sell. I will continue to work at CFCI until the end of the school year (whenever that may be, however that may look).

I'm sorry to give you all one more thing to think about, but wanted to let you know sooner rather than later.

I have really enjoyed working with you all and gaining a new perspective of testing/teaching outside of the classroom!

Stay well and I hope to see you soon!

Love,

Christine

CAPE FEAR CENTER FOR INQUIRY
BUDGET REPORT (DETAIL)
3/1/2020 ~ 3/31/2020
All Accounts

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUES						
State Revenue						
Rev - Charter Schools - 036	\$2,476,225.00	\$252,679.97	\$2,261,061.59	\$215,163.41	8.69%	
Rev - School Resource Officer - 039	\$15,200.00	\$0.00	\$0.00	\$15,200.00	100.00%	
Rev - Reading Devices - 085	\$3,360.00	\$0.00	\$0.00	\$3,360.00	100.00%	
Rev - Summer Reading Program	\$15,890.00	\$0.00	\$15,890.00	\$0.00	0.00%	
Rev - Behavior Support - 029	\$51,100.00	\$4,241.33	\$37,989.64	\$13,110.36	25.66%	
Rev - Charter Schools 048	\$1,076.50	\$0.00	\$1,076.50	\$0.00	0.00%	
Rev - COVID-19 Supplemental Funds - 154	\$8,632.00	\$0.00	\$0.00	\$8,632.00	100.00%	
Total State Revenue	\$2,571,483.50	\$256,921.30	\$2,316,017.73	\$255,465.77	9.93%	
Local Revenue						
Rev - New Hanover County	\$995,904.00	\$82,992.00	\$746,928.00	\$248,976.00	25.00%	
Rev - Pender County Schools	\$11,538.00	(\$961.50)	\$7,690.32	\$3,847.68	33.35%	
F & F - Brunswick County-4609	\$2,700.00	\$81.01	\$658.88	\$2,041.12	75.60%	
F & F - New Hanover County	\$24,000.00	\$6,115.00	\$21,830.00	\$2,170.00	9.04%	
F & F - Pender County Schools	\$100.00	(\$19.98)	\$101.28	(\$1.28)	-1.28%	
Rev - Brunswick County Schools	\$161,602.56	\$15,662.45	\$125,299.59	\$36,302.97	22.46%	
Rev - Interest Income-MM-1908	\$2,500.00	\$0.00	\$1,418.16	\$1,081.84	43.27%	
Rev - Interest Income-SV-4483	\$0.20	\$0.00	\$0.07	\$0.13	65.00%	
Rev - Sales Tax	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	
Rev - Contributions and Donati	\$3,000.00	\$24.00	\$1,367.75	\$1,632.25	54.41%	
Rev - Tech Donations	\$2,000.00	\$0.00	\$1,525.00	\$475.00	23.75%	
Rev - Fundraising - 653	\$5,000.00	\$296.05	\$3,069.33	\$1,930.67	38.61%	
Rev - Riptide Runners	\$4,000.00	(\$572.50)	\$2,817.50	\$1,182.50	29.56%	
Rev - Field Trip	\$60,000.00	(\$12,852.00)	\$32,078.10	\$27,921.90	46.54%	
Rev - Rental of School Propert	\$2,000.00	\$0.00	\$1,780.00	\$220.00	11.00%	
Rev - Capital Campaign - 660	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	
Rev - Various	\$10,000.00	\$95.63	\$7,757.30	\$2,242.70	22.43%	
Rev - Student Fees/ Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
Rev - Fees / Supplies - 4609	\$1,148.35	(\$12.00)	\$1,142.25	\$6.10	0.53%	
Rev - Technology Fees	\$0.00	\$0.00	\$771.45	(\$771.45)	0.00%	
Rev - Social Dues	\$770.00	\$0.00	\$770.00	\$0.00	0.00%	
Rev - Arts	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Rev - Loan Proceeds	\$3,850,000.00	\$0.00	\$3,850,000.00	\$0.00	0.00%	
Rev - CFCI Partnership	\$1,250.00	\$0.00	\$748.59	\$501.41	40.11%	
Rev - Fund Balance Appropriate	\$497,500.00	\$0.00	\$0.00	\$497,500.00	100.00%	
Total Local Revenue	\$5,664,013.11	\$90,848.16	\$4,807,753.57	\$856,259.54	15.12%	

Federal Revenue

Rev - Title I Basic -050	\$44,860.36	(\$33.00)	\$44,587.00	\$273.36	0.61%
Rev - IDEA VI-B Handicap - 060	\$55,766.00	\$4,493.36	\$40,883.43	\$14,882.57	26.69%
Rev - Improving Tchr Qual-103	\$8,692.00	\$0.00	\$644.67	\$8,047.33	92.58%
Rev - Student Support - 108	\$13,217.00	\$3,126.13	\$7,174.96	\$6,042.04	45.71%
Rev - Title I ESEA - 115	\$8,152.65	\$0.00	\$8,152.65	\$0.00	0.00%
Rev - IDEA VI-B Spec Needs-118	\$2,500.00	\$0.00	\$1,600.00	\$900.00	36.00%
Total Federal Revenue	\$133,188.01	\$7,586.49	\$103,042.71	\$30,145.30	22.63%

TOTAL REVENUES

\$8,368,684.62	\$355,355.95	\$7,226,814.01	\$1,141,870.61	13.64%
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EXPENSES**Salaries & Wages**

Teacher	\$1,349,774.40	\$114,757.82	\$985,235.57	\$364,538.83	27.01%
Teacher - 016	\$1,130.40	\$0.00	\$1,130.40	\$0.00	0.00%
Teacher Assistant	\$93,165.40	\$10,659.40	\$73,627.27	\$19,538.13	20.97%
Substitute	\$40,000.00	\$2,240.00	\$23,200.00	\$16,800.00	42.00%
EC Teacher	\$151,723.26	\$11,862.67	\$107,447.03	\$44,276.23	29.18%
EC Teacher - 029	\$51,100.00	\$4,241.33	\$37,989.64	\$13,110.36	25.66%
EC Teacher - 060	\$46,555.56	\$3,690.00	\$33,120.00	\$13,435.56	28.86%
EC Teacher Assistant	\$45,892.83	\$5,014.11	\$30,902.83	\$14,990.00	32.66%
Psychologist	\$30,219.00	\$2,398.34	\$21,869.51	\$8,349.49	27.63%
EC Stipend - 118	\$700.00	\$0.00	\$700.00	\$0.00	0.00%
EC Substitute	\$15,000.00	\$520.00	\$12,190.00	\$2,810.00	18.73%
Remediation Teacher - 050	\$41,451.85	(\$33.00)	\$41,418.49	\$33.36	0.08%
Principal	\$90,472.20	\$7,680.34	\$67,123.06	\$23,349.14	25.81%
Assistant Principal	\$36,641.84	\$2,709.67	\$24,387.03	\$12,254.81	33.44%
Office Staff	\$52,251.18	\$4,572.28	\$38,728.26	\$13,522.92	25.88%
Guidance	\$67,021.38	\$6,162.52	\$45,626.33	\$21,395.05	31.92%
Information Technology	\$54,869.85	\$4,354.75	\$39,192.75	\$15,677.10	28.57%
Custodian	\$31,933.00	\$3,179.67	\$19,215.22	\$12,717.78	39.83%
Finance Officer	\$102,050.45	\$8,907.70	\$74,825.58	\$27,224.87	26.68%
Bonus Pay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
Bonus Pay - 048	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%
Total Salaries & Wages	\$2,303,952.60	\$192,917.60	\$1,678,928.97	\$625,023.63	27.13%

Benefits

Social Security & Medicare	\$173,841.24	\$13,934.55	\$118,425.31	\$55,415.93	31.88%
Social Security & Medicare - 016	\$83.90	\$0.00	\$83.90	\$0.00	0.00%
Social Security & Medicare - 050	\$3,168.51	\$0.00	\$3,168.51	\$0.00	0.00%
Social Security & Medicare - 060	\$3,320.40	\$271.00	\$2,449.91	\$870.49	26.22%
Social Security & Medicare - 118	\$51.31	\$0.00	\$51.31	\$0.00	0.00%
State Retirement	\$454,286.90	\$31,050.41	\$276,794.50	\$177,492.40	39.07%
State Retirement - 016	\$213.19	\$0.00	\$213.19	\$0.00	0.00%
State Retirement - 060	\$590.88	\$0.00	\$590.88	\$0.00	0.00%

State Retirement - 118	\$132.02	\$0.00	\$132.02	\$0.00	0.00%
Health Insurance	\$221,242.89	\$15,438.44	\$133,774.86	\$87,468.03	39.53%
Health Insurance - 016	\$100.75	\$0.00	\$100.75	\$0.00	0.00%
Health Insurance - 060	\$5,299.16	\$532.36	\$4,722.64	\$576.52	10.88%
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	\$863,847.82	\$61,226.76	\$540,625.06	\$323,222.76	37.42%

Books & Supplies

Instructional Supplies	\$30,000.00	\$414.62	\$19,371.68	\$10,628.32	35.43%
Instructional Supplies - 016	\$14,361.76	\$0.00	\$14,361.76	\$0.00	0.00%
Instructional Supplies - 108	\$5,217.00	\$170.13	\$606.96	\$4,610.04	88.37%
EC Supplies	\$4,000.00	\$74.20	\$3,495.45	\$504.55	12.61%
EC Supplies - 118	\$1,600.00	\$0.00	\$700.00	\$900.00	56.25%
Office Supplies	\$4,000.00	\$592.41	\$3,045.41	\$954.59	23.86%
Social Dues	\$770.00	\$159.24	\$260.29	\$509.71	66.20%
Fundraising Supplies - Riptide Runner	\$4,000.00	\$0.00	\$1,216.36	\$2,783.64	69.59%
Health Supplies	\$2,500.00	\$28.37	\$307.53	\$2,192.47	87.70%
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	\$7.64	\$307.76	\$692.24	69.22%
Sales Tax Expense	\$6,000.00	\$357.06	\$4,057.54	\$1,942.46	32.37%
Unbudgeted Federal Expense - 050	\$240.00	\$0.00	\$0.00	\$240.00	100.00%
Total Books & Supplies	\$78,219.18	\$1,803.67	\$50,554.34	\$27,664.84	35.37%

Contracted Student Services

EC Services	\$19,000.00	\$6,040.00	\$15,537.50	\$3,462.50	18.22%
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	\$50,000.00	\$13,783.75	\$40,985.00	\$9,015.00	18.03%
Field Trips	\$52,000.00	(\$161.52)	\$24,387.40	\$27,612.60	53.10%
Field Trips - 108	\$8,000.00	\$2,956.00	\$6,568.00	\$1,432.00	17.90%
Total Contracted Student Services	\$140,735.00	\$22,618.23	\$88,012.90	\$52,722.10	37.46%

Staff Development

Workshop Expenses	\$7,500.00	\$30.00	\$4,548.50	\$2,951.50	39.35%
Workshop Expenses - 103	\$8,692.00	\$0.00	\$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	\$249.36	\$1,654.25	\$6,345.75	79.32%
Total Staff Development	\$32,344.65	\$279.36	\$15,000.07	\$17,344.58	53.62%

Administrative Services

Advertising	\$1,000.00	\$0.00	\$680.00	\$320.00	32.00%
Audit Fees	\$9,555.00	\$1,200.00	\$9,555.00	\$0.00	0.00%
Bank Fees	\$11,000.00	\$93.63	\$10,005.37	\$994.63	9.04%

Financial Services	\$43,656.00	\$3,611.25	\$32,394.27	\$11,261.73	25.80%
General Administration	\$22,030.31	\$3,569.31	\$17,174.31	\$4,856.00	22.04%
Human Resources	\$2,000.00	\$58.50	\$1,496.50	\$503.50	25.18%
Legal Services	\$39,621.13	\$5,495.70	\$37,204.22	\$2,416.91	6.10%
Student Information Services	\$16,320.00	\$1,350.00	\$12,109.98	\$4,210.02	25.80%
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	\$154,288.68	\$15,378.39	\$126,297.82	\$27,990.86	18.14%

Insurances

Workers Compensation	\$7,900.00	\$1,206.44	\$5,593.74	\$2,306.26	29.19%
General Liability	\$32,500.00	\$302.86	\$18,178.00	\$14,322.00	44.07%
Other Insurance & Judgements	\$6,000.00	\$0.00	\$5,942.94	\$57.06	0.95%
Total Insurances	\$46,400.00	\$1,509.30	\$29,714.68	\$16,685.32	35.96%

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	\$14,111.32	\$43,793.75	\$43,229.94	49.68%
Building Rent - 621 LLC	\$1,425.00	\$0.00	\$219.36	\$1,205.64	84.61%
Total Rents & Debt Service	\$3,028,975.73	\$14,111.32	\$2,954,797.64	\$74,178.09	2.45%

Facilities

Building Services	\$31,342.11	\$1,005.00	\$21,666.03	\$9,676.08	30.87%
Building Supplies & Materials	\$7,000.00	\$39.35	\$2,617.86	\$4,382.14	62.60%
Custodial Services	\$62,475.87	\$5,138.12	\$24,107.39	\$38,368.48	61.41%
Custodial Supplies & Materials	\$14,000.00	\$2,264.42	\$10,004.13	\$3,995.87	28.54%
Miscellaneous Contracts	\$15,000.00	\$0.00	\$3,450.00	\$11,550.00	77.00%
Improvements to Existing Sites	\$705,452.69	\$0.00	\$0.00	\$705,452.69	100.00%
Security Monitoring	\$5,000.00	\$1,952.85	\$3,254.85	\$1,745.15	34.90%
Total Facilities	\$840,270.67	\$10,399.74	\$65,100.26	\$775,170.41	92.25%

Utilities

Electric	\$42,000.00	\$3,262.48	\$25,581.99	\$16,418.01	39.09%
Water & Sewer	\$8,000.00	\$0.00	\$5,486.62	\$2,513.38	31.42%
Waste Management	\$4,800.00	\$397.40	\$3,567.06	\$1,232.94	25.69%
Telephone	\$10,000.00	\$570.92	\$6,971.27	\$3,028.73	30.29%
Total Utilities	\$64,800.00	\$4,230.80	\$41,606.94	\$23,193.06	35.79%

Transportation & Travel

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	(\$4,156.25)	\$10,226.45	\$1,773.55	14.78%
Software - Office	\$4,500.00	\$4,156.25	\$7,253.00	(\$2,753.00)	-61.18%
Tech Equipment - Instructional	\$3,000.00	\$1,327.92	\$2,698.93	\$301.07	10.04%
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	\$73.16	\$1,713.85	\$1,286.15	42.87%
Total Technology	\$28,392.00	\$1,401.08	\$25,937.60	\$2,454.40	8.64%

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	\$8,506.68	\$3,653.32	30.04%
Total Non-Cap Equipment & Leases	\$43,626.81	\$610.95	\$28,211.54	\$15,415.27	35.33%

Cap Equipment & Purchases

Purchase of Land	\$749,000.00	(\$772.58)	\$747,500.00	\$1,500.00	0.20%
Total Cap Equipment & Purchases	\$749,000.00	(\$772.58)	\$747,500.00	\$1,500.00	0.20%

Nutrition & Food

Nutrition Supplies & Materials	\$250.00	\$10.88	\$112.22	\$137.78	55.11%
Unprepared Food Purchases	\$10,000.00	\$2,113.46	\$5,350.63	\$4,649.37	46.49%
Other Food - Office	\$900.00	\$367.01	\$875.56	\$24.44	2.72%
Total Nutrition & Food	\$11,150.00	\$2,491.35	\$6,338.41	\$4,811.59	43.15%

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	(\$4,156.56)	\$193.20	(\$193.20)	0.00%
Total Pending Documentation	\$0.00	(\$4,156.56)	\$193.20	(\$193.20)	0.00%

TOTAL EXPENSES

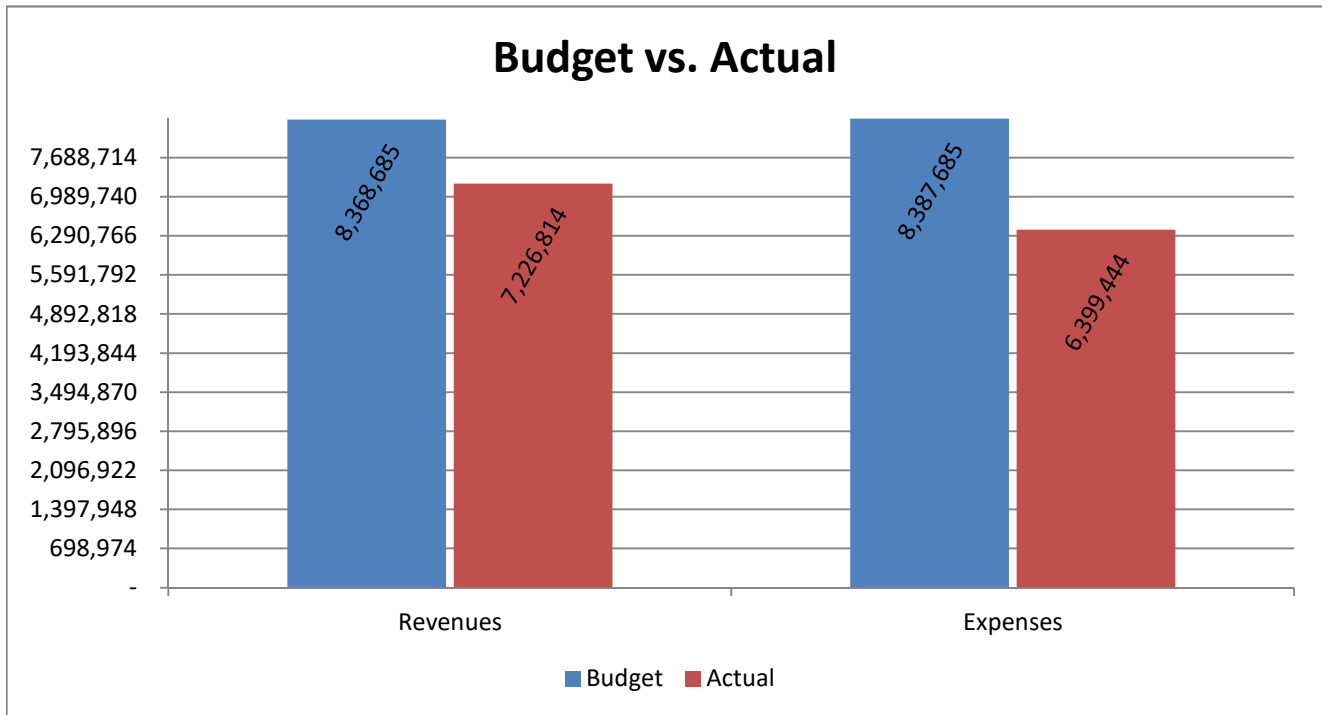
\$8,387,685.14	\$324,049.41	\$6,399,224.14	\$1,988,461.00	23.71%
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NET SURPLUS/(DEFICIT)

(\$19,000.52)	\$31,306.54	\$827,589.87
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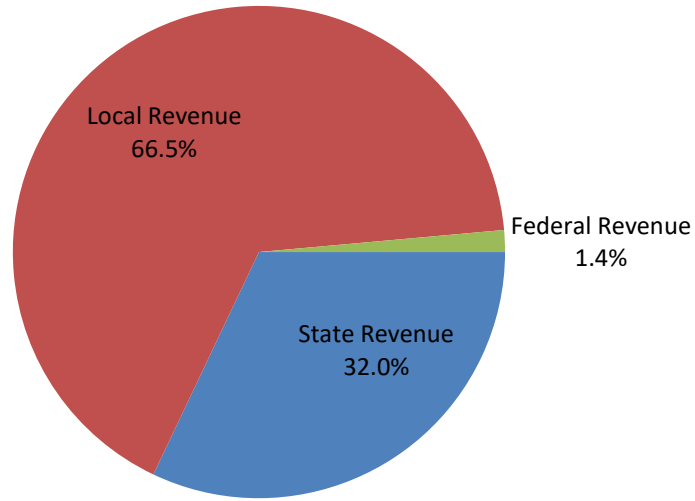
BUDGET VERSUS ACTUAL @ 3/31/2020

Category	Budget	Actual	% Used	% Remaining
Revenues	8,368,684.62	7,226,814.01	86.36%	13.64%
Expenses	8,387,685.14	6,399,443.67	76.30%	23.70%



REVENUES BY BUDGET CATEGORY @ 3/31/2020

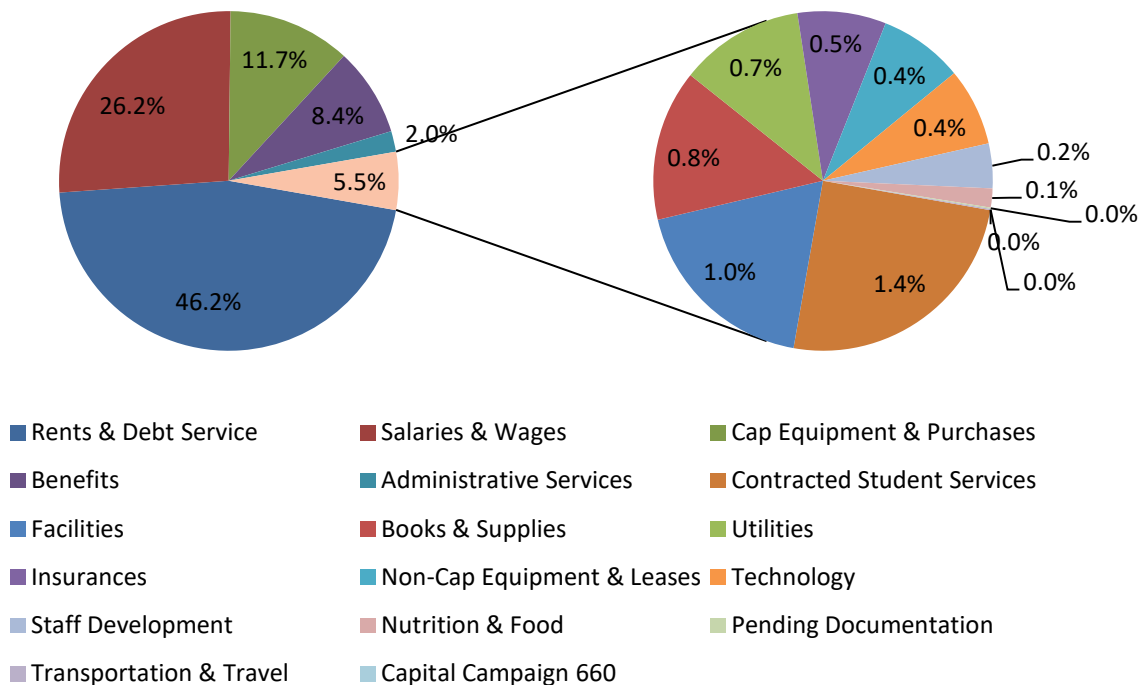
Category	Amount	% of Total
State Revenue	2,316,017.73	32.05%
Local Revenue	4,807,753.57	66.53%
Federal Revenue	103,042.71	1.43%
Grand Total	7,226,814.01	100.00%

Revenues by Budget Category

EXPENSES BY BUDGET CATEGORY @ 3/31/2020

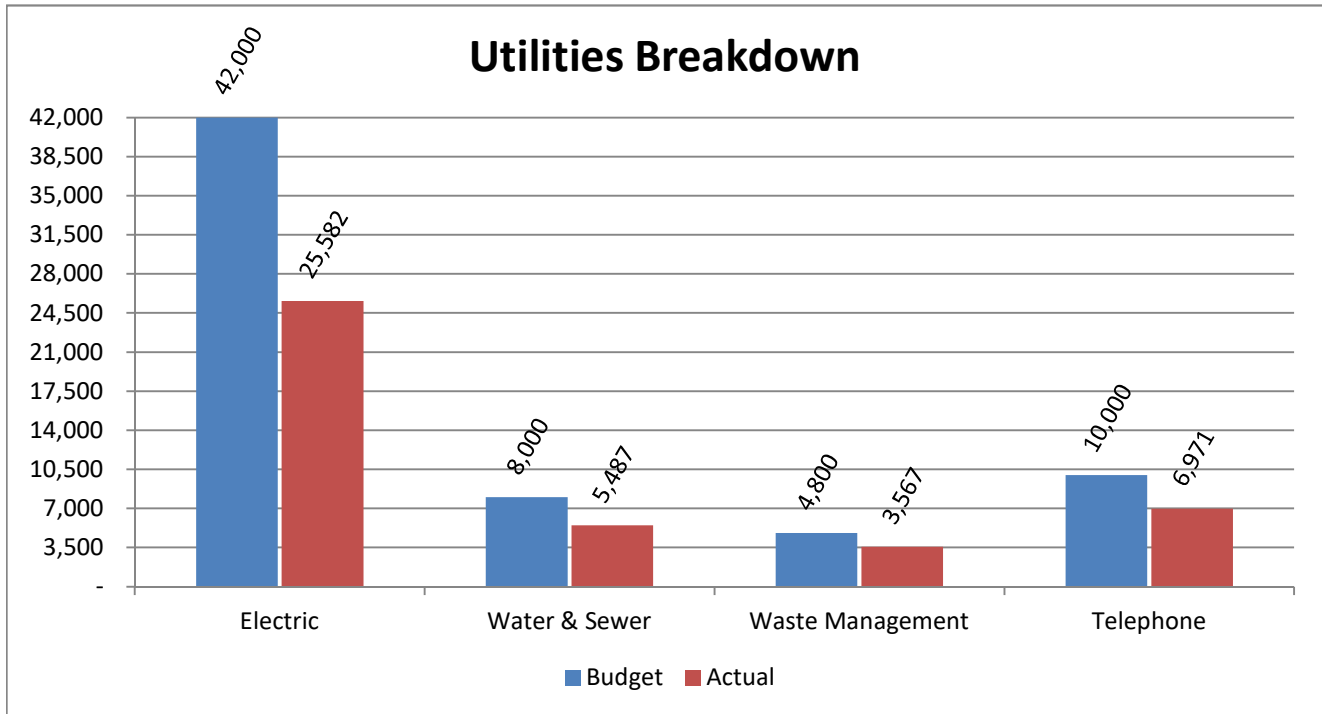
Category	Amount	% of Total
Rents & Debt Service	2,954,797.64	46.17%
Salaries & Wages	1,678,928.97	26.24%
Cap Equipment & Purchases	747,500.00	11.68%
Benefits	540,625.06	8.45%
Administrative Services	126,297.82	1.97%
Contracted Student Services	88,012.90	1.38%
Facilities	65,100.26	1.02%
Books & Supplies	50,554.34	0.79%
Utilities	41,606.94	0.65%
Insurances	29,714.68	0.46%
Non-Cap Equipment & Leases	28,211.54	0.44%
Technology	25,937.60	0.41%
Staff Development	15,000.07	0.23%
Nutrition & Food	6,338.41	0.10%
Pending Documentation	412.73	0.01%
Transportation & Travel	404.71	0.01%
Capital Campaign 660	-	0.00%
Grand Total	6,399,443.67	100.00%

Expenses by Budget Category (Top 5 Categories)



UTILITIES BREAKDOWN @ 3/31/2020

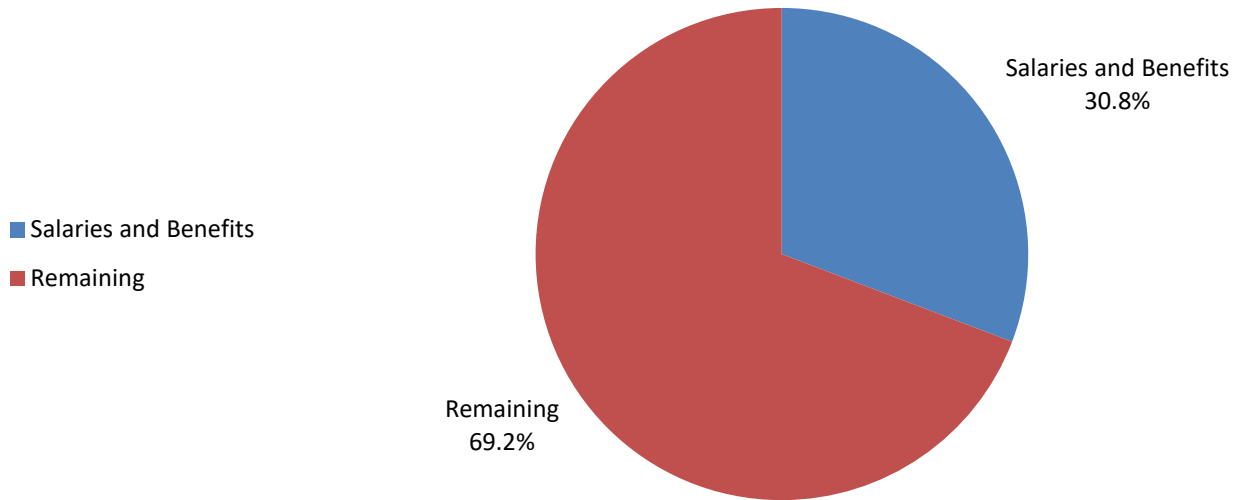
Category	Budget	Actual	% Used	% Remaining
Electric	42,000.00	25,581.99	60.91%	39.09%
Water & Sewer	8,000.00	5,486.62	68.58%	31.42%
Waste Management	4,800.00	3,567.06	74.31%	25.69%
Telephone	10,000.00	6,971.27	69.71%	30.29%
Grand Total	64,800.00	41,606.94	64.00%	36.00%



PAYROLL/BENEFITS AS % OF REVENUES @ 3/31/2020

Category	Values	% of Revenue
Salaries and Benefits	2,225,147.77	30.79%
Remaining	5,001,666.24	69.21%
Total Revenues	7,226,814.01	100.00%

Wages/Benefits as % of Revenue

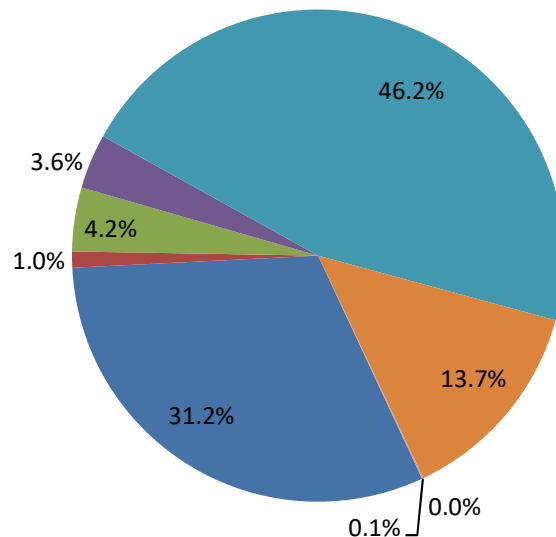


EXPENSE BY PURPOSE @ 3/31/2020 (THRESHHOLD 0%)

Category	Total	% of Total
Inst. Programs	1,994,531.07	31.17%
Inst. Support	67,130.54	1.05%
School Leadership/Office/Tech	267,940.54	4.19%
Administrative	230,755.14	3.61%
Debt Service & Rents	2,954,578.28	46.17%
Facilities	878,963.82	13.74%
Transportation	81.43	0.00%
Nutrition Services	5,462.85	0.09%
Grand Total	6,399,443.67	100.00%

Expense by Purpose

- Inst. Programs
- Inst. Support
- School Leadership/Office/Tech
- Administrative
- Debt Service & Rents
- Facilities
- Transportation
- Nutrition Services



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
2. Shall only be used as a last resort, after all other options have been attempted without success.
3. Shall only be employed by staff trained in specific crisis intervention techniques and restraint techniques.
4. 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.

5. The degree of restriction employed will be proportional to the circumstances of the incident.
6. Will never be used as a means of punitive consequence or to force compliance.
7. Shall never be employed without at least two trained staff present
8. As reasonably needed to escort a student safely from one area to another
9. 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:

1. 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
2. Shall only be used as a last resort, after all other options have been attempted without success.
3. 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.
4. Shall only be employed by staff trained in specific crisis intervention and seclusion techniques.
5. Shall carefully and continuously visually monitor the student to ensure the safety of the student, other students, and staff.
6. As reasonably needed for self-defense
7. As reasonably needed to maintain order or prevent/break-up a fight
8. 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) by either phone or email, whenever a student must be placed in seclusion or restrained, as well as any use of aversive procedures, prohibited use of mechanical restraint, any injury to the student as a result of the seclusion or restraint, or use of seclusion or restraint that exceeds 10 minutes or the amount of time specified on a student's behavior plan. A written incident report will be sent home to the parent within 30 days of the incident which will include any of the information listed above as well as 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.

Approved by CFCI Board of Directors:

Teacher Report: 4-18-20

Acknowledgments:

- The work the entire team (staff and faculty) has done during this “Covid time” has been impressive. Everyone has worked diligently to continue teaching and supporting our students and families. Everyone has been flexible and open to problem solving as the situation has evolved and changed.
- An acknowledgement to Mac for his leadership during Lori’s absence. Kim McCormick, Lisa Cole, Kelly Rooney, Ben Rose, Kathy Coke, Michael Zentmeyer also gave their time and effort to ensure that all ran as smoothly as possible during that time.
- We appreciate the extensive work the hiring team for the new HR/ Business Manager position has put in and are excited about bringing this new member onto our team.

Questions / Concerns:

- Teachers are continuing to try and find balance during this time of online teaching. Progress is being made, however, and we are in a much better place than we were a month ago.
- Teachers are still invested in giving input and presenting alternative ideas about the restructuring Lori presented in March. The interruption of Covid has presented challenges that we didn’t anticipate- specifically the timeline for implementing any changes. We just want to reiterate that ample time and opportunities to give input/ feedback will be necessary before any decisions are made.

Suggestions / Ideas:

- There has been turnover recently that is out of the ordinary. We understand each of these are different situations but, it is worth noting. A suggestion is to have a set procedure of conducting formal exit interviews so trends and areas for improvement can be identified.