

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

**Board of Directors Agenda**

August 16, 2022

6:00pm

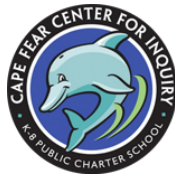
[ZOOM LINK](#)


*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.*

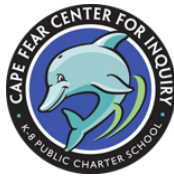
**Roll Call:**

x	Stephen Hill - V - Chair - parent		Dana Stachowiak - V - Vice Chair - community		Neil Firth - V - Treasurer - parent	x	Evie Nicklas - V - Secretary - parent
x	Amie Sloane - V - parent	x	Missy Ritchie - V - community	x	Joshua Davis - V - parent	x	Steve Exum - NV - Partnership
x	Susan Graziano - NV - ex-officio	x	Kim McCormick - NV - ex-officio	x	Cathi Mintz - NV - Founder's		
x	Joanne Brinkley - NV - Teacher	x	Carla Bromstead - NV - Teacher	x	Nancy Kachadurian - NV - Teacher		OPEN - NV - Faculty/Staff

Time	Item Letter	Subject	Chair/Presenter	Note: Information, Discussion, and/or Action
		Opening Items:		Information/Discussion/Action Vote:
1		Call to Order	Stephen Hill, Chair	
5	<b>A</b>	Approval of Minutes: July 26, 2022 Regular Meeting	Stephen Hill, Chair	Vote to approve minutes: Motion: Missy Second: Amie Vote: All approved
2		Visiting Parent or Community Member*	TBD	None
2		Visiting Faculty*	TBD	None
		Director of Operations Report	Susan Graziano	
20	<b>B</b>	1. Policies <ol style="list-style-type: none"> <li>a. <a href="#">Covid Leave</a></li> <li>b. <a href="#">Educational Leave</a></li> </ol> 2. Finance <ol style="list-style-type: none"> <li>a. <a href="#">State Retirement</a> <a href="#">Dissolution Funds</a> <a href="#">Guidance</a></li> <li>b. Budget Updates with Acadia in September</li> </ol> 3. Facility update	2. Pending information from Acadia	Vote to discontinue Covid Leave Motion: Josh Davis Second: Missy Ritchie Vote: All in Favor  Vote on Educational Leave Policy Motion: Missy Ritchie Second: Amie Sloane Vote: All in favor  Vote to go into closed session to discuss personell



		<p>4. Human Resources Board Report</p> <ul style="list-style-type: none"> <li>a. Leave of Absence</li> <li>b. New Hire/Contracts</li> </ul>	<p>3. Closed session to discuss: Personnel/Contracts</p>	<p>Motion: Amie Second: Josh Vote: All in favor</p> <p>Motion to exit Closed Session Motion: Josh Second: Missy Vote: All in favor</p>																					
		Director of Education Report	Kim McCormick																						
15	<b>B</b>	<p>5. Playground Update 6. Enrollment &amp; Withdrawal Information 7. Opening Days 8. Return t</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Cape Fear Center for Inquiry 8.16.22 Director of Operations and Director of Education Report</p>  </div> <p><b>1. Policies</b></p> <ul style="list-style-type: none"> <li>a. <a href="#">Covid Leave</a></li> <li>b. <a href="#">Educational Leave</a></li> </ul> <p><b>2. Finance &amp; Facilities</b></p> <ul style="list-style-type: none"> <li>a. <a href="#">FY 22 Budget Closeout</a></li> <li>b. <a href="#">FY 23 Budget</a></li> <li>c. <a href="#">Facilities Update</a></li> <li>d. <a href="#">Human Resources Board Report and New Hire Report</a></li> </ul> <p><b>3. Playground</b> - Leadership Team met with Bill Ellis from Playtime Installers last Friday (8/5) to discuss play structures for the 4-8 and k-3 play areas. Bill is putting together several designs and will have them to us by the end of August. We will put together a proposal to share with faculty and staff and then the board, which will include financing options/ideas. Bill was extremely helpful in making suggestions that would match our specific age groups and interests.</p> <p><b>4. Enrollment</b> - As we approach opening day on August 22nd, our enrollment for the new school year is meeting our full enrollment of 408 students. Our messaging for the start of the year is first day attendance and 20 day enrollment is imperative for the financial health of our school. There are no excused absences for the first days of school. Students are not considered in attendance until they have attended for the first day. The exception is Kindergarten which is allowed to have the staggered start.</p> <table border="1" style="font-size: small; border-collapse: collapse;"> <thead> <tr> <th colspan="3">CURRENT ENROLLMENT STATUS</th> </tr> <tr> <th></th> <th>Seats Filled</th> <th>Wait List</th> </tr> </thead> <tbody> <tr> <td>K</td> <td>40</td> <td>32</td> </tr> <tr> <td>1</td> <td>40</td> <td>31</td> </tr> <tr> <td>2</td> <td>44</td> <td>16</td> </tr> <tr> <td>3</td> <td>44</td> <td>24</td> </tr> <tr> <td>4</td> <td>48</td> <td>16</td> </tr> </tbody> </table>	CURRENT ENROLLMENT STATUS				Seats Filled	Wait List	K	40	32	1	40	31	2	44	16	3	44	24	4	48	16		<p>Kim shared that there are three morning professional development sessions for staff on opening days. Focus on recommitting to mission: responsive classroom, Heidi Mills and revisiting inquiry, other trainings. Other days teachers have time to prepare classrooms.</p> <p>In person Board Meetings: Discussed hybrid option. Kim will look into options for that. Kim noted that Board meetings will be held on-site at CFCI (location TBD).</p> <p>Strategic Planning: Amie asked if attendees could virtually. Susan will look into options (will be similar to Board meeting process). Discussed that coming to 1 or more of the sessions would be helpful.</p>
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		o In-Person Board Meetings 9.20.22 9. Strategic Plan																							
		Executive Committee	Stephen Hill	Information/Discussion/Action Vote:																					
10		<ul style="list-style-type: none"> <li>● Board Training Reflection</li> <li>● Committees</li> </ul>		<p>Multiple Board meetings mentioned that training was helpful.</p> <p>Kim will send out list of committees with specific functions and schedule for each. Stephen indicated that decision should be made regarding committees by September.</p>																					
		<i>Other Announcements and/or Upcoming events:</i>	Stephen Hill	Information/Discussion/Action Vote:																					



		<i>Adjournment</i>	Stephen Hill	Information/Discussion/Action Vote:
1				Vote to adjourn: Motion: Amie Second: Missy Vote: All in favor

**Public Comments:** The CFCI Board of Directors welcomes individuals from the CFCI community to speak at its meetings. Please be aware of the following:

1. Each speaker is limited to two minutes.
2. Public comment may be oral or submitted in written form to be read by the Chair.
3. All public comment should be factual and should not include personally identifiable information of students or personnel in order to maintain confidentiality. Speakers should avoid using names of students or staff and maintain confidentiality and privacy standards.
4. All public comments will be taken under advisement by the Board, but will not elicit an immediate written or spoken response.

If you would like to sign up to speak at a monthly board meeting, please fill out the [form here](#). Please know that you are also welcome to send a letter to the board. Please send to [enicklas@cfc.net](mailto:enicklas@cfc.net). The letter may, or may not be read at the next Board meeting, dependent upon time. It will be disseminated to all Board members in a timely manner.

**Board Agenda Requests:** If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Evie Nicklas at: [enicklas@cfc.net](mailto:enicklas@cfc.net) with "CFCI Board Agenda" in subject line, or place the request in her box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action. **All requests and materials need to be submitted by noon on the first Friday of the month.** Items not received by this time will not be considered for that 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.

<a href="#">G</a> <a href="#">H</a>	Board Members Board Meeting Schedules
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