



**Cape Fear Center for Inquiry**  
 2525 Wonder Way, Wilmington, NC 28401  
**Board of Directors Meeting Minutes**  
 November 15, 2022 at 6:00pm

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

Time	Item Letter	Subject	Chair/Presenter	Note: Information, Discussion, and/or Action
		Opening Items:		Information/Discussion/Action Vote:
1		Call to Order	Stephen Hill	Stephen Hill called to order, second from Joshua.
5	<b>A</b>	Approval of Minutes: 10/18/2022 BoD meeting	Stephen Hill	Vote to approve minutes: Stephen Motion: Joshua Second: Amie Vote: Aye
2		Visiting Parent or Community Member*	TBD	None
2		Visiting Faculty*	TBD	None
		Director of Operations Report	Susan Graziano	
20	<b>B C D</b>	1. Finance <ol style="list-style-type: none"> <li>a. Jay Sharpe - <a href="#">Audit Report Presentation for FY 22</a></li> <li>b. Robin Millette will provide a FY22/23 budget update during the December meeting.</li> <li>c. October 2022 Budget</li> </ol> 2. Facilities Update 3. Human Resources Report		Negative Cash flows: 372, 469  Increase in cash from 2021  See report for Audit Presentation  Question about why it was so high in 2020/2021...conclusion is most likely COVID and the shut down of school that March.  What does the system wide support mean? Certain positions

	<a href="#">E</a>	4. New Hire Report		<p>in the school and some DPI people/positions.</p> <p>-854%....interest on our revenue. Those adjustments will be made quarterly with Robin to address some of these questions.</p> <p>We agree to spend \$30,000 if the state provides \$30,000 this year for technology. Some are hitting this year from the previous year.</p> <p>See facilities report. Closed Session closed by Joshe, seconded by Aimie and unanimous aye to accept report. Vote to approve HR Report:: Motion: Stephen Second: Josh Vote:All say Aye and unanimous to accept and accept</p>
		Director of Education Report	Kim McCormick	
15	<a href="#">F</a>	<ol style="list-style-type: none"> <li>1. Enrollment</li> <li>2. Partnership - Fund the Wonder</li> <li>3. Green Days</li> </ol>		<p>See report. Lottery- Feb 15th at 9. Informational session 1.10 and 1.26 and 2.4 1,000-1,500 to spread information to area PK, doctors, schools, etc. 24/25 weighted lottery-discuss the idea of considering. No changes for this year. \$14,000 dollars to benefit teachers and our community!</p>
		Executive Committee	Stephen Hill	Information/Discussion/Action Vote:
10	<a href="#">G</a>	<ul style="list-style-type: none"> <li>• <a href="#">Strategic Planning Survey</a> <ul style="list-style-type: none"> <li>○ Strategic Planning Development Date in January</li> <li>○ <a href="#">Co-director Goals</a></li> </ul> </li> <li>• <a href="#">Committees</a> <ul style="list-style-type: none"> <li>○ <a href="#">Instructional Technology</a></li> <li>○ <a href="#">Lifelong Learning Development</a></li> <li>○ <a href="#">PPRC</a></li> <li>○ Finance</li> </ul> </li> </ul>		<p>See report</p> <p>Co directors goals and directors report included to the left (co-director goals)</p> <p>Wonderful system to have the community update and What's Happening as streamlined and comprehensive as possible.</p>

				<p>Facilities plan as part of our strategic plan for the next three years.</p> <p>Fostering a climate of learning and respite and creating that type of environment. Inquiry PD and how it is being utilized. Compassionate and thriving community of students through RC curriculum. Looking for cooperative methods that will combine well and support RC as needed for SE growth and health.</p> <p>Financial is looking for ways to increase the interest rate to add \$1,000s. Green days are appreciated.</p>
		<i>Other Announcements and/or Upcoming events:</i>	Stephen Hill	Information/Discussion/Action Vote:
		<ul style="list-style-type: none"> <li>Holiday Party</li> </ul>		<p>December meeting is one where we need to have a meeting in December. It has taken place at Winter Fest to do some quick updates.</p> <p>Second options: formal meeting on one of the earlier Tuesdays in the month.</p> <p>The board should have a Holiday Party this year. What that looks like: Find a space, bring potluck food, or Brewery figuring out what we will be doing.</p> <p>We will not be doing Board Responsibilities on the week of Dec. 21st</p>
		<i>Adjournment</i>	Stephen Hill	Information/Discussion/Action Vote:
				<p>Vote to adjourn: Josh Motion: Josh Second: Firsth Vote: All unanimous.</p>

**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="#">H</a> <a href="#">I</a>	Board Members Board Meeting Schedules
--	--