

MINUTES OF A MEETING OF THE BOARD
CAROLINA SCHOOL for INQUIRY
RICHLAND COUNTY, SOUTH CAROLINA
January 16, 2007

Place and Time of Meeting

The regular meeting of the Carolina School for Inquiry Board was held at Carolina School for Inquiry, 7405-A Fairfield Road, Columbia, South Carolina, on Tuesday, January 16, 2007 at 6:32 pm pursuant to notice having been duly given to the media and to all members of the Board in accordance with the rules of the Board.

Call to Order/Roll Call

The following members were present:

Jeannie P. Eidson, Mark A. Roberts, B. Quinton Epps, Jonathan L. Moreno, Julie M. Barichivich
Darlene S. Bell and Laurie M. Gantt

Members Absent: none

Additional attendees: Stacie Mandrell, Victoria Dixon-Mokeba, Bill Moser and Vickie Laughlin

Approval of Minutes

A motion to approve the minutes from the December 18, 2006, meeting was made by Darlene Bell and seconded by Laurie Gantt. The motion was approved without objection.

Directors Report: Victoria Dixon-Mokeba

The Board approved the retainment of Haynsworth Sinkler Boyd, P.A. for legal representation.

See Attached for the full Director's Report

Curriculum Coordinator's Report: Stacie Mandrell

See Attached

Public Comments: None

Financial Report:

The financial report from November was reviewed. Quinton Epps made a motion to approve the report and Julie Barichivich seconded the motion. The motion was approved without objection. Bill Moser, CSI Accountant gave an in-depth mid-point financial review and stated that the school was in good financial shape. The December financial statement was also discussed. A motion to approve the December statement was made by Julie Barichivich and seconded by Mark Roberts. The motion was approved without objection. The Financial Committee will meet to prepare the 2007/2008 Budget.

Business:

- **Recruitment/Retainment** -- Victoria Dixon-Mokeba
Teacher Recruitment/Retainment – Policy for Leave and Pay Issues will be reviewed and decided upon by the Governance Committee according to Carolina School for Inquiry’s Charter Application.
Student Recruitment (Kindergarten) -- Victoria Dixon-Mokeba is actively recruiting Kindergarteners for the 2007-2008 school year. The next recruitment meeting is planned for January 29, 2007 at CSI.
Student Retainment & Siblings (To Fill Kindergarten Slots) - Retainment of the current enrollment including incoming siblings is 96%.
- **Student Assessment** – Stacie Mandell
Graphs and compilations of statistics by grade level were presented from the Fall results of the Dominie Student Assessments. Stacie agreed to make corrections and finish the assessment graphs for the “Curriculum Night”.
- **Employee Handbook** – Grievance Policy
A motion to approve the following Grievance Policy was made by Jonathan Moreno, seconded by Mark Roberts and approved without objection.

Chairman Eidson stated there were matters pertaining to personnel issues and a potential new hire for Spanish Instruction that were appropriate for an Executive Session. Chairman Eidson called for a motion to enter Executive Session. Mr. Epps so moved. Mr. Moreno seconded. With no objections, the motion carried. Chairman Eidson invited Victoria Dixon-Mokeba to participate in the Executive Session to discuss the related arts position. The Board entered Executive Session at 9:00 p.m. and reconvened at 10:15 pm.

Upon reconvening, Mr. Epps motioned that a subcommittee be formed for a personnel hearing including Jonathan Moreno, Laurie Gantt and Julie Barichivich. Mr. Roberts seconded the motion. The motion was approved without objection.

Announcements: None

A motion to adjourn was made by Quinton Epps and seconded by Mark Roberts.
Meeting adjourned at 10:20 pm.

Where Learning Begins With Wonder

The mission of the Carolina School for Inquiry is to teach a diverse population of children in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live.

Carolina School for Inquiry

Director's Report

January 15, 2007

New Business:

I. Charter School Site Visit from the State Department of Education

I met with J.C. Ballew and Yvonne McBride for our routine site charter visit. I answered the following questions accordingly. Mr. Ballew and Mrs. McBride were taking notes as I spoke. This document was **not** distributed.

Student Enrollment

What is the student enrollment? Currently we have 87 students enrolled. Listed below are specifics to the multi-age break down:

Primary k-1st	Early Elementary 2 nd -3rd	Upper Elementary 4 th -5th
36	32	19

Is the school at capacity? *No. Our charter states for the 2006-07 school year we can obtain up to 91 students.*

Was a lottery necessary? *Yes. We had to implement the lottery process due to the number of applications that we received. The families who were not selected from the initial lottery process were placed on a waiting list.*

Are any of your students out of district? *Yes. Our charter states that we can obtain up to 20% of students out of district. Do they pay an out-of district fee? No. This decision was enforced by the charter planning committee not to charge out of district fees.*

Staff

What are some strategies for motivating or rewarding staff? *I often visit classroom providing authentic feedback. I look at what teachers are doing well to help scaffold their practices and beliefs. We often have faculty feasts or gatherings to help build community and respect for each other. Teachers are given small monetary incentives to purchase materials that are needed. We try really hard to make accommodations for our teachers based on need. The most important aspect is treating them all with respect, that's really how I motivate and empower my teachers.*

What professional development is provided for staff? *Last May all classroom teachers visited the Center for Inquiry for a day of staff development. Since this is our sister school and how our school is obtained its model and structure, we felt that it was important to see theory and teaching in practice. During the summer, Ellen Thompson a multi-age guru spent three days with the school staff sharing insights into this methodology of teaching and learning. We also had a week of professional development with teachers and staff from the Center for Inquiry.*

On going staff development is critical to the growth and success of our school. For that reason we have weekly curricular conversations and/or faculty gatherings. We discuss pedagogy and classroom practices. We have recently implemented Critical Friends, where teachers are encouraged to observe each other and give feedback.

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What are some strategies for recruiting highly qualified teachers? *Carolina School for Inquiry serves as a PDS site. We have practicum students and student teachers often in our school. This allows us direct contact to aspiring new teachers who are highly qualified. We also have a partnership with the University of South Carolina where one of the professors teaches her graduate students on site. This is another way to recruit highly qualified teachers and teachers who are instructed with the practices and beliefs that our school was found on.*

Curriculum and Instruction

What instructional approaches/curricula are used? *We advance teaching and learning by using an inquiry based multiage approach. Our school's motto is "Where Learning Begin with Wonder." Students are natural inquirers of their surroundings. We facilitate their wonders by providing meaningful opportunities for them to investigate and pose problems on their own. We help scaffold this learning to comply with the state standards by purposefully putting things in place for them to ask questions or inquire about their learning. It's not just about asking questions, but the experiences that led to them to ask in the first place.*

In mathematics we use a program titled Investigations. This hands-on approach to mathematics provides real life math experiences for our students. We recently went through training with this program and found it to fit perfectly in with our school's philosophy. Our Curriculum Coordinator is in the process of developing authentic math assessment for all grades

Our ELA curriculum examines students deeply and readers and writers. We use the workshop approach for both areas. Students are assessed using the Dominic Reading Assessment three times a year. This assessment gives us a bird's eye view of the child as a reader and writer. Data form this assessment drive instruction for the individual learner. You will see teachers instructing students in whole groups, small groups, and individually.

What about the curriculum and instruction is innovative? *The curriculum is innovative because the students help construct it. It is hands on and a lot of talk is encouraged. We don't view children as a 1st grader or 5th grader, we look at them as learners who happen to be in kindergarten. When children are viewed this way you tend to take away the assembly line approach to teaching and learning. (grade level specific-we still ensure that the standards are uncovered through the authentic engagements that are provided daily.*

Do you follow the district calendar? *Yes. We started two days later than the district to offer more time for teachers to prepare their classrooms.*

Parental Involvement

Is volunteer parental involvement time required? *It is not required but is highly recommended. We understand that families can't always attend functions or provide materials due to their circumstances but we do expect parents to be active participants in their child's learning. Families must attend parent/teacher conferences on a as need basis.*

What are some innovative parental involvement ideas?

- *Family Feasts-classroom and school wide*
- *Friends of CSI-traditional PTA parent group with a different twist*
- *Parent University-educate parents on how they can help children at home*
- *Curriculum Nights-*
- *Volunteer-read to students, assist teachers, etc.*
- *Invite parent to make presentations to classes based on skills and background knowledge*

Governance

How many members are on the governing board? *Seven*

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How often does the board meet? *Recently we have been meeting every two weeks. Beginning in January we will meet once a month (3rd Tuesday of the month)*

II. PROCEDURES REGARDING STAFF ABSENCES

Procedures

The Carolina School for Inquiry Employee Handbook and Policy Manual provides detailed information regarding staff absences. The following information provides a brief guideline for staff absences. Please review this policy when you receive the faculty handbook.

The very best person who can do your job is YOU! If sickness, emergency or extenuating circumstances prevent you from attending work, you should notify the school as soon as possible. Please try and let the office know the day before you need to be out. If you call the morning that you are going to be out, you must call by 6:00 AM.

Contact Person:	Victoria Dixon-Mokeba
Home Phone:	647-1035
Cell Phone:	463-1161
Hours to call:	Evening 6:00-9:00 pm

If you must be absent an additional day, call the school before 12:00 Noon

Emergency Back up- Stacie Mandrell 699-9994 or 530-6084 (cell)

Chantel Brown 736-4592 or (cell)

Staff is expected to be present for supervision and instruction of students from 7:30 am-3:30 pm each day and to attend staff development, meetings, and school events. If staff members need to leave early or arrive late, they must have approval from the Director/Lead Teacher or Curriculum Coordinator in her absence. We will try to be flexible and understanding with personal needs; however excessive early departure/late arrival may be accumulated for up to one full day. Staff involved in school-related meetings, college coursework, etc. that requires flexibility of working hours should make arrangements with the Director/Lead Teacher in advance.

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Responsibilities

When a teacher has to be absent, clear two-way communication in cooperation between the teacher and the substitute teachers is the basis for success of the instructional day. The contact person will obtain a substitute from an approved list provided by the CSI office staff. Lesson plans in detailed are expected unless there has been a significant event or illness in the employee's life.

It is the responsibility of the teacher and the school staff to help the substitute teacher. The teacher should prepare students for the acceptance of a substitute teacher and should provide the following materials:

- **Class roster with procedures for submitting to the office**
- **Adequate lesson plans for all content areas**
- **Emergency lessons plans for all content areas**
- **Time schedule for all classes and activities**
- **Seating chart for class**
- **Names of students assistants**
- **Lunchroom procedures clearly explained**
- **Notice of supervisory responsibilities (recess duty)**
- **Emergency Drill and evacuation chart**
- **Notice of any special situations that exist (allergic reactions, etc.)**

In case you have to be out for an emergency and do not have time to make substitute plans, a set of emergency plans need to be prepared and submitted to the Director/Lead Teacher. This will assure structure and guidelines for your class in case of any unforeseen absence. Please submit to me by February 15, 2007.

III. CSI FIELD EXPERIENCE PROCEDURES

1. Field trips are to be school related and educational in nature. The field experience must be meaningful and have objectives and goals.
2. Submit paperwork to the Curriculum Coordinator 20 days or earlier prior to the field experience. Paper work must be at Richland County School District One transportation office 19 days in advance of the schedule field experience-please send proper paper work regarding lunches to the nutrition manager.

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3. You must have a least a 10-1 chaperone ration with one certified staff member.
4. No student is to ever be alone (from an adult) while on a field experience.
5. All students are to participate and have a signed permission form by the legal parent or guardian giving permission to leave the school.
6. Students should not be transported in personal vehicles of teachers or parent volunteers. **No private cars can be used.**
7. If more than one bus is involved, a school staff member must be on each vehicle transporting students.
8. Please secure you emergency bag and first aid kit along on the field experience. The first aid kit should always be part of the field study supplies.
9. Prior to leaving the school, the teacher (s) must submit the permission forms and a list of student participants to the office, and an itinerary wit telephone of the destination of the trip. The teacher needs to carry emergency information of each student.
10. **Funding for Field Studies-** We will need to accept payment for field studies to cover the transportation expense. When requesting money form families please calculate the miles @ \$1.35 round trip and \$15.00 per hour to pay the driver. Divide this number by the number of students in your class.
11. Secure necessary paper work from the Office Manager

Out of State Field Studies must be approved by the CSI school board. All requests must be given to the Director/Lead Teacher for approval.

IV. INSTRUCTIONAL ASSISTANTS

In working in tandem with the Instructional Assistants, the following guidelines have been put in place:

- Instructional Assistants will work from 7:30 am-3:30 pm each day.
- Instructional Assistants will be responsible for morning duty in the gathering area from 7:30-8:05 am each day and on mornings when we have school gatherings, from 7:30-8:15 am.
- If the Director/Lead Teacher is absent the Instructional Assistants will rotate the morning car duty beginning at 7:30 am. The Director/Lead Teach will notify the Instructional Assistants via phone call, e-mail or leave a message with the Office Manager. There should not be a break on the schedule since the car duty falls the same time of the morning student duty from 7:30-8:05 am.

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- A clearly defined job description is being created in tandem with the Instructional Assistants and the classroom teachers to ensure fairness and equity.

Each instructional assistant will be required to have the following:

- A 30 minute unencumbered lunch break (please assist the teacher in getting the children settled)
- A 15 minute break in the morning and a 15 minute break in the afternoon.

V. Morning/Afternoon Supervision

Morning Supervision

- Instructional Assistants will work from 7:30 am-3:30 pm each day.
- Instructional Assistants will be responsible for morning duty in the gathering area from 7:30-8:05 am each day and on mornings when we have school gatherings, from 7:30-8:15 am.
- If the Director/Lead Teacher is absent the Instructional Assistants will rotate the morning car duty beginning at 7:30 am. The Director/Lead Teach will notify the Instructional Assistants via phone call, e-mail or leave a message with the Office Manager. There should not be a break on the schedule since the car duty falls the same time of the morning student duty from 7:30-8:05 am.

Afternoon Supervision

Everyone will participate in the afternoon dismissal. As students move to their designated dismissal areas each staff member should help monitor the students.

Lunch Supervision

Teachers are responsible for supervising students in the cafeteria. Each teacher should monitor their students as they are served and as the present lunch cards.

Each class is responsible for cleaning their eating area. Each teacher should designate a student or students to check each area and wipe the tables and seats before leaving the cafeteria.

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Recess Supervision

Teachers should monitor their students to and form the recess grounds. Students are expected to enter the building orderly. **Please be alert when outside. Report any broken equipment on the grounds to the main office immediately.**

General Supervision

Teachers are responsible for the supervision of their students throughout the day. Teachers must use their judgment in allowing individual students to leave their rooms unsupervised realizing that the teacher is still responsible for the safety of the student.

VI. Daily Schedule

7:30 AM All staff resent/Students begin arriving (breakfast is available in the cafeteria)

8:05 AM Teachers should gather their students from the gathering area

8:15 AM Announcements/Pledge of Allegiance/Instructional day begins

8:16 AM Students are considered tardy. Please mark the attendance cards accordingly.

8:30-Monday and Friday-Special area classes begin

9:40 Tuesday-Thursday- Special Area Classes begin

8:30-Tuesday-Library Time begins

11:15 am **Lunch** All classes should be in the lunch room.

12:00 pm Recess

2:30-Friday Gatherings (all classes should be in the gathering area by 2:30 pm)

2:55-Classes should leave the building for dismissal

Every other Monday-Faculty Gathering/Curricular Conversations 3:15-5:00 pm

*Early Dismissal 11:45 am

VII. Special Education Procedures

Student Intervention Team Procedures

1. Sign up for a Student Intervention Team meeting using the notebook in the front office.
2. Invite the student's parents to the meeting.
3. Come to the meeting prepared with the following:
 - Work samples
 - Anecdotal notes, "kid watching notes"
 - Report cards
 - Classroom assessments
 - Formal or standardized test scores (PACT, Dominie, etc)
 - Any other useful information relating to the student
4. Follow the team's recommended strategies and action plan. Bring the results and ongoing concerns to a follow-up SIT meeting that is scheduled by the team.

VIII. Nutrition Procedures

Lunch count:

- Please submit a lunch count each day. The Nutrition Manager needs to know by 8:45 am.
- If you are having a family feast or need bagged lunches for a field trip, please let inform the Nutrition Manager AT LEAST three days in advance. The Nutrition Manager works from 7:30 am to 12:00 pm M – F.

Cost of meals, etc.:

	Regular	Reduced	Adult
Breakfast	.75	.30	1.50
Lunch	1.35	.40	2.75

- Milk and juice, whether extra or for children who bring their lunch, is .25.
- Extra lunch or breakfast (or any part of it except milk or juice) is the same price as regular lunch, no matter the status of the student.

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- Lunch consists of sandwich or salad, whatever fruit or snack is available and milk. If only a sandwich or salad is wanted, the full price must still be paid.

Procedures for collecting money:

- Please collect nutrition money, including milk and juice money, in the morning and send to the office with the classroom receipt list.
- We will take money for extra lunches in the cafeteria, and no extra sandwiches or salads can be sold without cash payment.
- Please remind parents that milk and juice are available for .25 for students who bring lunches.
- Please remind parents, grandparents & visitors that some lunches are available for adults, but they cost \$2.75. If you know that several parents are planning to eat lunch with their children, please let me know two days in advance so that I can prepare. (If the Nutrition Manager is aware by 9am the day before, more lunches/salads can be ordered.)
- A letter will be sent home to parents on Fridays to let them know the status of their accounts.

Cafeteria Procedures:

- Please make sure all students who are eating school lunch (and ONLY the students eating school lunch) turn in cards at the table. If a student does not have a card, please write his/ her name on a paper or index card to hand in and a new card will be made.
- Please have students clean up the tables and chairs before you leave the cafeteria. Please have them pick up trash on the floor around the tables, as well. Check to make sure it is done properly.

IX. Procedures for Evaluation and Classroom Observations

Our charter states:

Carolina School for Inquiry will use the South Carolina system for Assisting, Developing, and Evaluating Professional Teaching (ADEPT). Teachers who have less than one year of public teaching experience will participate in an induction program. (Lauri and Chris) Teachers who possess a valid SC teaching certificate and have less than one year of public school experience may be employed under a one-year nonrenewable induction contract and shall participate in the induction program. Continuing contract teachers (Terri, Jamaal, Verdie, Stacie) will use informal peer evaluations through cross classroom observations and team meetings

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to discuss observations. Board policy states that if there are concerns about a teacher's performance or if an employment decision needs to be made, the formal process will be used.

I have implemented the following peer observations among teachers:

Critical Friends

What is a critical friend?

A critical friend is a person who can help us with our educational actions and decisions. He or she stretches us to articulate precisely our rationale for those decisions and helps us to see important information from a different perspective. Critical friends are careful to take the entire context into consideration before offering feedback. Yet, while their main purpose is to provide support, they are not afraid to confront us with issues in order to help us become more than we ever thought possible.

How can a critical friend help with professional development?

Critical friends are good listeners and problem solvers who help others sort out their thinking and make sound decisions. They ask provocative questions that help others define expectations and intentions, help them realize when their expectations for themselves and others are too low, and tell us when their actions don't match their intentions. Such dialogue helps others grow professionally in ways that readings, conferences, or classes cannot.

What can I do to be a critical friend?

Critical friends possess certain core qualities:

- Respect
- Trust
- Rapport

In addition, they:

- Listen well.
- Clarify ideas.
- Encourage specificity.
- Fully understand what is being presented.
- Fully understand the context of the work.
- Fully understand the desired outcomes of the work.

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- Offer value judgments only when asked.
- Respond with integrity.
- Act as an advocate for the success of the work.

Critical friends avoid:

- Being negative- they are an advocate, not a critic.
- Any conflict of interest or values, and they avoid hiding any personal agenda (they may have an agenda, but it must be shared at the time of the first interaction).
- Holding a stake in the problem being addressed without explaining what the stake is.
- Dishonesty and vagueness in their responses.
- Being arbitrarily judgmental.
- Directing- they are there to provide support.

How does the *critical friends* process work?

A typical process includes these steps:

1. We explain the *critical friends* process and ask to observe a lesson or unit.
2. Once observed, we schedule a conference and jointly we set desired outcomes for the conference.
3. As a critical friend we ask questions in order to understand what we observed and clarify the context in which the lesson or unit took place.
4. As a critical friend we provide feedback about what seems significant about the lesson or unit.
5. As a critical friend we raise questions and critique the work, nudging the teacher to see the lesson or unit from different perspectives.
6. During the conference both participants reflect on the points and suggestions raised or suggested, or on advice that seems appropriate to the desired outcome

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X. School wide Discipline Expectations

School Wide Management Plan and Behavioral Expectations for CSI Students

	Be Responsible By	Be Organized By	Achieve By	Be Respectful By
In the hallway I will	Walking safely	Walking on the right side and staying in line	Watching and honoring the person in front of me	Keeping hands, feet, and objects to myself
In the cafeteria I will	Practicing good table manners	Having my lunch card ready and getting all items needed while in line	Waiting and moving quietly through the line and paying attention in the serving line	Cleaning up around my table
In the restroom I will	Keeping the restroom clean	Taking care of personal business quickly	Entering and using the restroom quietly	Respecting others' privacy
In the classroom	Follow classroom right and responsibilities	Keeping my work area neat and tidy	Completing all assignments	Showing kindness and acceptance towards all.
On the playground I will	Using equipment safely	Lining up quickly	Playing in designated areas	Displaying good sportsmanship in all activities
When entering school I will	Arriving on time	Having my material with the things I need before I come to school	Reading strategically in the gathering area until my teachers comes for me	Keeping hands, feet, and objects to myself
When Leaving the school I will	Walking at all times	Getting all of my belongings together in a timely manner	Going directly to the car line or after care	Walking and staying with my class
While on field studies I will	Staying with my teacher or chaperone	Following specific directions given by my teacher	Being an active learner/asking meaningful questions	Being an ambassador the CSI

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Carolina School for Inquiry Behavior Report

Name _____ Referring Teacher _____ Date _____

The number behind the checked misbehavior indicates where the infraction occurred.

Code: (1) Classroom; (2) Hallways; (3) Playground; (4) P.E.; (5) Music; (6) Art; (7) Library (8) Restroom; (9) Cafeteria (10) Yoga

RESPECT	TRUTH
---------	-------

____ Talking at improper time ()
____ Lack of respect for rules/property ()
____ Inappropriate behavior ()
____ Inappropriate Language ()
____ Lack of respect for adults/classmates ()

____ Did not do own work ()
____ Did not tell the truth ()
____ Copying from others ()
____ Cheating ()
____ Stealing ()

Comments: _____

No Put Downs	Personal Best
--------------	---------------

____ Name Calling ()
____ Using inappropriate gestures ()
____ Hitting/Shoving/Fighting ()
____ Not keeping hands and feet to self ()

____ Did not complete assignments ()
____ Showed lack of responsibility ()
____ Not prepared for class ()
____ Little effort or participation ()

Comments: _____

ACTIVE LISTENING	CONSEQUENCE
------------------	-------------

____ Not paying attention in class () _____
____ Not following directions ()

Warning Only _____ Office Referral
____ Loss of recess _____ Parents called

Comments: _____ Loss of special privilege
_____ Other _____

Action taken by the Director/Lead Teacher if the consequence resulted in an office referral.

After discussing this behavior report with your child, please clip the bottom portion and return.

Please return to school

Parent Signature _____ Date _____

Please check box if conference with teacher is requested. Parental comments: _____

XI. Student Attendance/Tuancy

Currently we have three students who are considered truant under the SC Compulsory Attendance Section 59-65-10. This is also inclusive for children who are home schooled. An attendance committee has been formed to manage student attendance. Director/Lead Teacher, Executive Learning Facilitator/Office Manager.

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A student is truant when he has 3 consecutive unexcused absences or a total of 5 unexcused absences. Once this happens contact must occur with the parent to complete an Attendance Intervention Plan.

XII. Upcoming Charter School Conference

April 19-21, 2007 (Spring Break) From my past experience the conference really offers managerial strategies for day to day school operations. I'm requesting the Office Manger along with a *new* board member accompany me to the conference. I have been asked to speak at the conference on behalf of a 1st year charter school administrator and an instructional leader.

***February 24, 2006** CSI will host the SC Charter School Curriculum Fair. The association will take care of all expenses. I have cleared use of the building with RCRC.

XIII. Guided Reading Library Space

Linda Carter and RCRC have given us another critical area in the school to house our Guided Reading Library (GRL). I was a little hesitant in asking her before the holidays due to the recent lost in her family. The GRL will be housed in one of the rooms in the library. The RCRC janitorial staff unboxed most of the boxes. Stacie will be working on the organization of these materials and will inform teachers when they are available for use.

Student Recruitment and Retention

We held our first recruitment meeting at CSI on January 9, 2007. I have submitted fliers and information about our school to various child care centers across the midlands. Information about recruitment is shown on Richland One TV, notices have been placed in "The State" newspaper, and The Columbia Star. I plan to speak and submit more information to parents groups in the next few weeks to really sell our school. Keep in mind that our highest area of recruitment is for kindergarten. (Washington Street United Methodist Preschool, USC Children's Academy, Benedict Child Development Center, Kathwood Baptist Church, First Nazareth Baptist Church, Brookland Baptist Church, Columbia's First Church of the Nazarene, just to name a few) Please see the agenda and flier below:

6:00 Greetings– Victoria Dixon-Mokeba,
Welcome – Introductions
Information about our school

Where Learning Begins With Wonder

- Mission
- Who are we?
- Why are we here?

What are Charter Schools?

- Public Schools – Supported by School Districts
- Non-Religious
- Open to Everyone
- Free

6:10 A Glimpse of Our School Day–Zachary Sanders (student)

6:15 A Parent's Point of View – Mrs. Sanders & Mrs. Jeannie Eidson, CSI Board Chair

6:30 Carolina School for Inquiry – Stacie Mandrell

- Curriculum - Inquiry
 - Philosophy: Draws on natural curiosity
 - Practice: Teaching through involvement and hands-on projects
 - Result: Empowers and builds confidence
 - Assessment: Proven to exceed all state and district standards
- Grade levels – Multi-age Classrooms
 - Stable and supportive atmosphere
 - Strong community and family involvement

6:45 Application Deadlines and Time Tables – Kathy Duffy-Thomas

- Application Deadline – January 31, 2007
- Lottery – February 15, 2007 if applicable
- Letter of Notification – February 20, 2007
- Applications received after January 31, 2007 will only be considered if space is available.
- School Starts – CSI will follow the Richland One Schedule
- Public School Board Meetings – 3rd Tuesday of each month - 6:30 p.m.

6:50 Closing Comments - Question & Answers

Applications Submitted

Another Choice in Richland 1



A Public Charter School

Carolina School for Inquiry offers all elementary school children in Richland District 1 an innovative, inquiry based curriculum in a multi-age learning environment tuition free. Designed to serve the diverse population of Richland District 1, CSI is a school of choice where all students are encouraged to pursue interesting and rigorous academic work. CSI parents and teachers work in tandem to insure student success. Find out more about our school, log on to www.carolinaschoolforinquiry.org or call 691-1250.

You're invited to learn more!
Tuesday, January 9, 2007 6-7:00pm

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Carolina School for Inquiry

(Former site of Crane Creek Elementary School)

7405-A Fairfield Rd. – Just over 1 mile north of I-20

I'm recommending that we have two more recruitment meetings at the school site:
January 23rd and 29th.

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School Improvement Advisory Council (SIAC): Laurie Gantt will give an update from the Education Committee

Friends of CSI (formerly known as PSTA)

- Newsletter and upcoming information (will give hard copies at the board meeting)

Parent University

If parents understood the huge educational benefits and intense happiness brought about by reading aloud to their children, and if every parent-and every adult caring for a child-read aloud a minimum of three stories a day to children in their lives, we could probably wipe out illiteracy within one generation. -from Reading Magic

- Parent University is a series of classes that I lead. The classes are offered twice a month. Classes are held on Monday mornings from 9-10:00 am and on Thursday from 6-7:00 pm. A recent article in The State newspaper highlighted the program and our collaboration with RCRC and being a recipient of the Sisters of Charity Grant. An agenda from the last class is attached. Since the article was published in the newspaper interest has been escalated the in the program and has also helped with student recruitment. Listed below are the remaining class dates:

2007 Scheduled Sessions

9:00-10:00 am	6:00-7:00 pm
January 8 Math in a Snowflake?	January 11 Math in a snowflake?
February 12 The hand writing is on the wall	February 15 The hand writing is on the wall
March 12 For the love of reading	March 15 For the love a reading
April 16 Read any good Math lately?	April 19 Read any good Math lately
May 7 Parents Choice	May 10 Parents Choice

Where Learning Begins With Wonder

Carolina School for Inquiry
Parent University

Thursday, January 11, 2007

6:00-7:00 pm

Sponsored by Richland County Recreation Commission



Math In a Snowflake

Chat n' Chew

Greetings

Family Celebrations

Grand Conversations-Reading Magic

- Connections/Insights
- Ah-has
- Questions

Where can you find math?

What do you know about Snowflakes?

Independent Reading- Snowflake Bentley

A Snowy Day

- Look for math engagements within each book-jot down ideas using sticky a note (patterns, symmetry, etc.)
- What did you notice?

Let us make our own snowflake

Questions

Next meeting- February 15, 2007 6:00-7:00 pm

Exemplary Instructional Practices and Accountability

The document is still under review

Richland School District One

SCRA

The winter assessments are complete per district guidelines.

PACT-Curriculum Coordinator will give update on recent review of information

\$250.00 Teacher start-up money-

- Every public school teacher is awarded \$250 start-up funds at the beginning of the school year to supplement personal purchases made to begin the school year. R1 has submitted this payment to CSI. The State certifies that all full time employees are eligible for this supplement. We had to relinquish the funds back the district because although our LD resource, Speech, Music and P.E are certified, they are not full time employees but contracted services.

Other

Laptops/Printers-

- Six (6) laptops and printers have been received and installed per the teachers' request. We have purchased micro-soft software to place on each computer. The software should be delivered this week.

Media Center:

- The media center up and running well. Crystal O'keefe, a student the College of Library Science is volunteering/assisting students on Tuesdays from 8:30-12:45 pm. She is excited about designing procedures for the media center with my assistance.

Discipline Issues

- Less than two discipline issues have come through my office during the month of Dec./Jan. All have been handled in house.

Professional Development

- Mr. Barr is scheduled to attend a Best Practice Seminar (Carl Anderson) on Tuesday, January 16, 2007. The focus is on student writing. (cost-free)
- Lauri Kemmerling attended a standards based meeting in Lexington District Two. (cost-free)

**Additions to the Director's Report
January 16, 2007**

Legal Services

Cathy McCabe is no longer with the Ward Law Firm. Upon her recommendation I have made contact with Haynsworth, Sinkler and Boyd. Please see the attached information regarding this law firm. Board approval is requested.

Soccer Scholarship

I have made contact with the president of Columbia United Soccer Club. The idea is to have school teams per age group. The following spaces are available for our students at no cost.

Ages 4-6	Ages 7-8	Ages 9-10	Ages 11-12	
10 slots	8 slots	10 slots	12 slots	

Recent Student Enrollment

Two families enrolled today and will begin classes tomorrow (1-17-06). There is another family that expressed interest. The family plans to visit the school tomorrow to make their final decision. (90 students enrolled to date)

Recruitment Enrollment

Obtained two more kindergarten applications today. I met with two parents. Please see the attached spreadsheet that reflects the overall 2007-08 enrollments to date. The new kindergarten additions are not reflective in the graph.

Also attached to the spreadsheet is the number of families who plan to return next year

Next recruitment meeting is scheduled for January 29, 2007 from 6-7:00 pm. Any input and assistance is appreciated.

January 9th recruitment statistics-We welcomed 11 families during the recruitment meeting. We received six applications the night of the meeting and the remaining families brought applications at a different time.

Hot Lunches-We will serve hot lunches beginning on Thursday. The equipment will be delivered in the cafeteria tomorrow.

Haynsworth
Sinkler Boyd, PA. | ATTORNEYS AND COUNSELORS AT LAW

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January 8, 2007

Ms. Victoria Dixon-Mokeba
Director
Carolina School of Inquiry 7405A
Fairfield Road Columbia, South
Carolina 29203

Re: Haynsworth Sinkler Boyd, P.A. 's Legal Representation of Carolina School of Inquiry

Dear Ms. Dixon-Mokeba:

This letter is to acknowledge and thank you for retaining Haynsworth Sinkler Boyd, P.A. to represent Carolina School of Inquiry (the "School"). We would like to confirm the terms and scope of our representation, which are as follows:

- **THE CLIENT.** We are representing the School for the matter described below. Unless specifically agreed otherwise in writing, we are not representing in this matter any of the organizers, officers, directors, employees, affiliated (parent or subsidiary) companies, or investors in the School or guarantors of any loans to the School.
- **MATTER FOR WHICH LEGAL REPRESENTATION IS PROVIDED.** We are representing the School as general counsel. Unless otherwise agreed in writing, we are not representing the School with respect to any other matters.
- **LEGAL FEES.** Our hourly rates range from \$225 to \$350; however, we will discount our rates by 10% as long as Haynsworth Sinkler Boyd, P.A. serves as general counsel to the School.
- **PRIMARY ATTORNEYS.** The primary attorneys assigned to your matters are as follows:

Kathleen C. McKinney - Coordinator
Damon Watson - Intellectual property/contracts
Liz Speidel- Employment matters
Mac McLean - 501(c)(3) matters

I have attached a list of the contact information for each attorney on page A-5.

- **OTHER TERMS OF REPRESENTATION.** Other terms and conditions of our representation are set forth in Schedule A attached hereto and incorporated herein by reference. All of such terms and conditions apply to this representation.

Again, thank you for allowing us the opportunity to represent you. I would appreciate your executing a copy of this letter and returning it to me at your earliest convenience. While we prefer to receive a signed copy, if we do not hear from you otherwise within ten (10) days after the date of this letter, we will take that as your agreement that the terms set forth in this letter are acceptable to you. It would also be helpful if you could forward to me your bylaws, 501(c)(3) determination letter and the minutes of your last six meetings so that we can be aware of any outstanding legal issues.

Sincerely,

HA YNSWORTH SINKLER BOYD, P.A.

By: 
Kathleen Crum McKinney

We agree to the terms of the engagement for legal representation as stated above.

CAROLINA SCHOOL OF INQUIRY

By:
Its:

Date: _____

cc: Damon Watson
Liz Speidel
Mac McLean

SCHEDULE A

ADDITIONAL TERMS AND CONDITIONS OF REPRESENTATION BY HAYNSWORTH SINKLER BOYD, P.A.

LEGAL REPRESENTATION: OUR CLIENT AND OUR ROLE

In this matter, we ("HSB" or the "Firm") will be representing only the client as identified in this engagement letter. The services that we provide will be of a legal nature only, related to this matter, and, unless otherwise agreed, are limited to South Carolina state law and United States federal law. We do not undertake to provide business or investment advice. Legal opinions that we may provide to you or to other persons on your behalf during this matter are based on our education in the law, our research, and our experience. You recognize that they are not, and of course cannot be, guarantees that any particular result will be obtained, nor are they guarantees that a court, arbitrator, administrative agency or the financial markets will come to the same conclusion.

RELATIONSHIPS WITH OUR OTHER CLIENTS

We have undertaken a review of our pending representations of other clients and found no matters that we believe present a conflict of interest except to the extent, if any, identified in this engagement letter.

HSB maintains active corporate, commercial, financial, bond and litigation law practices for established, existing and future clients. We will continue to review this matter and our other representations for potential conflicts and will consult with you should any conflict arise. If in the course of our representation of other clients, we determine that a conflict of interest exists, we will notify all affected parties of such conflict; and we reserve the right to withdraw from representing anyone or more clients as such a withdrawal would be permitted or required by the applicable provisions of the South Carolina Rules of Professional Conduct.

It is possible that, during the time that we are representing you in this matter, we may be asked to represent another client that has, separate and apart from our representation of that client, some other unrelated transactions with you. It is also possible that we will be asked to represent, in an unrelated matter not involving you, one of the other entities involved in this current matter with you. You understand and agree that such representations, if they occur, are not adverse to you, will not adversely affect our ability to represent you as provided in this letter, and so do not represent conflicts of interest that would require a waiver from you. Consequently, unless in our judgment some further or unusual circumstance warrants further discussion, we may undertake such representation without further consultation. Your acceptance of this letter will signify your consent to our representation of other clients consistent with the circumstances described in this paragraph.

FINANCIAL ARRANGEMENTS

Estimate of Legal Fees

If we have communicated to you an estimate of our fees, the estimate includes only HSB's legal fees and our internal costs. It does not include the fees or expenses of other experts, professionals or outside vendors whose services or products you may need in this matter.

Costs and Disbursements

A schedule of the primary categories of charges that the Firm may advance and then bill to the client is attached. Some charges for services, such as copying, are billed at a rate that may recover, in addition to our direct cost, an allocable portion of the overhead associated with maintaining, providing, and administering the services. Also, we will forward to you for direct payment by the client any invoice from an outside vendor that exceeds \$100, and you agree to pay such invoices in accordance with their terms. We will bill you for such costs at the same time that we bill for fees, unless the outstanding balance of such costs exceeds \$1,000, in which case we bill the unbilled costs immediately.

CONCLUSION OF REPRESENTATION; DISCHARGE OR WITHDRAWAL

The attorney-client relationship set forth in this letter will terminate upon (i) closing the contemplated transaction, if a business matter, (ii) entry of a final, non-appealable, comprehensive judgment in this matter, or execution of a final and binding settlement agreement, if a dispute matter, or (iii) a communication from either of us to the other one of us that we consider the matter to have been concluded.

In addition, you have the right at any time to terminate our services and representation for any reason at all upon written notice to the Firm. Such termination does not release you of the obligation to pay for all services rendered and disbursements and other charges made or incurred on your behalf prior to the date of termination.

The Firm likewise has the right to withdraw from representing you in the event of your failure to honor the terms of this engagement letter, your failure to pay amounts billed in a timely manner, your failure to cooperate or follow our advice on a material matter, or any fact or circumstance that would, in our view, impair an effective attorney-client relationship or would render our continuing representation unlawful or unethical. In such an event, we will give you reasonable notice to enable you to secure other counsel. If we elect to withdraw, you will take all steps necessary to free us of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete our withdrawal; and we will be entitled to be paid for all services rendered and disbursements and other charges made or incurred on your behalf prior to the date of withdrawal.

RECORD AND FILE RETENTION

Shortly after completion of this matter, we will provide you a copy of all (transactional documents/dispositive orders and settlement agreements). At your request, we will return to you any papers and property furnished by you, promptly upon receipt of payment for

outstanding fees and client charges. Your acceptance of this letter indicates the client's agreement to grant HSB a lien on all client papers, documents, materials, or other items that the Firm has in its possession to secure payment of our fees and expenses. Subject to our own file retention policies and procedures and for a limited time, we will retain our own files pertaining to this matter, including our lawyer work product. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement. Consequently, it is incumbent upon you to preserve any files that you may need for future business records, tax or other administrative agency compliance, *etc.*

SCHEDULE OF PRIMARY CHARGES

Photocopies	\$0.10 per page
Electronic scanning of documents (in-house)	\$0.10 per page
Travel mileage	At IRS allowable rate -- \$0.485 as of January 1, 2007
Other travel (airfare, hotels, lodging, meals, ground transportation)	At cost
Postage	At cost
Express courier charges (such as FedEx)	At cost
Long distance telephone (including for facsimile transmission)	At cost
Facsimile transmissions	No charge other than long distance where applicable
Cell-phone calls	No charge
Out-of-office messenger costs	\$5 plus mileage charges indicated above
Electronic legal research	For Lexis/Nexis electronic legal research, the Firm has negotiated with Lexis/Nexis a flat annual payment that includes most, but not all, of the Lexis/Nexis databases. In accordance with Firm policy, you will be billed at a flat rate of \$15.00 per search in included databases. This charge is calculated to approximate, but not to exceed, the Firm's cost associated with the provision of this service. The flat fee is not charged for document retrieval, LEXSEE or Shepherdizing, which are provided at no cost to you. The flat rate may be adjusted annually depending upon usage, but will in no event be set in the aggregate to recoup more than the Firm's annual payment to Lexis/Nexis. For non-included Lexis databases and for WestLaw electronic legal research, you will be billed at the cost to the Firm, plus a fixed rate of 15% to cover costs associated with the provision of this service.
Word processing	No charge
Staff overtime	No charge

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Curriculum Coordinator's Report January 16, 2006

Assessment Presentation – I do believe we finally have a solid presentation of Dominion assessment information at this point. Thank you Quinton, Jeannie and Mark for all of the assistance with graphs and ideas!

Math Assessment – I have created the math assessments for kindergarten through second grade. I will have the rest completed and ready to pilot hopefully by next week. This proved to be a much more in-depth task than I had planned and as a result it has taken much longer than anticipated.

Curriculum Night – January 18th is our next Curriculum Night. I will be sharing an abbreviated version of the assessment Power point that I am sharing with all of you.

Text Book Caravan – Lauri Kemmerling and I attended the science text book caravan on January 3rd and it was much like a trip to the Home Shopping Network. We brought back a great deal of information and material and we have made it available to the teachers to see. We will narrow down our choices (from the 6 that we have) and invite the sales reps from our top three choices to visit the school in the next month and help us make an educated choice of programs. I will keep the Board updated on our choices.

Classroom Visits – I began visiting classrooms this week and it is not only a great deal of fun, it is also extremely gratifying to see our teachers engaging in amazing teaching and learning beside our kids. We should all be very proud of the amazing team of teachers we have at CSI!

Standards Based Report Card – Our standards based report card went home on January 10th. It was accompanied by the attached letter and a list of standards that the class has uncovered thus far in the year.

Field Studies – Early Elementary has two trips scheduled in the next few weeks. They are going to see the Freedom Train production at the Koger Center, and they are visiting the State House. Upper elementary is investigating programs that are offered at Clemson for older kids to come and spend a few days camping out and engaging in programs. I have a friend who works for the Youth Learning Center at Clemson and he is putting together some ideas for us to start planning and saving our money for an end of the year trip.