Cape Cod Lighthouse Charter School
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Under Open Meeting regulations, this is a notification of the

# Cape Cod Lighthouse Charter School

## Special Meeting of the Board of Trustees

Date & Time: **Monday, August 18, 2025 at 6 p.m.**

***Meeting Available via Zoom***
***https://us02web.zoom.us/j/3364539980***

***Meeting ID: 336 453 9980***

***Location: Cape Cod Lighthouse Charter School***

I. Call to Order: Meeting called to order at 6:10. **Present:** Ben Parsons, Beth Woelflein, Challis Crema, Mike Grugin, John Scichilone, Tracy Murphy, Rachel Martin, Jim McAuliffe, Michael MacMillian, Michele Gallucci **Absent:** Caitlin Wajkowski, Josh Stewart

II. Declaration of a Quorum: Tracy declared a quorum.

III. Public Forum: None

IV. Approval of Minutes for June 23, 2025. Michael motioned to approve the minutes, seconded by Mike. Role Call: Unanimously approved

V. Director's Report

1.) Accountability update:

SSDR (Student Discipline Report)- submitted!

SCS (Student Course Schedule) - submitted!

EPIMS (Teacher Qualifications) - submitted!

SIMS Report - submitted!

Annual Report - submitted!

Student Opportunity Act (SOA) Progress Report

- Investment in a full-time social worker intern
- Expanding interventions to close the academic gap: Discussion regarding new ELA interventions in place for 25/26
- Despite the interventions, chronic absenteeism continued to rise. A discussion with board members followed regarding multi-pronged ideas for decreasing absenteeism.

*Accountability Plan - in draft form*

2.) Union Contract Negotiations update: Complete! Ben showed the board the teacher and paraprofessional contracts. Ben noticed the strong working relationship with the union based on how the negotiations went this year. 3% raise, Increased stipends for education (MA, MA + 15, etc.), Empowering working relationship and partnership with union representatives

3.) Personnel Update: Discussion with the Board members regarding the new personnel and changes to existing faculty

Brenna Johnson, new art teacher, Michael Francis Smith, new band and general music instructor, Tara Mason, new 8th grade French Teacher, Doug Mason, new 7th grade math teacher, Mary Beth Barnhardt, new Speech-Language Pathologist, Rachel Giffee, new Instructional Assistant, Jen Maxwell, new 6th grade Special Education teacher

Catherine returns to 8th Grade ELA, Annie Haven will be switching to 8th grade Science, Andy Novak will be taking 8th grade Math, and Challis will be expanding literacy interventions into 7th and 8th.

Currently, we have an open paraprofessional position.

4.) Summer Projects:

- Academic Review
- Sewer Tie-In: Came in under budget and was on time.
- New HVAC Unit: Going in the front of the building. CCLCS is working with Robies. Measurement was off by 2 inches, and they had to recut; we are currently in a holding pattern.
- Painting and refreshing in all the rooms happened this summer.
- Onboarding Students (new and returning students): 6th grade is full, 7th grade is

full, 8th grade has 4-5 openings. Ben would like to look at retention strategies, especially for 7th going into 8th. Looking at other schools that have transitioned to high school starting in 8th grade

- Campus Clean Up -This Saturday is Campus Clean-up. It is volunteer-based.
- The Master schedule/calendar is on the website now.
- Student Handbook has been updated (freshened up). Added verbiage about the surveillance camera in the vestibule.
- Financial Audit complete: Michele has a final meeting on Friday. Kudos to Michele for getting that done.

5.) Board Goals 25/26:

A quick overview of the year. Of course, items may be added or adjusted as appropriate.

Officers: Chair: Tracy M., Vice: Jim M, Treasurer: Michael M., Clerk: Michael G

Strategic Plan discussion: Ben is looking for feedback on going forward with how to go about creating the strategic plan. Discussion included a timeline for the plan (2-3 year or 4-5 year plan), aligning with the accountability plan, as well as how to get feedback from stakeholders.

Board Goals:

1. Prepare a road map for long-term financial planning, including unexplored avenues of revenue and potential fundraising opportunities and connections w/ current and new donors
2. Draft a strategic planning process & timeline, with an aim for full implementation of the plan in the 25/26 school year
3. Increase Board of Trustees #s by at least 2, with an aim for diversity and specific areas of expertise, by June ‘24 meeting

6.) Director Goals:

- Entry Plan
- To advance (with Board approval) a Strategic Plan
- To complete our new Accountability Plan
- To increase overall academic and SEL metrics, especially in specific groups of students:
  - i.) Academic and SEL data review every month w/ departments
  - ii.) Training for teachers and students regarding MCAS and other high-stakes testing

b.) To increase student connection to the school
  - i.) More robust club offerings
  - ii.) Continue to highlight the sports program
  - iii.) More family events to foster engagement

7.) Update on summer projects
8.) Calendar

- August 25th - 27th : BOY Staff Meetings
- August 28th : First Day of School! 8th Goes to Art Museum
- August 29th : Half Day into 3-day weekend
- September 15 : Board Mtg
- September 16 : 6/7th grade Open House
- September 18 : 8th-grade Open House

VI. Chair Report

A. Review and consider vote to approve revisions to the Bylaws

- In order to make sure we are doing what we say we are doing.
- Only changes are that under committees, we now have the governance committee, which will take place nominating committee, an academic achievement committee, and an executive director support committee. Challis made a motion to approve, and Beth seconded. Unanimously approved.

C. Review and consider a vote to appoint Lisa Mincieli to the Board of Trustees: Lauren Barker had to step down this summer. Lisa will take the remainder of the two terms to finish out Lauren's term. Tracy made a motion to approve Lisa's appointment to the board for the remainder of the term until June of 2027, seconded by Michael. Unanimously approved.

D. Proposed Board Goals and associated subcommittee tasks - Discussion regarding creating goals for subcommittees, Tracy shared her ideas. Suggested that each subcommittee come to the September meeting with a goal.

VII. Staff Report: None

VIII. FinCom Report: FinCom met this afternoon. Michael shared the following:

- July expenditures came out
- Discussed the strategy created for funding the payment of the upcoming balloon payment
- Discussed what the long-term plan is for the available surplus.

IX. Topics not reasonably anticipated by the chair: None

X. Next meeting September 15, 2025

XI. Vote to adjourn regular meeting: 7:27 PM, Michael motioned to adjourn, seconded by Mikel, unanimously approved.

Notification Date: August 14, 2025