



Cape Cod Lighthouse Charter School

195 Route 137, E. Harwich, MA 02645

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PLEASE POST

Pursuant to Open Meeting regulations, this is notification of the

Cape Cod Lighthouse Charter School

Meeting of the Board of Trustees

Date & Time: **Monday, April 28, 2025 at 6 p.m.**

*Meeting also available on zoom -
<https://us02web.zoom.us/j/3364539980>*

Meeting ID: 336 453 9980

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

195 Route 137, East Harwich, MA 02645

Board Minutes

I. Call to Order

6:04 Tracy Murphy called the meeting to order.

II. Declaration of a Quorum

We have a quorum present. Present: Josh Stewart, Michael MacMillan, Catherine O'Leary, Michael Grugan, Tracy Murphy, Caitlin Wojkowski, Elizabeth Woelflein, Rachel Martin, Lauren Barker, John Scichilone, James McAuliffe

III. Public Forum

None present.

IV. Approval of Minutes for:

- January 27, 2025 - Regular Meeting - Unanimously approved.
- March 10, 2025 - Special Meeting - Unanimously approved.

Josh moved to approve. Michael MacMillan 2nd-ed.

V. Director's Report - [Director's Report](#)

A. Proposed Calendar 25/26 - vote on general calendar (½ days or early release days - needs DESE Commissioner's approval - much discussion and all agreed to give families time to respond to the hardship survey)

B. Accountability Plan. - April 2- half day with staff, May 2- first draft due to DESE, May 7th - half day with staff regarding goal setting

C. Admissions Data - Transportation is the biggest reason families decline their admissions seat. Could be sports or clubs after school that are helpful in transportation issues. *** We should survey the families that said yes too. ***

D. Strategic Planning - Retreat was productive and we identified big Rocks to share with staff. Please share what you identified as being the big rocks?

E. Budget 25/26 -

- Reviewed draft budget and need to confirm state's numbers. Salaries represent a 3% increase. Tech - hope to purchase new computers.
- (Current budget about 70% which is appropriate for this time of year -reviewed status of certain line items - Tech/PE is higher, spec. Ed is lower, more enrichment events to happen)

F. Sewer: \$26, 200. Our sewer hook-up is happening during the summer months. Check what it will cost to be hooked up in terms of utilities.

G. Auction Update: Sponsorship and ticket sales allowed for all money raised at the auction to go to foundation, and not to overhead.

VI. Chair Report

- A. Discuss and possible vote on extending Catherine O'Leary's contract (potential date in July or August) - Ben Parsons will be here July 28, 2025. Catherine O'Leary contract

is extended to July 25, 2025. Potential Mentor for Ben has been offered. To be discussed further by Board in May. Ben will be supported through the Charter Association with a new Leaders Program.

Motion to extend Catherine's contract to July 25 made by Michael Grugan & 2nd-ed by Beth Woelflein. Catherine O'Leary and Josh Stewart abstained. All other board members approved.

B. Reminder that the State sends email to the Board to file Financial Disclosures for the previous year. (Other required forms, e.g. Conflict of Interest, etc. align with the board member's start)

C. Retreat work

1. Reflections - reviewed feedback re: retreat
 2. Scenarios - tackle these scenarios at the May meeting
 3. Discussion and possible votes on new subcommittees/heads - Governance Committee [Jim] (Board Goals), Recruitment Committee / Nominating Committee (Succession Plan / Retention Plan), Academic Achievement Committee [Caitlin] (Data Analysis - present 3 times a year), Advocacy Committee [Lauren], ED Support & Evaluation [Tracy]
- Tracy Murphy made a motion for the above, Michael MacMillan seconded the motion. Unanimous vote in support.

VII. Staff Report - A lot to look forward to in the next 6 weeks.

VIII. FinCom Report

A. Draft #1 of 25/26 budget

IX. Topics not reasonably anticipated by the chair - None

X. Next meeting May 19, 2025 @ 6PM

XI. Vote to adjourn regular meeting - Josh Stewart made a motion to adjourn. Unanimously approved. 7:42pm meeting adjourned.

Notification Date: April 18, 2025