Cape Cod Lighthouse Charter School
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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, August 17, 2026 at 6 p.m.**

Meeting also available on zoom
https://us02web.zoom.us/j/2452227204?pwd=lj0XMkRBETUXaCBKP4WhYmDbk8mKMJ.1
Meeting ID: 245 222 7204

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

195 Route 137, East Harwich, MA 02645

Minutes

I. Call to Order - Tracy Murphy called the meeting to order at 6 p.m.

II. Declaration of a Quorum - Tracy Murphy declared a quorum. Present: Christin Sims, Ben Parsons, Beth Woelflein, Caitlin Wojkowski, Lisa Mincieli, Tracy Murphy, Michael Grugan, Jim McAuliffe, Rachel Martin. Absent: Josh Stewart, Michael MacMillan

III. Public Forum - No public attendees.

IV. Approval of Minutes for June 22, 2026 & June 26, 2026. Jim McAuliffe made a motion to approve. Unanimously approved.

V. Director's Report

A. Ben noted the successful submission of the annual report and SOA Report. He reviewed the school's strategic plan and accountability framework, which focuses on enhancing student experience, improving academic achievement, and cultivating community partnerships.

B. Ben reviewed the Executive Director Goals, which are aligned with the Strategic

Plan. He plans to begin to Implement Year 1 of Strategic Plan, Standardize Board Reports with use of Strategic Plan, and Engage with student experience daily.

C. Ben highlighted the successful union negotiations thus far, describing the relationship as amicable and productive, with a 3% raise across the board already implemented. Ben noted increases to longevity stipends and that the CBA's leave policy is being revised for clarity and fairness.

D. Ben gave a personnel update, introducing new teachers: Ann Marie Varella (6th math), Abigail Auger (nurse), Amy Hodge (EL & para), Brooke Kelley (para), Ian Hamilton (Theater & para), Kaleigh Mason (para), Challis Crema (ELA interventionish and ELA Specials Teacher for 6th).

E. Ben presented major summer projects, including the mortgage refinance (set to close on August 26th), financial audit, and improvements to facilities such as the LED lighting upgrade. He added that the resurfacing of the parking lot had been put on hold due a change in the scope of the work. He noted that as of the time of the meeting, the school is set to open at full enrollment and that Crash and Hannah have done an excellent job onboarding new students. He noted that transportation has been a major point of emphasis this summer, highlighting the addition of a third bus from the mid-Cape to meet demand. He discussed programmatic changes including the introduction of "Lighthouse Time" into the daily schedule, which will be 30 minutes every Monday - Thursday devoted to community-building, academic help, executive functioning, and advisory Fridays will stay the same with seminars. He also promoted the return of theater as a special and adjustments to the music schedule. Ben discussed updates to the student handbook and to the school's tiered response to student behavior. He discussed how beginning of year meetings will focus on enhancing school climate, culture and student behavior.

VI. Chair Report

A. Tracy mentioned that the Board Calendar had gone out via email with the agenda and that Board meetings typically take place on the 3rd Monday of each month unless a holiday interferes.

B. Tracy discussed the intention to formulate Board goals before the September meeting. She also encouraged Board Subcommittees to speak about appropriate goals and have them ready to be discussed at the September meeting. Tracy mentioned that she would like to encourage the board and subcommittees to be more agile with Finances and to put even more emphasis on academic achievement. She also encouraged the board to plan for more strategic communication updates that track our goals and communicate progress.

VII. Staff Report - Christin highlighted the Boater Safety class in the 3rd term seminar, in which

20 students obtained boater safety certificates! She praised Madame Mason's Ellis Island and Immigration project for her 8th grade French students. Christin shared that the Comfort Dogs were very well received by students and teachers, and that virtually all students participated in the program through their various visits last year! She shared that the ELA Department has continued to work on vertical alignment of writing at each grade level during the summer months.

VIII. FinCom Report - With Michael's absence, Tracy shared that the Finance committee did not meet prior to the full Board meeting and has not met since the last full Board meeting in June.

IX. Academic Achievement Committee Report - Caitlin shared that the committee has not met since the last board meeting.

X. Governance Committee Report - Jim shared that he will update us in September

A. Review Board Self-Evaluation 2025-26

XI. Topics not reasonably anticipated by the chair

XII. Next meeting September 21, 2026

XIII. Vote to adjourn regular meeting - Michael Grugan voted to adjourn the meeting and Caitlin Wojkowski seconded. Meeting adjourned at 7:03p.m.