



Cape Cod Lighthouse Charter School

195 Route 137, E. Harwich, MA 02645

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Pursuant to Open Meeting regulations, this is notification of the

Cape Cod Lighthouse Charter School

Meeting of the Board of Trustees

Date & Time: **Monday, October 20, 2025 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

Agenda

I. Call to Order: Meeting called to order at 6:04. Present: Ben Parsons, Beth Woelflein, Mike Grugan, Tracy Murphy, Rachel Martin, Jim McAuliffe, Christin Sims, Lisa Mincelli, Caitlin Wajkowski, Josh Stewart, John Scichilone, Absent: Michael MacMillan

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

III. Public Forum: No one from the public is present.

IV. Approval of Minutes for September 15, 2025 and April 12, 2025 (Retreat): Jim made a motion to approve the minutes and Mike seconded. Roll call unanimously approved

V. Vote on Final Audit Report: Jim McAuliffe made a motion to approve the audit. Ben Parsons seconded. Roll call unanimously approved.

VI. Director's Report

- Discussion of a busy October, with Fall Fest, Alumni Homecoming, White Mountains Trip, DESE monitoring review, Parent-Teacher Conferences
- MCAS Review - Data presented showed mixed results with strong performance in 8th

grade ELA and Civics but room for improvement in math, particularly compared to other charter schools like Rising Tide. - Discussion of next steps, with input from Academic Achievement Committee: align grades to MCAS scores (high grades, but not high MCAS scores), devise Common Rubrics across grades, revisit Math curriculum and approach to MCAS preparation, with discussions about integrating math across subjects and potentially adopting new materials, focus on absenteeism to increase time on learning.

- Discussion of how we measure our success? MCAS alone? Test-driven, norm-driven measures? Historical input from Josh Stewart about additional math classes, relevance of MCAS. Exploration of a potential visit to Rising Tide to discuss Savvas math curriculum.
- Accountability Plan finalized for next five years. Focus on project-based learning, SEL curriculum, and community partnerships
- Strategic Planning Retreat #2 Proposal. To be hosted on a Saturday this winter to galvanize the strategic planning process and complement the work done in April of 2025. Inclusive of different constituent voices from the community
- Buildings and Grounds Update. Discussion of visits to Nauset HS, Town of Harwich building inspector, adjacent building annex to explore potential for new spaces. New bleachers installed.

VII. Chair Report

A. Vote to appoint Christin Sims as Faculty Representative. Josh Stewart made a motion to approve Christin. Mike Grugan seconded. Roll call unanimously approved.

B. By-laws approved - Tracy will send the updated By-laws.

VIII. Staff Report - Athletics has had a great season. School just keeps rolling!

IX. FinCom Report - Finance Committee met this evening.

- A. Discussion of how slightly under-enrolled 8th grade will impact the budget. Ben and Michelle to continue exploring loan restructuring options for the \$2.1 million debt refinancing due next November.

X. Academic Achievement Committee Report

- A. Continued focus on MCAS scores.
B. Next meeting scheduled for November 3.

XI. Topics not reasonably anticipated by the chair: none

XII. Next meeting November 17, 2025

XIII. Vote to adjourn regular meeting

Josh Stewart made a motion to adjourn. Caitlin Wojkowski seconded. Meeting adjourned

at 7:04PM.

Notification Date: October 16, 2025