



Cape Cod Lighthouse Charter School

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Pursuant to Open Meeting regulations, this is notification of the

Cape Cod Lighthouse Charter School

Special Meeting of the Board of Trustees

Date & Time: **Tuesday, March 4, 2025 at 4:30 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

- I. Call to Order: Tracy Murphy called the meeting to order at 4:32. **Present:** Catherine O'Leary, Challis Crema, Caitlin Wajkowski, Beth Woelflein, Tracy Murphy, Jim McAuliffe, Micheal MacMillian, Josh Stewart, John Scichilone, **Absent:** Lauren Barker, Mike Grugan, Rachel Lake
- II. Declaration of a Quorum: Tracy Murphy declared a quorum.
- III. Interview with Ben Parsons

Ben introduced to the board members that he had not met at his preliminary or staff interviews: Mike MacMillian and John Scichilone.

1. At this point, we'd like to give you five minutes to tell us about your background and why you're interested in coming to CCLCS as the next ED.

- Ben gave his background

2. What surprised or stood out to you in your time at school today? What did you learn about CCLCS?

- Had been following Paul Niles as a well-known and respected educator/leader on the Cape, and it was nice to meet with him today and discuss the school
- Meeting with the students today was the highlight of Ben's day.
- There was only a handful of parents that showed up for the Zoom, which indicated to him that parents trust the school and this process of finding a new ED.

3. How would you develop an entry plan as the new ED? What are the things you would hope to be reporting to the board at the end of your first school year?

- Investment and commitment to the community to understand CCLCS. Set up opportunities to meet with parents and other stakeholders.
- Look at all the literature online (meeting notes, etc) to determine what the current needs are for the school.
- Working with current staff to help with the transition

4. Describe your methodology for identifying and addressing curricular and instructional needs and making modifications and changes.

- The word "Renewal" has value to Ben. Doesn't mean blowing things up or creating something new, yet. It means looking at what we are doing critically through a different lens
- Gave the example of how "renewal" helped his team come up with an interdisciplinary curriculum around multiculturalism across STEM and Humanities.

5. Please give us an example of how you responded to an emergency situation at school.

- Gave an example of when he was Head of School in Missouri. After only two months on the job, the community lost a student in a car accident. Ben was able to initiate communication and support services for both staff and students, all the while preparing for the immense task of eulogizing this student.
- Examples of the importance of mobilizing support and managing communication quickly.

6. How do you build community and engage various stakeholders (teachers, staff, students, families, community members) in the school's vision?

- I would look for opportunities to present student work and presentations to parents. There is a need to get creative with ways to do this when students are from a larger demographic area.
- Provide regular narratives to help parents understand the mission and value of the school.
- Sports is another way to engage the community.
- Overall, raise the visibility to a larger audience.

7. What is your experience with fundraising?

- To raise money to integrate technology into grade 5, created a strategic plan to help teach teachers how to do the integration. Worked with connections and alliances and reached out to a donor that supported getting Lexia into the classrooms.
- As Head of School in Missouri, found scholarship monies through local industries.
- “Find folks that are open to listening to your story.”
- Importance of looking beyond grants

8. As an administrator, how would you support the goals of DBEI (diversity, belonging, equity, inclusion)? What have you done in the past, and what would you do at CCLCS?

- Has served on a DEI committee.
- Helped with creating a Strategic Plan, with one of the main pillars being a DEI initiative
- Gave examples of how initiatives could look at Lighthouse

9. Please tell us about your experience in developing and working with budgets.

How do you set priorities and work towards goals within a limited budget?

- Gave example of developing initiatives and working with the New Bedford Public Schools when employed at Friend’s Academy.
- In Missouri, frequently worked with the Business Manager to keep the budget aligned with the mission and vision of the school; always kept the budget student-facing.
- Served on the Board of the Bridgeview School in Sandwich. Working with a very “shoestring” budget to provide the best program and at the same time making hard decisions.

10. Please describe your experience with student recruitment and admissions.

- Encourage students to spend a day at the school. This is a vital part of our process; it allows for student leadership possibilities as well as introduces families to the student experience. Would that be something we could do at Charter?
- Explore more areas: Maybe have 6th graders write a welcome letter or have summer meet and greets.
- Reviewed experiences with teacher recruitment and retention at FA.

Ben posed the question about what keeps us up at night and what excites us the most. Josh and Catherine shared their perspectives.

IV. Next meeting: March 6, 2025

V. Vote to adjourn regular meeting: 5:42 pm, Tracy made a motion to adjourn, seconded by Josh, unanimously approved.

Notification Date: February 27, 2025