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, June 22, 2026 at 6 p.m.**

Meeting also available on zoom

https://us02web.zoom.us/j/2452227204?pwd=Ij0XMkRBETUXaCBKP4WhYmDbk8mKMJ.1

Meeting ID: 245 222 7204

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

195 Route 137, East Harwich, MA 02645

Agenda

I. Call to Order 6:04 - Tracy Murphy called the meeting to order.

II. Declaration of a Quorum -Tracy Murphy declared a quorum.

Present: John Scichilone, Tracy Murphy, Michael Grugan, Beth Woelflein, Michael MacMillan, Josh Stewart, Ben Parsons, Lisa Mincieli

Absent: Rachel Martin, Caitlin Wojkowski, Christin Sims

III. Public Forum - No one from the public in attendance.

IV. Approval of Minutes for April 27, 2026. Michael MacMillan made a motion to approve, Jim McAuliffe seconded the motion. Unanimous approval.

V. Director's Report

- RECENT EVENTS - Ben presented recent school events, noting that the 8th grade D.C.Trip, Night of Knowledge, and spring concert were tremendously successful. He noted lots of community involvement, great student behavior, and some exceptional effort from the arts department.
- STRATEGIC PLAN - Ben shared the final draft of the 2026-2029 Strategic Plan, providing

an overview of the process and of the final document. M. MacMillan affirmed its quality and structure. Ben explained that it is really an affirmation of our strong Mission. He intends to disseminate it to the larger community when we launch our new website in a couple of weeks. He also noted that it will guide future board reports and that his next task will be to assign different tasks/initiatives to different staff.

- FY ‘27 BUDGET - Ben presented a final draft of the Fiscal Year ‘27 Budget. He explained that the budget is based on full enrollment. He commented on the largest line items, explaining that revenue will be up by approximately 4%, while total personnel expenses will be up 5%. He said that the budget reflects a 3% cost of living increase for all staff, with those on the ladder scheduled to make more than the 3% due to moving “down and over.” He also explained that the school psychologist position is still unfilled. Michael M. asked for clarification on remote learning line item and Ben explained that it is used for online learning for students on medical leave (LearnWell). Ben finished by stating that we are projecting a similar net income, including the principal and interest from our newly refinanced debt effective Sept 1, 2026.
- UNION NEGOTIATIONS - Ben discussed progress in union negotiations, with several meetings taking place with the negotiating committee over the past two months. He noted that the collective bargaining agreement for 2027 will look substantively similar to that from 2026 (reflecting a 3% increase in salaries and some adjustments to stipends), but that union members are considering some more considerable changes next year that will require regular committee work. It was decided that we can vote on the new CBA at the first full board meeting in Fiscal Year ‘27.
- STAR TESTING - Ben addressed student performance metrics after the final administration of this year’s STAR assessments. Ben presented STAR test results showing 80% of students scored at or above minimum district benchmark in ELA, while math performance remained below state standards with only 40.7% of students meeting proficiency benchmarks. Ben then presented scores of Title I students in math and ELA on their STAR Assessments, focusing specifically on Grade Equivalent (GE) scores. While there were some reasons to celebrate (7th grade math, 8th grade ELA), the data did affirm opportunities for growth through more intervention time.
- REFINANCING Ben discussed the progress made in refinancing the school’s debt, noting that we are moving forward with the proposal from Cape Cod 5 for a twenty year loan on $1,950,000, which would be supported by a bond issuance from MassDev. He noted that the Board would need to host an additional meeting on 6/25 via Zoom to vote on the terms.
- PARKING LOT - Ben discussed that we have bid out a parking lot resurfacing project and are waiting for the bidding window to close. Josh asked whether or not the project makes sense at this time, given the current needs of the school and the fact that the project does not directly support students. Ben noted that once the bids are in hand, he will return to the Board to ask for comment on whether or not to proceed with the work.
- ATTENDANCE COMMENDATION - Ben shared an attendance commendation from the Commissioner that recognizes CCLCS as one of 55 schools in the Commonwealth that have improved their chronic absenteeism by 5% or more in the last year.

VI. Chair Report

A. BOARD OFFICERS - Tracy announced that it was John Scichilone’s last meeting today. Tracy thanked John for his years of service to the Board and wished him well. Tracy then introduced elections for board officers. A motion was made by Michael M. for Tracy to continue as Chair of the Board. Ben seconded. Unanimously approved. A motion was made by Tracy to have Jim McAuliffe continue as Vice Chair of the Board. Josh seconded. Unanimously approved.

B. SUBCOMMITTEES - Tracy then introduced the slate of appointed trustees to the various subcommittees (FinCom, Governance, Academic Achievement, Exec Director Support and Evaluation) Tracy Murphy moved and Jim McAuliffe seconded. Unanimously approved.

C. UNION NEGOTIATIONS - Tracy then made a motion to grant Ben approval to negotiate union contracts for professionals and paraprofessionals with the Executive Director and Union Representatives. Seconded by Jim M. Unanimously approved.

D. END OF YEAR SURVEY - Tracy then presented the Executive Director's end of year surveys. She thanked Ben, highlighting excerpts that cited his conscientiousness, excellent communication, warmth & professionalism. She made a motion to accept the summary. Michael M. seconded. Ben abstained. Unanimously approved.

VII. Staff Report - No staff update

VIII. FinCom Report - Michael M. reported that we remain on target to be within budget by the end of the fiscal year.

IX. Academic Achievement Committee Report- Caitlin not in attendance to deliver the report, but Tracy noted the productive energy of this group. Ben praised the participation of key staff members, including Challis, Aaron, Catherine, and Kathryn.

X. Governance Committee Report - Jim summarized a new onboarding process for trustees that incorporates more supports and more leadership opportunities earlier in their tenure.

A. Tracy made a motion to approve the new onboarding process for trustees. Seconded my Mike. Unanimously approved.

XI. Approval of 2027 Budget - After the earlier discussion, a motion was made by Michael M. to approve the budget. Seconded by Mike. Josh abstained. Unanimously approved.

XII. Approval of Strategic Plan - A motion was made by Tracy to approve the Strategic Plan. Seconded by Jim. Unanimously approved.

XIII. Topics not reasonably anticipated by the chair

XIV. Next meeting June 25, 2026, 6:30pm on Zoom

XV. Vote to adjourn regular meeting - motion to adjourn.

Notification Date: June 18, 2026

Documents used in this meeting:

- Director’s Report
- Strategic Plan
- Executive Director Evaluation Survey Summary
- STAR test results
- FY ‘27 Budget