

Cape Cod Lighthouse Charter School  
Regular Meeting of the Board of Trustees  
Monday, September 19, 2011 at 6 p.m.

Minutes

**I. Call to Order**

**Norm Michaud**

The meeting was called to order at 6:04 p.m. Members present: Tom Berkley, Stefanie Fournier, Sarah Porzig, Norm Michaud, Paul Niles, Carole Ridley, Bob Dwyer, Scott Barron, Lori LaBarge. Absent: Catherine O'Leary,

Public: Tony Williams, Amy Woods, Joanne Amaru, Marion Lay, Debby Greenwood, Georgann Ramage.

**II. Approval of Minutes from the Regular Meeting of June 27, 2011**

Handout: Minutes of June 27, 2011

*Motion made and seconded to approve the minutes with the following change: Lori was present..  
Seconded. Unanimously voted*

**III. Public Forum**

Amy Woods spoke of the contract negotiations as a staff negotiator wanted to speak to how good it was to speak face to face with Board members for frank, respectful, productive discussions. Clear we are all working for the common good. Pleased with the process. Staff unanimously approved contract with sincere appreciation to the Negotiations Committee for all the hard work. Tony Williams seconded, noted more gained than just a contract, fruitful and positive process. Exciting time to be part of the school.

Debby Greenwood read a letter from Daniella Garran about their inter disciplinary class project presented as a best practice at Metropolitan Museum of Art last week. All participants impressed with the level of work of our 7th grade students who developed virtual Mesopotamian museum and pottery artifacts. Met requested a copy of their lesson plans. Thanks to the school for the Professional Development support.

Additionally Deb appreciates support for tradition of each grade traveling to Cape Museum of Art for writing and launching of classroom projects. Write-up in the Cape Codder. 8th graders also go to Cape Cinema for a lecture on Rockwell Kent murals. Thanks to Deb for the way she has embraced the school's mission. Not a day goes by we aren't thankful for her place on the staff.

Joanne Amaru introduced herself in her role as Associate Director, learning teacher observation regulations. Hoping to be the one to let everyone else know all the wonderful things going on here. Thanks for the board's faith in us. Thanks to her for stepping up.

**IV. Appointment of Board Member**

**Bob Dwyer**

Georgann Ramage introduced--mother of an 8th grader, worked on the Director Search Ctte.

Handout: Georgann Ramage resume. Recommendation of the Nominating Ctte that Georgann Ramage be elected to the Board.

*Motion made and seconded to elect Georgeann Ramage to the Board of Trustees. Seconded.  
Unanimously voted.*

## V. Staff Presentation

Took place in Public Forum.

## VI. Director's Report

Paul Niles

- A. Full complement of students. Almost as many on the wait list as attend. Some turnover in 6th grade, which is normal. No attrition over the summer. Paul teaching 8th Science 50%, Joe Scichilone 50%. Work with former Board member and nationally renowned school consultant Bill Wibel. Scope of his work had changed. Originally to help us determine what a teacher-driven school means. Negotiations precluded the acuteness of that need. Paul proposes Bill begin work with departments to address programmatic issues. Need help in coherence and efficiency of application. Teacher driven will be addressed and roles identified and clarified.
- B. Parent Open House season. Well attended. 6th incredibly enthusiastic; excitement about the site plans was palpable. People were lining up asking how they could help. 7th and 8th this Thursday.
- C. Parents Group first formal meeting next Monday night. Paul and Norm had met last June with parents and happy there is an enthusiastic Facebook page for parent organization. Fundraising, auction. Parents have traditionally been essential to our fundraising efforts. Already talking about new endeavors to enhance enrichment programs.
- D. Communications. Monthly newsletter begins later this week courtesy Daniella Garran. New online grading program accessible by parents and students to further communications. 8th graders have Google.docs accounts to facilitate home/school Will allow for a smooth transition to all the high schools. Online Khan Academy component to support our math program, allows students to work through tutorials at home to improve their comprehension of concepts.
- E. Cape Cod Today offering our own blog site. We will take them up it. Some questionable reports on the site. Paul has been in communication with the site coordinator. Advantage to having a site on their blog rather than our site? Will not allow comments. We control content, tone and stop inaccurate reporting. Number of hits on their site. They have technical support.
- F. Redesign of the website due to be unveiled in early October. All staff can add content so it will be more dynamic.
- G. Auction: Sunday, November 6. Foundation coffers stressed; need to replenish. Handout: Auction flyer. The items have changed over time. Luxury items have gone under value in the past few years and in this economy. Look at revisioning the auction in terms of targeting
- H. School's work with CCE has been highlighted in a periodical validating major assessment work over the past few years. Proud of the staff work.
- I. Special Education department does a services evaluation. Handout: Special Education Program/ Services Evaluation. Our last year's audit showed our staff to be exemplary.
- J. Handout: Bill Wibel will do a clearer analysis on how different cohorts are performing on the MCAS. Special Education scores could be higher and he will help analyze how we can improve.
- K. New Accountability Report. Recruitment and Plan. Encouraged to reach out to more Special Education. Paul reached out to a SpEd advocate who will promote our application process.
- L. MCAS preliminary report - embargoed until tomorrow morning. Handout: continue to perform well, LA very high, Math: high. Student growth profiles were low last year. This year all above the 40% percentile which the state decides were appropriate level of growth. Means that takes last 3 years of a students' score, pools with similar performing scorers and evaluates growth

relative to your cohorts. Changes made last year which contributed to 6th Math nearly doubling. Very strong. Made APY in LA, not in Math despite improvements. To put in perspective - we are a high performing district, keep our focus on our benchmark system, continue into 2nd year of Math plan, write student success plan for any student not meeting, online Khan Academy implementation. Hired Andy Novak to oversee benchmark program Bill Wibel will begin meetings with Math Department to look at how to put elements together in a more coordinated way to make AYP. We just missed it.

M. States applying for waivers from AYP in high performing districts. In 2014 we will have to be 100% proficient to make the mark. What defines high performing? averages performance levels of our students. Consequence of not meeting AYP?: we need to file a report outlining our remediation plans. Takes time away from the program. In Improvement Year 2. Numbers indicate our plan is working.

Lori - important to address the teacher-driven school issue--reinforce the work we went through last year. Good to start with the academic piece but then move on into the structural issues.

N. We need to start succession plans for key board, foundation members. 39 6th grade parents volunteered to spend a week at Nature's Classroom. Speaks well to their enthusiasm; how to harness and get them involved? Website: talked about having Capital Campaign component to allow donations online. Will happen.

O. October 11, DESE Accountability Visit. In second year of our charter and they deem us stable and worthy of only a half-day check in visit this time around. Paul will advise if Board participation is required.

## **VII. Committee Reports**

### **A. Capital Campaign Committee**

**Carole Ridley**

Met today for the first time since May. Things then were uncertain. Important to begin with getting the school's name out there. In a pre-campaign stage, very far from a public launch, but steps to work on. How to tell the story of the site and allow for support. Defining case statement, FAQ, raising interesting questions about mechanics of the campaign - where will the money go, how will it be spent? Need to be thorough. Communications, mechanics, database development, tracking down alumni. Take additional step of software programs, organize efforts to contact donors. Contact prospects and how to approach. Look at this as an incremental campaign? Start with a small more manageable chunk and build from there. Costs items associated with building may come before the board. Visibility, broad awareness of the project. How to frame an announcement, unveiling, share exciting news. Thanks to Carole for her leadership on this endeavor. Welcome to anyone who wants to jump onto another committee.

### **B. Building Committee**

**Tom Berkley**

Thursday subcontractor bid openings. Oct. 12 general contractor bids. Sarah Turano-Flores may speak in executive session. Most of the activity now in the hands of the lawyers and bankers.

### **C. Finance Committee**

**Stefanie Fournier**

Audit must be completed by October 31. Auditors have done some pre-Audit work. Presentation soon to the Fin Comm, all invited. Stefanie will advise of the date.

### **D. Nominating Committee**

**Bob Dwyer**

Handout: CCLCS Board of Trustees Officers for 2011-2012

Proposed slate of officers: Norm Michaud, Chair; Bob Dwyer, Vice Chair; Lori LaBarge, Secretary; Stefanie Fournier, Treasurer.

*The recommendations of the Nominating Committee were moved and seconded. Unanimously voted.*

### **VIII. Faculty Report Sarah Porzig**

Pep Rally Friday. 8th presented skits about school culture, staff intros, rousing positive way to begin the year. Masonic Angel Fund donated 3 new laptops to families where tech needs not met at home. Desktop with printer donated to Special Ed department. Roots and Shoots went to Roger Williams Zoo yesterday to meet for the Intl Day of Peace. R&S hosts Coast Sweep Nauset Beach this Saturday. Daniella Garran awarded MA Cultural Council Big Yellow Bus grant for 7th grade Museum of Science Pompeii exhibit trip in January. 8th LA studying short stories, beginning thesis work and looking toward Much Ado.

### **IX. Chair's Report**

**Norm Michaud**

Handout: Board meetings for the year. Oct. 24 Special Meeting.

Foundation: Need to reinvigorate. Early October Paul and Norm will meet with potential Foundation chair. Look to grow membership there as well as on the Board. Foundation and Capital Campaign work will have to be coordinated into a bigger picture.

Negotiations - Norm noted this was the most productive contract work he's ever encountered, no adversarial sense. Clear there is a spirit of collaboration, wish to make a difference. Lots of excitement. Critical to have someone at the head who will be here for the long term and to have a building of our own, even if not perfect. We may soon be in the best position of our 17 years.

Board membership - think what skill sets we need as we rebuild the board. Capital Campaign. Treasurer. Aim for 12-13 members.

*Motion made and seconded to adjourn to Executive Session to consider the purchase, exchange, lease or value of real property as an open meeting may have a detrimental effect on the negotiation position of the public body.*

*Roll call: Tom, Bob, Sarah, Carole, Stefanie, Paul, Scott, Lori. Unanimous aye votes.*

Respectfully submitted

Recorded by,

Lori LaBarge, Secretary

Marion Lay