

**Cape Cod Lighthouse Charter School  
Regular Meeting of the Board of Trustees  
Monday, October 17, 2011 at 6 p.m.**

**Minutes**

**I. Call to Order**

**Norm Michaud**

The meeting was called to order at 6:12 p.m. Members present: Tom Berkley, Bob Dwyer, Stefanie Fournier, Lori LaBarge, Norm Michaud, Paul Niles, Catherine O'Leary, Sarah Porzig, Georgann Ramage, Carole Ridley. Absent: Scott Barron, Chris Wells.

Public: Marion Lay

**II. Approval of Minutes from the Regular Meeting of July 11 and September 19, 2011**

Handout: Minutes of July 11, 2011

*Motion made and seconded to approve the minutes of July 11, 2011 Seconded. Voted, with abstentions from Georgann and Lori.*

*Motion made and seconded to approve the minutes of September 19, 2011 with the following changes: Chris Wells was absent. Unanimously voted.*

**III. Public Forum**

**IV. Director's Report**

**Paul Niles**

Successful DESE site visit. See no need to come again until our rechartering. Paul led a discussion of the Handout: Site Visit Observation Notes dated October 11, 2011 from the day which Paul found perceptive and right on.

Staff participated in an anti bullying workshop. Our climate is positive here but we are always working to maintain. Workshop for parents next week.

School climate: disciplinary better job of delivering services for kids in need. Student Success Group which looks proactively at kids who may need coordinated student services, getting ahead of behavioral issues.

Math dept meeting with Bill Wibel today. Important discussions around instructional methodologies. Climate was open, discussions frank and productive. Data analysis, recommendations to follow.

Fundraising initiatives - Auction Nov, 6, Citrus sales.

7th & 8th Open Houses successful and well attended.

8th White Mtns. last week. Biblical rain, great kids, great trip.

**VII. Committee Reports**

**A. Capital Campaign Committee**

**Carole Ridley**

No meeting, but work done defining case statement, planning. Philanthropy Day coming up. Carole will be on a panel discussing Feasibility Study. Staff committee working actively on other parts of the initiative. Allocating more staff resources to public relations work.

**B. Building Committee**

**Tom Berkley**

General Contractor bid opening last Wednesday. 8 bidders, winner: Builder Systems of Auburn. References checked, all recommendations have been positive. Owners Project Mgr has requested he

go back to the subs to see if there is any value engineering to lower costs. Looks good, hoping construction will begin in December. Detailed report later in meeting.

### **C. Finance Committee**

**Stefanie Fournier**

Audit report presented this evening. Unqualified opinion, look at internal controls, procedures. Handouts: draft Management Letter dated 10/17/11, states two areas needing addressing: personnel records should always include I-9, W4 and CORI report for compliance. Already corrected. Monthly closing procedures: work in progress from last year, recommending a manager review of monthly closing documents. Paul will take on. Resolution of last year's issues - great progress, clean audit, Karen did a great job.

Draft document "Combined General Purpose Financial Statements June 30, 2011 and 2010 Together with Independent Auditor's Report. Stefanie led a review of financial statements. We look incredibly healthy. Numbers will change when we incur debt for the building.

Draft "Comparative Ratios for the Years ended June 30, 2011 and 2010. Jumps out our occupancy costs so far out of line. Number of months operating unrestricted we have about 4 months which has been consistent for us. Could become a Board objective to boost that to 6 months if possible.

20% rule - if we generate over a certain percent has to be returned. Not a problem for us, we are nowhere close, but it is part of the audit process to be aware of.

\$20,000 shift needs to be made to Professional fees with resultant reduction of fixed assets.

Audit must be submitted to the state by Nov. 1.

*Motion made to accept the audit with a \$20,000 adjustment increasing expenses and decreasing assets to represent the change in accounting treatment for the Feasibility Study. Seconded. Unanimously voted.*

Handout: CCLCS 2012 Operating Budget: adjustments since July- additional \$10- to \$15,000 to substitute teacher expense and \$10,000 for consultant. Surplus remains in excess of \$100,000.

### **D. Nominating Committee**

**Bob Dwyer**

No activity to report.

## **VIII. Faculty Report**

**Catherine O'Leary**

Handout: Faculty Report - October, 2011 New website up and running. User friendly and editable by staff. All core subject teachers all using Jupiter Grades great communication tool between staff and families. All grade levels assessed for beginning of year health and fitness measure. 6th anti bullying presentation. Another great Sea Camps, "Together We Huzzah!" theme, community building. 8th White Mountains. 8th French contacting penpals in northwest France. Student Govt going to the Statehouse for tour and lunch with Rep Sarah Peake. Sports: Field Hockey undefeated season. Mid terms next week, interim reports going out next week followed by conferences. CCLCS Spirit Wear - sweatshirts, great fundraiser. LA Dept in the 3rd year of work with Center for Collaborative Education working with 12 or 13 schools on assessment. Carrie Quenneville doing a study of using art as a study skill for kids with concentration issues. New website unveiled: David Agnew is looking for feedback. Question: how to find staff mails? Will pass on. Carole finds Jupiter Grades incredibly efficient and user friendly. Having everyone do it is a great help. Paul credited staff that this is an issue raised last spring in our retreat which has been addressed promptly and so effectively. David gets a great deal of the credit. \$50 annually/staff member, good bargain. Will use for mid-year reports this year, and hopefully Progress Reports. Sturgis is using IParent a little more sophisticated,

homework documents which teachers can monitor, lunch orders, every assignment. Our movement toward this online system should help students in transition to high school.

**IX. Chair's Report**

**Norm Michaud**

Handout: Lists of Board members and Foundation members 2011-12. School gear: Bill Bogdanovich was presented a new piece of gear which he has promised to wear to one of our big events. Foundation: Norm and Paul met last week with an interested group, officers elected. At the annual meeting in May officers will be elected per our by-laws. Met this evening to receive financial information and vote on expenditures. Greatly appreciate their willingness to jump in and get up to speed so quickly.

Sarah Turano-Flores arrived.

*At 7:12 p.m. following a motion duly made and seconded and unanimously approved by roll call vote, the Board entered into 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.*

**X. Vote to Adjourn**

Returned to open meeting at 8:12 p.m.

*Motion made and seconded to adjourn at 8:15 p.m. Unanimously voted.*

Respectfully submitted

Recorded by,

Lori LaBarge, Secretary

Marion Lay