



**Cape Cod Lighthouse Charter School**  
195 Route 137, E.Harwich, MA 02645  
phone: 774-408-7994

**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, April 27, 2026 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**

**Minutes**

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

II. Declaration of a Quorum - Quorum declared.

Present: John Schichlone, Caitlin Wojokowski, Tracy Murphy, Michael Grugan, Beth Woelflein, Michael MacMillan, Josh Stewart, Christin Sims, Ben Parsons

Absent: Lisa Mincieli, Rachel Martin, Jim McAuliffe

III. Public Forum - none present

IV. Approval of Minutes for March 16, 2026 - Caitlin made a motion to approve. Mike seconded. Unanimous approval

V. Approval of Minutes for Special Sessions March 28, 2026 & March 30, 2026 - Josh made a motion to approve. Christin seconded. Unanimous approval

VI. [Director's Report](#)

- COMMUNITY EVENTS Ben provided updates on upcoming community events, including performances by the Nauset High Chorus, Bart Weisman's trio, and Tamora Israel. He announced that the 8th graders will go to D.C. from June 14-18, with graduation on June 24

and the last day of school on June 25.

- FUNDRAISING Ben provided a fundraising update, stating that the auction raised approximately \$34,000 and the Annual Fund campaign was just shy of its \$30,000 goal, with efforts ongoing to reach 100 participants.
- MCAS Ben reported that ELA MCAS were completed with students taking longer than last year, suggesting better effort, and mentioned upcoming math and science tests. He noted some technical glitches during the ELA testing but hoped they were resolved with a new router.
- BUDGET Ben presented preliminary budget assumptions for fiscal year 27, noting that while the governor's budget hasn't been approved yet, the legislature has discussed increasing funding for per-pupil building costs. The projected enrollment was set at 248 students, with a projected increase to 252 students for next year, leading to estimated revenue 3.8% greater than fiscal year '26. Ben highlighted projected increases in healthcare costs (8%) and property liability insurance (7%), while noting that introducing a new high-deductible health plan could benefit both staff and the school financially.
- Ben presented a preliminary budget for fiscal year '27. He discussed a projected 3% universal salary increase for all staff, with ladder positions seeing significantly more increases. The budget includes increases in areas of critical need like teaching supplies and curriculum, as well as increased admissions and enrollment costs. Because we can't save money on personnel since virtually everyone is planning to come back next year, Ben discussed offsetting some of the increases through savings and adjustments to specific line items like enrichments, which could be supplemented by contributions from the Foundation. Josh asked whether or not the budget included any additional staff positions. Ben noted that it did not, but that the School psychologist position vacated in November - saving us a 3 digit salary - needs to be filled. Michael noted the limited flexibility in the budget due to fixed costs and personnel constraints. He noted that any surplus at year-end could potentially be used for capital improvements if approved by the board.
- STRATEGIC PLAN Ben presented a draft of the strategic plan, which incorporates feedback from previous meetings and includes five strategic priorities with specific initiatives and action items. Mike suggested that the graphic layout could be useful as a promotional document.
- REFINANCING Ben provided a refinancing update, noting that an application for the bond issuance has been placed and that the decision to bundle the roof loan, Eastern Bank loan, and Harwich Cinema Loan has been finalized. The next step will be to select a mortgage lender in May.
- ENROLLMENT Ben reported that as of today we are fully enrolled at 84 students in 6th grade for '26-'27 and that the waitlist currently sits at 12. He noted that Sturgis and Rising Tide have opened second enrollment periods.

## VII. Chair Report

Tracy discussed the governance committee work on onboarding procedures and succession planning, noting that current chairs Jim and Rachel would term out next year. She and Mike discussed plans to recruit two new board members. Tracy discussed the importance of continuing to add more details to minutes and formalize the process for issuing agendas and minutes for all committee meetings going forward.

## VIII. Staff Report

Christin noted that seminars begin this week, with the Coast Guard Auxiliary Boater Safety course being a popular choice for students. She mentioned Annie Haven's graduate course completion and continuing professional development in environmental science through the STEM fair at WPI. Ben also thanked the teachers for spearheading recent trips for the 8th graders to Gillette Stadium to learn more about Nutrition and the 7th grade to The Outsiders musical in Boston.

#### IX. FinCom Report

Michael noted that budget discussions are underway for fiscal year '27 and that we are in the right spot for fiscal year '26. He shared that we have a slightly higher surplus right now, which could allow for more discretionary spending for capital improvements like the parking lot.

#### X. Academic Achievement Committee Report

Caitlin shared that the last meeting was devoted to refining strategic priority #2 of the draft strategic plan. She shared that the group agreed on an objective that uses MTSS to guide instruction and an objective that builds professional capacity through PD (of MTSS best-practices and Project-based Learning specifically).

#### XI. Governance Committee Report

With Jim's absence, Tracy proposed tabling any discussion of the new onboarding process until the next meeting.

XII. Topics not reasonably anticipated by the chair - None

XIII. Next meeting May 18, 2026

XIV. Vote to adjourn regular meeting - Josh made a motion. Michael seconded. Unanimous approval to adjourn at 7:11pm.

Documents used in meeting:

Director's Report

Strategic Plan DRAFT

CCLCS Board Member Onboarding Checklist

Preliminary Budget (budget FY@& draft 2.xlsx)