



Cape Cod Lighthouse Charter School
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Cape Cod Lighthouse Charter School
Annual Meeting of the Board of Trustees

Date & Time: June 17, 2024 at 6 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

Minutes

I. Call to Order 6:11, **Present:** Andy Murphy, Catherine O’Leary, Challis Crema, Mike MacMillian, Beth Woelflein, Tracy Murphy, Jim McAuliffe, John Scichilone **Absent:** Rachel Lake, Josh Stewart

II. Declaration of a Quorum: Yes

III. Public Forum: None

IV. Approval of Minutes for May 13, 2024 - Catherine motioned to approve, seconded by Micheal MacMillian. Unanimously approved.

V. Finance Committee Report:

-Micheal reported that the committee just met and that everything is on target for this time of year.

-Proposed 24/25 budget reviewed by Michele Gallucci, Business Manager :

- Income: Reviewed per pupil tuition (going with a 5% increase from last year), bank Interest is now an income stream, federal grants coming in are slightly down this year, private grants are also coming in and will be part of income, as will miscellaneous income such as facility rentals.
- Expenses: Similar to last year. However, we increased the technology budget, budgeted a 2% increase in salaries (pending Union negotiations) and an 8% increase in health insurance, and went up with the professional development budget next year. Student direct expenses are down 4.4%. Technology expenses are up 30K, Sports budget went from 9500 to 20K due to an increased emphasis on our sports programs. Office expenses are close to last year, with about a 5K difference, Building expenses: About a 30K increase in budgeting from last year (a loan for the roof, additional property maintenance, etc).

Mike MacMillian motioned to approve the 24/25 budget outlined by the business manager and received by the Board of Trustees, and John Schichilone seconded. Unanimously approved.

VI: Roof Update:

Secured the loan for 300K from Eastern Bank. Amortized over 10 years. WPI construction contract (standard owner-construction contract) was signed, cost of 453,890.00. Earmarked funds of 100K to spend this month. Commenced work on June 10th. 65% of the roof is going to be completed by the end of June, with the entire roof completed by July 15th.

VII. Directors Report:

Personnel Report:

- The Social Worker will be Elizabeth Novak, we are still looking for an EL, OT, Spanish, and Art teacher.
- Union Contract Negotiations will be held this summer.

Accountability Updates:

- Annual Report
- SOA Report - requires a Board Vote
- Renewal Application - requires a Board Vote
- Audit Kick Off!

Board Goals

- Increase Board of Trustees #s by at least 2, with an aim for diversity and specific areas of expertise, by June '24 meeting - GOAL MET

- Prepare a road map for long-term financial planning, including unexplored avenues of revenue and potential fundraising opportunities and connections with/ current and new donors

Summer Projects:

- Academic Review
- Policy Review
- Onboarding Students (new and returning students)
- Advisory / SEL instruction
- Executive Functioning instruction

VIII: Chair Report:

-Andy reviewed the director evaluation and reviewed the positive staff and parent comments. “Straight A’s” So many great comments. Glowing evaluations. Validates everything we did as a Board in our job search.

-Vote on new positions:

-Tracy Murphy will be our new Board president

-3 new members: Caitlin Wajkowski, Lauren Barker, Mike Grugin

Catherine O'Leary made a motion to approve the new positions and board members for the next board, John Schicolone seconded the motion, and unanimously approved.

IX. Staff Report:

Tech: It was a great first year at CCLCS and we are already gearing up for next year. We are already looking at purchasing 50 new Chromebooks for the classrooms along with other tech devices as well. Also looking to integrate the SIS systems of both Jupiter and Rediker with Clever to make work more seamless for staff, especially grading at the end of the year. We will also hopefully introduce grade-level websites for teams to use throughout the school year. Another project is to purchase and mount display boards for grade levels for announcements and promoting academics using Rise Vision software.

Annie Haven: Grade 7 had a blast at Canobie Lake Park (community building and practice for

Hershey!). We also conducted our plastics research at the beach and created Nate the Plastic Fish as a statement to raise awareness. about ocean plastics awareness. This is a STEAM project for the 7th grade that relates to our charter.

Liz Novak: The 8th grade spring trip was a HUGE success. Parent chaperones were extremely impressed with the awesomeness of our students and the trip. Students had a blast and learned much. Staff agreed that it was a hard week in terms of stamina and energy but also very rewarding and enjoyed connecting with students outside of the classroom.

X. Topics not reasonably anticipated by the chair: None

XI. Next meeting July 15, 2024 OR July 22nd, 2024

XII. Vote to adjourn the regular meeting at 7:17, Challis Crema motioned to approve, seconded by Catherine O'Leary. Unanimously approved