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, November 17, 2025 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. Meeting called to order at 6:05pm

Present: Caitlin Wojkowski, Beth Woelflein, Christin Sims (as a non-voting member), Lisa Mincieli, Ben Parsons, Rachel Lake, John Scichilone, Michael Grugan, Josh Stewart

Absent: Tracy Murphy, Jim McAuliffe, Michael MacMillan

II. Declaration of a Quorum: Michael Grugan declared a quorum

III. Public Forum: None present

IV. Approval of Minutes from meeting on October 20, 2025:

John Scichilone made a motion to approve the minutes and Josh Stewart seconded the motion. Unanimously approved.

V. Director's Report

- Ben highlighted that Jen Hyora and her team successfully completed a TFM Report, ensuring compliance in all categories.
- He discussed the approval of the school's accountability plan by DESE, noting changes such as reducing key design elements from four to three and focusing more on quantifiable measures like attendance and STAR testing.

- Vote to approve Accountability Plan: Beth Woelflein made a motion to approve the Accountability Plan and Rachel Lake seconded the motion. Unanimously approved. Accountability Plan officially approved by the Board.
- Ben explained that recent Supreme Court cases had created gray areas in expulsion policies, prompting DESE to advise schools to revise their policies by removing references to the Board of Trustees and replacing them with school administrators. Ben explained that the updated policy reflected the removal of all references to “BOT” with replacement by “Executive Director.”
- Caitlin Wojkowski made a motion to approve the revised expulsion policy and Michael Grugan seconded it. Unanimously approved. Expulsion Policy officially approved by the Board.
- Ben shared insights from a 3 month Entry Plan, noting that the school's mission is widely appreciated and needs to be prioritized in decision-making. He highlighted the importance of maintaining the school's mission as community-based, project-rich, teacher-led, and rigorous, emphasizing that this has been a key factor in the school's success. He emphasized the importance of balancing traditions with innovation, particularly as we pass our 30th anniversary. Ben also highlighted the unique value of CCS's people, noting that they are more important than any facilities. Finally, he reflected on his role as Executive Director, noting the need to offer direction and support while being mindful of staff needs and goals.
- Ben presented STAR test data, which showed higher scores than MCAS in English Language Arts and Math, particularly in 7th and 8th grades.
- He updated the Board on a potential lease for additional space and plans for school renovations
- The calendar was reviewed, including upcoming events
- He discussed the possibility of holding a board retreat on the same weekend as the auction over the weekend of March 27-28

VI. Chair Report - No Chair Report

VII. Staff Report - No Staff Report

VIII. FinCom Report - No FinCom Report

IX. Academic Achievement Committee Report

- Examined MCAS and STAR Data. Good representation from faculty and Board.

X. Topics not reasonably anticipated by the chair - Fundraising Workshop in Hyannis on Wednesday for anyone interested

XI. Next meeting December 15, 2025

XII. Vote to adjourn regular meeting - Caitlin made a motion to adjourn and Lisa seconded. Unanimously approved.