



Cape Cod Lighthouse Charter School
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Cape Cod Lighthouse Charter School

Meeting of the Board of Trustees

Date & Time: Monday, December 15, 2025 at 6 p.m.

Meeting also available on zoom

<https://us02web.zoom.us/j/2452227204?pwd=Ij0XMkRBETUXaCBKP4WhYmDbk8mKMJ.1>
Meeting ID: 245 222 7204

**Location: Cape Cod Lighthouse Charter School,
195 Route 137, East Harwich, MA 02645**

Minutes

- I. Call to Order: Tracy Murphy called the meeting to order at 6:06PM
- II. Declaration of a Quorum: Attendees: Lisa Mincieli, Christin Sims, James McAuliffe, John Scichilone, Josh Stewart, Ben Parsons, Tracy Murphy, Michael MacMilan, Caitlin Wojkowski, Mike Grugan, Rachel Lake
- III. Public Forum - No one from the public is in attendance.
- IV. Approval of Minutes for November 17, 2025 Caitlin Wojkowski made a motion to approve, Ben Parsons seconded it.

V. Director's Report

- Fundraising: Ben reported that the annual fund had raised \$12,213 from 44 donors, ahead of recent years, and discussed plans for an end-of-year appeal and preliminary planning for the auction on March 27th. Josh asked whether or not we could host an online auction as part of the event.
- Enrollment: Ben discussed under-enrollment in 8th grade, which could result in an approximately \$160,000 loss in state funding. Michael raised a question about budgeting for possible lower enrollment. Ben also discussed ramifications of changes to class sizes with

limited class space and building constraints.

- MCAS data: Ben presented disaggregated MCAS test results from spring 2025. He started by defining each subgroup (low income, disability, EL, race, Title 1, high needs, FEL, gender). Caitlin clarified "disability" and "high needs." A discussion of why there is no data on racial subgroups due to low sample sizes, but the need to consider racial minority groups nevertheless. The data showed generally strong ELA scores, particularly in 8th grade, with no significant disparities between subgroups. Tracy asked if we can look at changes from one year to the next within the same class? Ben will prepare data for the next Board meeting. Tracy asked what is the "achievement percentile"? Lisa defined it for everyone. Discussion about student growth percentiles, which measure growth compared to peers statewide, noting that boys in 6th grade had lower growth than girls. Michael cited SGP as an important metric, and expressed concerns about low SGP in most subgroups. In math, Ben noted disparities between students with and without disabilities, as well as between low-income and non-low-income students. Tracy asked if we have a formal "improvement plan." Ben said no, and asked whether our new accountability plan would be sufficient. A discussion about low math scores noted the challenges presented by students from different sending districts and the impact of pre-existing achievement gaps. The discussion turned to enhancing Math Intervention Strategies. Ben suggested integrating math into other subjects to support struggling students, as we do in ELA. He also presented the cost/benefit of adding a new "math specialist," as we have done with Challis for literacy. Beth discussed her learning walks in 6th grade Math. The group discussed the potential of using the STAR assessment to create a formal improvement plan, with plans to invite a Renaissance representative to a PD session to learn more about how STAR can help different subgroups. Jim raised concerns about the interpretation of subgroup results, questioning whether students are counted in multiple categories, which Ben confirmed could be the case.
- Staffing: Ben provided updates on several staffing changes, including the departure of Kate Smith as school nurse and the temporary placement of a substitute nurse who is working toward becoming a licensed school nurse. He also discussed the ongoing search for a school psychologist, noting that they are currently using a retired teacher and a consulting psychologist to meet testing needs. Josh raised question about whether another social worker could be hired to assist students while keeping the same arrangement with consulting external school psychologist.
- Audit: Ben shared positive news about a new audit firm that could provide services at half the cost of the previous provider. More information to come in January.
- Community Events: Ben highlighted several community events including a successful book fair and heritage night, a 6th grade trip to Wequassett, and a partnership with Chatham Wastewater facility for the 8th grade.

VI. Chair Report - Thank you for your participation and your willingness to be here.

VII. Staff Report - Christin shared news of Madame Mason: Students made gratitude cards to the whole staff at Thanksgiving time. Calm Crew Seminar: visited Masjah studio for mediation and tour and the Ocean Air Salt Caves in Orleans. Attending the MA World Language Conference in Springfield. She then shared news of Mrs. Haven and her Chatham wastewater facility visits with

her classes. Then she noted that Mr. Mason has a guest speaker from Cape Cod 5 to talk about interest rates on loans. She lauded Mrs. Wilkinson's Asia Landmark project that oozed with detail and creativity, and the Gallery Walk for the school and parents! Ben added the success of a recent musical performance by Falmouth Academy's international ensemble and plans to expand music opportunities for students.

VIII. FinCom Report : Tuition numbers were discussed. Budget looks healthy midpoint through the year.

IX. Academic Achievement Committee Report: Caitlin W. noted that they have not met since last Board meeting, but they have dates on the calendar for January and February. They intend to take up disaggregated MCAS and STAR data discussion.

X. Topics not reasonably anticipated by the chair: Josh asked to reenergize the work on the creative reallocation of space that gets us into the next 30 years. Several creative ideas for structures and fundraising, all with intent to enhance student experience. A Timber Frame barn? Yurts? A gym? Michael reminded everyone that the space should improve programming. A discussion of how to incorporate alumni in the project and how restructuring our loan could launch the funding of the work.

XI. Next meeting January 26, 2026

XII. Vote to adjourn regular meeting