Cape Cod Lighthouse Charter School
195 Route 137, E.Harwich, MA 02645
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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, June 23, 2025 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 : Meeting called to order at 6:05PM by Tracy Murphy

II. Declaration of a Quorum
   - Attendees: Tracy Murphy, Jim McAuliffe, Michael Grugan, Michael MacMillan, Beth Woelflein, Catherine O'Leary, Josh Stewart, Caitlin Wojkowski, John Scichilone, Rachel Martin

III. Public Forum - NONE

IV. Approval of Minutes for May 27, 2025
   - Motion to approve minutes? Catherine moved
   - Seconded by Jim M. & Micheal M.
   - All in favor - unanimous vote to approve

V. Director's Report

Discussion re: strategic planning - A draft is well underway with several focus points, including academic achievement/student learning experience, fundraising, and community involvement. The plan will be shared with the next Executive Director for his input as well. This will be brought back to the Board for feedback and a meeting w/ DESE is scheduled for late Summer / early Fall to continue the conversation.

Discussion re: sewer installation - Our hookup was slightly delayed, and it will now occur in mid-July. This will put on the FY26 budget. The project should take about 5 days to complete.

Discussion re: office space & permission to post to COMM BUYS. We continue to feel the strain of limited space in several areas, including small office space to conduct services, evaluations, meetings, etc. We have several staff who are "unanchored" and everyone deserves a homebase from which to tackle their work. The school hopes to explore the possibility of an office renovation, converting two current offices into four offices. This would likely require us to follow procurement procedures. The Board discussed the pros and cons of this type of construction. Where else are we lacking space? Should there be a broader conversation as a Staff to discuss? We do not want to take square footage away from student designated spaces. This challenge isn't going to go away, and we need to start thinking long term and should incorporate a Capital Improvement Plan into our decisions. This will provide a foundation from which discussions can be built. The Board granted Catherine permission to post the project to COMMBUYS to see what type of interest / availability / financial implications this project would generate.

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VI. Chair Report

- Vote on officers
    - There was a short discussion re: officer proposals - very positive and exciting for the Board! A motion made to support the slate? Motion moved by Josh, seconded by John, all in favor - unanimous approval for the slated officers to move through!
- Appoint trustees to subcommittees (FinCom, Governance, Academic
    - Tracy appointed trustees to following sub-committees
        - Fin Com - Mike MacMillan)
        - Governance - Jim McAulliffe
        - Recruitment & Bylaws -
        - Academic Achievement - Caitlin (This committee will aim to meet with/ Ben monthly.)
        - ED Support and Onboarding - Tracy to assist with this

- No meeting in July - but perhaps subcommittees can meet. Other members of these subcommittees:
  - Rachel would like to join FinCom,
  - John would like to join Tracy and do ED support & academic achievement (along blend of non-board members for academic achievement), Cath O'L to do academic if there is no staff representation
  - Michael will join Governance
- Achievement, Exec Director Support and Evaluation
  - Because Catherine is stepping down, there was no formal evaluation conducted. The Board thanked Catherine for her dedication and commitment to CCLCS, and the Board wished her luck in the classroom.
  - Jim and Tracy met w/ Ben last week. He will be in the office starting at the end of July, and he spoke about meetings with Board Members, 1:1 or small groups. Stay tuned.
- Obtain approval to negotiate contract with professionals and paraprofessionals with Executive Director and Union Rep.
  - Catherine made a motion to grant authority to Tracy to engage in negotiations with Union and Administration, seconded by Beth, all in favor - unanimous.
  - Approval to negotiate contract granted, preliminary discussions are underway and continue to be healthy and productive.
- Review scenarios from retreat
  - This will be done at the August meeting.

VII. Staff Report

- The end of the year has been exciting and busy! We had a great showing for our revitalized Night of Knowledge! Kudos to the Staff and Administration for the 8th Grade Graduation - it continues to be a special night where every student is honored and recognized for their contributions to the CCLCS community.

VIII. FinCom Report

- Financials were reviewed by Michael MacMillan
- Audit update - it's going well and should be wrapped up mid-summer.

IX. Topics not reasonably anticipated by the chair - NONE

X. Next meeting August 18th, 2025

XI. Vote to adjourn regular meeting - Motion made by Beth to adjourn meeting, seconded by Michael MacMillan - meeting adjourned at 7:10PM.

Notification Date: June 18, 2025