



Cape Cod Lighthouse Charter School

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

*Date & Time: Monday December 20, 2021 at 6 p.m. Location: Cape Cod Lighthouse
Charter School, 195 Route 137, East Harwich, MA 02645*

Minutes

I. Call to Order

Andy Murphy called the meeting to order at 6:05 pm

Present: Paul Niles, Rachel Lake, Kathryn Wilkinson, Pat Johnson, Jim McAuliffe, Thomas Langway,
Laura Gill, Catherine O’Leary, Andy Murphy, Lauren Elliott-Grunes, Tracy Murphy, Seth Rolbein,
Jim Foley

Absent: none

II. Call to Order Declaration of a Quorum

A quorum was established at 6:05

III. Public Forum

NONE

IV. Approval of Minutes for November 15, 2021

No errors found. Move to be approved, second, all in favor. Unanimous approval.

V. Academic Performance Report

Last month we introduced the STAR testing platform. An update of how it is going...

- All grade levels received the test. It is an online platform and they test on the computer.
- In Math and Reading
- Administered three times a year. Each one takes about 30 minutes
- Tests are formatted and designed to fit the student's skills
- Each test item has a max of 3 minutes to answer
- As we roll into Term 2, the content areas teachers will administer the test, instead of having it be an all-school event, like we did this past term.
- This is a good screener for us to use and to monitor progress throughout the year. It will be a formative assessment. It will help us to see what content students have mastered and what content we need to focus on.
- "Just in time support" - Creating an acceleration roadmap to help students who need recovery and to get them to where they need to be
- A sample report - Gives an analysis of where they stand in terms of their skills, their placement compared to the school and the nation. Gives suggestions on where the student needs to focus and where they need to go next.
- We plan to communicate with guardians of how their child is doing. But, we want to make sure that we understand the reports fully.
- January - There will be two days of PD with the STAR experts - report exploration and data analysis.
- February/March - our next STAR testing will happen

VI. Director's Report

Paul shared screen and sang.

Upcoming events:

Holiday break!

Jan 3rd - Students stay home, Staff Professional Development day. Focus of the day will be on the Accountability Plan. Will create systems of measurement to document all that we do.

Jan 18th - Second and last admissions open house.

Feb. 2 - 6th grade lottery

Feb. 9 - 7/8 lottery, mix up of the waitlists

March 3 - DESE year 2 site visit, Core Criteria Visit, very likely there will be a Board Interview as part of the process. Put this down on your calendar! A good 6-7 Board Members is a strong approach to these interviews. A large focus on this visit may be on Access and Equity, Support for all Learners, Student Performance.

Paul reviewed the description of each Core Criteria that the Site Visit team will be looking for. These include: Purpose, eligible schools, length, site visit team composition, criteria typically addressed, docs to be submitted to the school, required focus groups.

Stay tuned for more timing on these focus groups.

Admissions Update:

113 applications (this year) vs. 69 (last year)

COVID Update:

10 positive cases this month, 18 for the school year

Prompted many test and stays, several quarantines

Total Rapid Tests - 147, 308 total this year

Pool testing - 11/16 - 198 - all negative

11/30 - 177 tested - 1 positive

Last week - 184 tested - all negative

Pools are organized according to classes, testing results arrive by 6AM the following morning. If we have a positive pool, we contact families for follow up testing. Asymptomatic students can come in and get tested. In two cases, we discovered students who were positive, isolated them and sent them home.

The process is very helpful. The process can stress the system time wise and logistically but it is well worth the work.

Personnel Update:

Hired a former CCLCS student, Zukhra Graham, as a 1:1 learning specialist. She is a great match for the

student with whom she works. Glad to have her on board! Many school leaders are understaffed, we are tapping into a network of alumni - lots of talent there.

Facilities Update:

Lost our snow contractor - still searching for a replacement. If you have connections, please let Paul know.

VIII. Chair Report

We would like to formally make the Director Search Committee an ad-hoc committee. We will need to formally post an agenda and have minutes.

Motion to make the Director Search Committee an ad-hoc committee. Motion, seconded and approved unanimously.

IX. Director Search Committee

- 1) We will formally be inviting the three parent volunteers, bringing our committee size to 10 people.
- 2) Committee members will be invited to view applications in a dropbox file
- 3) A Google Sheets/Rubric will be shared with members to fill out.
- 4) Committee members should have reviewed the applications and completed the Google Sheets/Rubrics by January 7.
- 5) January 10 meeting
 - o Goal: to get down to around 5-7 applicants, which will be the semi-finalists
- 6) Interviews will need to be arranged both in person and Zoom. No more than two a day.
- 7) Interview block of dates: 1/19, 1/24, 1/31
- 8) Interviews are done by February 4, and the committee makes a recommendation of three semi-finalists.
- 9) Finalists - meet with staff, full Board, parent, and student groups the first two weeks of February. Will need to create feedback forms.
- 10) Committee will meet on February 28 at 3:30 to synthesize feedback. Present to Board at 6pm. The Board meeting on 2/28 will be dedicated to the Director search. We might need to have a special Board meeting the following week to make a final decision.

X. Recruitment and Retention Committee

The final 41 letters went out to businesses that are owned by POC on Cape Cod. These included multiple brochures in multiple languages. The committee continues to think of people and reaching out when they can.

XI. Finance Committee

Met with Karen earlier tonight. We are awaiting from the State the second quarter estimates, due on the 15th, but they are sometimes late. Final numbers will likely come in at the end of this month. We are comfortable that our finances are in good order.

XII. Topics not reasonably anticipated by Chair

NONE

XIII. Next meeting January 24, 2022

XIV. Vote to Adjourn regular meeting

Motion to adjourn the meeting. Seconded and unanimously voted. Meeting adjourned at 6:52.

Kathryn Wilkinson
Catherine O'Leary

Patrick Johnson, Clerk