



Cape Cod Lighthouse Charter School

195 Route 137, E.Harwich, MA 02645

phone: 774-408-7994

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

Date & Time: Monday, September 20, 2021 at 6 p.m.

Location: Cape Cod Lighthouse Charter School,

195 Route 137, East Harwich, MA 02645

Minutes

I. Call to Order

Jim McAuliffe called the meeting to order at 6:04 pm

Present: Paul Niles, Rachel Lake, Tracy Murphy, Kathryn Wilkinson, Seth Rolbein, Jim Foley, Pat Johnson, Jim McAuliffe, Susy Remillard, Thomas Langway, Laura Gill, Catherine O’Leary

Absent: Andy Murphy, Lauren Elliott-Grunes

II. Declaration of a Quorum

III. Public Forum

IV. Presentation on FY 20/21 Audit from AAF auditors. The auditors will present via zoom.

We reviewed audit report

Financial Statement - The financial statement was reviewed by the auditors. There was a shift, and we had a surplus. There was 100k that got taken back as income. We had a great year and a nice turn around. Our total operating revenue went up because the rates per pupil increased. The second increase came from the grants from the government. Total expenses went from 5 million to 5.3 million. Costs were reviewed and compared to the previous year. Overall, there was a nice surplus.

Due to our ratio, we do not need to go back to the bank for the waiver and covenant letter this year.

Ratios were discussed and compared from 2020 and 2021.

We do not owe the sending districts any money.

Board Report - Julius spoke about the report generated for the Board concerning the audit process.

It talks about how the audit was conducted, any issues discovered, and other points referred to in past audit reports. The audit was completed on time and, after reviewing the numbers, the audit was clean with an excellent job done by Karen in the business office. The auditors do not need to visit the school to discuss any adjustments. On page three, the auditors recommend that the school continue to work toward automation of the business office with electronic billing and electronic payroll for substitute teachers, though progress has been made in these areas. The auditors also recommend an annual cyber health review to be done by the tech department.

Management Letter - It is a one page letter, and there are no concerns at this point. The key paragraph states that we did look at DESE requirements and other regulations to make sure that we were in compliance.

Seth Rolbein questioned the amount of funds related to Covid grants and spending. The auditors responded that \$150,000 could be attributed to this additional funding.

Pat Johnson asked about our per pupil cost and if we see it trending up . We are vulnerable to how

our sending districts are using their SOA funding as it relates to per pupil cost, but we are doing these analyses earlier in the admissions process.

A motion was made and seconded to accept the audit report. The motion was unanimously passed by the Board

V. Executive Session - To consider the purchase, exchange, lease or value of real property with respect to CCLCS property at 195 Route 137, East Harwich. Executive Session is warranted because the chair declares that an open meeting may have a detrimental effect on the negotiating position of the board (M.G.L. c. 30A, §21).

- a. The Board will reconvene in open session at the end of the executive session;
- b. Motion to enter executive session was made and seconded, and unanimous roll call vote to enter Executive Session for the same
- c. Conduct executive session

Jim McAuliffe noted that the Board needed to vote on a new position of the linden tree that was voted on by the Board last session. In our intended plan, the second linden tree would be placed at the choke point, which was too close to the road. The school's facilities committee recommends that the linden tree be moved in line with the forsythia hedge as it is outlined in the original plan. Seth suggested that another form of deterrence be added to the plan for restitution of the space, such as a rock. Paul offered that a berm is currently being proposed on the original plan.

The Board approved the original plan as amended to move the linden tree back behind the forsythia hedge, with one absentia.

- d. Motion to exit executive session was made and seconded, and unanimous roll call vote to

exit executive session and and reconvene in open session again.

VI. Approval of Minutes for August 23, 2021 - Changes that need to be made. (1) correct Sarah Toreno Flores name. (2) At the bottom of page 2, it should say $\frac{1}{3}$ instead of “on third”, and (3) on page 4 correct the spelling of September.

Motion to approve the minutes with those corrections for August 23, 2021.

VII. Director's Report

a. School opening

Early season Covid stats as follows: one positive case in the school through family contact.

We used seating charts to identify close contacts who will be tested through the test and stay program. So far, we have had six close contacts in the test and stay program, all of whom have tested negative so far. We have also tested one traveler.

We are prepping for the pool test program, focusing on the permission slips and putting students into pools. The state is backlogged, and we hope to have the program up and running this coming week.

New staff: We have hired Ellie Titcomb as a one-on-one for a new student. Autumn Bates will shift some of her responsibilities to ELL in addition to being a Learning Specialist. She has begun a masters program in teaching EFL.

Next week we will be having open houses at the different grade levels. These will be in-person this year.

In regards to the physical plant, we got two new roof handlers. The sinkhole in the outer parking lot has been repaired. Long term parking lot is being prepared for the capital plan. The tents were put back in place before Labor Day. The summer landscaping improvements from our families were very successful and beautified our campus.

Enrollment Plan and Admissions Application: Our plan was approved by DESE provisionally and has been sent to the Board for approval. The Board was provided with these documents for review earlier this week. Paul clarified changes to the amount of time families have to accept admittance to the school after they have been notified of their acceptance. The only major change to the Enrollment Plan is the organization of the lottery in regards to sibling enrollment and the coding of the applicant pool for the lottery. The only major change to the application is the ability for families to access the application in multiple languages themselves.

The Enrollment Plan And Admissions Application are unanimously approved by the Board.

Pat Johnson inquired about the school’s policy in regards to masking, in particular as this relates to state regulations. Given that our school will never meet the threshold for percent of students and staff vaccinated, we will continue to require masks.

VIII. Chair Report - This item is skipped tonight since Andy Murphy is not here.

IX. Director Search Committee -

The Committee discussed the work of the committee, including the survey proposed to follow the announcement of Paul’s retirement as head. The Board reviewed the survey and asked clarifying questions. Seth outlined the potential timeline for the search. The survey and the process for disseminating the survey were both approved by the Board.

X. Recruitment and Retention Committee

Laura discussed her research into the organization Amplify People of Color Cape Cod. She now has contact information for 130 local businesses run by People of Color on the Cape. Their intent is to increase the diversity of applicants to our school. Laura also discussed the connection the school has made with Cape Cod Voices, a group that supports the experiences of people of color growing up on Cape Cod. They will be doing some work with our staff and potentially our Board to bring antiracist education to our community.

XI. Faculty Report

CCLCS STAFF REPORT

September 2021

Classroom Activity

Grade	Staff	Activity	How it Relates to Our Mission
6	Annie Haven	Students completed their first sixth grade math project: Math in My World. Students are given a variety of choices for a project that connects math topics to student and family life outside of school. Opportunities include family interviews, exploration of math in newspapers and magazines, math in games, math in sports, and so much more.	project-rich lessons, creative opportunities
8	Sandra Hemeon-McMahon	Hispanic-Heritage Month has begun!! And in 8th-grade Spanish, we are celebrating it by commemorating Hispanic-Americans who have enriched our country by their achievements. We are also learning about the history of Hispanic music in the U.S.A. Do YOU know where Salsa music was born? Right here in this country -- in New York City!!	project-rich lessons, community building, global experiences
8	Andy Novak	Density Lab - We had our first lab of 8th grade,	academic challenges, rigorous

		Saving Mr. Novak, in which students determined whether Mr. Novak's trip to Mars would be jeopardized by his extreme clumsiness should his X-Treme Space Yoga(TM) percuss his liquid rations (oil, corn syrup, and water) together irreversibly. Students used their understanding of properties of matter and measurement competencies to make a determination, using percent change, whether Mr. Novak would live, or meet his last Downward Spacedog.	curriculum
8	Emily Nowack	8th Grade students have started the year strong in Civics! This week, students are working on their first group presentation project. Today and Tuesday, classes are researching a specific act or event that led to the US Declaration of Independence. On Wednesday, they will be the teachers and will present their research to their peers in a lesson format.	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, risk-taking for growth, personal responsibility, community building
6	Susy Remillard	Wampanoag production company Smoke Sygnals completed their videos for the colonization narrative last week, and I will finish pulling materials and lessons together for the National Geographic grant this week. The videos will be an amazing teaching tool for our next unit on re-writing the hard history around Thanksgiving.	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, local partners/resources

All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
	Paul Niles and Daniella Garran connected with an international NPO called International Coalition of Sites of Conscience. This group (https://www.sitesofconscience.org/en/home/) "The International Coalition of Sites of Conscience is the only global network of historic sites, museums and memory initiatives that connects past struggles to today's movements for human rights. We turn memory into action." They will be a resource for us as we work towards curating a show of the photographs and reaching out to the community.	
Susanna Graham-Pye	Super excited about the seminar I'm doing this term. Developed the course as my portfolio project for the NEH conference I did this summer. Here is a copy of the letter I've sent out to Historical Societies. Getting fabulous response from those who want to help/participate: Greetings, I am currently developing a program at the Cape Cod Lighthouse	social/emotional learning, project-rich lessons, creative opportunities, risk-taking for growth, personal responsibility, community building, local partners/resources, global experiences

	<p>Charter School through which students can take part in something called the Witness Stone Project.</p> <p>The project, inspired by the Solpersteine Project in Germany, was developed by a teacher in Guilford, Connecticut with the goal of “restoring the history, and honoring the humanity of enslaved individuals who helped build our communities.”</p> <p>Using a variety of primary and secondary sources, students will create, to the best of their ability, a biography of people who were enslaved and once lived here on Cape Cod. These stories are stored on the Witness Stone Project website. Witness stones are plaques installed in various places throughout towns, marking the presence of a place where an individual who was enslaved once lived, worked, or is buried.</p> <p>It’s a common misconception (not just among middle school students) that the northern folks were the “good guys” and the south was the bad. It’s important for all of us as students to understand that both north and south had significant roles in this part of our history.</p> <p>To that end, I am currently looking for your help finding census, property, birth, tombstone, and any other records that document the existence of a person who was enslaved here on the Cape. I have begun to compile my own list, and may come to you with students seeking additional information.</p> <p>I am excited to help students not only do the deep, hard learning work of helping to give stories to people who were enslaved, but to have them understand the importance of the role our historical societies play in preserving the Cape’s culture and heritage. They will be learning how to use primary and secondary sources to broaden their understanding of their world.</p> <p>If any of you are interested in joining us to help students with this work, we’d be delighted to have you! Let me know and I will give you dates and times of classes. I would also love your towns’ participation in stone installation ceremonies.</p> <p>Thank you so much for your time and anticipated assistance! Sincerely, Susanna Graham-Pye Learning Specialist/Cape Cod Lighthouse Charter School sgrahampye@cclcs.info</p>	
8	<p>The entire 8th Grade class visited the Cape Cod Museum of Art and the Cape Cinema in Dennis on the first day of school, September 7. This annual tradition marks the 27th year CCLCS has connected with our cultural community ! Students first learned about the Rockwell Kent mural with a presentation by cinema director Eric Hart, at the Cape Cinema and then travelled to the Cape Cod Museum of Art to view the current exhibits , including installation by cartographer, Mark Adams, and "cartography-Envisioning Cape Cod". Programming was created by</p>	<p>rigorous curriculum, project-rich lessons, creative opportunities, personal responsibility, community building, local partners/resources</p>

	<p>museum director and former CCLCS parent Benton Jones and a special hands-on activity engaged students with creating their own constellation. Museum educators and Art teacher Debby Greenwood directed students through 5 activities with their classroom teachers. Special thanks to Civics teacher Emily Nowack for her contributions to this programming!</p>	
All Grades	<p>Sea Camps 2.0! We have a teacher led committee planning and creating the Sea Camps experience for this year. The dates are 10/7 & 10/8 and it will be the first even Sea Camps experience on our own campus! There will not be an overnight component, but the two days will be fun filled with community building activities.</p>	<p>social/emotional learning, creative opportunities, risk-taking for growth, personal responsibility, community building</p>
8	<p>Field trip to Boundless Adventures in Berlin, MA.</p> <p>Goal: To provide the 8th grade with a fall outdoor experience to challenge themselves and support their classmates.</p> <p>Description: Boundless Adventures is an aerial adventure park in Berlin, MA. There are 9 courses with 4 difficulty levels (3 yellow, 3 green, 2 blue, 1 black) with a total of 90 rope bridges, 16 ziplines and 3 "leaps of faith". "Challenge by choice" allows students to choose challenges that are appropriate for their physical and emotional well-being. Students are encouraged to push their comfort zone, but not forced to try things that just don't work for them. Students get 30 minutes of safety/harness training, then 3 hours to climb (with a break for lunch). All students can be climbing at the same time - this is not the type of ropes course where one kid is up on the high element and everyone else is standing around watching. Friends can do courses together and encourage and support each other.</p>	<p>social/emotional learning, risk-taking for growth, personal responsibility, community building</p>

Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
6	Susy Remillard	<p>I've been asked to work with the National Museum of the American Indian on revising their Thanksgiving programs and lessons. Over the next year, I'll be working with a team of educators from around the country to create teaching tools that will be developed and piloted at CCLCS and disseminated by the</p>	<p>social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, risk-taking for growth</p>

		Smithsonian.	
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X. Topics not reasonably anticipated by the Chair - none

XI. Next meeting October 18, 2021

XII. Vote to Adjourn regular meeting.

Motion to adjourn the meeting. Seconded and unanimously voted. Meeting adjourned at 7:25.

Kathryn Wilkinson
Susy Remillard

Patrick Johnson, Clerk