



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, March 16, 2026 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. Call to Order

- Tracy called the meeting to order at 6:03
- **Present:** Tracy Murphy, Caitlin Wojkowski, Christin Sims, Ben Parsons, Rachel Martin, John Scichilone, Michael Grugan, Josh Stewart, Jim McAuliffe, Michael MacMillan
- **Absent:** Beth Woelflein

II. Declaration of a Quorum

- Tracy Murphy declared a quorum

III. Public Forum

- None present

IV. Approval of Minutes for January 26, 2026

- Ben Parsons made a motion to approve. Josh Stewart seconded. Unanimously approved.

V. [Director's Report](#)

- A. Ben discussed upcoming events, including Annie Jr., the Auction, and Strategic Planning meetings scheduled for March 28th and 30th.
- B. Ben presented the upcoming 2026-27 Academic Calendar for approval, with classes starting on September 3rd and ending on June 17th. The calendar includes monthly early release days on the first Wednesday of the month.
 - A motion was made by Ben and seconded by Jim to approve the proposed calendar. Unanimously approved.

C. The Board discussed upcoming strategic planning sessions, including a March 28th retreat and March 30th board work session, with plans for Ben to develop a draft plan to be presented at the May 18th board meeting and finalized for Board approval in June. Ben reviewed the notes from last year's strategic planning session included language inclusive of the school's mission & vision and three identified goal areas, including:

- Enhance the Overall Student Experience & Improve Achievement Data
- Foster Transparency, Trust and Collaboration in Governance and Community Engagement
- Promote Responsible Stewardship of Resources and Ensure Future Sustainability (Fundraising for Facility Improvements)

Ben discussed the need to revisit these priorities in light of the current state of the school. He also cited the need to develop a roadmap that helps track and assess progress in these focus areas over time - ideally in a consistent format that allows for the Board to receive monthly updates.

D. Ben then discussed MCAS testing preparations inclusive of organized practice tests and computer work, with plans to make test days more "special" for students. He discussed how recent STAR winter testing has begun to provide better progress monitoring aligned to state standards. He discussed the initiative to extend IXL access to all teachers and the ability to upload STAR student data into IXL to provide individualized learning plans for all students. He discussed the need to establish appropriate benchmarks for student performance, noting that current state benchmarks may not be comparable to national norms used by other schools.

E. Ben presented data on chronic absenteeism, noting that 21.7% of students were chronically absent in the previous year, which was higher than the state average of 18.8%. Josh proposed exploring reasons behind absences through surveys of students and parents, and proposed extending half-days to full days with later pickup times to improve attendance. Jim discussed ideas for interventions at different junctures, including emails and phone calls to parents of absent students, as well as parent conferences. Lisa considered being more stringent with consequences, including grading policies and after school obligations. Michael M. asked if we were focusing on students who miss between 18-20 days of school or otherwise. Tracy asked about setting up positive phone calls home, goal setting, and conferences with parents and counselors after specific absence thresholds. Caitlin highlighted the need for relationship building with families and mentioned the potential impact of post-COVID family attitudes toward school attendance. The group discussed transportation issues affecting extracurricular participation and considered options like adding a late bus or adjusting schedules.

F. Ben shared financial updates, including successful fundraising efforts and a preliminary budget outlook of \$5.2 million for the upcoming year, with a note that future funding may change due to potential shifts in how public education is funded in Massachusetts.

G. Ben discussed the need to refinance our existing loans in the next six months, arguing that additional debt for renovations was deemed not advantageous at this

time. Ben discussed paying off the roof loan with available cash, which would save \$42,000 annually, while bundling two other loans into a new bond issuance. Michael M. questioned whether the prepayment was necessary. Josh and Michael M. encouraged bundling all three existing loans into one, freeing up more cash for current student experience. Regardless, all applications are due to MassDev by next month to start the bond issuance process and final approval will be needed by September.

- H. Ben reported that the school received 119 6th grade applications, with 76 students currently registered and 35 still on the waitlist. Although the number of applicants is down from last year, he is confident about filling all 84 slots.

VI. Chair Report

- A. Check in on 2025-26 goals.
 - a. Jim reported that the Governance Committee intends to share the new onboarding protocols and checklist with the Board. He also presented a goal of recruiting new board members with specialties.
 - b. Tracy reported that the Executive Director Support Committee's goal is to support the new E.D.'s onboarding and the development of a strategic plan.
 - c. Caitlin shared that the goal of the Academic Achievement Committee is to continue to use data to drive instruction and student progress.
 - d. Michael M. reported the Finance Committee is still formulating its goals, many of which are dependent on the strategic plan, but that it intends to continue to manage the school's finances responsibly and ensure that students have what they need to support their education.

VII. Staff Report

- A. Christin reported on Ms. Barnhart's mural project, Ms. Mason's French Olympics presentations, and Ms. Wilkinson's 3D maps of Latin American countries.

VIII. FinCom Report

- A. Michael presented the financial update for February, noting that the school remains in sound financial position with adjusted budget projections from Q2
- B. The board discussed the need for more formal budget approval processes, with Josh suggesting that the full board should be more involved in budget discussions and approval rather than leaving it solely to the finance committee. Ben and Michael M. agreed to work on developing a more structured budget review process with Michele that includes board input and approval, particularly given the upcoming budget planning for fiscal year 2027.

IX. Academic Achievement Committee Report

- A. Caitlin reported that all of her talking points were sufficiently covered in the Director's Report.

- X. Topics not reasonably anticipated by the chair - none

XI. Vote to adjourn regular meeting

- A motion was made by Tracy to adjourn the meeting at 7:49. Motion seconded by Michael M. Unanimously approved.

XII. Next meeting April 27, 2026