Cape Cod Lighthouse Charter School
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PLEASE POST

Pursuant to Open Meeting regulations, this is a notification of the

Cape Cod Lighthouse Charter School

Meeting of the Board of Trustees

Date & Time: **Monday, September 15, 2025 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: Meeting called to order at 6:05. **Present:** Ben Parsons, Beth Woelflein, Challis Crema, Mike Grugin, John Scichilone, Tracy Murphy, Rachel Martin, Jim McAuliffe, Lisa Mincieli**,** Michael MacMillian, Caitlin Wajkowski, Josh Stewart. Absent: none

II. Declaration of a Quorum

III. Public Forum: None

IV. Approval of Minutes for August 18, 2025: Josh Stewart made a motion to approve the minutes, seconded by Michael MacMilian. Roll Call: Unanimously approved

V. Audit Report: David and Julius are joining via Zoom from AAFCPAs. The finance committee has just met with the auditors and reviewed the audit results in detail. See finance committee notes. The audit team presented a short overview of the results for the full board. The big takeaway: no additional reporting to the State is needed. Some flagged issues to think about for Fiscal 26 were suggested under Management Disclosure and Analysis, Disclosure of Certain Capital Analysis, and the Cyber Health Review. Auditors made some recommendations for the monthly and year-end closing process, reconciliation of the subsidiary ledger, and computer system review. Also, happy to report no deficiencies in internal controls.

Key takeaways on the numbers..

- Current ratio is strong (assets compared to liabilities)
- Current leverage ratio is good (liabilities to net position)
- Unrestricted operating revenue - 94% is coming from tuition
- Operating expenses - the biggest percentage of expenses is personnel related (80.9%)
- Sustainability ratio (expenses less depreciation divided by 12 months) - numbers are strong - able to sustain for 6.5 months (3-6 is the norm)
- Benchmarking ratios - all strong financial indicators. DESE views us as a low-risk school
- Debt Service Coverage ratio - above requirement. No coverage issues found

VI. Director's Report

- Rachel and Tracy wondered if it would be worthwhile to reach out to local legislators to discuss Charter school legislation.
- Further discussion around the reasoning behind letting go of KDE-4 (Teacher Led School) for the Accountability Plan.
- Enrollment Update discussion - discussed historical reasoning behind our enrollment numbers and caps. Also discussed how this would impact the budget. We will need to make some enrollment decisions and decide how to move forward with our 8th-grade shortage. In the coming days, it will be important to bring this discussion to the staff.
- Building update - Ben thoroughly reviewed space issues that we are facing and how there may need to be a capital plan that is part of our 5-year strategic plan.

- Educational Stability Self-Assessment - Presentation of McKinney-Vento Homeless Policy and Foster Care Policy. Tracy made a motion to approve both policies, Beth seconded: Roll call - unanimously approved

VII. Staff Report

VIII. Chair Report

A. Set Board Goals (based on DESE/State Requirements & Survey Results)
-The Governance Committee will seek to appoint two additional trustees and will make improvements to the onboarding process.
- The Academic Achievement Committee will work to improve the Board's oversight of student achievement by providing three presentations on student performance, including disaggregated data, for review and discussion.
- The ED Support and Evaluation Committee will work to ensure the successful transition of the new Executive Director by providing clear expectations, steady support, and regular feedback. Our focus will be on building a strong relationship between the Board and ED, ensuring school stability, and supporting progress on ED goals.
- The Finance Committee will create a long-term financial plan, including unexplored avenues of revenue and potential fundraising opportunities, as well as connections with new and former donors.
- The Board will support the drafting of a Strategic Plan, with the goal of implementation in the 26/27 school year.

Challis made a motion to accept the above goals as written, seconded by Josh, roll call was taken - unanimously approved

B. Annual Acknowledgement of Summary of Conflict of Interest Law for the State will be due to the state on Oct. 1.

C. Disclosure of Financial Interests by all Board members is due to the state.

IX. FinCom Report: none

X. Topics not reasonably anticipated by the chair: none

XI. Next meeting October 20, 2025

XII. Vote to adjourn the regular meeting, 7:30pm, Michael made a motion to adjourn, seconded by Ben. Unanimously approved

Notification Date: September 11, 2025