



Cape Cod Lighthouse Charter School
195 Route 137, E.Harwich, MA 02645
phone: 774-408-7994

PLEASE POST

Pursuant to Open Meeting regulations, this is notification of the

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

Date & Time: **Monday, September 18, 2023 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 Andy Murphy called the meeting to order at 6:09 pm
Present: Andy Murphy, Catherine O’Leary, Seth Rolbein, Beth Woelflein, Challis Crema, Josh Stewart, Tracy Murphy, Jim McAuliffe, John Scichilone, Rachel Lake, Mike MacMillian **Absent:** Noone
- II. Declaration of a Quorum
- III. Public Forum - Karen Scichilone
- IV. Approval of Minutes for August 21, 2023 and Approval of Minutes for September 5, 2023 Special Session Meeting
Josh Stewart makes a motion to approve both meeting minutes, Catherine O’Leary seconded. Unanimously approved.
- V. Director’s Report
 - A. Personnel updates: We hired a new paraprofessional - she will start in 2 weeks. Liz Novak will be moving away from the math classroom and become our Social Work intern and Health teacher. Also, our teachers got a

4% increase in salary this year.

B. Enrollment Status - Full in all grades

C. Calendar:

- On 9/12 we had a sports night for parents to come get information about our sports program.
- Open Houses happening for each grade this month
- 9/22 - Everyone Out drill will be happening
- End of September/Early October - Nature's Classroom (6th), Ropes Course (7th), and White Mountains (8th)

D. Accountability Updates - September: *EPIMS / SCS, Direct Certification*
October: *SIMS, Waitlist data*

E. Approval for FinCom - Audit report was Initially scheduled for this evening but the auditors asked to push it back to the next FinCom meeting and then they will report to the full Board of Trustees at the October meeting.

F. Building updates

1. Roof Discussion: The repair for patching the roof will be subject to prevailing wages. Discussion regarding how to move forward with roof replacement. Next steps: Catherine will reach out to two of the companies who submitted bids to get more information on materials, timelines, etc. Josh will reach out to an engineer who will hopefully give guidance on the project.

G. Potential Board Goals for 23/24

- Increase Board of Trustees #s by at least 2, with an aim for diversity and specific areas of expertise, by June '24 meeting
- Prepare a road map for long term financial planning, including unexplored avenues of revenue and potential fundraising opportunities and connections w/ current and new donors

H. Wequassett - Community Impact Initiative. We were chosen as one of three local community nonprofits to receive a percentage of room sales for this quarter. This will bring in a nice amount of money for our school's operating budget.

VI. Staff Report:

- Kathryn Wilkinson reported that there is a fantastic new batch of students in the 6th grade, and we are taking them to Nature's Classroom for the traditional trip of bonding in the woods. We will be off campus at Camp Wingate-Kirkland next Monday, Tuesday, and Wednesday. Families pay \$100 for this trip, and the school covers about \$70/student.

- Josh Stewart added that the current “vibe” around the school is fantastic this year and is reminiscent of his beginning years of CCLCS. Overall, a great, positive start of the year.

VII. Chair Report

A. Set Board Goals (based on DESE/State Requirements & Survey Results)

VIII. Finance Committee - No meeting this week

IX. Topics not reasonably anticipated by the chair - Look out for a special meeting next week

X. Next meeting October 16, 2023

XI. Vote to adjourn regular meeting - Challis Crema - motion to adjourn, Seconded by Mike MacMillian. Unanimously approved.

Notification Date: September 17, 2023