



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

Date & Time: **Monday, November 21, 2022 at 6 p.m.**

Location: **Cape Cod Lighthouse Charter School,  
195 Route 137, East Harwich, MA 02645**

### Minutes

#### *IN-PERSON ATTENDANCE*

- I. Call to Order
  - A. Andy Murphy called the meeting to order at 6:05 pm
  - B. **Present:** Andy Murphy, Catherine O'Leary, Seth Rolbein, Beth Woelflein, Pat Johnson, Jim Foley, Challis Crema, Rachel Lake, Kathryn Wilkinson, Tracy Murphy
  - C. **Absent:** Jim McAuliffe
- II. Declaration of a Quorum
- III. Public Forum
- IV. Approval of Minutes for September 19, 2022. Jim Foley moved to approve and seconded by Seth Rolbein.
- V. Approval of Minutes for October 11, 2022 - Move to approve and seconded
- VI. Vote on Hall's Path Subcommittee Meeting Minutes - Move to approve and seconded. Unanimously approved with one abstention.
- VII. Directors Report
  - A. Current ongoing!
    1. Personnel updates- We hired a new Instructional Assistant - Brittany Hutton. She is serving as a general support for students. We are currently looking to hire another 1:1 instructional assistant.
    2. Enrollment Status - Full for 6th, Full for 7th, and 83 for 8th.

### 3. Calendar

#### September, October, and November Events

September 20th, 21st, 22nd = Open Houses!

September 21st = Half day (PD w/ the Cape Cod Voices)

“Creating a safe and inclusive classroom environment”

September 22nd = Everyone Out Drill Assembly

September 26th & 27th - 7th to NC

September 28th - 30th = 6th to NC

October 5th - 7th = 8th to White Mtns

Oct. 13th - All School Assembly (2)

Oct. 28th - Halloween Dance

Nov. 4th / 5th - Parent / Teacher Conferences - 1/2 days

Nov. 9th - H.S. Night

Nov. 16th - Admissions Open House - This was a full turnout, which is typical of the first open house.

Nov. 18th - Delegate Assembly - Paul Niles and Catherine O-Leary attended

#### Upcoming Events

Nov. 29th - Parent University - Google Classroom & Jupiter - inviting parents to come in and learn about our technology.

Nov. 30th - TFM Visit

Dec. 1st - All School Assembly

Dec. 2nd - Term 1 ends

Dec. 1st / 2nd - Scholastic Book Fair

Dec. 7th - Half Day (PD)

Dec. 16th - Last Seminar of T1

### 4. Accountability Updates

October 1st = SIMS report due to DESE

November 30th = TFM Site Visit - TFM = Tiered Focus Monitoring Review - This occurs in two cycles. This revolves around our Special Ed department and civil rights. They will be focusing on the Institutional level, Curricular level, Instructional level, and Student level. And, from this we will come up with an action plan.

There are four policies - Bullying Prevention, Education of Homeless Children, Education of Students in Foster Care Placement, and Student Resident Policy - that are part of looking at our institution. These are policies that we have had in existence, but we tweaked them some.

Jim Foley makes a motion to approve the Bullying Prevention policy.

Tracy Murphy seconded. Unanimously approved.

Jim Foley makes a motion to approve the Education of Students in Foster Care Placement policy. Kathryn Wilkinson seconded. Unanimously approved.

Jim Foley makes a motion to approve the Student Resident policy. Challis Crema seconded. Unanimously approved.

Jim Foley makes a motion to approve the Education of Homeless Children policy. Tracy Murphy seconded. Unanimously approved.

Jim Foley would like, in the future, to see if changes have occurred in the school after the implementation of these policies.

Dec. 7th = Pre-Enrollment Data due to DESE

B. MCAS Data - Results from 2022 were better than 2021 and showed growth. Edwin Analytics shows data overtime, and it can generate reports. Catherine showed some data related to the school's Growth Analysis. Our students did show improvement, which was not the case for all charter schools across the state. There are some reports where we can identify specific questions where our students did well and did not do well. We have a Data Assessment Committee, and we are looking at all these reports and data. This will be reported out to the teachers.

C. Board Goals for 22/23

1. Fundraising - We are looking to hold an auction in March at Wequasset. The hope would be to raise 25k. Past events have indicated similar successes. We will be working with the auction committee to help with logistics.
2. Diversification - We are looking to expand and have a more diverse Board. Our recruitment committee needs more members. By our next Board meeting, every Board member is asked to fill out an Education Board Partners form. This will help us see where our needs are. We would like to meet this goal by June 2023.

D. Advocacy Update: Representative Peake is coming to visit. Possibly Julian Cyr as well. Hoping to deepen connections with our representatives.

VIII. Chair Report - Wequasset Inn was very interested in helping. March 4 and 25 (as a backup) were the two possible dates. We could sell the beer and wine or make it a part of a ticket. We need to form an auction committee as soon as possible. Possibly we could get students involved and helping, possibly in a seminar.

IX. Staff Report

**Classroom Activity**

Grade	Staff	Activity	How it Relates to Our Mission
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7 SS	Daniella Garran	We just completed the Mesopotamian Museum project for which students created replicas and wrote didactic labels. We are about to begin our Holocaust unit, the theme of which is the difference one person can make in the lives of others.	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities
7 ELA	Kate Ryan	As 7th graders read <i>The Giver</i> , they worked in groups to create their own perfect utopia! This week long project culminated in presentations where they had to persuade their classmates to move to their perfect town. It promoted creativity and students practiced the challenging art of communication and compromise as they factored in everyone's idea of "perfect."	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, risk-taking for growth, personal responsibility
8 Art	Debby Greenwood	8th Grade Art students participated in a curricular unit suggested by the Massachusetts Charter Public School Association entitled: "Draw Your Dreams - When you dream of a better world, what does it look like?" Students created paintings and collages inspired by this prompt in art class. A work by 8th grader Amelia Stoots, titled "What It Takes To Change" was selected to represent CCLCS and has been sent to the MCPSA for exhibition. Congratulations to Amelia!	social/emotional learning, creative opportunities, local partners/resources
8 Spanish	Sandra Hemeon-McMahon	In 8th grade Spanish, the Famous Hispanic-American poster project is finally completed, and the posters are making their way up on walls all over the school. You will notice some up already, and by the time the next Board meeting rolls around again, there should be 70-plus posters of Hispanic-Americans from every walk of life for you to admire. Our short but sweet unit on El Día de Acción de Gracias, Thanksgiving, is going on now, in which the students are learning how to name people and things they are thankful for (and why!) in Spanish. We are borrowing heavily from the lyrics of the song "Gracias a la vida" by Violeta Parra, which if you have not heard it, can be accessed here: <a href="https://www.youtube.com/watch?v=uD1gnAtFSVI&amp;ab_channel=RonaldFitch">https://www.youtube.com/watch?v=uD1gnAtFSVI&amp;ab_channel=RonaldFitch</a>	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, global experiences

### All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
Field Hockey	Field Hockey! We started scoring goals again and our team showed enormous progress! Our team became so close that it was tough to end the season. When the opportunity arose for students to attend Cape Cod Field Hockey practices at Willy's in Eastham, 13 teammates signed up for 5 weeks of Monday night drills to keep the momentum and camaraderie going!	social/emotional learning, risk-taking for growth, personal responsibility, community building
Seminar	One seminar offering this season is the School Spirit and Event Planning. A few weeks ago, the students organized and successfully executed our Halloween dance! Next up, they are in charge of running the school wide coin drive to raise money for Child and Family Services during the holiday season, and prepping for the winter dance as well.	

Art Spark	ART SPARK - the After School Arts Enrichment Program at CCLCS started last Wednesday after school and will continue through the end of February. This program is supported by a generous grant from the Virginia Wellington Cabot Foundation and encourages students to explore their creativity in a variety of media including painting, drawing, printmaking and sculpture. Session I has enrolled 21 students in either Paint Lab , taught by Deborah Greenwood or Creative Sculpture taught by CCLCS teacher Emily Nowack.	creative opportunities
All	National Junior Art Honor Society - 35 7th and 8th grade students who demonstrate a strong interest in art were invited to the first informational meeting of CCLCS Chapter of the National Junior Art Honor Society last Thursday to learn about some of the activities planned for this year including officer elections, fundraisers, community projects and possible field trips. Students members are invited to attend bi-weekly meetings during their recess and lunch.	
All	The State has given us at home Covid test kits to distribute before the holiday to anyone who wants them. 84 students families have requested a kit. We will be sending these home prior to the Thanksgiving break. Test kits will be offered before Christmas break also.	local partners/resources

### Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
7	Daniella Garran	I will be presenting at the National Council for the Social Studies conference in Philadelphia on SEL in the Social Studies Classroom. Additionally, I was named to the NCSS Publications Committee, a board within this national organization.	social/emotional learning, academic challenges, rigorous curriculum, creative opportunities
6	Annie Haven	I was awarded the David H. Byron Award for Outstanding Service to Science Education by the President of the Massachusetts Association of Science Teachers. I serve on the board as the secretary, and I also presented a leadership workshop with a panel of the MAST board to encourage leadership and networking locally and state-wide.	risk-taking for growth, community building, local partners/resources, global experiences
6 & 7	Kate Ryan and Susy Remillard	Kate Ryan and Susy Remillard traveled to the AMLE conference (Associated for Middle Level Education) to co-present teaching hard histories in the classroom. They discussed their unique activities and projects used during their Civil Rights units for 6 and 7th grade ELA classes. The presentation was well attended!	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, risk-taking for growth, community building, local partners/resources, global experiences
Art	Debby Greenwood	My painting was selected to be part of Cape Cod Art	creative opportunities

		Center's All New England 2022 juried exhibit from October 17 – November 12, 2022.	
8	Liz Novak	I am working towards my MSW and spent some time this summer developing a trauma-informed school presentation. I am breaking it up into short 25-35 minute presentations and presenting to staff. We did the first installment in staff meeting. Staff were very engaged and seem excited for more! The post-pandemic student population has different needs than that of a decade ago and teaching and classroom management strategies that used to work may not be working so well for today's student.	social/emotional learning, academic challenges, risk-taking for growth, community building
Speech	Challis Crema	Attended the International Dyslexia Association conference in San Antonio, Tx. The big focus was on the successes of getting the Science of Reading movement into schools and classrooms (implementation of the research into practice)	academic challenges

Miscellaneous: An email from a teacher was shared with the board...

*'I feel that we are in desperate need of a social worker or guidance counselor. Some students' psychological needs far exceed my training as a history teacher. Our admin is spending most of their days dealing with disciplinary issues and helping students who are having social and emotional issues. Is there any way to look at the budget and perhaps retain the services of someone even one day a week? I feel that this must be a priority moving forward.'*

Catherine O'Leary explained that we have counseling services from Gosnold one day a week. We have a waiting list of about 12 or 13 students waiting. This looks very similar to how parents would go about getting a referral to an outside agency/therapist, as it is parents responsibility to get insurance referral.

Tracy Murphy discussed how she feels it is a definite need that she would want to support for our middle schoolers.

Kathryn Wilkinson explained that local districts have middle schools employed with several counselors.

Seth Rolbein said he would look at budget as a member of the finance committee if this is a priority. He is definitely behind it if we feel there is a need.

Jim Foley proposes for us to look at this further, in terms of budget. Challis recommends looking into other schools and the job descriptions of those positions.

X. Finance Committee - Jim Foley reviewed the projected budget. We don't anticipate any problem areas. However, we may need to slide some money from one area to another.

XI. Topics not reasonably anticipated by the chair - nothing reported

XII. Next meeting December 19, 2022

XIII. Vote to adjourn regular meeting - Jim Foley moved to adjourn. Andy Murphy seconded. Unanimously approved. Meetings adjourned at 7:15pm.

*Notification Date: November 14, 2022*