



**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, October 18, 2021 at 6 p.m.**

**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 6:03 pm

Present: Paul Niles, Rachel Lake, Pat Johnson, Jim McAuliffe, Susy Remillard, Thomas Langway, Laura Gill, Catherine O'Leary, Andy Murphy, Lauren Elliott-Grunes, Tracy Murphy

Absent: Seth Rolbein, Kathryn Wilkinson, Jim Foley

**II. Declaration of a Quorum**

**III. Public Forum**

**IV. Approval of Minutes for September 20, 2021**

Minutes approved unanimously.

**V. Academic Performance Report**

Catherine O'Leary reviewed the MCAS scores from spring 2021. They will be used as a baseline measurement, not an accountability measure by the state. She reminded the Board that schools across the state did not do as well as previous years, with the exception of grade 10. After reviewing the scoring method for MCAS, she shared last year's results. The SGP was not

relevant last year because there was no previous year for comparison, though historical data was used to model growth. Students were not showing SGPs above 30 in most cases.

Data from the incoming class of 2024 was shared with the Board. The current sixth graders had a mixed review, with met and partially met being the strongest measure. Current 7th and 8th graders' data was shared with the Board, taking the test after a mix of instructional methods. Scaled scores and SGPs were shared. We did fairly well against the state data. Catherine shared data from our graduates from last year, including math, ela, and science. The composite score for the school was also shared.

## VI. Director's Report

### a. COVID report

Cases that initiated Covid Protocols

As of 10/18/21

Positive Cases - 6      2 tested at home  
                                4 that tested positive at school leading to 16 close contacts

Symptomatic at home - 2 both tested negative

Symptomatic at school - 5 All tested negative with BinaxNOW rapid test and stayed in school

Close Contacts - 21      5 from outside school all tested negative with PCR test and returned after day 7  
                                16 within the school all participated in the test and stay program and were negative 5 days in a row.

Tests - 133 4 positive

Grand total tests 149

### b. General school matters

Letter from DESE that Amendment Request was approved:

Good afternoon:

On **September 21, 2021**, the board of trustees of **Cape Cod Lighthouse School** submitted a request to amend its enrollment policy and application form for admission. This amendment was requested to align its enrollment processes with regulations and to comply with Department guidelines. The amendment request received provisional approval from Department staff.

This email provides you with confirmation that on **September 29, 2021**, Commissioner Jeff Riley approved this charter amendment. Pursuant to 603 CMR 1.11, this approval serves to amend the charter as granted to the charter school.

Should you have any questions or require additional information, please do not hesitate to contact me in the Office of Charter Schools and School Redesign at [Brenton.Stewart@mass.gov](mailto:Brenton.Stewart@mass.gov).

Best regards,  
Brenton

#### Fall Events:

Open Houses (in person) - 6th- Thursday, September 23rd

7th- Wednesday, September 22nd

8th- Tuesday, October 5th

All School: Fall Family Conferences: November 4, 5 (half days)

November 8th- High School Night

#### c. General charter matters

Report on Paul's time commitment as Board member for the Mass Public Charter School Association:

SE Leader's Regional Meeting: 9/9, 9/23

MPCSA Executive Committee: 9/20

Advocacy Committee: 9/21, 9/30, 10/13

Charter Leader Roundtable: 9/22

MPCSA Strategic Planning: 9/23

BOD meetings: 9/28, 10/8, 10/13

Commissioner's Meetings: 9/29, 10/13

MPCSA Fin Com: 9/28

Legislative Testimony: 10/18

d. Personnel Update

We have hired Meta Schwarz to fill the position vacated by Linda Azanow in special education. We are looking to potentially hire for another position in special education for an incoming sixth grade student.

VII. Chair Report

Andy updated the Board about the Director's Search committee, including requesting a vote to authorize the director's search committee to post the job listing for the Director's position. Voted and approved unanimously by the Board.

Andy questioned the length of the contract to be offered to potential candidates, and a three year contract has been previously offered.

Paul spoke to the function of the CCLCS Foundation. It is the repository for our annual fundraisers, including the annual appeal and the auction. The Foundation Board meets three times a year. Paul suggests that it makes sense for the Foundation to be more active. Right now, the Foundation as a legal entity holds the fundraising dollars. Its focus is on enrichment for programming in the school.

VIII. Director Search Committee

Rachel updated the Board on timelines. We finalized the survey and the groups to which it will be sent via electronic communication. We should be able to share results at the November 15th meeting. We hope to have a first draft of the job description ready to share this week, with an anticipated job posting date of October 29th. Possible job boards include School Spring, Indeed, etc. Our survey results will feed into our interview process. The survey will ask participants to volunteer to be part of the interview process.

Andy questioned the process of interviewing. Paul suggested that the committee would handle the first round of interviews, then stage interviews with parents, staff, and the Board.

IX. Recruitment and Retention Committee

Laura reported that she has a list of businesses to which she will deliver brochures via email and snail mail. The goal is to have these disseminated prior to the November Open House. Andy will meet with Laura and Lauren to discuss ways in which to share this information in the community.

## X. Faculty Report

### **CCLCS STAFF REPORT**

**October 2021**

#### **Classroom Activity**

| Grade | Staff           | Activity   | How it Relates to Our Mission  |
|-------|-----------------|--|--|
|       | Daniella Garran | We are about to begin our Mesopotamian Museum project which engages students in real-world research and through which they learn about the importance of conservation of cultural heritage.                              | academic challenges, rigorous curriculum, project-rich lessons, creative opportunities |
| 6     | The 6th Grade   | Projects have begun in 6th grade. From the cell book in Science to the Asia culture project in Social Studies to the egg drop in XP, the sixth graders are starting to experience the project rich environment of CCLCS. | project-rich lessons   |

#### **All-Grade/School Activity**

| Grade/<br>Group | Activity   | How it Relates to Our Mission   |
|-----------------|--|---|
| 6th and<br>7th  | The 6th and 7th grade had two fantastic days at Nature's Classroom at the end of September. Team building, nature exploration, and friendship making all took place on the beautiful campus of Camp Wingate Kirkland in Yarmouth.  | social/emotional learning, community building, local partners/resources |
| All<br>Grade    | We had the first ever Sea Camps on campus. It was a huge success! It was eye opening to us on how wonderful our campus is and how much potential it has. We have a lot of new ideas on projects large and small that could enhance opportunities for learning and fun.   | Community building, social/emotional learning                           |
| All<br>School   | Jen Hyora and Catherine O'Leary will attend a 3 day training this week to become certified as trainers for Nonviolent Crisis Intervention and Restraint. We are required by the state to have a number of individuals trained and recertified annually. For many years, we were able to take part in trainings offered by the Nauset district, but now that is no longer an option. This certification will allow us to provide on site training to staff members. | local partners/resources  |
| All<br>School   | We will begin the next scheduled Tiered Focused Monitoring Review with a self assessment conducted this winter and spring. Universal and targeted standards cover areas in special education and civil rights. We're in cohort B   |   |

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|--|--|--|
|  | <p>of the cycle which will focus on:</p> <p>Licensure and professional development<br/>     Parent/student/community engagement<br/>     Facilities and classroom observations<br/>     Oversight<br/>     Time and learning<br/>     Equal access</p> <p>DESE will conduct onsite observations and interviews during the 2022-2023 school year.</p> |  |
|--|--|--|

### **Professional Development**

| Grade | Staff           | Professional Development   | How it Relates to Our Mission  |
|-------|-----------------|--|--|
| 6     | Annie Haven     | Mrs. Haven is doing online coursework through NFHS (National Federation of High Schools) to complete the MIAA coach training for field hockey. She has completed the 12 hour Fundamentals of Coaching Course and is currently working on the First Aid course, which will be followed by Coaching Field Hockey and Coaching Field Hockey: Goalkeeping. | community building   |
| Nurse | Kate Smith      | I am now a Board Certified School Nurse which is equivalent to a master level education in school nursing.   | social/emotional learning  |
| 7     | Daniella Garran | I was asked to serve on the board of the Cape Cod chapter of the Massachusetts Archaeological Society.   | academic challenges, rigorous curriculum, community building, local partners/resources |

### XI. Topics not reasonably anticipated by the Chair -

Pat reminded the Board that there are webinars available to Board members. He will be attending one on open meetings.

### XII. Next meeting October 18, 2021

### XIII. Vote to Adjourn regular meeting

Motion to adjourn the meeting. Seconded and unanimously voted. Meeting adjourned at 6:52.

**Kathryn Wilkinson  
 Susy Remillard**

**Patrick Johnson, Clerk**