



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

Date & Time: May 13, 2024 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 6:06, **Present:** Andy Murphy, Catherine O’Leary, Challis Crema, Mike MacMillian, Rachel Lake, Beth Woelflein **Absent:** Tracy Murphy, Jim McAuliffe, Josh Stewart, John Scichilone

II. Declaration of a Quorum: Yes

III. Public Forum: None

IV. Approval of Minutes for March 18, 2024 - Catherine motioned to approve, seconded by Micheal MacMillian. Unanimously approved.

V. Facilities Update:

Roof Update - Michele Gallucci , CCLCS’ business manager, presented the following:

- Keenan & Kenny Architects, Ltd out of Falmouth, MA provided Michele and Administration with a proposal for 29,900. CCLCS hired.
- Received 2 sealed bids on May 9th out of the 7 total bid packages that were sent out. WPI was lower.

- Bank Funding - Eastern Bank, CC5 Bank, and MassDev were explored. Decided to use our existing lender, Eastern Bank. Michele presented our options for a 3-year vs. 5-year loan. Michele and the administration are recommending that we go with the 5-year loan.
- Recommendations for Funding: Combination of funds secured from the Cape Cod Lighthouse Foundation, Capital Reserve, State Earmarked Funds, and the Eastern Bank 5-year loan.
- Next steps: Obtain Board approval for finance plan, secure letter of approval from Eastern Bank for a 5-year loan, sign letter of intent with WPI to begin work, execute the contract between CCLCS and WPI, and commence construction with the goal of substantial completion by June 28, 2024.

Questions: Mike inquired about increasing the length of the loan repayment.

Catherine O’Leary motioned to approve the proposal outlined by the business manager to help finance the roof for a 5-year loan (or longer if more financially responsible) for 300K from Eastern Bank, Rachel Lake seconded. Unanimously approved.

VI: Directors Report

Accountability:

- Our 5-year renewal is quickly approaching
- SOA (Student Opportunity Act) report is due - looks at closing the achievement gap for our students
- Annual report
- Strategic Plan - It would be great to work on a Strategic Plan to go nicely with our 5-year Renewal.

Calendar:

- Musical on 5/17 & 5/18 - All invited
- Spring Concert on 5/22
- Dinner Dance (8th) on 5/30
- Step Up Day on 5/31
- Gettysburg Trip (8th) 6/3-6/7
- Carnival Day on 6/7
- Walk for Water & Block Dance / Pass on the Light on 6/11
- Graduation on 6/13

- Beach Day (8th) on 6/14
- Last Day of School on 6/14
- Your next Board Meeting is on 6/17

The CCLCS 2024/2025 calendar was presented to the board.

Catherine O’Leary motioned to approve the 24-25 Calendar, and Andy Murphy seconded. Unanimously approved.

VII. Chair Report:

- Planning to turn over the Board - Andy will be reaching out to Board members soon
- We have 2 possible new board members
- Director Evaluation is upcoming - keep an eye out for it in your email
- June 5th meeting

VII. Staff Report:

Steve St. Martin on behalf of the Athletic department

- The school has officially been accepted into the "Super Six" League for our Athletic Teams starting next season. We are very excited to join this league as it matches up with our current level of talent more so than the league we are currently in. Also, this league has tournaments at the end of every season for the sports that they play. This includes a banner and trophy for the winning school.
- This league does not have all the sports that we offer but it is growing. For some sports, we will still be playing in the league we are currently in. We have developed great relationships this year with so many schools which has afforded us the luxury to be flexible in how we schedule games. This is all part of our overhaul of our Athletic Program. We have had a tremendous amount of students play sports this year (127 out of 250 students) and are working very hard to keep on track with our improvement plan.
- Goals we are working on:
 - 1) Coach Sustainability - finding and keeping coaches for the long haul
 - 2) Fundraising - increase our budget to maintain what we need and eventually be able to afford new uniforms for our sports teams
 - 3) Continue to find more appropriate field/court space for our needs.

Debbie Greenwood

- Members of the National Junior Art Honor Society painted a mural for "Project Hope" for Child and Family Services of Cape Cod. A reception for the students and families takes place on May 17. Paw Prints Seminar students sold their original art prints and donated \$195 to the Sampson Fund for Veterinary Care in Hyannis
- Debbie is presenting a best practices workshop to Cape Cod and Islands Art Educators at the Cape Cod Museum of Art on May 13. She also has a solo exhibition of her paintings at the Wellfleet Preservation Hall until May 19.
- Former CCLCS student, Scarlett O'Malley, was an Intern in Art classes as part of the "Monomoy High School Mentor Program" Debbie attended the Monomoy Mentor Appreciation Breakfast at Monomoy High School on May 7.

VIII. Finance Committee Report:

- Catherine gave an update. We are on track for spending and our budget.
- This year there has been a nice collaboration of the administration and the business manager to look line item by line item this year.

IX. Topics not reasonably anticipated by the chair: None

X. Next meeting June 17, 2024

XI. Vote to adjourn the regular meeting at 6:51, Rachel Lake motioned to approve, seconded by Catherine O'Leary. Unanimously approved

