



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

## **Cape Cod Lighthouse Charter School**

### **Annual Meeting of the Board of Trustees**

**Date & Time: September 16, 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**

**I. Call to Order:** Call to Order 6:04, **Present:** Catherine O’Leary, Challis Crema, Caitlin Wajkowski, Mike Grugin, Beth Woelflein, Tracy Murphy, Jim McAuliffe, John Scichilone, Mike MacMillian, Rachel Lake, Lauren Barker, Josh Stewart **Absent:** None

**II. Declaration of a Quorum** - Tracy declared a quorum

**III. Public Forum** - Michele Gallucci

**IV. Approval of Minutes for August 19, 2024** - Micheal motioned to approve, seconded by Jim, and unanimously approved by all.

### **V. Directors Report**

A. Focus Group Questions for Renewal: Catherine provided a brief overview of common questions that may be asked during the focus group.

B: Director Evaluation -A brief written summary regarding the director’s evaluation needs to be written up and voted on by the board. Tracy will plan on compiling a summary for the next meeting.

C. Director's Smart Goals: Catherine presented her smart goals to the board. Goal one related to student participation and goal 2 related to student connection.

D: CCLCS's WISP -Written Information Security Policy was provided to the board. Our technology coordinator, Ken Merrill, drafted it in conjunction with the auditors. Micheal motioned to approve the WISP with two changes (the word consumers) and the addition to notify the board of any breach, seconded by Caitlin. Unanimously approved.

E. Updated calendar vote: Staff voted to change the two in-service days after the holiday break and the day after MLK day to in-person school days. Tracy motioned to approve the amended calendar seconded by Beth. Unanimously approved.

F: Calendar - Upcoming dates:

- September 17 : Board Focus Group - 1PM
- September 18 : DESE Renewal Site Visit!
- September 23/24 : 6th to Nature's Classroom
- September 24: 7th to Boundless Adventures!
- September 24 : Board Mtg (fully virtual - Auditor presentation)
- October 4th : First Half Day - Department & Team time!
- October 9,10,11 : 8th to White Mtns!

## **G : Staff Report:**

- Tech update from Mr. Merrill: We continue to work on enhancing the school's technology and have introduced this year a Display TV in front of the office that portrays the daily schedule, weekly events, and more. The display is run by both software and hardware from Rise Vision which also provides a large amount of content templates to work with and use. We also made changes to printing access at CCLCS with the student printer going away and the staff having a printing closet that remains locked and for use by staff for both color and B&W projects. All student printing projects will be handled with regular classroom printers under teacher guidance. We are also currently working on projects to enhance technology in the classroom by writing a grant to bring in more stem robotics to the school and possibly some rockets as well as we get set to have our students blast off into math and science at high schools across the cape.
- Kathryn Wilkinson: 6th grade will be heading off to Outdoor Classroom (formerly Nature's Classroom) next Monday and Tuesday. This has been a tradition in the 6th grade for over 20 years. It is an outdoor environmental education program, and our goal is to get our new sixth graders outdoors and making new friends.

- Annie Haven - Field Hockey is off to a fantastic start! We have almost 30 players on the team and are looking forward to a fantastic season!!
- Laura Kelemen - 8th Grade Math: In both sections of Math (Math 8 and Algebra 1), we are working on a Financial Future Project. This is a project Liz Novak started a couple of years ago and she thought it would be a great way to start the year off. The kids research a career they're interested in, research 2 colleges they're interested in, calculate college loan costs, research career salaries and calculate taxes and end with calculating a home budget with expenses. Project Overview: 1) Why is college considered to be both a risk and an investment? 2) How can we use math to help us make life decisions?

## **VI. Chair Report**

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

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

## **VII. Topics not reasonably anticipated by the chair:** None

## **VIII. Next meeting October 21, 2024 @ 6 PM**

## **IX. Auditor's Report - Fully Virtual Meeting - Tuesday, September 24th, 2024 @ 6PM**

**X. Vote to adjourn the regular meeting:** at 7:01, Catherine motioned to approve, Micheal seconded, and Unanimously approved

