



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

Meeting of the Board of Trustees

Date & Time: **Monday, January 26, 2026 at 6 p.m.**

Meeting available on zoom

<https://us02web.zoom.us/j/2452227204?pwd=lj0XMkRBETUXaCBKP4WhYmDbk8mKMJ.1>

Location: **PLEASE NOTE THIS IS A FULLY VIRTUAL MEETING**

Agenda

I. Call to Order

- Tracy called the meeting to order at 6:02
- **Present:** Tracy Murphy, Caitlin Wojkowski, Beth Woelflein, Christin Sims, Ben Parsons, Rachel Martin, John Scichilone, Michael Grugan, Josh Stewart, Jim McAuliffe, Michael MacMillan
- **Absent:** Beth Woelflein, Lisa Mincieli

II. Declaration of a Quorum

- Michael Grugan declared a quorum

III. Public Forum: None present

IV. Approval of Minutes for December 15, 2025

- Tracy made a motion to approve the minutes with one correction: change Rachel Lake to Rachel Martin. Michael Grugan seconded the motion. Unanimously approved.

V. Chair Report

- Tracy Murphy announced that February's board meeting will include a goal check-in for subcommittees, and the governance committee is seeking 2-3 new board members by June, particularly with expertise in real estate, law, and finance.

VI. Staff Report:

- Christin's updates included Liz Novak's social-emotional learning initiatives with 6th graders and plans to expand to other students, and Catherine O'Leary's Model UN program preparing 13 delegates for the Arctic Conference at Tufts in February. She also discussed the seminar offerings for the winter semester, with Ben providing a detailed list of seminars including topics like AI, robotics, and performance arts. Rachel inquired about the seminar list and expressed interest in involving external community members, which Ben addressed by highlighting the inclusion of alumni and external voices in the program. The group also discussed a seminar led by Josh's students to create social media posts interviewing alumni, and Ben mentioned the school's new purchases for the robotics program.

VII. [Director's Report](#)

- Ben started by recognizing Board Appreciation Month, citing several key achievements and upcoming events, including the launch of three new board committees, the successful charter renewal for five years, and the ratification of a new accountability plan. He highlighted the appointment of new board members and the positive financial outlook, with Michele reporting a balanced budget despite challenging headwinds.
- Ben presented upcoming events including the lottery on February 26, noting that there are approximately 130 applicants so far. The Fair Funding Week campaign by the Charter Association is scheduled for Feb 2-6 to increase the building revenue per pupil.
- Ben discussed enrollment shifts, noting a decrease in students from Nauset Regional (22% from 30% year over year) and an increase from Barnstable (44% from high 30s), and DY, with Monomoy contributing 5-6%. Michael M. highlighted the impact of these shifts on per-pupil revenue. The group agreed on the value of tracking overall applicant interest versus enrollment from any specific sending district, especially given the lottery system. Ben noted positive

interest from 2 admissions open houses and the lottery process, noting a robust waiting list for 6th and 7th grades but shifts in 8th grade enrollment.

- Ben highlighted plans for the upcoming academic year calendar, including a late Labor Day and monthly ½ day PD days on the first Wednesday of the month, with the calendar to be finalized for board approval next month.
- Ben presented changes to the school's expulsion policy, with a request to vote on the policy following his Director's Report.
- Ben mentioned the partnership with a new auditor to reduce costs and facilitate a smoother process for Michele. He reported on the Annual Fund's progress (27K of 30K to our goal).
- Ben then discussed how adjustments to STAR testing data collection were made on 1/20/2026 after a PD session with a representative from Renaissance so that our data would better align with MCAS results. He then featured three data sets to show this alignment and how it can benefit subsets of our student population, specifically those receiving special education services. The data showed that most 6th-grade students are at beginning competency levels in math, with particular weaknesses in geometry and solving equations. The data revealed that special education students in 7th grade math showed beginning mastery in virtually all areas, while 5 out of 9 8th-grade special education students demonstrated secure mastery in ELA standards. Ben noted that the data encourages the staff to put systems in place quickly to improve math competencies. He noted that there are positive indicators for special education students' performance in ELA, and that the literacy team's targeted interventions are proving effective, and that data analysis from staff like Catherine O'Leary is guiding instruction.
- Tracy asked how we can use the data to improve instruction and what the optimal "balance" of "beginning, developing, and secure" looks like. Ben explained that students designated as "below grade level" or "beginning" are receiving targeted instruction, including pull-out and push-in support from specialists. He acknowledged that he hadn't considered an optimal balance, but touched on the potential use of student growth percentiles (SGP) as a metric for measuring academic progress, suggesting further discussion on this topic in future meetings. Michael G. asked if we could use this year's data despite the realignment of

standards in STAR. Ben explained that we can, and that teachers like Catherine O’Leary in 8th grade ELA have already looked at progress from fall to winter in STAR to gauge student growth.

- Finally, Ben discussed recent professional development sessions in which the staff covered updates to STAR testing, data-driven instruction, and the accountability plan, as well as a pitch from Savvas for their Envision+ Math program, which the math department showed interest in.

A. Vote on expulsion policy

- Ben made a motion to approve the revised expulsion policy. Caitlin seconded the motion. Unanimously approved.

VIII. FinCom Report

- Michael M. summarized the school’s financials, noting Q2 adjustments leaving us approximately \$148,000 less than Q1.

IX. Academic Achievement Committee Report

- Caitlin provided updates on academic achievement, highlighting the strong ELA and civics scores, and discussed plans to integrate math skills into science and other subjects. She noted that the next committee meeting will be on February 9.

X. Topics not reasonably anticipated by the chair - none

XI. Next meeting February 23, 2026

XII. Vote to adjourn regular meeting

- A motion was made by Tracy to adjourn the meeting. Motion seconded Michael M. Unanimously approved.

Notification Date: January 22, 2026