



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

School Finance Committee

Date & Time: **Monday, December 15, 2025 at 5:15 p.m.**

Meeting also available on Zoom

<https://us02web.zoom.us/j/2452227204?pwd=Jj0XMkRBETUXaCBKP4WhYmDbk8mKMJ.1>

Meeting ID: 245 222 7204

Location: **Cape Cod Lighthouse Charter School,**

195 Route 137, East Harwich, MA 02645

Minutes

Present: Michele Gallucci, Michael MacMillan, Ben Parsons, Tracy Murphy

- I. Call to Order by Ben Parsons at 5:26.
- II. Review of Budget to Date / Review Financials
 - A. Michele noted that we maintain a healthy financial position, with an appropriate percentage (37%) of our fiscal budget spent to date.
 - B. Michele discussed moving HVAC and sewer costs out of building maintenance and setting up appropriate asset accounts for capital items, including depreciation.
 - C. Discussion of a review and potential tightening of line item budgets to address a surplus. Consideration given to determining appropriate target for fund balance/surplus percentage.

D. Michele offered to use the business manager's roundtable and other charter schools best practices to determine policies for handling excess funds and surplus, and that she'll report back to the Committee.

III. Next Meeting January 26, 2026

IV. Ben made a motion to Adjourn at 5:58. Seconded by Michael.

Posted December 16, 2025