



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 June 28, 2021 at 6 p.m.**

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

195 Route 137, East Harwich, MA 02645

MINUTES

I. Call to Order at 6:04

Karen Whitney called the meeting to order at 6:04 pm

Present: Paul Niles, Karen Whitney, Susy Remillard, Kathryn Wilkinson,, Lauren Elliott-Grunes, Jim Foley, Laura Gill, Pat Johnson, Andy Murphy, Catherine O'Leary , Thomas Langway, Sharon Shaw, Kathleen Phelan, Jim McAuliffe

Absent: Debbie Kimball, Seth Rolbein

II. Declaration of a Quorum

III. Executive Session - To consider the purchase, exchange, lease or value of real property with respect to CCLCS property at 195 Route 137, East Harwich.

Executive Session is warranted because the chair declares that an open meeting may have a detrimental effect on the negotiating position of the board (M.G.L. c. 30A, †21).

- a. The Board will reconvene in open session at the end of the executive session;

b. Motion was offered and seconded to enter executive session, and by unanimous roll call vote for the same; c. Conduct executive session;

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

d. Motion was made to exit executive session and convene in open session again, and unanimous roll call vote for the same.

Motion to exit executive session and convene in open session again, and unanimous roll call vote to end the session.

IV. Public Forum - Rachel Lake

V. Approval of Minutes for May 17, 2021

No changes. Motion to approve the minutes of May 17, 2021. Unanimously approved. Executive Session minutes will need to get redacted before it gets posted on the school's website.

VI. Annual Meeting Business: Approval of the Preliminary 21-22 Budget A.

Incoming Chair to obtain authorization to negotiate contracts with professionals and paraprofessionals with Executive Director and Union Rep.

Finance committee voted unanimously on this budget and voted to bring this to the Board. Budget was passed out to Board members and reviewed. Some highlights...

- We have a significant amount of grants coming in.
- We have had 140k in our bank account for 8 years that we have tried to give back to state asset
- Lunch Program - 14k state lunch program - We will continue that for the new academic year
- Projected budget for the coming year - Additional 400,000 budgeted for the new year coming from COVID relief. Budgeted 20k for COVID supplies but hoping it will be less. ESSR grant expenses in the coming year (learning loss, new chrome books)
- Transportation - costs have gone down since we have found new ways to transport our special education student.
- Salary - Pay increase of about 3% to staff and accounts for the ladder system.

Motion to approve the budget for 2021 - 22. Voted unanimously.

Motion to authorize the chair to negotiate contracts with professionals and paraprofessionals with the Executive Director and Union Rep. Voted unanimously.

VII. Director's Report

1. End-of-Year Student Activities

- a. Walk for Water
- b. 8th Grade Dance
- c. Field Trips- beach, theater, Canobie Lake Park
- d. Fort Donelson
- e. Graduation Ceremony

2. End-of-Year Staff Meetings

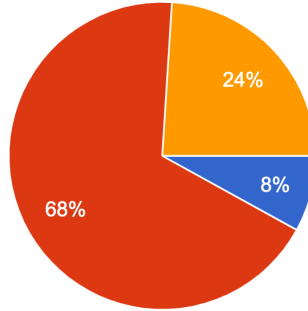
- a. Staff Good-byes- Andrea Philbrook , Liz Hessler, DeAnna Judin , Mac Bell
 b. Next year's schedule- back to 4 groups, discussion/votes on 5 vs 6 period day

| | OPTION 1 | OPTION 2 |
|--|---|---|
| Summary | 4 academic groups 5 period day Core classes 4x a week, math 5x week 60 minute classes 1 tutorial | 4 academic groups 6 period day Core classes 5x a week 50 minute classes 2 tutorial |
| Class length | 60 minute | 50 minute |
| Number of classes per week per subject (ELA, M, SC, SS, SP, XP) | 4 5 - Math | 5 |
| Tutorials | 1 tutorial/week | 2 tutorials/week |
| Total Teaching Time per teacher | 1,020 min (16 classes + 1 tutorial) | 1,050 min (20 classes + 1 tutorial) |
| Total time per group per subject | 240 min | 250 min |
| Total Math time per group | 285 min - 300 min | 250 min |
| Total teacher prep time | 480 min | 450 min |
| Total PE/Health hours | 1,200 minutes (20 classes) | 1,200 minutes (24 classes) |
| Time on Learning | 1,500 minutes | 1,500 minutes |
| Specials | Will need to have Specials on different days. Can't have one special per grade per day | Can have one special per grade per day (e.g. 6th grade art can all be on Tues) |
| Health/PE | - One full-time teacher for 3 grades of health and 2 grades of PE - A second part-time teacher for one grade of PE | - One full-time teacher for 3 grades of health and 3 grades of PE OR - Two part-time teachers, one health and one for PE |
| Math | - Math teachers teach $\frac{3}{4}$ of kids - Need 1.3 teachers per grade | - Math teachers teach all 84 students (absent of small group) |

| | | |
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| | level | math) - Need 1 teacher per grade level - Could use surplus math teacher resources as extra help/tiered intervention |
|--|-------|---|

Poll results:

Which schedule option would you prefer?
25 responses



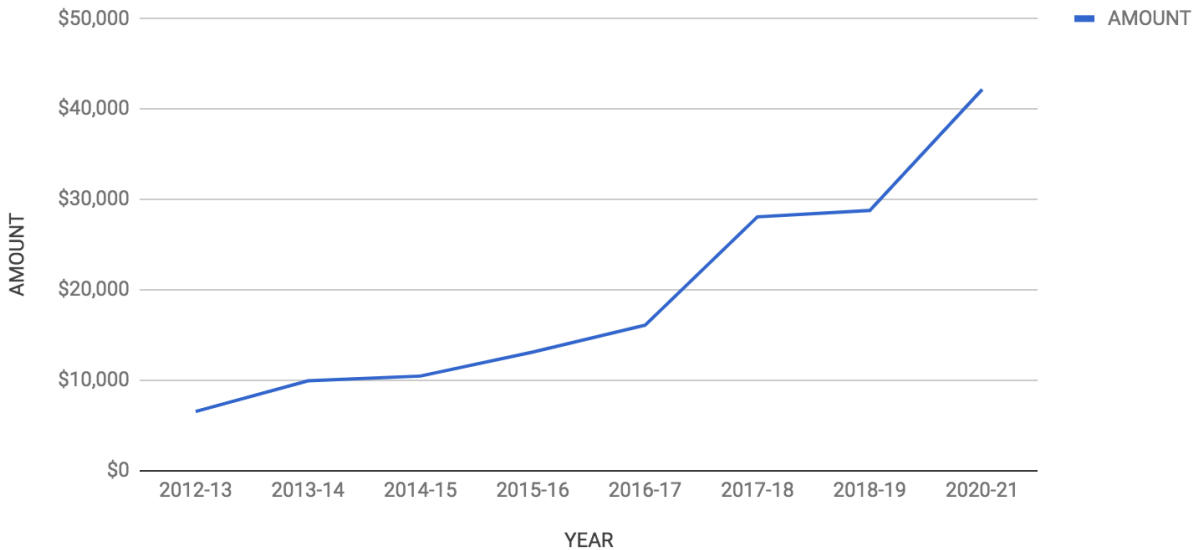
- Option 1 - 5 period day/4 classes a week (except Math)/ 60 min classes / 1 tutorial
- Option 2 - 6 period day/ 5 classes a week/50 min classes/2 tutorials
- Undecided

3. Annual Appeal (in process)

| YEAR | AMOUNT | DONORS |
|---------|----------|--------|
| 2012-13 | \$6,550 | |
| 2013-14 | \$9,950 | |
| 2014-15 | \$10,466 | |
| 2015-16 | \$13,125 | 63 |
| 2016-17 | \$16,094 | 76 |

| | | |
|---------|----------|----|
| 2017-18 | \$28,080 | 64 |
| 2018-19 | \$28,780 | 69 |
| 2020-21 | \$42,160 | 86 |

ANNUAL APPEAL



4. **Contract Negotiations:** Wednesday, July 7th, 10AM
5. **Civil Rights Photo Collection:** Visit from MLK Action Committee, 9AM, Tuesday, July 13th
6. **Summer Programming:** ESY, Credit Recovery: weeks of 7/13,7/20,7/27
7. **Updated Enrollment Policy:** submitted to DESE June 16, 2021 (well ahead of August 13th deadline): DESE will send back with corrections/comments, will correct and send to Board for confirmation discussion and vote, then send to Commissioner for approval before next admissions cycle.
8. **Planning for SY 2021/22:** ongoing

VIII. Committee Reports

- a. Finance Committee has already reported earlier in the meeting
- b. Recruitment Committee

Brochures in English, Spanish, and Portuguese are being edited and reviewed. The committee is making calls to determine resources for future students. Karen asked the committee to begin to think about diversity on the Board and recruitment in that area.

c. Nominating Committee

(1)Vote on new Board Members Tracy Murphy and Rachel Lake

A motion was offered and seconded to accept Tracy and Rachel to the CCLCS Board

(2)Vote on Officer Slate for 2021-22

A motion was offered and seconded to accept the slate of officers for the Board and approved by unanimous vote of the Board

IX. Faculty Report

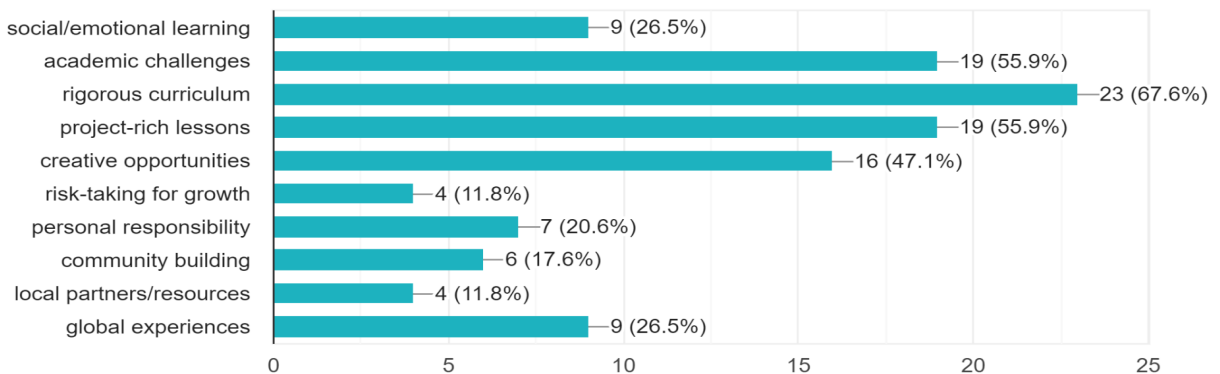
| Teacher/Staff | Grade | Activity | How it Relates to the Mission |
|---------------|-------|---|-------------------------------|
| Annie Haven | 6 | <p>Data and Statistics Study - Students collected data by measuring their arm reaches and standing jumps. That data was then used to find mean, median, mode, maximum, minimum, range, interquartile range, upper quartile, and lower quartile. Finally, students used those data landmarks to construct box and whisker plots. The plots were then artistically enhanced to look like cat or bunny faces so that students could recognize the nose as the median and the quartiles as the edges of the face. Students compared different box plots to study why they are not typically symmetrical, and that the whisker length could indicate an outlier. These lessons were engaging for the students as they were excited to be active in class and to collect their own data, which was used to practice the MA sixth grade math</p> | project-rich lessons |

| | | | |
|-------------------|------------|--|---|
| | | data and statistics standards. | |
| Kathryn Wilkinson | 6 | The 2021 Walk for Water was a huge success! It took place on Wednesday, June 16. The sixth graders rotated through water-related activities in the morning, from building edible aquifers to blind taste tests of bottled vs tap water. Then, in the afternoon, we walked. It was a beautiful day, and capped off by a bald eagle circling above us. This was a record breaking year in terms of fundraising. We raised over \$11,600 and will be able to sponsor TWO wells this year. | social/emotional learning, rigorous curriculum, community building, global experiences |
| Daniella Garran | 7 | We received a \$1200 grant from Rockland Trust — thanks for the good word, Tom Langway. This Will fund the purchase of 12 digital audio voice recorders for our through another lens project in conjunction with the donation of the photographs. I look forward to using these in a seminar to record local seniors history and involvement in the civil rights movement | social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, risk-taking for growth, community building, local partners/resources |
| Susy Remillard | 6 | Students finished up the year with the traditional pirate story. All sixth grade teachers are included as characters in the read aloud, with students creating the final chapter as a writing contest. A special bonus this year was 6th grade teachers acting out the winning student's writing. Simultaneously, students are engaged in a reading challenge, and read a combined 40,000 pages in the last weeks of school. Given a generous donation by Brewster Bookstore, students were allowed to take home gifts of new readers' copies of recently published novels to get them on their way to summer reading. | social/emotional learning, academic challenges, creative opportunities, community building, local partners/resources |
| Susy Remillard | All Grades | Roots and Shoots ended the year strong with a fully planted garden and a calendar of summer | personal responsibility, community building, local partners/resources |

| | | | |
|----------------|--------------------------|--|--|
| | | volunteers to help with maintenance in the garden area. We encourage you to come by and pick any time! | |
| Susy Remillard | Professional Development | I am participating this week in the Thinker Analytix instructional coach program through Harvard's Department of Philosophy to sharpen my skills in argument mapping and refine my lessons in civil disagreement and argumentation. | academic challenges, rigorous curriculum, local partners/resources |
| Hannah Kast | 8 | All 8th grade students submitted a personal essay to conclude the year. These were incredibly thoughtful and well written this year, with topics reflecting the deep range of emotions kids have felt recently. Very mature and insightful. | social/emotional learning, academic challenges, project-rich lessons |
| Hannah Kast | 8 | The 8th grade managed to fit in a few modified end of year events, starting with an 8th grade dance at CCLCS, a trip to Canobie Lake Park, the first on-campus water balloon battle of Fort Donelson and a very heartfelt graduation. Thanks to Amy Hereford the kids enjoyed a great beach day at Red River Beach the day after graduation as well. | community building |

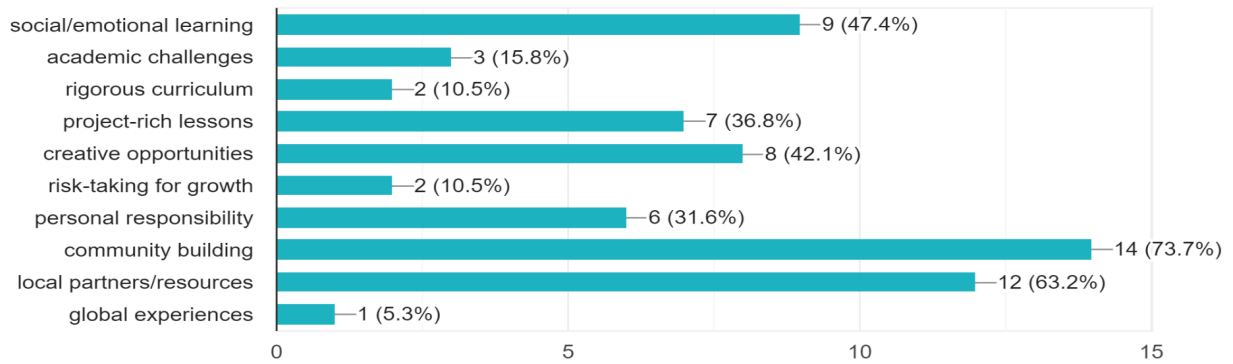
This classroom activity relates to our mission because it provides

34 responses



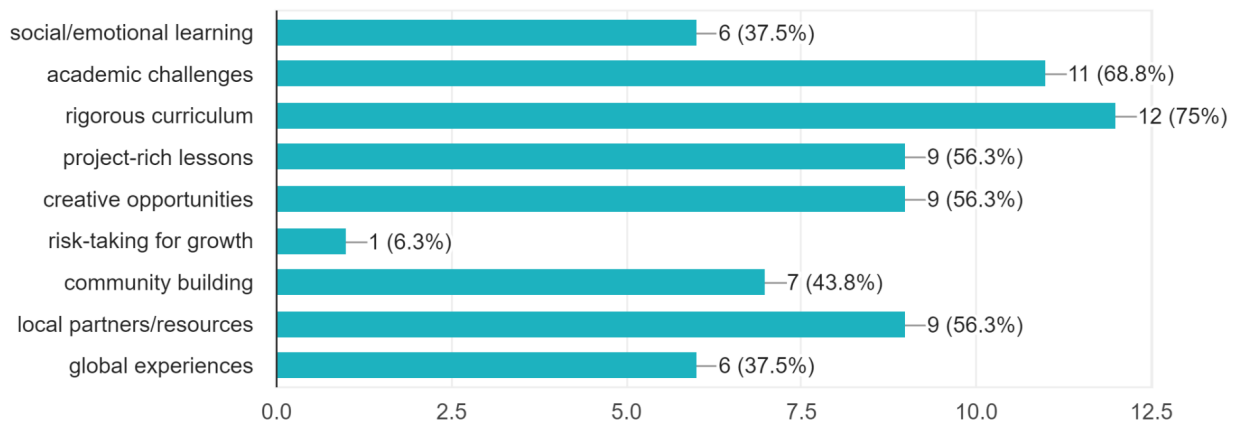
This all-grade activity relates to our mission because it provides..

19 responses



This milestone or professional development relates to our mission because it furthered or allowed me to share my understanding of..

16 responses



X. Chair Report

Karen reports that the bylaws have been approved by DESE. She thanks the Board and the School for the opportunity to serve the school.

XI. Review Results of Director's Evaluation Survey

The Board reviewed the results of the Director's Evaluation Survey. Karen highlighted several areas of note but overall the results are positively in favor of the job that the

Director is doing for the school. The Board requested time to review the results of the survey and discuss at a future meeting. Paul commented that it is daunting to be reviewed by over 150 people, but he appreciates all of the feedback including critical comments to create goals for the school as we move forward. Andy and Catherine mentioned the grace under fire that Paul demonstrates as he makes decisions and leads the school, sharing his thinking. Karen commented that the parents felt heard, even in the most challenging time.

Karen commented that the survey results were robust this year.

XII. Topics not reasonably anticipated by the Chair

Paul distributed thanks and small gifts to retiring Board members. He spoke to the professional and committed job that Karen did for the school as Board Chair.

XIII. Next meeting July 26, 2021 at 6 pm

XIV. Vote to Adjourn regular meeting at 7:29