



Cape Cod Lighthouse Charter School

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

Date & Time: **Monday, August 15, 2022 at 6 p.m.**

Location: **Cape Cod Lighthouse Charter School,
195 Route 137, East Harwich, MA 02645**

Minutes

I. Call to Order

Andy Murphy called the meeting to order at 6:00 pm

Present: Catherine O'Leary, Andy Murphy, Kathryn Wilkinson, Jim Foley, Seth Rolbein, Jim McAuliffe, Laura Gill, Beth Woelflein

Absent: Rachel Lake, Lauren Elliott-Grunes, Tracy Murphy, Pat Johnson

II. Declaration of a Quorum

III. Public Forum - none

IV. Approval of Minutes for June 21, 2022 - Checked by Pat Johnson. Move to approve the minutes by Jim, seconded by Laura, all in favor. Unanimous approval.

V. Director's Report

- A. Personnel Report - Beth Woelflein has joined us as the Associate Director. Katie Prchlik is our new Business Manager. Mette Schwartz is our 7th grade math teacher, and Ari Booras is the new 8th grade ELA teacher. Crash Sims is the Office Manager and Hannah Kast is the new Administrative Assistant.

- B. Building updates - In June, there was a possibility of investing in modulares. Catherine deeply explored this option all summer. We also had quotes come in on adding to our interior and adding walls to the multi purpose room. The modulares would cost at least \$135k for a two year lease. This is too expensive of an option and won't be a permanent solution. Adding interior walls in the multi-purpose room was estimated at a minimum of \$76k. This is still an intriguing option, but we would lose our gathering space as a school. This would be a lot of money for what we would get. We have pushed pause on all these options, and we will instead continue to use the multi-purpose room as the 7th grade Science room this year. It would be helpful for us to start to look at what our options are in the future. For example, can an exterior building be built? It is clear that we need more space. Exploring what we need space for and where that space can go would be something that we can start to look into.
- C. Calendar - Beginning-of-year meetings begin on August 29, and there will be three days of meetings. School starts before Labor Day on September 1. September 2nd will be a half day. Open Houses will take place on 9/20, 9/21, and 9/22.
- D. Student Enrollment - We currently have 83 in the 8th grade class. This is not unusual to lose students in 8th grade, since so many high schools begin in 8th grade. We have 81 on the waitlist in 6th, 69 in 7th, and 48 in 8th grade. We sent surveys out to families who withdrew their students for more data.
- E. Union Negotiations - Union negotiations are almost wrapped up. They took place on August 2 and August 15. Josh Stewart and Annie Haven were the union representatives. Andy Murphy, Catherine O'Leary, Beth Woelflein, and sometimes Karen Scichilone were a part of the negotiations. Homerooms, stipends, and longevity bonus were the main talking points. Everyone is receiving a 4% COLA.
- F. Accountability Affairs - The Annual Report was completed, and it captures how well we are doing and how we are meeting our goals. The TFM (Tiered Focus Monitoring) was completed, as well. This focuses on Special Education and Civil Rights. There was an extensive document upload. There will be an on site visit in November.
- G. Standard Agenda - Are there standard items that Board members would like to see in the Director's Report every month? Some topics could be curriculum, committee work, facilities, admissions, DESE, students, school

calendar, Goals, main office, staff. These items could be put on the draft every month, but Catherine can make a call on what merits being covered.

H. Goal Setting - Setting goals for the Director. SMARTIE goals. If the Board has other thoughts for goals for the Executive Director, please submit and let her know. Current SMARTIE Goal:

- Strategic: increase at least 1 measurement from “NOT MET” to “MET” for each Key Design Element objective in the Accountability Plan (a total of 4)
- Measureale: grounded in the Accountability Plan measurements / data collection plan for annual report
- Ambitious: Very (8/10)
- Realistic: Slightly (6/10)
- Time Bound: By July 1st, 2022 & reported in Annual Report on August 1st, 2023
- Inclusive: Staff & Board level
- Equitable: unknown

I. Board Calendar - Calendar of Board meeting dates presented. Tried to keep it the third Monday every month, with some exceptions. Vote to approve the Board of Trustees 2022/23 calendar. Motion, seconded, and unanimously approved.

Board of Trustees Meeting Schedule for the 2022-23 School Year		
2022	2023	Time/Location
August 22nd	January 23rd	Room 123 @ 6PM
September 19th	February 27th	
October 17th	March 20th	
November 21st	April 17th	
December 19th	May 15th	
	June 26th	

VI. Chair Report - We want to start looking at future Board members. Catherine and Andy are on this committee. If anyone has names, please pass them onto the

committee. We can look at what this Board is lacking and see if we can recruit with expertise. Fundraising is also something that we want to think about. The Foundation Board and the Board of Trustees can work together on this. Paul Niles is the Chair of the Foundation and he has made fundraising a priority. Looking into connecting with alumni more can be another priority this year.

- VII. Recruitment and Retention Committee - There was no official meeting of this committee. Admissions Open House are in November and January. Sending out brochures before these admissions meetings will be important, but maybe we will tweak this and reframe some of the content. A thought to cast the net wider and send it to businesses. Include religious organizations, community centers, etc.
- VIII. Nominating Committee Report - Outgoing members, vote on slate of officers for next year occurred at June, '22 meeting.
- IX. Finance Committee.

Discussion regarding a healthy bottom line. The primary adjustment to the proposed 22/23 budget would be around staff salaries. The bargaining unit is still intact (wording issues only), the next Board meeting will wrap all this up for approval and signature. The existing budget is in good shape. The personnel shifts have offered some potential savings as of today.

- X. Hall's Path Subcommittee

The committee met last Wednesday via Zoom. Seth, Paul, Catherine, Andy, Sarah T.F. and Jon Idman present. The discussion was on the restoration of the Hall's Path damage and current status of the project. A local developer has referenced a potential land gift. The committee decided to come back to the Board for guidance re: the referenced land gift.

- motion to have CCLCS council to communicate w/ Chris Wise's council to have the previous agreement for restoration, as voted on by the Board and accepted by Mr. Wise, completed by Oct. 1, 2022.

- 2nd

- discussion

- unanimously voted yes

- XI. Topics not reasonably anticipated by the Chair
 - a.) Van Usage

CCLCS has a positive and friendly working relationship with The Wequasset Inn. They pay the school to utilize our parking lot for their employee parking. The Wequasset Inn inquired about using the vans to transport their employees to and from the resort and school when their shuttles are not available. There was discussion around the value of these assets (the vans) and what usage by others may do to the value. Catherine will reach out to Wequasset to update them.

XII. Next meeting September 19, 2022

XIII. Vote to Adjourn regular meeting - Meeting adjourned at 7: 40pm. Move, approved, and seconded.

Notification Date: August 10, 2022