

Cape Cod Lighthouse Charter School  
Annual Meeting of the Board of Trustees  
Monday, June 28, 2010  
Minutes

**Members Present:** Chris Wells, Kathy McNamara, Josh Stewart, Allison Graham, Heidi Schmidt, Bill Bogdanovich, Scott Barron, Stefanie Fournier, Lori LaBarge, Norm Michaud, Bob Dwyer, Marion Hobbs. **Absent:** Kathie Grenon, Carole Ridley. **Faculty/Staff/Public:** Amy Woods, Susanna Graham-Pye, Sandy Stewart, Tony Williams, Jon Fuller, Kathy Graham, School Counsel, Attorney Sarah Turano-Flores, Kathryn Wilkinson, Chris Miner, Paula, Miner, David Agnew, Bob Jones, John Stewart, Roger Skillings, Julie Donnan, Paul Niles

**Call to Order:** Heidi called the meeting to order at 6:03 p.m.

**Approval of Minutes from Regular Meeting of May 24, 2010 and Special Meeting of June 19, 2010:** Minutes of the May 24, 2010 Regular Meeting of the Board of Trustees and Executive Session, Minutes of the June 19, 2010 Special Meeting of the Board of Trustees were all approved.

**Public Forum:**

Bob Jones introduced himself as Chairman of the Nauset Regional School Committee and the new liaison to CCLCS.

Comments and observations regarding the school climate including comments from founding teachers that school has changed since its inception; positive comments regarding demand for school, recent special and year-end events; concerns that although school has grown, its ability to handle diversity, different opinions may not have matured; importance of respect; CCLCS was created as an alternative to middle school, teacher-driven.

**Director's Report:** Kathy McNamara spoke about the year's accomplishments: Charter renewal; creation of new academic affairs committee; continued strong interest in CCLCS;

“blood, sweat and tears” shed in unsuccessful efforts to purchase Brewster Town Hall, now channeled into efforts to purchase Harwich Cinema property; results of an RFP seeking a consultant for a capital campaign feasibility study are due 7/1/2010; working on a loan application to USDA; a year of challenging finances with 2% salary cuts (4% for director) and cuts in health benefits – CCLCS was fortunate to avoid layoffs and to be able to restore salary reductions and provide retroactive pay increases; credit to Paul Niles for work with the Center for Collaborative Education; re-organization of the Foundation and the appointment of Tom Sullivan as its chair for the coming year; annual parent survey was positive overall; Cape Mediation has facilitated a session for faculty/staff and will return in August for a session on managing conflict.

### **Committee Reports:**

**Finance Committee:** Stefanie reported that a year-end surplus is anticipated; Finance Committee is looking at salary increases, considering appropriate benchmarks: whether to look at other charter schools, Nauset district; looking at other firms for annual audit; anticipating a 4% decrease in funding from the Commonwealth. A motion to approve the 2010-2011 budget was made by Norm, seconded by Bill and unanimously approved.

**Nominating Committee:** Bob reported that the nominating committee will be meeting.

**Capital Campaign Committee:** Committee will be meeting to review proposals for the capital campaign feasibility study, which are due 7/1/10.

**Building Committee:** Report deferred until executive session.

**Organizational Development Committee/Grievance Committee:** Heidi reported that Kathie Grenon has agreed to chair a proposed grievance committee, to be called a Conflict Resolution Committee. Kathie and another board member will serve on this Committee, plus the director, associate director and two elected faculty/staff members, for a total of six members. A motion was made by Norm and seconded by Scott and unanimously approved to authorize formation of a Conflict Resolution Committee, to charge the Committee with suggesting parameters for conflict resolution, to have a plan in place for the new school year, and to report back to the Board.

A discussion followed regarding proposed creation of an Organizational Development Committee, as discussed at the June 19, 2010 meeting. Some members expressed frustration regarding the negative response to this proposal. Others desired that the board and faculty/staff work together. It was agreed that Lori and Scott would serve on this committee, with three elected faculty/staff members. The committee was given a six-month charge.

**Chair's Report:** Heidi commented on the Charter renewal, moving forward with Harwich Cinema property after unsuccessful efforts to purchase Brewster Town Hall property. A motion to renew the Director's Contract was made by Stefanie and seconded by Bill. With the exception of Kathy McNamara, who abstained, all others voted in favor of renewing Director's Contract. A list showing the dates of the trustees' meeting for the 2010-2011 school year was distributed.

**Faculty Report:** Allie commented on the year-end events. Josh mentioned that Liz Novak had hoped to attend the meeting to discuss the process of choosing new math books for all grades. They hope to be under-budget on the math book purchase. Norm praised the thorough job they had done researching and selecting the new math books.

**Executive Session to Discuss Matters of Real Property and a Personnel Matter:** A motion was made, seconded and unanimously approved, by roll call vote to enter into Executive Session to discuss matters relating to real property and relating to a personnel matter.

**Complaint Against Employee** At the request of Kathy McNamara, as the subject of the complaint, a motion was made, seconded and unanimously approved to leave Executive Session and to discuss the complaint in the regular meeting - specifically, a complaint filed by Josh Stewart, a CCLCS teacher and board member, regarding the director, Kathy McNamara, also a board member.

Josh and Kathy both agreed to recuse themselves as board members for this discussion.

Josh and Kathy disagree about communications relating to Josh's application to switch from teaching sixth-grade math to sixth-grade social studies. Josh was offered this position and declined to accept it. At issue is whether the subject of the complaint

relates to the director's conduct or to the director's decision-making authority—as delegated by the by-laws.

Josh and Kathy were both given the opportunity to discuss their positions. Josh referenced his letter dated June 19, 2010, summarizing his position. Kathy submitted a chronology, letters and e-mail correspondence to support her position.

A letter from Karen Scichilone stating that she did not hear a door slam on May 21, 2010 and a letter from Daniella Garran affirming her support for the director were read into the record.

Kathy has met with Cape Mediation to familiarize herself with this resource. At Kathy's request, Josh also met with Cape Mediation. There was discussion about the approach to mediation, in general. Kathy expressed concern that participation in mediation should not be coerced or used as a disciplinary measure.

Kathy apologized to Josh for any unintended suggestion that she might want to “weed him out” and said that she sees mediation not as coercive but as an opportunity to better communicate with each other so that misunderstandings will be less likely to occur.

Josh was asked about his desired resolution of his complaint, but did not offer a response.

A motion was made by Bob and seconded by Norm not to take any further action on this matter. Ten members voted in favor of the motion; two opposed it. The two recused members did not vote.

**Vote to Adjourn:** A motion was made, seconded and approved by all to adjourn. Meeting adjourned at 10:14 p.m.

Respectfully submitted by:  
Marion Hobbs