

Cape Cod Lighthouse Charter School
Executive Director Search Committee

Date & Time: **Wednesday, February 5, 2025 at 7 p.m.**

Zoom only

Minutes - Approved 2/13/25

- I. Call to Order at 6:58
- II. Declaration of a Quorum. In attendance: Jim McAuliffe, John Scichilone, Caitlin Wojkowski, Lisa Mincieli, Karen Anigbo, Beth Woelflein, Jen Hyora, Liz Novak, Kathryn Wilkinson, Brian Bates, Challis Crema, Catherine O'Leary, Tracy Murphy
- III. Public Forum - no speakers
- IV. Motion to approve Minutes from January 22, 2025 made by Jim, seconded by Caitlin. No discussion. Roll call vote - 9 yes - 0 no - 3 absentions (Brian, Challis, Catherine)
- V. Update on/discussion of survey results and input from forums:
Tracy updated on Family Forum - only a handful of attendees; praise for school and the way kids feel supported and included; hopes for a new ED who can build community

Jim updated on Staff Forum:

Ideas from Faculty/Staff Forum on 01/29/25

Has teaching experience and is familiar with developmental needs of middle school age students (has been a teacher; understands what teachers go through every day; understands that middle school students are not finished products and can **learn** from their mistakes; fosters identity development of middle school age students)

Understands and practices collaborative leadership (encourages and supports teacher leadership; listens patiently and carefully before responding; takes care of staff; fosters professional growth, development, and improvement of staff)

Understands and supports school's mission, culture, traditions, and key learning experiences (has done research on school; knows how we got here; honors the past while facilitating growth into the future; works to keep us all on the same page; understands that we work hard, play hard, and have an adventurous spirit; should be excited to participate in student trips and expeditions)

Understands school's emphasis on diversity, equity, and inclusion

(making all feel welcome in all ways)

Experienced with school finance and facilities management and improvement

(knows school versus business finance; has experience in building budgets, especially as a principal; understands what facilities improvements are needed and that money makes it happen; is able to work effectively with State Charter School Office, especially on the tuition funding system)

Is familiar with Cape Cod (knows its culture, demographics economy, and needs)

Questions for the
Candidates

What do you know about CCLCS and what attracts you to this position?

What is your definition of leadership?

Provide examples of how you have supported teachers and staff.

Create scenarios of typical daily occurrences with students, staff, and parents and ask how candidate would respond

Describe your entry plan and what would hope to accomplish in your first year?

How would you make improvements to our facilities within our funding limits?

How do you handle multiple responsibilities? / How do you feel about wearing many hats?

What questions do you have?

Vision for the Next Charter Term

Add a second story in order to accommodate a cafeteria, gym, and more classrooms

Maintain school's traditions and spirit while improving technology, functionality, and systems, such as communication

Strengthen school's connections with families and the larger community

Continue to develop the definition of "teacher led"

We are ripe for reinvention and need to be different in new ways that make us a desirable choice. New ED must have the skills and vision to get us there.

J. McAuliffe 02-01-25

Lisa and Karen updated on survey results (60 respondents):

Key issues for school:

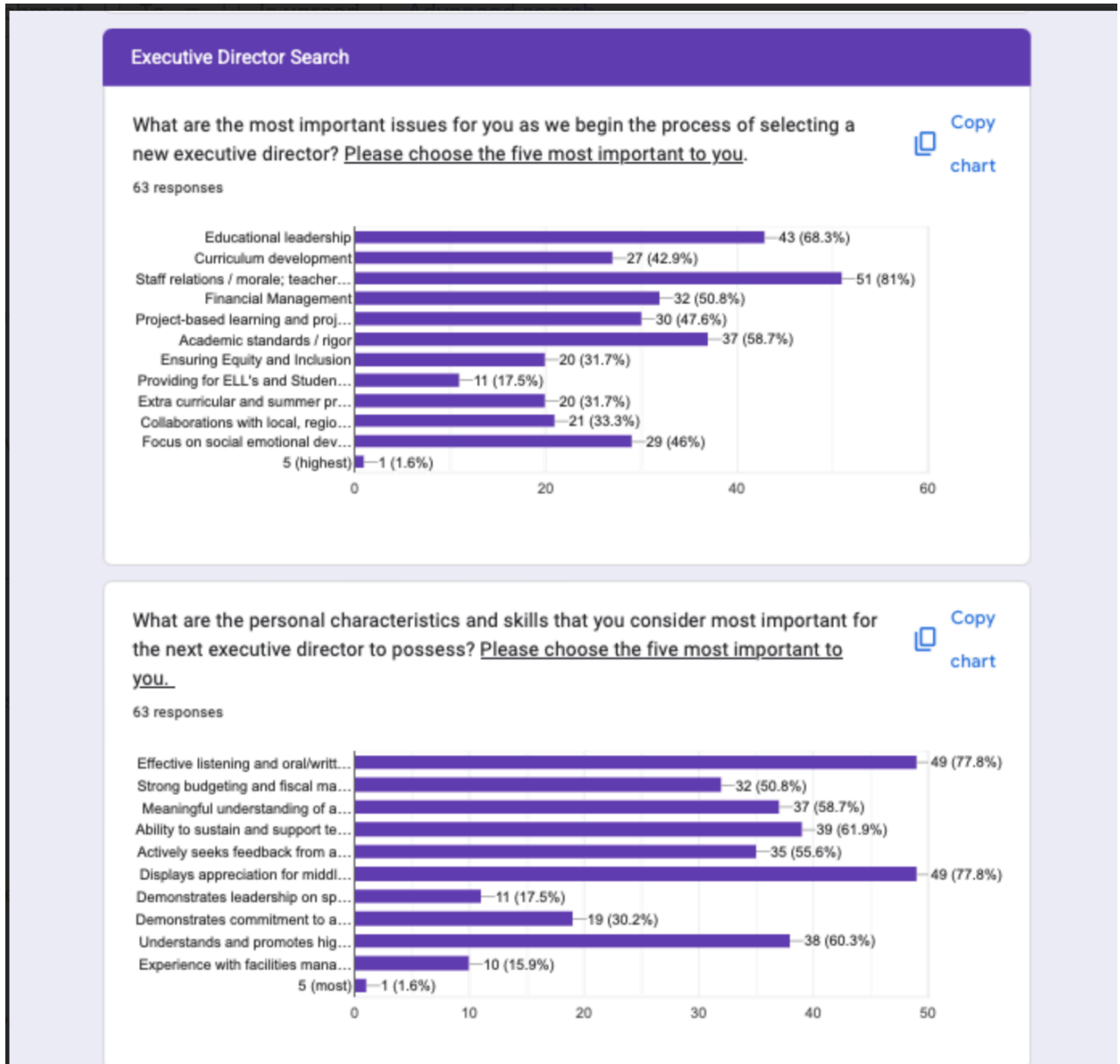
1. Leadership
2. Love of middle school students
3. Vision for CCLCS

Key skills:

1. Listening and communicating
2. Curriculum evaluation, development, implementation
3. Receptive to feedback
4. Supportive of teacher leadership

Major themes:

1	Familiarity with local and national education challenges (belonging, inclusion & commitment to building bridges, inclusivity, diversity and physical and emotional safety of students; and an understanding of the challenges facing schools and educators today and moving forward)
2	Effective Manager/Leader Ability to empower teachers while maintaining high standards and accountability; Ability to make (hard) decisions. Strong leader.
3	Vision Ability to take concrete steps to implement a vision
4	Strong understanding of middle school students Demonstrated success with this particular age group. *Note: I felt the comments were mixed on implementing the current vision vs. redefining the vision
	Strong Communicator Effectively and openly communicates with all stakeholders (Board, faculty, staff, students), listens and responds to feedback, is transparent in decision-making
	Community engagement Ability to rejuvenate community support and involvement through fundraising, field trips, partnerships, etc. Demonstrated experience effectively working with community stakeholders
	Understanding of unique environment Familiarity with CCLCS or similar school environment. Support of core values such as creativity, inclusivity, and a focus on the whole child
	Effective financial manager Demonstrated ability to manage budgets, advocate and secure funding. This is related to "Strong Communicator" and "Community Engagement." Ability to implement a plan to improve physical infrastructure



Results will be used to formulate questions for semi-finalist and finalist interviews.

VI. Preparation for interviews

- a. Review questions from 2022 and new suggestions
- b. Finalize questions, anticipated attendees, assign roles

Introduction (Tracy):

We were happy to receive your application, and appreciate your meeting with us today.

We have about an hour for this interview and 12 questions to pose.

When answering, please try to be succinct and to the point. It's helpful when you provide specific examples.

We may need to move on to the next question to ensure that we cover all the topics. Please forgive the interruption if it occurs.

1) Please tell us about your background and why you are interested in coming to CCLCS as the next executive director. What makes CCLCS attractive to you? Beth

2) Please offer your impressions of the CCLCS mission statement. What speaks to you most? How would you help the school fulfill its goals? Caitlin

3) Why middle school? What do you appreciate most about working with middle school students? Can you give us your response to a student who has been sent to you because of misconduct? Kathryn

4) In this small school, we are all multi-taskers. We need to wear many hats and be flexible. How do you delegate and prioritize competing needs? Challis

5) Every charter school is unique. What is your knowledge of charter schools and why they are so valuable to our educational landscape? Catherine

6) What role should teachers have in curriculum development, school governance and decision making? Please give us some examples of how you've collaborated with teachers while in an administrative role. Brian

7) How do you promote cohesion among a team of teachers, while still respecting and encouraging diversity? Liz

8) What does DBEI (Diversity, Belonging, Equity, Inclusion) mean to you and how would you embed those values into the culture of the school? Could you give examples of what you have done in the past and what you have learned? Jen

9) Talk about your experience with curriculum development, and how you stay current with best practices to ensure high quality instruction. Lisa

10) Budget and finance

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What role have you had in developing budgets? Jim

11) As an administrator, how have you provided support and services for students with disabilities, students whose first language is not English, and economically disadvantaged students? John

12) Why Cape Cod? Karen

With leftover time: Do you have any questions for us?

VIII. Tracy made motion to enter Executive Session at 8:15 - Motion to move into Executive Session under Exemption 8, G.L. c. 30A, § 21(a)(8): To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a

detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.

- a. The Board will reconvene in open session at the end of the executive session;
- b. Motion to enter executive session, and roll call vote for the same;
- c. Conduct executive session; and
- d. Motion to exit executive session and convene in open session again, and roll call vote for the same.

Seconded by Jim. Unanimous roll call vote.

Tracy made motion to leave executive session at 8:22, seconded by Beth. Unanimous roll call vote.

IX. Next meeting date/time.

Two interviews on 2/6 at school, 4 and 5:15. One interview on 2/10 via zoom, 4:30.

All conducted in executive session

EDSC will stay in ES to debrief following 2/10 interview.

X. Items not reasonably anticipated by Chair - none

VII. Vote to adjourn meeting at 8:27