



Cape Cod Lighthouse Charter School
195 Route 137, E. Harwich, MA 02645
phone: 774-408-7994

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

Date & Time: July 29, 2024 at 6 p.m.

Meeting also available on zoom -
<https://us02web.zoom.us/j/3364539980>

Meeting ID: 336 453 9980

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

Minutes

I. Call to Order 6:03, **Present:** Catherine O’Leary, Challis Crema, Caitlin Wajkowski, Mike Grugin, Lauren Barker, Mike MacMillian, Beth Woelflein, Tracy Murphy, Jim McAuliffe, John Scichilone, Rachel Lake **Absent:** Mike MacMillian, Josh Stewart

II. Declaration of a Quorum: Yes

III. Introduction of New Board Members

IV. Public Forum: None

V. Approval of Minutes for June 17, 2024 - Beth motioned to approve, seconded by Seconded. Unanimously approved by all who were at the meeting, abstained by those who were not present.

VI. Directors Report:

1.) Renewal, SOA, and Annual Reports:

- Catherine explained what each report is used for and how they get used by DESE.
- Annual Report: Focuses around the three areas: Faithfulness to the Charter, Organizational Viability, Academic Program Success. The report speaks to our key design elements and then there are goals based on those elements that the school will focus on this year.
- Application Renewal Application: Catherine went through the application. No questions from the Board.

Tracy Murphy motioned to approve the Charter Renewal Application as written - seconded by Catherine O'Leary. Unanimously approved

- SOA report: Catherine projected and reviewed the SOA. District Plan - request funding for an increased budget for intervention teachers and social-emotional support personnel.

Tracy Murphy motioned to approve the SOA report as written - seconded by Beth Woelflein. Unanimously approved

2.) Union Contract Negotiations update:

- 3% raise - vote to approve updated budget
- Additional funds to HR teachers: Catherine explained the duty pool and how it is divided equally. Realized that this was not equitable and therefore added an additional stipend for all homeroom teachers.
- Overnight stipend was added

3.) Personnel Update:

- Full time Social Worker - Liz Novak
- Part time EL teacher - Katie Motta
- Full time Spanish - Caroline Metz
- Full time Art teacher - Micaela Morin Champagne

4.) Summer Projects

- Academic Review
- Policy Review
- Onboarding Students (new and returning students)
- Advisory / SEL instruction
- Executive Functioning instruction - Beth working on ways to integrate into the classroom

- Campus Clean Up - volunteer based
- Master Schedule
- Student Handbook
- LayneArt & Co. - a group of younger students and teachers using our space for art and wellness
- Financial Audit

5.) Board Goals 24/25

- 1.) *Increase Board of Trustees #s by at least 2, with an aim for diversity and specific areas of expertise, by June '24 meeting*
- 2.) Prepare a road map for long-term financial planning, including unexplored avenues of revenue and potential fundraising opportunities and connections with current and new donors

VII: Chair Report: None

VIII. Topics not reasonably anticipated by the chair: None

IX Next meeting: August 15, 2024

X. Vote to adjourn the regular meeting at 6:37, Challis Crema motioned to approve, seconded by Tracy Murphy. Unanimously approved