



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

Date & Time: December 16, 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

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

Elizabeth Novak and Arianna Booras

II. Declaration of a Quorum - Tracy declared a quorum

III. Public Forum - None

VI. Staff Report: Presentation from staff members, Ari Booras, Challis Crema, and Liz Novak. This group presented at the Association for Middle-Level Education (AMLE) national conference that was held in November in Nashville, TN. The conference title was Teaching Neurodiversity Across the Curriculum. They created a multidisciplinary unit that celebrates neurodiversity. They shared that there's no “correct” way for the brain to work. Instead, there is a wide range of ways that people perceive and respond to our world. Throughout the unit, 8th-grade students evaluated what makes their and others’ brains unique. They came away with an appreciation and respect for others’ neurodivergent traits through project-rich learning, reading, and writing.

V. Approval of Minutes for November 18, 2024 - Challis motioned to approve, seconded by Beth, and unanimously approved by all.

VI. Director's Report:

- **Calendar:**

December 5th: Book Fair / Heritage Night

December 16th: The Outsiders Movie!

December 18th: PR's being sent!

December 20th: 8th goes skating! :)

December 20th : MarketPlace

December 20th : Flea Market

Jan. 2nd: Students Return (updated calendar)

- **Fundraising:**

Booster - Thon - \$910

Annual Appeal - sent out! (~\$5,000 - \$10,000)

Annual Auction - Friday, March 21st - Wequassett!

- **Enrollment and Tuition update:**

New 8th-grade seat open

Q2's released in late December

- **Accountability:**

Summary of Review - end of December

Fact check opportunity

Commissioner votes Jan/Feb

Accountability Plan 2025-2030

VII. Chair Report:

Executive Director Search - Tracy shared a letter that she plans on sending out to the families and stakeholders before break regarding the process that the Board of Directors will take to search for a new director. She hopes to open up communication and encourage participation in the Executive Director search committee. Possibly a 6-week timeframe from opening to closing the posting. Hoping to have someone hired by May.

Both Tracy and Catherine have been in touch with Robert at the MCPSA. Tracy discussed the possibility of hiring an outside firm to run the search committee. She asked questions about the customization of what these firms could provide to the Board.

Tracy would like to have a Board meeting on the 2nd or 6th of January to appoint an official committee, approve a job description, and decide on whether we want to use an outside firm.

Josh Stewart suggested that we compress the timeline as much as we can. He also discussed the idea of using a firm for an executive search and would want to know the benefits of hiring them. What would they offer?

Tracy will move the timeline to April instead of May.

John Scichilone suggested that we consider a 4-week timeframe from opening to closing of the position. He also is interested in joining the committee.

Tracy asked if we were interested in an outside firm. Josh suggested that we reach out and find out what they are offering and what they would charge.

In other news, the Strategic Plan will continue to be addressed in hopes that the next director will “have a map” of what our school community feels the next 5 years will look like.

Charter School Board Retreat - the Charter Association will fund a 4-hour retreat with a facilitator (Julia Bowen). Stay tuned for more information.

VIII: Topics not reasonably anticipated by the chair: None

IX: Next meeting January 27, 2024 @ 6 PM

X: Vote to adjourn the regular meeting: at 7:15, Micheal motioned to approve, Caitlin seconded, and unanimously approved by all present.

