



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

Date & Time: **Monday, September 19, 2022 at 6 p.m.**

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

And the field behind the CCLCS building

Agenda

IN-PERSON ATTENDANCE

I. **Call to Order**

Andy Murphy called the meeting to order at 6:07pm

Present: Catherine O’Leary, Andy Murphy, Kathryn Wilkinson, Challis Crema, Seth Rolbein, Jim McAuliffe, Laura Gill, Beth Woelflein, Tracy Murphy, Pat Johnson, Rachel Lake

Absent: Jim Foley

II. **Declaration of a Quorum**

III. **Public Forum - none**

IV. **Approval of Minutes for August 15, 2022 - Move to approve the minutes by Andy Murphy, seconded by Jim McAuliffe, all in favor. Unanimous approval.**

V. **Audit Report from Auditors: Julius Wakaba, the auditor, joined us from Texas via Zoom to summarize the audit. We had a very successful audit process this year. It is commendable that Karen had the books ready so quickly and accurately and complying with all the grants. As Karen moves into retirement, Julius recommends that there is a**

checklist and a good system in place for Katie, CCLCS' new Business Director. Processing invoices more virtually was also recommended, and this has shown to be helpful for the school. Having an IT consultant come in and make sure that the school has no vulnerabilities is another recommendation. In schools, they are seeing a lot of cyber issues, so putting resources towards this and making sure the school has no vulnerabilities is important. Julius reviewed the management letter, and in it, they did not identify any weaknesses. It was a clean process. In terms of the numbers, Julius focused on the school. The school had \$5.8 million dollars in assets in June 2022. This was a growth from last year. There was a significant increase in the school's cash. What drove this was the fact that the school had a sizable increase in their bottom line. The school has some obligations. The school has a bond to Eastern Bank. The school has a balloon payment coming up. The Board might want to talk about this and how the school will restructure their debt. CCLCS had a surplus in equity. There was an increase in tuition revenue. The addition of entitlement grants also contributed to this increase. The numbers for the Foundation were consistent; it was a quiet year. The school has no exposed account balances. The school has a \$250,000 line of credit. We have not had to touch it so far, but it is good to have it. Overall, this was a clean audit process. When looking at the ratio page, it shows that the school is in a strong place and trending in the right direction. We have the ability to pay debt when it comes to us.

VI. Directors Report (NOTE: Meeting may move to the fields behind building during this agenda item)

Meeting moved out to the back of the property to determine the site for the planting of our new tree. Catherine showed the markers for the property line on the northwest side of the property along Hall's Path. Moved to approve the location by Andy Murphy, seconded by Kathryn Wilkinson, all in favor. Unanimous approval. Returned in to the school to continue meeting.

A: Current ongoings

1. Personnel updates - We have a new Instructional Assistant - Brittany Hutton.
2. Enrollment Status - Full in 6th and 7th and have three openings in 8th grade. We have a healthy waitlist.
3. Calendar
 - September 20th, 21st, 22nd = Open Houses
 - September 21st = Half day (PD w/ the Cape Cod Voices)

- This is a group of women of color who focus on helping schools look at the curriculum through a lens of equity - “Creating a safe and inclusive classroom environment”
 - September 22nd = Everyone Out Drill by the Harwich PD
 - September 26th & 27th - 7th to Nature’s Classroom
 - September 28th - 30th = 6th to Nature’s Classroom
 - October 5th - 7th = 8th to White Mtns
4. BOY meetings / PD Umbrella / First Few days
 - Homerooms are back. There will also be monthly assemblies this year. Grades have brought back the extended weekly grade level activities/meetings. We are reinvigorating the advisory program. And, from day one the cell phone policy took place and phones are stored in the office until the end of the day.
 5. Committees for 22/23 school year: Several returning committees this year, and some new committees have been created (i.e Student Leadership). As a new practice, the hope is to have committee members present to the Board throughout the year.
 6. Accountability Updates
 - *October 1st = SIMS report due to DESE*
 - *October 5th = TFM Progress Check In*
 - *November 30th = TFM Site Visit*
 - ***TFM = Tiered Focus Monitoring Review***
 - *Institutional level*
 - *Curricular level*
 - *Instructional level*
 - *Student level*
 7. Building updates
 - We are doing a thorough cleaning of the attic. This is a high priority for us right now.
- B. Potential Board Goals for 22/23 - Typically, in September, the Board sets their goals. Two possible areas were suggested. One, diversifying the Board and the recruitment of strong Board members could be one. Second, a focus on the Foundation and the revitalization of the Foundation. Paul Niles is the head of the Foundation. Pat mentioned other possibilities - the expansion of the school and groups and committee presentations to the Board.

VII. Chair Report

- A. Reminder that Disclosure of Financial Interests by all Board members is due to the state.
- B. Board Goals for the 22/23 school year

VIII. Recruitment and Retention Committee: Reached out to the Cape Cod Chamber of Commerce to help with marketing to local restaurants

IX. Finance Committee

X. Topics not reasonably anticipated by the chair

A. Staff Report

Classroom Activity

Grade	Staff	Activity	How it Relates to Our Mission
6	Annie Haven	Trix cereal ratio lab - Students are exploring part:part and part:whole ratios using Trix cereal colors.	project-rich lessons
8	Sandra Hemeon-McMahon	The Legacy of Víctor Jara: Inspired by the vote taken by the Chilean people on September 4th of this year for a new constitution, I had my class explore the musical legacy of the social justice activist, university professor, and singer-songwriter, Víctor Jara (known as "The Bob Dylan of Chile"). The students reviewed a lot of the Spanish that they had learned last year in their 7th-Grade Spanish class, and were also exposed to many new words and grammatical concepts, through listening to some of his songs in class. They also learned about a very important time in Chilean history -- the military coup which occurred there on September 11th, 1973 -- and discussed the importance of keeping history alive, so that the mistakes of the past are not repeated. ¡Viva Víctor Jara, and the eternal Fight for Justice!	social/emotional learning, academic challenges, personal responsibility, global experiences
8	Liz Novak	Financial Futures budgeting project. Aligned to standards for mathematical practice (e.g. make sense of problems and persevere in solving them) and aligned to many Social-Emotional Learning Standards. Not part of the traditional state-wide 8th grade math curriculum. Students choose a career, pick a college, calculate student loan payments, calculate gross and net salary using tax tables, buy a house, create a home budget that includes mortgage, insurance, child care, car payments, student loans, utilities, groceries, etc.	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, risk-taking for growth, personal responsibility, community building
8	Deb Greenwood	8th Grade visit to Cape Cinema and Cape Cod Museum of Art the first day of school! This year marked the 27th year (I think?) that the entire 8th grade traveled to learn about our rich cultural heritage as they viewed the world famous Rockwell Kent Mural at the Cape Cinema and experienced the paintings, prints and sculptures featured at the CCMoA. Students engaged in aesthetic dialogue with museum educators and started a hands-on collaborative collage that will be completed in their Art class. For many students this was their first visit to both cultural institutions. All students received free museum passes to share with their families! Special thanks to CCMoA Director Benton Jones for welcoming us once again!	social/emotional learning, rigorous curriculum, project-rich lessons, creative opportunities, community building, local partners/resources

All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
All Grades	<p>MTSS / Intervention Program</p> <p>We are committed to ongoing improvement and articulation of our Multi-Tiered System of Support which involves addressing the needs of all students in the areas of academics, behavior and social-emotional learning. Tiered supports are provided through general education and are based on data and Universal Design for Learning. We have been happy with the STAR assessment program which we launched last year. All students are screened three times per year in the area of reading and math. Results are used to inform instruction in the classroom. In addition, we've structured a new Intervention Program this year to help address the needs of students who need targeted intervention in ELA or Math. STAR assessments provide one data point for identifying students for the program. Long time CCLCS Carrie Quenneville is teaching the Intervention Program.</p>	social/emotional learning, academic challenges
All Grades	<p>Tiered Focused Monitoring Review: We are in the onsite year of our TFM. District/charter schools are reviewed every three years through Tiered Focused Monitoring. This review process emphasizes elements most tied to student outcomes, and alternates the focus of each review on either Group A Universal Standards or Group B Universal Standards. We are in cycle B which focuses on Special Education and Civil rights in the following areas:</p> <p>Licensure and professional development Parent/student/community engagement Facilities and classroom observations Oversight Time and learning Equal access</p> <p>Our self-assessment was submitted in July and we are currently refining and updating documentation as required by DESE. Our onsite visit and interviews are scheduled for the week of November 28th. A report detailing compliance will be issued 6 weeks after the onsite.</p>	
6	<p>The 1619 Team of Susy Remillard, Jen Hyora, Steve St. Martin, and Catherine O'Leary completed and submitted our curriculum for the 1619 Education Network around the theme of Walking Democracy and the Civil Rights Movement. We will be testing these lessons this fall and working with the Pulitzer Center to refine this teaching and these resources.</p> <p>The QFI Foundation has donated \$800 worth of books to support our immigration book group curriculum focusing on the experiences of migrants from the Middle East. This year, we will be using data from our STAR testing to help with reading levels and group placement for this curriculum.</p>	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, community building, local partners/resources, global experiences
6	<p>We have received a grant from Friends of Chatham Waterways to take students out to Pleasant Bay Community Boating for a day of science, stewardship, and indigenous perspectives on the land. Plans are coming into place for October.</p> <p>We have received an indoor hydroponic garden from Whole Kids and the Lettuce Grow! Grant and will be planting it with lettuce, arugula, kale, and other greens this week. Students have also been enjoying our outdoor garden for reading and poetry writing.</p>	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, personal responsibility, community building, local partners/resources

All School	Field hockey is off to an incredible start with 22 players on the team. Coaches Q and H are super excited for the season ahead!	risk-taking for growth, personal responsibility, local partners/resources
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Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
7	Daniella Garran	I was appointed to the National Council for the Social Studies Publications Committee.	local partners/resources
6	Susy Remillard	<p>I spent two weeks at Plimoth Patuxet as a summer scholar with the National Endowment for the Humanities, studying "Ancient Stories, New Neighbors" with educators from around the country.</p> <p>In August, I traveled to Baltimore to begin a State Department funded project documenting and creating curriculum for unmarked African American burial grounds. This work is part of a larger effort to collect stories and images related to the preservation of these sites and the dissemination of tools to teach this history.</p> <p>Working with the team from the National Museum of the American Indian, I completed the initial review of a new collection of teaching materials related to Thanksgiving and will be piloting some of these lessons in the classroom this November.</p>	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, risk-taking for growth, community building, local partners/resources
6	Annie Haven	Mrs. Haven is taking a growth mindset class focused specifically on math. In class, students started the year learning some surprising information about how some of our greatest mathematicians are "slow thinkers" and how mistakes grow our brains.	risk-taking for growth
All	Deb Greenwood	I received Honorable Mention in the Cape Cod Art Center's juried exhibit "It's a Wonderful World 2022". The exhibit continues through October 15 .	creative opportunities, local partners/resources

XI. Next meeting October 17, 2022

XII. Vote to adjourn regular meeting - Meeting adjourned at 7:41 pm. Moved, approved, and seconded by Pat Johnson.

XIII.

Notification Date: September 14, 2022 (Agenda updated 8am on Monday September 19, 2022)