



**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:** Call to Order 6:01, **Present:** Catherine O'Leary, Challis Crema, Caitlin Wajkowski, Mike Grugin, Lauren Barker, Beth Woelflein, Tracy Murphy, Jim McAuliffe, John Scichilone, Mike MacMillian **Absent:** Rachel Lake, Josh Stewart

**II. Declaration of a Quorum** - Tracy declared a quorum

**III. Public Forum** - none

**IV. Approval of Minutes for July 29, 2024** - John motioned to approve, seconded by Jim. Unanimously approved by all who were at the meeting, abstained by those who were not present.

**V. Directors Report**

1.) Year at a Glance:

- Officer nominations
  - Chair: Tracy Murphy.
  - Vice: In need - Let Tracy know if interested
  - Treasurer: Michael MacMillian.
  - Clerk: In need - Let Tracy know if interested
  - Shared and briefly reviewed the Year at a Glance document for all board members
- 2.) Director Goals - Catherine to turn them into Smart Goals and resend them to the Board
- To increase overall academic performance, especially in specific groups of students:
    - a.) Almost all in-service days will be dedicated to Department time
    - b.) Academic data review on a monthly basis w/ departments
    - c.) More training for teachers and students regarding MCAS and other high-stakes testing
  - To increase student connection to the school
    - d.) More robust club offerings - encouraging parents, staff, and board members to offer clubs
    - e.) Continue to highlight our sports programs
    - f.) More family events to foster engagement - maybe a 6th-grade ice cream social
    - g.) More opportunities for guardians to volunteer
    - h.) More emphasis on staff fostering Community Connections
- 3.) Board Goals 24/25:
- Prepare a road map for long-term financial planning, including unexplored avenues of revenue and potential fundraising opportunities and connections w/ current and new donors
  - Draft a strategic planning process & timeline, with an aim for full implementation of the plan in the 25/26 school year: This would allow us to have a roadmap that allows us to make decisions that are grounded in what the Board thinks is the best. Reach out to Tracy if any of the board members are interested in supporting this goal.
  - *Goal Met: Increase Board of Trustees #s by at least 2, with an aim for diversity and specific areas of expertise, by June '24 meeting*
- 4.) Succession Plan: The Charter School Association has encouraged school leaders to have a succession plan in place. Catherine is currently working on populating this plan.
- 5.) Enrollment Policy -
- Reduced the # of days families need to respond (10 days to 5 days)
  - Language now reflects the application being online, and the lottery being held via Zoom
  - Tightened the admissions timelines - district cap info, electronic mailing of lottery #s, window of time, the family must reach out if they didn't get one
  - All changes have been approved by DESE

Vote: Micheal M. motioned to approve the new Enrollment Policy, seconded by Lauren B. Unanimously approved by all.

- 6.) Update on summer projects
- Academic Review - ongoing
  - Policy Review - Enrollment Policy was rewritten/updated

- Onboarding Students (new and returning students) - ongoing - carving out our first few days of school to be solely focused on that. Also trying to support new students who join us for the first time in 7th or 8th grade.
  - Advisory / SEL instruction - @ BOY meetings. Beth and Catherine to start a leadership course this year in the 8th grade.
  - Executive Functioning instruction - @ BOY meetings. Beth has been working on ways to support our students through new classroom routines with an EF focus.
  - Campus Clean Up - volunteer based - *weekend of 8/24 & 8/25*
  - Master Schedule - DONE
  - Student Handbook - DONE
  - LayneArt & Co. (Elementary Art program) - DONE
  - Financial Audit - ALMOST DONE!
- 7.) Accountability update: SDDR - submitted, SCS - submitted, EPIMS - submitted, Renewal Site Visit 9/18!
- 8.) Calendar
- August 26th - 28th: BOY Staff Meetings
  - August 28th: First Day of School! 8th Goes to Art Museum
  - August 29th: Half Day into 3 day weekend
  - September 10: 8th grade Open House
  - September 12: 6/7th grade Open House
  - September 16: Board Mtg
  - September 17: Board Focus Group - 1PM
  - September 18: DESE Renewal Site Visit!
  - September 24: Board Mtg (fully virtual - Auditor presentation)

## **VI. Chair Report**

- Board Goals: please reach out to Tracy if interested in working on strategic planning. We will discuss it next month.

## **VII. Topics not reasonably anticipated by the chair: None**

## **VIII. Next meeting September 16, 2024 @ 6PM**

## **IX. Auditor's Report - Fully Virtual Meeting - Tuesday, September 24th, 2024 @ 6PM**

**X. Vote to adjourn regular meeting:** at 6:48, Lauren motioned to approve, Unanimously approved

