



Cape Cod Lighthouse Charter School

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Cape Cod Lighthouse Charter School Regular Meeting of the Board of Trustees December 14, at 6:00 p.m.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law and his subsequent Orders dated March 15, March 23, March 31, April 28, May 15, and June 6, 2020 imposing and maintaining strict limits on the number of people that may gather in one place, this meeting will be conducted via remote participation. The public is invited to email the Chair, Karen Whitney, at cclsboardchair@ccls.info with any comments related to the agenda and/or for an invitation to participate in the meeting remotely.

Meeting Minutes

I. Chair Karen Whitney called the meeting to order at 6:02 pm .

Present: Paul Niles, Karen Whitney, Susy Remillard, Kathryn Wilkinson, Seth Rolbein, Sharon Shaw, Andy Murphy, Andy Murphy, Laura Gill, Pat Johnson, Catherine O'Leary

Absent: Lauren Elliott-Grunes, Debbie Kimball, Jim Foley, James Hilliard, Kathleen Phelan, Thomas Langway

I. Call to Order

II. Declaration of a Quorum

III. Meeting Participation Statement

IV. Public Forum

V. Approval of Minutes for November 16, 2020

Karen asked that Executive Session Minutes be moved to a separate document to keep this work confidential. Minutes were approved with this modification by unanimous roll call vote.

VI. Discussion and Vote on Auditors for 2020-21 Academic Year

We don't have a proposal yet, so we need to move until January.

VII. Discussion of Bylaws and Possible Revisions

Karen gave the Board context for the discussion regarding the Bylaws. During our renewal process, the chair was notified that we might need to update the Bylaws from 2009. Karen has contacted the legal counsel retained by the school to work toward the revisions outlined by DESE in 2014. Karen has minor modifications in mind, but will rely on counsel and the DESE requirements for a general review. Paul added to the discussion by reminding the Board of the school's history with regards to leadership and membership on the Board and suggested that the Associate Director should be a Board member. Sharon asked the Board to consider the potential downsides of having four school employees on the Board, especially in light of the Board being a place for staff members to discuss sensitive issues with the Board. Paul offered that the school has always been open to staff being involved in the operations of the school and decision making. Catherine suggested that the role of the Associate Director is as part of the administrative team so that the responsibilities of representing the administrative side is balanced. Pat and Andy suggested that having two school administrators and two teachers seemed balanced. Seth suggested that the Board would benefit from a better understanding of how the union came to be at the school and how it is currently operating.

Karen reviewed the current Bylaws as they are currently written. The Bylaws were sent to staff members for input and commentary. At this point, Karen has agreed to share with our legal counsel our current Bylaws and any suggestions from staff. Once counsel has made track changes, they will be sent to the Board for review and for a vote. The counsel has already noted that we have few committees, which would require administrative oversight and documentation. They attorneys have asked for our list of committees, which include a finance committee and a recruitment committee. A nominating committee was discussed. Karen noted that these topics were covered in the recent survey sent to Board members.

VIII. Director's Report

When do we change our school model? : Assessing the school's capacity in the changing COVID landscape as of December 14, 2020

Factors to Consider

1. Internal School Metrics- COVID cases in the school and school community (families, other contacts), attendance, quarantines and isolations
2. Community Metrics - Barnstable County and Massachusetts COVID trends. 3. School capacity to follow safety protocols at various population levels. Should consult Reopening Plan analyses and review safety protocol thresholds (ex: 3 feet vs. 6 ft)
3. Family attitudes and needs
4. Staff attitudes and needs

Internal School Metrics- November

- Positive COVID cases- students and staff: 1
- COVID cases identified in school setting: 0
- Staff quarantine/isolation events: 6
- Symptom alerts requiring COVID test, physician clearance or student quarantine: 28
- Attendance rate: 98%

Internal School Metrics-December

- Positive COVID cases- students and staff: 3
- COVID cases identified in school setting: 2 - Two entire cohorts were quarantined but teachers were not considered close contacts.
- Staff quarantine/isolation events: 9
- Symptom alerts requiring COVID test, physician clearance or student quarantine: 65
- Attendance rate: 95%

Schools who have changed their model - This has less to do with COVID cases, and more to do with staffing the school due to quarantining.

Student performance data - Students are still doing well academically. Not all. There are a few kids in crisis and in danger, which would be the case in a pandemic or not.

Review of Town Covid Data - trending in the wrong direction.

Time on Learning Standards

Based on the data submitted in the November Student Learning Time (SLT) survey, Cape Cod Lighthouse Charter (District) is preliminarily cleared to meet the new SLT standards set by DESE. Per these standards,

- Remote districts must provide an average of at least 40 hours of synchronous instruction over 2 academic weeks and have no fully asynchronous days in their schedule
- Hybrid districts must provide an average of at least 35 hours of live* instruction over 2 academic weeks (CCLCS provides 40)
- Blended districts (some combination of In-person, Hybrid, and Remote at various grade levels) must meet the regulation that corresponds with each grade level's

instructional model *Live instruction is defined as the sum of in-person and remote synchronous instruction

BinaxNow Antigen Tests

- We don't have the tests in hand, but they are being shipped to us and should be in place by the beginning of the year.
- Letter to families...

Dear CCLCS Families,

I am writing to give you information about a new COVID-19 testing program that is being made available to our school. CCLCS is one of 134 Massachusetts schools that will be participating in Phase-1 Abbott BinaxNOW COVID-19 Antigen Card Point of Care (POC) SARS-CoV-2 rapid diagnostic testing. Like any non-emergency medical interventions that may go on at school, students will only be included in this program if their parents or guardians grant permission for their inclusion. This letter is designed to provide information that can help you decide whether or not you want to grant that permission. The Abbott BinaxNOW test is a rapid antigen test. It is designed for use when a patient presents with symptoms that could potentially be indicators of an active COVID-19 infection. The test is much easier to administer than a molecular PCR test (it only requires a gentle nasal swab, rather than the brain-scraping PCR collection).

- We will need permission from the families. There will be an electronic sign-up. This is administered by the State.
- Positive results are >99% reliable
- Negative tests are nearly 90% reliable, depending on context (close contact status, type of symptom)
- Provided free through a state grant
- Nurse Kate Smith will manage and administer

Flu Vaccine

56% of students have had the flu vaccine. We have held some flu clinics.

Executive Director's Recommendation

I recommend that we continue to move forward with the hybrid model for the immediate future. Staff have worked hard to put forward a strong slate of recommendations designed to improve our strong programs in ways that will better serve our students without increasing the density footprint on campus. Administration is meeting over the holiday break to decide which programmatic changes to make after the New Year. It remains our hope that we can bring in more students on a daily basis once we move towards spring.

Paul's main focus is to keep our students and staff safe during these winter months.

Other Information to Report - We are not discriminating in our special education or disciplinary practices. Special Education Letter...

Dear Superintendents, Special Education Directors, Curriculum Directors, and District

Business Leaders,

The Department of Elementary and Secondary Education (“the Department”) and local educational agencies (LEAs) across the Commonwealth have made it their priority to increase educational access and equity for our most marginalized students, especially students with disabilities. This priority necessitates that we identify significant disproportionality in special education and respond to it. In alignment with this work, annually, the Department is required to analyze data from LEAs to identify and report to the federal Office of Special Education Programs (OSEP) significant disproportionality in special education of racial and ethnic groups. This analysis is conducted pursuant to requirements under the Individuals with Disabilities Education Act (IDEA), 34 CFR §§ 300.646-300.647.

The Department has reviewed your LEA’s Student Information Management System (SIMS) and Student Safety and Discipline Report (SSDR) data from three prior school years, and has not identified significant disproportionality by race or ethnicity in special education identification, placement or discipline in your LEA.

Other Information to Report- Admissions

Open House 1- November 17

Open House 2- January 6

Admissions Deadline- January 25

6th Grade Lottery- January 27

6th Grade Applicants to date - 69, with 14 siblings - This is down from last year. But, the applications usually pick up after the New Year.

IX. Committee Reports

a. Finance Committee

i. FY20 Budget

Karen represented the finance committee and presented the report. Our yearly budget is balanced and there are no changes to the budget itself. She reviewed the P&L.

ii. P&L - Custodial services have more than doubled since last year. We will soon get the COVID reimbursement and subsidy reimbursement.

b. Recruitment Committee

i. Update

Laura reported on the videotaping going on at school, including current students and alumni who are speaking about the school to potential students. They are hoping to have something for the upcoming open house. Brochures have been developed in multiple languages. They will be printed and distributed to local businesses and

organizations. Laura spoke about the Anti-Racism Resolution being adopted by other schools and asked if Paul could send this out and we discuss as a Board at our next meeting.

ii. Discuss and Vote on Anti-Racism Resolution

Vote moved to next month.

X. Faculty Report

Classroom Activity

Grade	Staff	Activity	How it Relates to Our Mission
6 ELA	Susy Remillard	The Associated Press covered the work of our sixth grade students on re-writing the foundational story of Thanksgiving through primary sources and poetry. The article and video appeared in news outlets around the country, and our students were prominently featured seated in beach chairs, wearing pompom hats and jackets inside as they plugged away. The large jug of hand sanitizer also made a guest appearance!	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, local partners/resources
7 EPIC	Linda Azanow	EPIC - December Theme - Living History - Kids Who Have Made History - We have learned about some amazing kids. We have studied Malala Yousafzai, William Kamkwamba, Greta Thunberg, Easton LaChappelle, and Anne Frank. On Friday, we will be looking at 4 more kids, and then learning about inventions in history made by kids - like the trampoline.	social/emotional learning, community building, global experiences
8 Spanish	Sandra Hemeon-McMahon	Music as a Learning Tool in the Classroom: 8th Grade Spanish is finishing out the first Term with an open-note assessment on what has been learned through the songs that have been played at the start of every class. So much can be learned through music, particularly in a language class -- the language itself, of course, as well as the cultures, people, history, art, literature, geography, etc, of the countries that speak that language (including our own, in the case of Spanish!) In prior years, students have done only one assessment, at the end of the year. This year, they are doing one per term. There is just too much material for only one assessment of all that knowledge!	academic challenges, creative opportunities, global experiences
8 Art	Deb Greenwood	8th Grade Virtual Art students created their own works of art expressing the theme "The American Struggle Now" after learning about African American artist Jacob Lawrence's painting series "The American Struggle" exhibited at The Peabody Essex Museum and at the Metropolitan Museum of Art in NYC. Students contributed images of their art and wrote artist statements for a class slideshow to be shared with the school community.	social/emotional learning, rigorous curriculum, project-rich lessons, creative opportunities
8 ELA	Hannah Kast	8th Graders are taking their benchmark essay tests this week. Glad to report that despite shifting this unit to include hybrid lessons, data is showing that the growth in kid's writing over the course of the unit hasn't diminished. Kids	academic challenges, rigorous curriculum

		have received a grade and feedback on four writing assignments, including two full essays, over the last six weeks. This week they'll read a short story, create a thesis statement, and write a four-paragraph essay entirely on their own to gauge proficiency in this skill. A huge thank you to Susanna Graham-Pye and Catherine O'Leary, who have both helped facilitate extra help writing sessions on virtual days and assisted me with grading and giving feedback to the kids.	
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All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
All School	56 % of our students have been immunized against the flu. Hopefully over the break more will get the flu shot. The information has gone out weekly in Notes to Home and separate emails. Also, DESE donated 1000 cloth triple ply masks that will be given out to whoever needs one during the day.	
All School	The school has been chosen to be part of Phase 1 in the Abbott-BinaxNOW COVID-19 rapid diagnostic testing program. The school will receive 80 test kits initially. We will test symptomatic staff and students. This antigen test does not take the place of the PCR test but the goal is to identify the positive cases quickly to slow the spread. All positive tests and very symptomatic individuals will have to have their test results confirmed with a PCR test. Students and staff who are only mildly symptomatic and test negative will be able to return to class.	
8	The 8th grade is salvaging their holiday ice skating tradition this week. On Wednesday afternoon each cohort will have the opportunity to join us at Charles Moore Arena in Orleans for masked and socially-distanced public skate sessions open to only CCLCS 8th graders. Thanks to CMA for making this work in a safe way for us!	community building, local partners/resources
6	Sixth Graders and their families are making homemade cards to be distributed to elderly community members through the Harwich Senior Center. We hope to be a bright spot in a challenging holiday season for our elderly neighbors. Cards will be distributed by Sue Jusell, the Harwich Town Nurse.	social/emotional learning, creative opportunities, community building, local partners/resources
7	For the 3rd year in a row, our students are pitching in to help their fellow community members. The 7th grade class is participating in a coin drive to raise money for families in need during this holiday season. Our students are bringing in spare change and it's really adding up! It's a great way for our students to get involved in a simple yet effective way to bring about change (pun intended) for their community members. It's an empowering example for them and a great exercise in leadership. The coins are rolled, converted into cash, and gifts are purchased for Children and Family Services in Hyannis. On average, the students raise about \$600 per year!	social/emotional learning, creative opportunities, personal responsibility, community building, local partners/resources
All School	The school garden is resting for the winter, after a busy fall of building. We raised over \$9000 in grant money and donations, relying heavily on	social/emotional learning, academic challenges,

	volunteer labor and the willingness of our community to contribute to this new space. We capped of the season with a new fence thanks to Harwich Paint and Decorating, the owners of the buildings next door, and have committed to Edible Landscapes to install drip irrigation this spring. We have just enough in the bank for spring seeds and continued consultation with our Wampanoag advisors. Thanks to all who made this possible!	project-rich lessons, creative opportunities, risk-taking for growth, personal responsibility, community building, local partners/resources
	First ever virtual Parent Cafe! I surveyed our parents in November re: interest in participating in monthly virtual parent cafes. Each "cafe hour" will run for about an hour and cover a topic in which parents are interested. The topics that gained the highest interest were: 1.) organization and time management for your middle schooler, 2.) learning and navigating the Google Suite, 3.) wellness resources for your middle schooler. Our first "cafe" will be on Wednesday, Jan. 13th at 6PM and we will tackle organization and time management. The zoom link will be sent out after the holiday break and anyone is welcome to join!	academic challenges, community building

Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
Art	Deb Greenwood	I participated in a professional development session presented by the National Gallery of Art on December 3. During this session I learned how to use thinking routines focusing on observation and evidence by practicing Harvard Project Zero's Artful Thinking Routines and explored ways to use visual works of art to create richer learning experiences. I received advice on how to use online teaching tools both distance and hybrid learning environments.	rigorous curriculum, project-rich lessons, creative opportunities
6	Annie Haven	I earned an A in my Geometry Manipulatives graduate course! Woo Hoo! My teacher "tool box" is now packed with more rich lessons to incorporate both physical and virtual manipulatives into my geometry lessons.	academic challenges, rigorous curriculum, project-rich lessons, creative opportunities

XI. Chair Report

Easement - Karen left a phone message with ____ Wise. It is in a holding pattern until we hear back from him.

Massachusetts Charter Survey - Karen sent a link to this survey. Some of it does not really pertain to what we do. We will see what the results are.

Wishing everyone a happy holiday season! We are so grateful for everyone.

XII. Topics not reasonably anticipated by the Chair

None

XIII. Next meeting January 25, 2020. Discussion of items for next agenda. XIV.

Vote to Adjourn regular meeting. Adjourned by unanimous roll call vote at

7:24 pm