



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

Cape Cod Lighthouse Charter School

Regular Meeting of the Board of Trustees

Date & Time: **Monday January 25, 2021 at 6 p.m.**

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

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 cclcsboardchair@cclcs.info with any comments.

Meeting Minutes

I. Call to Order

Karen Whitney called the meeting to order at 6:04

Present: Paul Niles, Karen Whitney, Susy Remillard, Kathryn Wilkinson, Seth Rolbein,, Lauren Elliott-Grunes, Sharon Shaw, Jim Foley, Andy Murphy, Laura Gill, James Hilliard, Kathleen Phelan, Thomas Langway, Pat Johnson

Absent: Debbie Kimball

II. Declaration of a Quorum

III. Meeting Participation Statement - Statement of participants read

IV. Public Forum

Catherine O'Leary

No other emails received by the chair for participation

V. Approval of Minutes for December 14, 2020

There was a blank in the chair report to say "Mr." in front of "Wise". Motion called and approved unanimously.

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

We are pleased to say that we have a letter of agreement that AAFCPAs. This firm has done our audit for several years. By roll call vote, the Board has voted unanimously to accept this proposal and engage the firm for this year's audit.

VII. Discussion and Vote on Student Opportunity Act (SOA) Proposal

The SOA was the Educational Reform Act that was passed into law and it promised a big increase in public education. One of the requirements was to create a plan which will describe how that school system will use that money. Then, the pandemic act and SOA is not being funded this year. The State asked for a shortened SOA plan that will be an estimate of where each system believes they will spend the money. The Act right now doesn't necessarily bind us to spend the money how we proposed. We have targeted the extra money to student services - kids who need mental health counseling. We now have a part-time Gosnold counselor, which has been hard for Gosnold to accommodate. So, we would like to bring that counselor in five days/week. The other piece we could use is a student services coordinator. This person would help those kids who need services who are struggling, but who are not necessarily on an educational plan and getting direct services. We are proposing 70k for this position. This is just a proposal. Once we get the money, we can vet this more. Probably won't get this money for a few years.

Q: Does Gosnold take insurance? Does it use tele-health?

A: Yes and yes. We make referrals and then Gosnold handles the insurance.

Q: Have we thought about expanding to Outer Cape Health?

A: No, we haven't. Gosnold has given us a nice package that is easy to work with.

Q: With the student coordinator position, are we looking for someone with a MSW or relevant degree?

A: Initial thoughts are yes. We will get a committee together to look at this.

By roll call vote, the Board has voted unanimously on the SOA proposal.

VIII. Discussion of Marked-Up Bylaws

Karen shared the document concerning changes to the school's bylaws. The Board is required to have the documents for two weeks prior to any vote. The document that has been shared includes mark ups by the attorneys as well as the Board Chair.

Karen noted changes in wording to clean up language and build consistency in the document, including using CCLCS instead of "school," etc. Changes to the phraseology surrounding school leadership and executive director were noted. Several other changes were noted throughout the document.

Karen continued the discussion regarding the addition of the associate director as an ex-officio member of the Board. The question posed is whether or not two staff members and two administrators is the appropriate balance of representation. The Board supports the addition of the associate director to the Board.

Revisions to the bylaws include the ability for Board members to participate remotely in Board meetings under certain circumstances moving forward. The Board reiterated the value of in-person meetings but recognizes that there may be times in the future where a remote meeting alternative would be valuable. Karen will speak to the attorneys about changing the language to refer to the open meeting law rather than individual circumstances that might change the type of meeting the Board might engage in.

Language was added regarding the roles of Board members, including committee work. A nominating committee may be convened, a finance committee and a recruitment committee shall be maintained. The responsibilities and goals of these committees were reviewed by the chair, as well as membership numbers and the history of each committee.

Additional language concerning the procedures for complaints was suggested by the school's

attorney. The language has been added to the draft proposal. Karen suggested that the school's Board meet nine times per year, after reviewing this requirement with the attorney.

Additionally, Karen suggested that a policy be added to cover the role of the Executive Director, and that this job description should be removed from the bylaws in its current configuration. The job description will become a separate document.

At our next meeting, we will need a vote of at least ten members in order to pass the bylaws. Please inform Karen if you will not be able to attend. Karen will finalize the bylaws with the attorneys and have them distributed to the Board prior to the 15 day window for the Board's review.

IX. Director's Report

- a. Admissions update - 158 applicants, 24 siblings in the 6th grade lottery. Normally, we have around 190 applicants.
- b. Programming update - maintained our full hybrid schedule, even after the holiday break. We have a plan to reorganize Wednesdays, once we are ready to launch that. We are looking to add more synchronous time.
- c. Advocacy Days - This year there will be virtual events - kickoff meetings, planning meetings, and meetings with legislator meetings. We will be advocating for the full funding of the SOA. Feel free to sign up.
- d. COVID Dashboard Update

December numbers: 3 cases total

January - 5 cases, 113 quarantine/isolation events. 13 Binax cases have been given by Kate Smith, 12 negative, 1 positive (but a drive thru)

We started Binax testing after the holidays. Used for symptomatic individuals with minor symptoms, students and staff. This test can also cut quarantine, after 6 days with no symptoms. In regards to pool testing, the financial and staff burden is quite substantial. You would need to test every individual in your community every week. We felt that the cost and personnel burden were too high.

We are still in the red in our Cape towns. We allow families to easily switch over to the virtual cohort if they need to.

- e. Student Performance Data - Recently ended first trimester and started second. This 6th grade class is doing quite well. The 7th grade is holding tight in most subjects. In grade 8, the averages are holding steady.

Director's Report CCLCS Board of Trustees- January 25, 2021 Director's Report Agenda

[Link to Director's Report Slide Show](#)

1. Admissions Update - 158 applicants, 24 siblings, 6th grade lottery Wednesday
2. Programming Update- Have maintained full hybrid, ready to go with reorganized Wednesdays
3. Advocacy Days- FAQ
4. COVID dashboard 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- cumulative Positive COVID cases- students and staff: 3 COVID cases identified in school setting: 2 Staff quarantine/isolation events: 9 Symptom alerts requiring COVID test, physician clearance or student quarantine: 65 Attendance rate: 95%

Internal School Metrics-January- cumulative Positive COVID cases- students and staff: 5 COVID cases identified in school setting: 0 Student or Staff quarantine/isolation events: 113 Binax/NOW tests: 13 -negative: 12 -positive:

1 Town Covid Data Cape Cod COVID case trends through January 22, 2020

Student Performance Data Term 1 Overall Grade Data - 2019/20 vs 2020/21

X. Committee Reports

a. Finance Committee

i. FY20 Budget

Karen Scichilone estimated budget predictions and we will make our ratio this year. She has some grants pending, but she is optimistic that this will be approved. At this evening's meeting, slides were shared and will be made accessible to Board members

ii. P&L

To be shared via slides

b. Recruitment Committee

i. Update - Maddie Williams, a CCLCS alum, created a video for use at Open House, our website, etc.

ii. Discuss and Vote on Anti-Racism Resolution - This was submitted by the MASC directors, and there is a proposal that we adopt this as is. By roll call vote, the Board has voted unanimously on the Anti-Racism Resolution.

XI. Faculty Report

CCLCS STAFF REPORT
January 2021

Classroom Activity

Grade	Staff	Activity	How it Relates to Our Mission
6	Kathryn Wilkinson	In 6th grade ELA and Social Studies, we are in the middle of an interdisciplinary unit on refugees and migration. Our goal is to build empathy and understanding towards this issue. Students completed a two week unit in Social Studies that introduced them to the refugee issue - why people move, the journey they endure, and some real world refugee crises. In ELA, students are now reading fictional stories of refugees in different book groups. They are examining the motivations and experiences of characters engaged in a migrant experience.	social/emotional learning, rigorous curriculum, global experiences
8	Hannah Kast	8th Graders continue to enjoy Lord of the Flies, and will continue	rigorous curriculum

		to touch on topics such as what makes an attractive leader and the debate over nature v. nurture as we finish the book.	
6	Annie Haven	Grade 6 Math Lab Tutorials with National Honor Society Students and Mrs. Haven	local partners/resources
8	Sandra Hemeon-McMahon	In 8th-grade Spanish class, we are cracking the verb-conjugation code! With a combination of fun activities, such as becoming "Conjugation Ninja Warriors," and dry, "just the facts, señora" verb drills on studyspanish.com, slowly but surely every student is getting to 100% on their verb conjugation knowledge. This is a difficult yet indispensable part of learning a new language, and the more practice the better. In the Music in the Classroom curriculum, we have been inspired by MLK Day to learn about social justice work in Spanish-speaking countries. Our first look is at Víctor Jara, a Chilean musician who was very involved in social justice and human rights, and who paid the ultimate price for his efforts. If you do not know him or his music, por favor, check him out. Víctor Jara.	academic challenges, rigorous curriculum
6	Susy Remillard	Sixth Graders are being videotaped engaged in book group activities for First Book's Empowering Educators Series on Antiracist Pedagogy. These teaching videos will be disseminated with their Guidebook on Race and Racism. The school will receive a \$500 book credit for this work.	social/emotional learning, academic challenges, rigorous curriculum, risk-taking for growth, local partners/resources

All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
All Grade	We have 158 applications for the Lottery on the Wednesday the 27th. 24 are siblings. Lottery will be live via Zoom	
All Grade	The state has waived the flu vaccine requirement. " They want all attention concentrated on getting people vaccinated" We had 68% of our students vaccinated	
All Grade	Second term seminars started a few weeks ago. Classes include Yoga, Zentangles, Minecraft for Education, Animal training, "Law and Order Fairy Tale Edition", Kitchen Basics, Wednesday workout club, and the Science of COVID (obviously taught by Paul). This winter, we will run two seminars for 6 weeks apiece between January and April. While many changes aren't ideal this year, at least students will get to look forward to 4 seminars as opposed to the three we usually run!	creative opportunities
Grant Money	We have received a \$7800 grant from National Geographic to record an archive of Wampanoag tribal members speaking to the history of colonization in the early 1600s, particularly historical figures who helped to shape this history. This will become part of the Our Story, Our History project taught every November in the sixth grade. Additionally, we have received a grant from Cape Cod Five to add garden banners reflective of school and environmental values, with a focus on indigenous knowledge of the earth.	project-rich lessons, creative opportunities, community building, local partners/resources

Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
8	Hannah Kast	The ELA department received a Cape Cod 5 grant to add books to our classroom libraries with more diverse characters. I had a workshop accepted for the annual New England League of Middle School's Conference (held virtually in March this year) around increasing student engagement by using menus in independent reading projects.	academic challenges, rigorous curriculum, community building, global experiences
6	Susy Remillard	I presented "Decolonizing the First Feast" to the University of Vermont's Tarrant Institute Middle Grade Collaborative on January 23rd.	social/emotional learning, academic challenges, rigorous curriculum, project-rich lessons, creative opportunities, community building, local partners/resources

XII. Chair Report

Jim Hilliard resigned from the Board. He was not able to make our meetings.

As far as the easement, the requester has removed his request.

The Massachusetts Charter Association has let us know that we reached the 50% mark on Board participation for their survey and so qualify for a data dashboard related to our school.

We need to have 10 or more at our next meeting, February 22, 2021 to approve the Bylaws.

Advocacy days - Highly encourage you to register and participate.

XIII. Topics not reasonably anticipated by the Chair - none

XIV. Next meeting February 22, 2021. Discussion of items for next agenda. XV. Vote to Adjourn regular meeting 7:38

Notification Date: January 20, 2021