



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
Monday, September 16, 2019 at 6:00 pm**

Meeting Minutes

I. Chairman Karen Whitney called the meeting to order at 6:08 pm

Present: Lauren Elliott-Grunes, Paul Niles, Karen Whitney, Lori Smith, Susy Remillard, Deborah Kimball, Seth Rolbein, Andy Murphy, Kathleen Phelan, Sharon Shaw, Tom Langway

Absent: James Hilliard

II. Approval of Minutes for ...

Motioned to approve the Minutes from August 20, 2019 with a unanimous vote to accept.

III Public Forum

IV. Audit Report

Karen and Paul introduced John Buckley, auditor for AAF who reviewed the audit report to provide an overview of the audit and its outcomes.

The initial document reviewed the audit process, including two audit adjustments related to revenue and expense for MTRS. The foundation also needed an audit review which included an expense for a bus subsidy. Within the report there are best practice recommendations which are generally reviewed by the finance committee.

The second document reviews the outcomes of the audit. This process looks to review internal controls of the budget and no material weaknesses were identified. This document is filed with the state. This outcome is referred to as a clean management letter. The school has been reviewed by standard auditing best practices.

The financial statement AAFs contains the audit opinion, which states that the financial statements of the school are materially correct. AAFs opinions are also included on page 18 where government auditing standards as they related to Charter Schools according to DESE standards are reviewed for compliance. In accordance to these standards, there are no issues identified by this audit.

No significant audit adjustments were noted, so there should be no unexpected information in this report. Some figures were reviewed.

The school had a deficit of \$164,000 this year. Most of this was due to depreciation. The foundation had a deficit of \$9,000 this year.

2.5 million dollars is our equity of both foundation and school.

The net position on our balance sheet is \$217, 000 in our foundation and 2.3 million for the school. 1.4 million is tied up in the school building. We have about 1 million of liquid equity.

At the Board level, the audit is being held up by the debt agreement with the bank which is based on ratios. We did not meet the debt-to-asset ratio in the bank covenant, so are waiting for the waiver. The bank needs to waive that technical default and agree to waive their right to call the debt because of the violation.

The Board chair commented that the school's director and business manager have been working assiduously with the bank to streamline this process and allow the waiver to be issued and processed prior to the deadline for the submission of the audit.

Mr. Buckley reviewed comparisons to other schools and we reviewed favorably to the financial situations of other schools. Mr. Buckley also noted that schools outside the city are not receiving as much private grant money as city schools. Additionally, rural schools are absorbing more of the cost of educating nontraditional learners.

Our change in net position is the most concerning number, in part because this past year the school recorded a loss.

The cost to educate a student at our school this past year was \$1000 more per child than payments to cover educational expenses for each student from all sources. This was largely due to the fact that tuition revenue only increased by 0.2%, which was historically unprecedented and significantly below projections.

The auditor recommends funds be held to cover operating expenses for no less than 3 month, which the school has.

The Board voted unanimously to give the finance committee the power to accept the audit when it is finalized, pending the waiver letter.

V. Director's Goals for 2019-20

The Chair distributed goals for Paul Niles to the Board's review.

1. Paul will work with the Board chair to establish a data dashboard to report on ongoing goals, reports, and metrics to share with the Board and facilitate communication between the Board and the Director. The Chair noted that the school delivers metrics to the state on a daily basis, but this is not necessarily the meaningful data that should be shared with the Board
2. An additional goal is to strengthen our Teacher Evaluation process. It currently complies with DESE requirements but we have the right and responsibility to create our own system. This will include a revised process of observation and evaluation.
3. A final goal is to revise financial projections timelines in light of changing fiscal factors. Given the most current audit and budgetary needs for our ever changing schools

VI. Director's Report

1. A big shout out to Karen Whitney and Deb Kimball for attending our opening meetings. Shout out to Susy for her impressive TED talk in Provincetown this past weekend.
1. State House testimony October 7- Charter enrollment processes
Paul will speak to the lottery process especially in regard to weighted enrollment preference in particular as this process might relate to students with special needs and ELL.
2. Open House season
Open houses for all grades are happening for the opening of school. Karen has come in to speak to parents and welcome them. 6th grade Open House was well attended. 7th and 8th grade Open Houses will take place Wednesday night.
3. 25th Annual Auction- Saturday evening, November 16th, DoubleTree, Hyannis
We are returning to our fall auction model as the spring version was not as successful. It is the 25th year and we've set a target of over \$40,000. If anyone has access to big ticket items, let us know. We need the items and need people to come out and have fun.

4. Teacher Evaluation Process Update - 10 hours of teacher evaluation meetings in 1st 2 weeks for PN; CO-7 hours

5. Fall Sports Season Underway- coaches, schedule online
 - a. Aaron Webb-boys soccer
 - b. Dan Kimball- girls soccer
 - c. Carrie Quenneville - field hockey
 - d. Brad Crowell- cross country

FYI- From Athletics Policy in student handbook
"Playing Time Guidelines

Student athletes at CCLCS bring a wide range of abilities and commitment levels to their sports. Some athletes are amongst the elite at their age levels. Other athletes may be trying a sport for the first time. The playing time guidelines outlined here are designed to honor both kinds of athletic team participation. Committed competitive athletes deserve an experience that will hone their skills and keep them on track to meet their larger athletic goals.

Novice team members deserve the chance to experience the many benefits that result from successful participation in school based team sports.

All eligible student athletes have the right to participate equally in practice sessions. Although coaches may at times "split squads" for smaller practice experiences, students of all ability levels should have equal practice time.

All eligible students suiting up for a specific contest are guaranteed to get playing time, but playing time may not be equal. Coaches reserve the right to apportion playing time in a game in response to the flow of the contest. Coaches have the right to set playing rosters that differ from game to game. Coaches should set game rosters in an attempt to balance competitiveness and inclusiveness."

6. Roof update
The roof has been inspected and while it continues to be in need of repair, the work is not necessary imminently. Money is reserved in the budget for this repair.

VII. Committee Reports

- **Finance Committee:**
Subsumed by the audit report. Next month we will examine this year's budget to date.

- **Recruitment**
No report this month

VIII. Faculty Report

See attached

IX: Chair Report

- The Chair addressed the need for additional members for an ad hoc recruitment committee which will be managed by Paul
- Karen shared a moment about the powerful connections that are made between our students during special events such as Nature's Classroom.

X. Topics not reasonably anticipated by the Chair

- None

XI Discussion of items for next agenda

The Board will set goals for continuing meetings.
MCAS data will be discussed
A school policy will be reviewed

XI. Vote to adjourn

- Motion to adjourn at 7:15
- Unanimous vote to accept.

Respectfully submitted,

Debbie Kimball

Recorded by,
Susy Remillard