



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 March 15, 2021 at 6 p.m.**

Location: **Cape Cod Lighthouse Charter School,**

195 Route 137, East Harwich, MA 02645

Minutes

This meeting will be conducted via remote participation consistent with the Governor's executive order of March 12, 2020. The public is invited to email the Chair, Karen Whitney, at cclcsboardchair@cclcs.info by **Monday March 15, 2021 at noon** with any comments related to the agenda and/or for an invitation to participate in the meeting remotely.

I. Call to Order

Karen Whitney called the meeting to order at 6:05pm

Present: Paul Niles, Karen Whitney, Kathryn Wilkinson, Seth Rolbein, Lauren Elliott-Grunes, Andy Murphy, Laura Gill, Thomas Langway, Pat Johnson, Sharon Shaw

Absent: Susy Remillard, Kathleen Phelan, Debbie Kimball, Jim Foley

II. Declaration of a Quorum

III. Meeting Participation Statement - Statement of participation read.

IV. Public Forum

Catherine O'Leary

No other emails received by the chair for participation

V. Approval of Minutes for February 22, 2021

Change start time 6:05. Last sentence of Section 7 - “revised” instead of “separate”. Motion to approve the minutes with corrections. Moved, seconded, and approved unanimously by roll call.

VI. Update on Accountability Plan

A current draft of the Accountability Plan was emailed earlier today. This will bring us into 2025. We have 4 key design elements. We came up with these as a staff and as a Board.

1. **Project Rich Learning** - Students will demonstrate creative problem solving and critical thinking, This will occur across all content areas. Students will complete a Humanities and STEM based keystone project annually.
2. **Teaching to the Whole Child** - Students will develop and practice various social skills, with a focus on empathy and problem solving. Each term teachers and departments will measure how aligned they are with CASEL’s competencies. 100% alignment by 2025 in all content areas.
3. **Community Partnerships** - Students will be researching, selecting and connecting with local and global agencies. This will occur over the course of 3 years. This will be demonstrated in their portfolio and there will be an exhibition. All students will be asked to participate in at least one service-based seminar.
4. **Teacher Led School** - Collaborate to solve high stakes challenges facing public middle schools. Core committees will be presenting to the Board on a consistent basis.

Timeline and next steps...Board approval by vote in March 2021. This will help with the data collection for this summer’s annual report.

Karen mentioned how helpful it would be to check in with the Board mid-year and give updates and data. This would be a good goal. This also helps the Board keep in the loop when they meet with DESE.

Let’s spread this out more to the public. It is an impressive plan.

Motion to approve the accountability plan. Moved, seconded, and approved unanimously by roll call.

VII. Nominate and Vote on new Board Member

Jim McAulliff is nominated by Karen Whitney. His resume was sent earlier. He was on the Board in the past. Jim McAulliff was voted into the Board unanimously by roll call.

VIII. Director's Report

Admissions Update - 6th grade - 158 applicants, 84 admitted, 21% on IEPs and 12% on 504s. We look at this data to help us plan for staffing. We have a higher average of students on educational plans than the sending districts. We have a great reputation helping these kids.

Advocacy Days - We had a couple of really good meetings, and some great parent participation. Julian Cyr was very supportive of the Student Opportunity Act. A rep of Sarah Peake's office was also supportive of this.

COVID Update - March - 160 quarantine/isolation events, 33 BINAX tests given

Programming Update:

Family survey data - 223 responses - 91% will attend in-person, 9% will stay or move to virtual. We have been at 18% virtual this year, so many students will be returning.

Staff survey data - Staff is in favor of continued masking, keeping students in separate pods, improving the outdoor environment, and spending as much time outdoors. Staff did not feel strongly about COVID pool testing. By April 26, most of our staff will be fully vaccinated. We will also put up a 3rd tent.

Board February directive - The Board recommended that school staff move forward with planning to increase daily student participation in in-person learning.

DESE Directive - Middle schools need to go back to in-person learning by Wednesday, April 28 with mitigation factors in place.

Communication to Families - A letter was sent out on February 26 preparing families for this. Another letter was sent in March announcing our return to school.

New Programming - We will be full in-person on April 26. Max of 17 students/group, 5 groups instead of our normal 4, 6 period day instead of 5, 3 feet distancing, virtual classes will be simulcasted. We don't have the resources to make it a dedicated class at this point. Bus services will continue. The 6 period day, 5 group programming creates 150 unfilled blocks that we need to fill. Some can be filled with already established classes like Art and P.E. But, Paul will need to hire for the other positions. We are increasing our P.E. program in the Spring to fill these classes. This will take an extra 10k or so to do this.

IX. Faculty Report

CCLCS STAFF REPORT March 2021

Classroom Activity

Grade	Staff	Activity	How it Relates to Our Mission
8	Hannah Kast	8th Graders have started To Kill a Mockingbird in ELA. We will likely deviate from our usual essay at the end of the novel to create a project for this year.	academic challenges, rigorous curriculum, project-rich lessons
8	Sandra Hemeon-McMahon	In 8th-grade Spanish, we're going to SPAIN!! Well, in our imagination, at least. Next week, we are finally beginning our Global Simulation Project, the GSP, in which we imagine ourselves travelling to Madrid to begin our simulated journey throughout the country. This long-term project was the brainchild of Madame McKenzie and me several years ago, when we decided to steer our curriculum away from textbook-based and towards one that better aligned itself with our personal philosophy (and that of the school) of a dynamic, project-based, culture-rich one. So, wish us all "Buen Viaje"! You'll be given updates along the way, and maybe even receive a "carta postal" :)	project-rich lessons, global experiences
6	Kathryn Wilkinson	In 6th grade Social Studies, students are focusing on human-environment for their Latin America unit. They are currently building 3-D maps of Latin America countries with the different physical features and environment. We are also researching and writing about environmental issues and solutions facing these countries.	academic challenges, rigorous curriculum, project-rich lessons, personal responsibility

All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
All School	New seminars begin tomorrow. Popular seminars include Baking, Minecraft for Education, Chess, Sewing, American Sign Language, and Kahoot Trivia.	project-rich lessons, creative opportunities
6	The 6th grade is partaking in our first ever Charity Challenge for Cape Cod. We are running this through our advisory program on Wednesday remote days. Students signed up for one of 7 local charities, and they will be working together as a group to bring awareness and raise funds for these charities. This will run for the next month.	social/emotional learning, community building, local partners/resources

Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
7	Daniella Garran	I am writing grants to help fund a permanent exhibition of the Rowland Scherman photograph collection. I will offer a curatorial seminar next Fall and the goal is to train students as docents to lead members of the public through the exhibition	
8	Hannah Kast	I presented on using choice boards with independent reading projects on Wednesday at the New England League of Middle School's annual conference. The virtual session was well attended and a few participants have reached out for copies of projects and rubrics.	academic challenges, project-rich lessons, local partners/resources

X. Chair Report

- Review Board Effectiveness Diagnostic report provided by Massachusetts Charter Public School Association** - Paul will be joining this Board. They are setting a high bar when it comes to expectations. There are seven categories that they focus on. We need to think of our top strengths and growth areas. This will help us inform our goals moving forward. We had 11 responses in the survey. Karen reviewed the report and where responses were in the red.
- Discuss Possibility of Forming Nominating Committee** - We have two people timing out in June - Karen Whitney and Deb Kimball. We need to bring a couple of people on every year. Seth Rolbein has volunteered to be on a nominating committee. He has volunteered to help work to bring diversity to the Board. We need to brainstorm how to expand our pool. Do we want an official nominating committee? Karen will work with Seth on the nominating committee. We may consider a parent to join the committee.
- Discuss Possibility of Remote Participation Policy (further to what is in newly-revised bylaws)** - Karen recommends the Board to wait. Pat agrees.

XI. Finance Committee - We had reviewed the projected budget tonight. Government grants are up, transportation costs are down, occupancy way up but covered by grants. But, debt service ratio is important to know. Debt Service Coverage ratio = 1.24. Needs to be 1.1 or above. So, every indication is that we will meet the debt service ratio.

- XII. Recruitment Committee** - They met and established a goal to recruit 20 students of color for the 2022/23 school year. Working on testimonial videos of current students and alums. Looking into a broader marketing plan. Paul - Admissions news - Currently, 5 families that identify as color. We have 4 incoming families coming into the next class that identify as color, so that is a significant increase.
- XIII. Topics not reasonably anticipated by the Chair** - Pete Murphy suggests that we get together and meet in person as a Board. We could look at a hybrid meeting - some in-person and some Zoom. This is a good goal for our May meeting.
- XIV. Next meeting April 12, 2021. Discussion of items for next agenda.**
- XV. Vote to Adjourn regular meeting** - By roll call vote, the Board has voted unanimously to adjourn the meeting at 7:38.