

**Cape Cod Lighthouse Charter School**  
**Regular Meeting of the Board of Trustees**  
**Monday April 20, 2020 at 6 p.m.**

**Agenda**

***Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law and his subsequent March 15 and March 23, 2020 Orders imposing 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](mailto:cclcsboardchair@cclcs.info) by April 13, 2020 at noon with any comments related to the agenda and/or for an invitation to participate in the meeting remotely.***

I. Call to Order

Present: Karen Whitney, Paul Niles, Seth Robein, Lauren Elliot-Grunes, Tom Langway,, Kathryn Wilkinson, Susy Remillard, Sharon Shaw, Debbie Kimball, Andy Murphy

Absent: James Hilliard

II. Approval of Minutes for February 10, 2020 (note: March 16, 2020 meeting was canceled due to closing of school due to coronavirus)

Meeting scheduled for April 13 delayed until April 20 due to weather.

Motion to approve the minutes made, seconded and passed unanimously.

III. Public Forum

None submitted

IV. Nomination and Vote on Vice Chair of CCLCS Board

Seth Rolbien nominated Andy Murphy as Vice Chair of the CCLCS Board to the end of the school year. Unanimously approved by the Board.

V. Discuss Policies, Academics, and Activities with respect to school closure due to coronavirus

Paul Niles discussed a timeline regarding the school's response to the Coronavirus. In February, the school prepared for remote learning at the end of the month according to our plan. Teachers started preparing at the end of February for the eventually closing on March 13th

On March 9th, the school sent a Distance Learning Technology Survey to all families in order to provide access to laptops and computers to complete remote learning assignments. Additionally, computer loans have been made each week moving forward. Distance learning began on March 16th

Our model includes synchronous and asynchronous approaches to learning, taking into account learning supports deemed necessary and SEL benchmarks established by the school. Teachers disseminate lessons on Mondays with links to Google Classroom assignments and live opportunities for students to attend class using virtual meeting technologies. Additionally, students are working one-on-one with mentors who help with organization and keeping up with the work.

Weekly student engagement tracking reveals that about 78% of students are on track, doing at least  $\frac{2}{3}$  to  $\frac{3}{4}$  of the work. 22% of students are underperforming, with 5% seriously underperforming. At the end of week, Paul and Catherine analyze the grading in Jupiter grades and determine who would benefit from an outreach person and those contacts are made. Seth asked how these numbers compare to performance when students are in school, and Paul commented that this is very similar to performance with in-person instruction.

A survey was conducted of caregivers and students. Most students felt that they understood assignments. They reported spending an average of 3 hours a day on work, with the most time being spent on ELA and Math. Students report that they enjoy the zoom classroom experience. Students who self report their mental health as poor have been offered smaller zoom meetings with the school psychologist and health teacher.

21% of our students are special education. Our focus is on this population, including creating student learning plans for everyone in this population. We have significant data on these students including a liaison in the special education department. Our special education staff logs all interactions with their students. Of our 240 students, about 100 have a liaison.

On Tuesday, April 21, there is a conference call with the state commissioner. We have begun thinking about the next phase of distance learning, including changing our focus to more long range project-based work. Also, discussion and planning has focused on the rituals that mark the end of the 8th grade year. No announcements have been made to families yet as the state has not announced the continued closure of schools.

How is the staff holding up? Paul and Catherine have reached out to staff members individually and staff attend a weekly staff meeting via zoom. Our staff has risen to the challenges of online learning. Administration shares guidelines for learning with the staff and teachers have transitioned to online learning. Kathryn spoke to the 24-7 aspects of the job now and the possibilities for keeping students engaged for the long haul.

Kudos from the Board to entire staff at CCLCs for working so hard to create and maintain the stellar learning that the school is known for.

Videos and zooms have been helpful for staying in touch with the students, but they are best managed through a staff member for security and messaging.

#### VI. Vote on Academic Calendar 2020-21

The school calendar was presented. The school year begins before Labor Day with a 2-week December break. School ends on June 22nd. Calendar was unanimously approved by the Board

#### VII. Director's Report

Admissions - our lotteries and state submissions are complete as of March 16th. We are prepared to add 3 more students per grade next year, for a total of 253 students enrolled. When staff was asked about adding additional students to our enrollment, staff was overwhelmingly positive about these additional students.

Staffing- we revised registration procedures for the 6th grade which gives us a better sense of the incoming student needs. It looks like our staffing will need to be level for next year. While we have significant need next year, it does not look like we will have 1-on-1 aides for the incoming class.

Staff for this year will remain on salary and contracts for special education and music programs will continue to be paid as per the state's guidelines.

#### VIII. Committee Reports

##### a. Finance Committee

##### i. FY 20 Budget

Quarter 3 estimates have come out and they are higher than anticipated, although there may be a potential quarter 4 reduction from the state.

Paul reviewed the budget for FY19/20 with a possible potential surplus based on Q3 estimates and savings from school activities that may be canceled at the end of the year in addition to savings based on building closure.

##### ii. FY 21 Budget

The state has asked us to plan conservatively as the state's budget could be significantly affected by closures and the state's shutdown. We will know more about next year's budget when the House Ways and Means Committee report comes out.

Paul reviewed the budget FY 20/21. With advice of Charter School Association's Erica Brown, the school has budgeted very conservatively for 253 students. Paul and Karen are discussing expense cuts to next year's budget to accommodate a raise for staff. Some aspects of the budget are under the school's control, but many parts of these projections continue to evolve and are determined by the state and the state's budget. Paul is preparing for a worst case scenario with hopes that this will not occur.

IX. Faculty Report

**Classroom Activity**

Grade	Staff	Activity	How it Relates to Our Mission
7	Daniella Garran	I've been using Google slides and Google forms frequently to engage students and assess their understanding of the material I'm presenting. Normally, I would be doing a deep dive into Greek government and its connection to American government but this isn't possible to do in person. Most of the Greece unit has been virtual so I am working on a summative assessment to see how they have done.	rigorous curriculum
8	Christin Sims	I've been meeting with individual students or small groups of students on Zoom throughout the week. We touch base, chat a bit, I answer questions or try to help them make a work plan. I also can provide direct support for specific assignments and accommodate kids in some of the ways we would be able to in the classroom: I can ask scaffolding questions, scribe or read for them if needed, and it's nice to see how they are able to interact with the material through discussion. Some students do well with once a week meetings and others need a daily meet; either way, it is keeping us connected as a community and hopefully keeping them engaged in learning.	social/emotional learning, risk-taking for growth, personal responsibility, community building
8	Sandra Hemeon-McMahon	Spanish class is still very much in session! In a way, language-learning is ideal for the "distance classroom" set-up that we are faced with during these times. On-line language websites such as Duolingo, studyspanish.com, quizlet, and even YouTube have many different options from which to satisfy a particular learning style, and students were already using them throughout the year so there has been little by way of a learning curve to address.  Also noteworthy to report: we are still "travelling" in Spanish class, at least virtually, by way of the Spanish Global Simulation Project! We have just "left" Madrid, and are checking out the other Autonomous Communities in Spain. Each student gets to decide where they want to rent an apartment and get a job. Now, more than ever, Google Maps and Google Earth are indispensable tools for getting to know the world outside our own four walls.	academic challenges, rigorous curriculum, project-rich lesson design, creative opportunities, community building, global experiences

		<p>Last, but not Least: El Club de Español (Spanish Club) resumed el 15 de abril. It was brought back by popular demand from some of the students, especially those wishing to place into Spanish II or II Honors next year.</p> <p>Stay safe, Everyone!!</p>	
--	--	---	--

### All-Grade/School Activity

Grade/Group	Activity	How it Relates to Our Mission
6	CCLCS has received a \$3000 garden grant from the Whole Kids Foundation.	social/emotional learning, project-rich lesson design, creative opportunities, community building, local partnerships/resources
All	Cleaning and disinfecting the building. Ordering supplies for our eventual return	
7	Posting at #cclcs7ss on Instagram (unfortunately has become more sporadic as time has progressed but hope to return to it)	community building
8	Some distance learning data I took for Math 8 <a href="https://docs.google.com/document/d/1dl04GQAJ8rbOXs48lw-l7TytgeSJ E2tsVwz5hXSF4r0/edit?usp=sharing">https://docs.google.com/document/d/1dl04GQAJ8rbOXs48lw-l7TytgeSJ E2tsVwz5hXSF4r0/edit?usp=sharing</a>	

### Professional Development

Grade	Staff	Professional Development	How it Relates to Our Mission
		PBS Learning Media is putting out some fantastic webinars to help teachers learn to navigate their online learning site. There is a wealth of interactive videos, and we are going experiment with them in our sixth grade math Zoom classes this week to illustrate geometry concepts for the areas of parallelograms and triangles.	academic challenges, rigorous curriculum
	Mary Marvullo	Attended Webinar: Supporting Students' SEL and Mental Health Needs in the COVID-19 Era.	social/emotional learning, academic challenges
7	Daniella Garran	Completed and received my National Geographic educator certification	rigorous curriculum, global experiences

X. Chair Report

In February, Andy, Karen, Cathrine, and Paul attended Advocacy Day at the State House in Boston, meeting with state representatives to discuss issues related to our school.

The tiered focus monitoring review from February came back clean with no findings. Special recognition to Jen Hyora who directs special education at CCLCS.

Our Charter has been officially renewed. We expect an email regarding bylaws and our accountability plan at a future date.

The Director's report is slated for next month. We look forward to feedback from our community regarding our leadership.

The Board is looking at some transitions, including the need for a slate of officers for the next calendar year. Please keep this in mind as we need talented people on the Board.

XI. Topics not reasonably anticipated by the Chair

none

XII. Next Meeting May 18, 2020. Discussion of items for next agenda

Please let Karen know of any agenda items you would like to add to next month's meeting.

XIII. Vote to Adjourn regular meeting

Motion to adjourn and seconded. Adjourned at 7:20