

# Lighthouse Committee & Team Members:

block indicates team leader

\*Committees: must have an agenda at each meeting, can vote and pass resolutions

Teams should have an agenda with a report to go in the board packet and goals of project completion

## \*BOARD OF DIRECTORS

**Chair: Stephanie Messerle**

Vice Chair: Johns Gibson  
Secretary: Jenni Schmitt  
Treasurer: Mckinley Prado  
Board Member: Lisa LaGesse  
Board Member: Paula Mosley  
Board Member: Stephanie Ospina  
Board Member: George von Dassow  
Board Member: Bruce Steele  
Board Member: Maya Watts  
Board Member: Stacy Courtright

## Negotiations/Bargaining Team

**Michelle Silva, Human Resources**

Shelley Lake, Director  
Michaela Vonderohe, Admin Asst  
Dave Slone, Operations & Maint Sup  
Julie Graber, Curr Coordinator  
Leah Scott, Pre-K Coordinator  
Treasurer: Mckinley Prado

## Grant Writing Team

**Chair: Stephanie Messerle**

Secretary: Jenni Schmitt  
Employee: Rebeka Scholan  
Parent: Joanna Curelo  
Parent: Jackie Chambers  
Parent: Lani Schreiber  
Julie Graber, Curriculum  
Shelley Lake, Director  
Michelle Silva, Business Mngr

## Building, grounds & Site Team

**Julie Graber, Site Coordinator**

Dave Slone, Operations & Maint Sup  
Shelley Lake, Director  
Jake Robinson, Forest Design  
George vonDassow, Orchard  
Ken Graber, Construction & Irrigation

## \*BUDGET COMMITTEE

**Michelle Silva, Business Mngr**

Chair: Stephanie Messerle  
Vice Chair: John Gibson  
Secretary: Jenni Schmitt  
Treasurer: Mckinley Prado  
Shelley Lake, Director

## Budget Team

**Michelle Silva, Business Manager**

Shelley Lake, Director  
Julie Graber, Curr Coord  
Union President: Heather Kapande

## Hiring Team

**Michelle Silva, Human Resources**

Shelley Lake, Director  
Julie Graber, Curriculum  
Employee: Angela Gibson

## Culture Team

**Shelley Lake, Director**

Julie Graber, Curriculum  
Michelle Silva, Human Resources  
Treasurer: Mckinley Prado  
Parent: Anita Martins  
Employee: Audra Ashcraft  
Board Member: Maya Watts  
Board Member: Lisa LaGesse

## Tech Team

**Shelley Lake, Director**

Michaela Vonderhoe, Admin Sec  
Employee: Anthony Cordova  
Employee: Megan Maxwell  
Employee: Anthony Cordova

## Charter Renewal Team

**Chair: Stephanie Messerle**

Vice Chair: John Gibson  
Secretary: Jenni Schmitt  
Treasurer: Mckinley Prado  
Shelley Lake, Director  
Michelle Silva, Business Mngr  
Board Member: Stephanie Ospina  
Board Member: Lisa LaGesse

## \*POLICY COMMITTEE

**Shelley Lake, Director**

Michelle, Silva, Business Mngr  
Union President: Heather Kapande  
Board Member: Stephanie Ospina

## Public Relations Team

**Shelley Lake, Director**

Julie Graber, Curriculum  
Michelle, Silva, Business Mngr  
Employee: Linda Johanson  
Michaela Vonderohe, Admin Sec

## Safety Team

**Shelley Lake, Director**

Dave Slone, Maintenance  
Michelle, Silva, Business Mngr  
Anita Martins, Parent/LPO  
Board Member: Stacy Courtright  
Board Member: Maya Watts  
Union President: Heather Kapande

## Behavior Team

**Shelley Lake, Director**

Michelle Silva, Human Resources  
Julie Graber, Curriculum  
Employee: Heather Kapande

## LPO (Lighthouse Parent Organization)

**Anita Martins, Parent Coordinator**

Michaela Vonderohe, Site Coordinator  
Julie Graber, School rep  
Johanna Curelo, Fundraising Chair

## Leadership Team

**Director, Shelley Lake**

**Union President, Heather Kapande**

K-2 Teacher: Julie Graber  
3-5 Teacher: Linda Johanson  
6-8 Teacher: Rita Coxon  
Specialty Teacher: Rebeka Scholan  
Reading Room: Angie Gibson  
Human Resources: Michelle Silva

## **\*BOARD OF DIRECTORS**

The Board of Directors must hold at least three spots, President or Chair, Secretary and Treasurer. These positions (along with the Vice Chair) are considered the Executive Board, they are responsible for the leadership direction of the rest of the Board of Directors. The Board of Directors as a whole is responsible for setting the Board Policies of the school. It is the responsibility of the Board to ensure that all children receive (FAPE) free appropriate public education that is equitable within a school. They do this by relying on their Administrative staff create internal processes to implement Board Policies, in order to run the school in a manner that fits the goals and visions of the school, both academically and professionally.

## **Board Work Sessions**

Board work sessions are conducted to allow the Board of Directors to discuss and trouble shoot upcoming events or topics that need more in-depth discussion, that a typical Board meeting does not allow for. Board work sessions can also be used as training time for the Board with guest speakers, or indoctrination for new Board members. A work session is different from the regular board meeting, in that no public comment is taken, although the public may attend, and no formal votes are allowed to take place during a work session.

## **\*POLICY COMMITTEE**

**meets as needed to review policies**

Reviews policies that are used by the school as a basis for making decisions. The goal of the committee is to assemble and document existing policies and procedures in a format that provides historical perspective, ensures continuity of purpose, and delivers guidelines and expectations of student conduct. With the adoption of the OSBA required and recommended policies, this committee will inherently rely on the ever changing guidelines of running a publicly funded charter school.

## **\*BUDGET COMMITTEE**

**meets as needed during the year and then once each month during budget season**

A budget committee, in a public school, oversees the fiscal responsibility of the school. The budget committee reviews the recommendations from the Budgeting Team, approves the final budget, and makes recommendation to the Board of Director's for adoption.

## **Budget Team**

**meets one time in February**

This Team is called upon to come up with ideas as to how to cut costs based on daily knowledge of the school's operations. This team presents ideas to the Budget Officer, in an effort to start the budgeting process. The Budget Officer then presents a series of recommendations to the Budget Committee for finalization and approval.

## **Hiring Team**

**meets as needed to conduct interviews, including on the weekends**

The hiring team is a 5-person panel that interviews future employees, using an equitable rubric system of questions and scoring. This team is comprised of the onsite admin team, at least one board member and one teacher.

## **Renewal Team**

**meets as needed during the year in which the Charter is up for renewal**

The Renewal Teams primary goal is to secure the charter renewal with a sponsoring district and then make recommendation to the Board of Director's for adoption. The renewal team, in a public charter school, oversees the charter renewal process with the sponsoring district. This can include, contract negotiations, location scouting, and property meetings.

## **Negotiations/Bargaining Team**

**meets as needed & then monthly during the year in which the CBA is up for renewal**

This team will handle the negotiation process that takes place between The Lighthouse School and the OSEA Chapter 160. The team will address issues during the bargaining process, such as working conditions, employee safety, training, wages, benefits, insurance, and layoffs. When an agreement is reached, the resulting "collective bargaining agreement," or "CBA," becomes the contract governing employment. The team's job is to attend all meetings, and do the necessary research and fact-finding to ensure that employees are being treated fairly, and within the state averages, as well as protecting the best interest of the school. This team will meet as a whole to make decisions and then the following members will attend the actual meetings with OSEA; Director, Business Manager, and at least two Board members.

**Public Relations Team****set their own meeting times**

This team was designed to help the public learn more about our school, what we do, why we are different, and how we might benefit families in our community looking for an alternative to traditional public education. This team is responsible for advertising, website development, Tv and Radio spots, and developing positive awareness in the community.

**Grant Writing Team**

This team is responsible for completing the application process for private financial grants provided by an institution such as a corporation, foundation, or trust. They will identify grants that the school may be eligible for, write the grant proposals and submit them for additional funding. This team is not responsible for Federal or State school funding, due to the legalities of their appropriations.

**Safety Team**

The purpose of the Safety Team is to promote and maintain a safe, healthful environment, not only for staff but students as well. The Safety Team ensures that safety is treated as an integral function of our school. They work on topics such as: parking safety, fire drills, tsunami drills, active shooter drills, and the like. The function of the team is to provide support during and after the occurrence of a crisis incident in the school.

**Tech Support Team**

The Tech Team is in charge of keeping all aspects of technology up and running and functioning at its best, within The Lighthouse School.

**Building, grounds & Site Team**

This team is intended to assist staff and families in updating our school site for maximum use and potential. The team will assist in maintaining the school's philosophies when determining how the school and available space may be used. Members will work with the Director, Board, & LPO to coordinate and implement projects. The team will research, determine time lines, and solicit volunteer help when needed to make sure projects are completed by the anticipated deadlines. They help to keep the building and grounds maintained and safe for use throughout the year.

**Culture Team****set their own meeting times**

This team works to develop a sense of camaraderie among grade levels, and to plan activities that support school philosophies and encourage students to lead positive, productive academic and social lives. It also is responsible for creating an atmosphere for employees to thrive by supporting each other, sharing their knowledge, having a little fun during the work day and genuinely working together for the same common goal, of being a school that is not like the others in our area.

**Behavior Team****set their own meeting times as needed**

This team is made up of employees and is called upon to assist the Director in making difficult disciplinary decisions; to help the entire staff formulate individual and school wide behavioral plans, and to research best practices and share that information with the staff and families.

**LPO (Lighthouse Parent Organization) set their own meeting dates**

The LPO is comprised of parent volunteers, who have a student actively enrolled in The Lighthouse School. Much like a traditional PTA, they plan events that are non-academic, such as; skate parties, meet the teacher night, school carnivals, talent show, dances, swim party, etc. The LPO is typically funded through FOLS request and does not have a financial source of its own. Although volunteering is not mandatory, volunteer hours are what make it possible to complete projects and provide activities for students throughout the year.

**Leadership Team**

The purpose of the Leadership Team is to ensure internal procedures contribute to the growth, success and wellbeing of TLS employees. The Leadership team will be comprised of 1 teacher from grades K-2, 1 teacher from grades 3-5, 1 teacher from grades 6-8, 1 specialty teacher, 1 reading room representative, School Director, and Human Resources. The goal of the Leadership Team will be to address employee concerns at the local level before they are taken to either the Board or Union.