

# Lighthouse Committee & Team Members:

24/25

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: John Gibson

Secretary: Jenni Schmitt

Treasurer: Mckinley Prado

Board Member: Lisa LaGesse

Board Member: Paula Mosley

Board Member: George von Dassow

Board Member: Maya Watts

Board Member: Stacy Courtright

Board Member: Anita Martins

## Negotiations/Bargaining Team

**Michelle Silva, Human Resources**

Shelley Lake, Director

Michaela Vonderohe, Admin Asst

Dave Slone, Operations & Maint Sup

Leah Scott, Pre-K Coordinator

Kathleen Stauff, Dean of Students

Treasurer: Mckinley Prado

## Grant Writing Team

**Chair: Stephanie Messerle**

Secretary: Jenni Schmitt

Employee: Linda Johanson

Parent: Jackie Chambers

Shelley Lake, Director

Michelle Silva, Business Mngr

## Leadership Team

**Director, Shelley Lake**

Dean of Students: Kathleen Stauff

K-2 Teacher: Michelle White

3-5 Teacher: Linda Johanson

6-8 Teacher: Chris Seldon

Specialty Teacher: Ody Frangopoulos

Reading Room: Stephanie Krug

Human Resources: Michelle Silva

Union President: Heather Kapande

## \*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

Employee: Audra Ashcraft

Employee: Angela Gibson

## Culture Team

**Shelley Lake, Director**

Michelle Silva, Human Resources

Employee: Michelle White

Board Member: Anita Martins

Board Member: Mckinley Prado

Board Member: Maya Watts

## Tech Team

**Shelley Lake, Director**

Employee: Anthony Cordova

Employee: Megan Maxwell

## 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

## \*POLICY COMMITTEE

**Shelley Lake, Director**

Michelle, Silva, Business Mngr

DOS: Kathleen Stauff

Union President: Heather Kapande

Board Member: Mckinley Prado

## Public Relations Team

**Shelley Lake, Director**

Michelle, Silva, Business Mngr

Leah Scott, PreK

Michaela Vonderohe, Admin Sec

Board Member: Anita Martins

## Safety Team

**Shelley Lake, Director**

Michelle Silva, Business Mngr

Dave Slone, Maintenance

Kathleen Stauff, Dean of Students

Anita Martins, Parent/LPO

Carmen Matthews, Parent

Board Member: Stacy Courtright

Board Member: Maya Watts

Union President: Heather Kapande

## Behavior Team

**Kathleen Stauff, DOS**

Shelley Lake, Director

Michelle Silva, Human Resources

Employee: Stephanie Krug

Employee: Heather Kapande

## LPO (Lighthouse Parent Organization)

**Anita Martins, Parent Coordinator**

**Heather Koell, Parent Coordinator**

Michaela Vonderohe, Site Coordinator

Johanna Curelo, Fundraising Chair

## Charter Renewal Team

**Chair: Stephanie Messerle**

Vice Chair: John Gibson

Secretary: Jenni Schmitt

Treasurer: Mckinley Prado

Shelley Lake, Director

Michelle Silva, Business Mngr

## **\*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, coordinate grant opportunities with the school's needs, write 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.

**FOLS (Friends of Lighthouse School) set their own meeting dates & notifies school of adopted dates**

FOLS is a separate 501c(3) comprised of a separate Board of Directors made up of parent volunteers, teachers, and community members, who have a student actively enrolled in The Lighthouse School, or once had a student at the school. FOLS organization endeavors to support programs and activities of The Lighthouse School through fundraising efforts, grants, gifts and donations. With thoughtful management practices and community outreach, the primary goal is to use these collective funds to enrich the educational and social lives of the students of The Lighthouse School. FOLS works in partnership with the LPO to fund raise on behalf of TLS.

# THE LIGHTHOUSE SCHOOL MEETING CALENDAR 2024.2025

JULY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
			BOARD			
11	12	13	14	NEO 15	NEO 16	17
18	19	20	all staff 21	22	23	24
25	26	27	28	29	30	31
				staff mtng		

SEPTEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
			BOARD			
8	9	10	11	12	13	14
15	16	17	18	19	20	21
		FOLS				
22	23	24	25	26	27	28
					staff mtng	
29	30					

OCTOBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
		TECH	BOARD	admin		
BOARD 6	7	8	9	10	CP 11	12
RETREAT	GRANT		LEADR			
13	14	15	16	17	Conf 18	19
		FOLS				
20	Conf 21	22	23	24	25	26
				admin	staff mtng	
27	28	29	30	31		
	SAFETY			admin		

NOVEMBER						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
			BOARD	admin		
10	11	12	13	14	15	16
			LEADR	admin	staff mtng	
17	18	19	20	21	RC 22	23
	SAFETY	FOLS		admin		
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
		TECH	BOARD	admin		
8	9	10	11	12	13	14
	GRANT		LEADR	admin	staff mtng	
15	16	17	18	19	20	21
	SAFETY			admin		
22	23	24	25	26	27	28
29	30	31				

JANUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
			BOARD			
12	13	14	15	16	17	18
	GRANT		LEADR	admin		
19	20	21	22	23	24	25
		FOLS				
26	27	28	29	30	31	
	SAFETY			admin	staff mtng	

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
		TECH	BOARD			
9	10	11	12	13	14	15
	GRANT		LEADR	admin		
16	17	18	19	20	21	22
		FOLS	budget tm			
23	24	25	26	27	28	29
	SAFETY			admin	staff mtng	

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	RC 7	8
			BOARD	admin		
9	10	11	12	13	14	15
	GRANT		LEADR			
16	17	18	19	20	21	22
		FOLS	BCOM	admin	staff mtng	
23	24	25	26	27	28	29
30	31					
	SAFETY					

APRIL						
S	M	T	W	Th	F	S
		1	2	3	CP 4	5
		TECH	BOARD			
6	7	8	9	10	11	12
			LEADR	admin		
13	14	15	16	17	Conf 18	19
	GRANT	FOLS	BCOM			
20	Conf 21	22	23	24	25	26
				admin	staff mtng	
27	28	29	30			
	SAFETY					

MAY						
S	M	T	W	Th	F	S
				1	2	3
				admin		
4	5	6	7	8	9	10
			BOARD			
11	12	13	14	15	16	17
	GRANT		LEADR	admin	staff mtng	
18	19	20	21	22	23	24
	SAFETY	FOLS	BCOM			
25	26	27	28	29	30	31
				admin	staff mtng	

JUNE						
S	M	T	W	Th	F	S
1	2	3	4	5	RC 6	7
	BCOM		BOARD	admin		
8	9	10	11	12	13	14
15	16	17	18	19	20	21
		FOLS				
22	23	24	25	26	27	28
29	30					

- TIME COMMITTEE/TEAM WHEN DATES**
- 7:00 PM BOARD MEETINGS: 1st WENESDAY EA MONTH - 8/7, 9/4, 10/2, 11/6, 12/4, 1/8, 2/5, 3/5, 4/2, 5/7, 6/4
  - 7:00 PM GRANT TEAM MEETINGS: EVERY 2ND MONDAY OF THE MONTH- (Except 10/7), 11/11, 12/9, 1/13, 2/10, 3/10, 4/14, 5/12
  - 1:15-1:45 PM TECH SUPPORT TEAM MEETINGS: 1ST TUESDAY OF EVERY OTHER MONTH - 10/1, 12/3, 2/4, 4/1, 6/3
  - 12:20-12:50 pm SAFETY TEAM MEETINGS: LAST MONDAY OF THE MONTH - 10/28, 11/18, 12/16, 1/27, 2/24, 3/31, 4/28, 5/19
  - 10:00 AM BUDGET TEAM MEETINGS: 3RD WEDNESDAY IN FEBRUARY - 2/19
  - 3:30 PM BUDGET COMMITTEE MEETINGS: ONCE PER MONTH DURING BUDGET SEASON - 3/19, 4/16, 5/21, (6/2 (if needed)
  - 3:30 - 4:30 PM Leadership Team: SECOND WEDNESDAY OF EACH MONTH - 10/9, 11/13, 12/11, 1/15, 2/12, 3/12, 4/9, 5/14