

The Lighthouse School
"Lighting the way to a brighter future."
62858 Hwy 101
Coos Bay, Oregon, 97420
(541) 751-1649



Agenda March 3, 2021

1. Call to order
2. Public comment –
(The board welcomes comments and questions from the public. If you wish to address the Board this evening, please sign in. We ask that you limit your comments to three minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. (Policy BDDH: Public Participation in Board Meetings)
3. Union report—Amanda Rowe/Diane McMahan
4. Discuss & Approve February 3, 2021 Board Minutes –
5. Consent Agenda - all reports on hold due to Covid-19.
6. Directors Report—Shelley Lake, attached
7. Business Report—Michelle Silva, attached
8. Curriculum Report—Julie Graber, attached
9. Report from last District Board meeting –
10. Old Business –
 - Charter Renewal with CBSD – meeting scheduled for 3/10/2021.

EXECUTIVE SESSION

Executive Session under ORS 192.660 (2)

(a) to consider the employment of a public officer, employee, staff member or individual agent.

(i) To review and evaluate the performance of the superintendent or any other public officer, employee or staff member, unless that person requests an open hearing.

11. New Business –
 - Renewals and non-renewals for 2021/2022
12. Roundtable / Good of the Order-



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**Board of Directors Meeting Minutes
February 3, 2021**

1. Call to order
 - ❖ The Board of Directors met February 3, 2021.
 - ❖ The meeting was held via video conference and called to order at 7:01 pm.
 - ❖ The meeting was a regularly scheduled meeting called by the Board of Directors.
 - ❖ The Directors present at the meeting were: George von Dassow, Stephanie Ospina, Jenni Schmitt, Tim Hyatt, Stephanie Messerle, Avena Singh, Lisa LaGessee, Scott McEachern and John Gibson. Director- Shelley Lake, Curriculum Coordinator -Julie Graber, Administrative Secretary- Michaela Vonderohe, and Business Manager- Michelle Silva. A quorum was present because nine of the eleven board members were in attendance. Daniel Prueff entered at 8:14pm, Not Present was Paula Mosely. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment – none
3. Union report—Amanda Rowe – Not present
4. Discuss & Approve Board Minutes –
 - a) December 2nd Regular Board meeting minutes unanimously approved (MM by Lisa LaGessee/2nd by George von Dassow)
 - b) December 2nd Executive Session minutes unanimously approved (MM by Lisa LaGessee/2nd by George von Dassow)
 - c) December 11th Emergency Board meeting minutes unanimously approved (MM by Lisa LaGessee/2nd by Jenni Schmidt)
 - d) January 6th Regular Board meeting minutes unanimously approved (MM by Lisa LaGessee/2nd by Jenni Schmidt)
5. Consent Agenda - all reports on hold due to Covid-19.
6. Directors Report—Shelley Lake, attached – Additionally:
 - IXL is being used for Spanish, and K-3 live Art is instructed during timeframe
 - 98% of staff have been vaccinated that requested to be
 - 17 Students doing complete off campus CDL
7. Business Report—Michelle Silva, attached – Additionally:
 - RSSL doesn't look like they will remove space requirements anytime soon
 - 2nd round of PPP available, discussion over options and was decided to table until more information is available.
 - Esser funds have not been received from CBSD as of yet; Michelle is in contact with ODE with regards to future rounds of funds.
 - Posting of Spanish position; after board discussion, okay to move forward with posting the position.
8. Curriculum Report—Julie Graber, attached -Additionally:
 - Recess schedule adjusted to 10 minutes is for cleaning time needed for safety.

9. Report from last District Board meeting –
 - Shelley presented at the January CBSD; many board members attended virtually

10. Old Business –
 - Charter Renewal with CBSD –
 - CBSD is ready to meet, Michelle sent TLS renewal team email with the CBSD costs on 2/3/2021. CBSD wants to meet this month. Date needs to be sent to CBSD for February meeting. Michelle checked with Dan Hinrichs to have him look over charter agreement per the board's packet.
 - Set renewal team dates – Everyone needs to respond with date to Michelle
 - Land Acquisition – The Lighthouse School officially owns 62860 HWY 101
 - Closed on property and locks are changed
 - \$750 credit given back for yarder and wage to clear out items left by renter
 - TLS will temporarily store a few items for the previous owner.

11. New Business –
 - Resignation – Teresita Munoz, effective 1/26/2021 (discussed in reports above)
 - New Hire – Hailey Starks, Roving Sub, effective 1/19/2021 (discussed in reports above)

12. Roundtable / Good of the Order-
 - Kudos to all the staff for the roles they play
 - Thank you for getting all the kids onto campus
 - Vaccine event at Coos Bay Fire Hall for phase 1a for first dose Saturday 2/6/2021
 - Students are happy and kindness week is a great idea
 - Kudos to Mrs. Maxwell for music compilation; well done and inspiring
 - Many alumni doing some amazing things out there
 - Thank you to board for the support
 - In person element has made a big difference in upper grades already

ACTION ITEMS:

- Renewal team needs to send Michelle dates they are available.

ADJOURNMENT: The meeting adjourned at 8:31pm. The next meeting time and date will be Wednesday, March 3, 2021 at 7:00pm.

Signature of Secretary, Stephanie Messerle _____

Date _____

Director's Report: 3/3/2021

Action Item:

- The Playground cameras work, but do not connect to the Security system in real time, and therefore do not record past actions. I can see them live using the IP address. The School may need to purchase a more updated system.
- Reese Came by again on 3/1/21 to review cameras to ensure that they work. Reese will look at adding additional software as he believe current software is overloaded.

Connections

- Chad Putnam-to be updated and trained in OAKS and other state assessments-state denied request to delay testing.
- Gold Coast Security-Fire Drill 2/17/21
- Shelby George and Bryon Trendell-Charter renewal
- Jennifer Stackhouse -Executive Director Portland Village School Collaborating Waldorf training committee and PD

School Shout-outs!

- First Lock-Down Drill executed with efficiency 2/17/21 with Cohort B. Cohort A lock Down Drill Scheduled for March
- Julie Serving Host Teacher and I as Clinical Supervisor for Teacher Candidate Kalan Orsel to help her finish her degree completed 5 of 6 required observations
- Pushed into 5th Grade with a virtual field trip presentation to India for Main lesson enhancement
- 7-8 grades back on campus using the hybrid model (2 days on campus, 3 days CDL)
- 6-8 grade math competition completed by Debbie Shupe.
- 100th Day of School 2/18/21
 - K Virtual Celebration
 - 1st Grade 100 year olds
 - 7-8 Tshirts: "I survived 100 days of CDL"
- TLS 2nd Spirit Week Success 2/8-12
 - Letters distributed to Millicoma Fire Dept., CBPD, and Bay Medical

Log of Meetings, Evaluations

2/5 Meet with 7/8 teachers for return to campus

2/5 5th Grade student interview & Tour

2/9 1st observation

2/11 Math Specialist observation

2/16/21 2nd, Music, observation

2/17/21 3rd, 5th, & Safety Drill

2/18/21 4th, Art, observation

2/19/21 Met with A. Gibson and J. Graber to review K-3 Dibels scores. Brainstormed intervention and implementation

2/19/21 1st, 2nd, 3rd, 4th, 5th, music and Math Evaluation Review

2/22 Kindergarten, 6th, PE observation

2/22 Charter Renewal Committee

2/23 Kindergarten observation

2/23 Virtual orientation

2/24 kindergarten, 7th, 8th, Reading Specialist observation

2/25 6th observation

2/25 Meet with Waldorf consortium , Coastal Hazards Leadership committee Charter Meeting
Renewal

2/26/21 Kindergarten, 6th, 7th, 8th, PE Evaluation Review

Goals By Next Board meeting:

- Establish a PLC with Waldorf Committee
- SEL Trauma Conference with Lisa DE Salvio
- Gift of Literacy with first Grade

2/5/21 STAFF meeting

8:30-9:30 All Staff Meeting

9:30-10:00 7/8 Meet for return to school

VIRTUAL PARENT NIGHT:

Discussion:

- Recess-please be sure to have kids transition to recess PRIOR to the recess time on your schedule to optimize playground time.
- Attendance: Students that are continuing to pursue CDL only need to produce work in congruence to check-in. If students are not IN SEAT ON CAMPUS on their cohort days, default to an ABSENT. If they are checking in ONLINE through CDL notify the office to change the attendance.

Housekeeping:

- Remind students that they are NOT to dump milk down the classroom sink drain-this can cause an undesirable odor in your classrooms.
- Please remind students that they need to flush the toilet after use.
- We need to rephrase Friday School work. It is NOT HOMEWORK as Fridays are School days
- Students should have no medication on them. Prescription or not. No Tylenol, Excedrin, or inhaler. Everything should be in the office.
- Please check exterior door is closed AND locked at the end of each day

Recess Reminders:

- Help monitor playground-students are NOT allowed to be in undesignated areas. Last week Donette's car was hit with basketballs as students were trying to utilize the hoop near the kitchen-THIS IS NOT A RECESS OPTION!
- Remind students that the former gagaPit is now a hands free soccer area for passing drills only. Students are making up a kicking game similar to Gaga that can lead to injuries and exclusion.
- The Yellow X's on the picnic tables are used for rest and masks breaks. Not socializing.
- Students need to stay off the hill that is showing erosion. Students are digging in these areas.
- While on the playground cohorts should not intermingle.

EVALUATIONS/Mid-Year Goals Conferences

- Julie will contact you for informal evaluations
- I will do an unannounced evaluation towards the end of this month. I am looking for lessons in math and RH. Please let me know if there is a specific lesson you wish me to observe.
- Angie has finished the DIBELS assesments. Please schedule a time next week to meet with Julie, Angie and I to go over results and set end of the year goals.



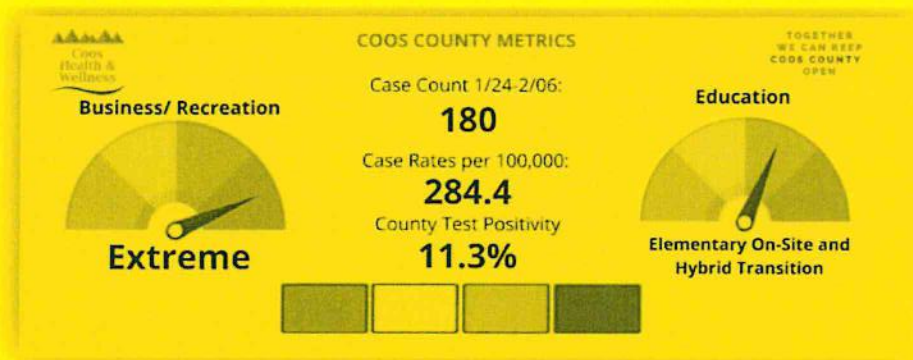
The Lighthouse School
"Lighting the way to a brighter future."

February 10, 2021

Hello Lighthouse Families,

This week marks an exciting transition here at The Lighthouse School, as we have successfully transitioned all of our grades back to in person learning through our CDL hybrid program. I understand that this comes with a feeling of happy nervousness, happy for our kids emotional and academic wellbeing, but nervous for the risk of exposure as our county COVID cases seem to be on the rise.

I am writing this letter to inform you of the current metrics, in hopes of clarifying a common misconception: schools are not operating under the same metrics as our local businesses. So, even though our current county is in the RED, under the business and recreation metrics, our current education metric shows us in the orange, allowing us to continue onsite and hybrid studies.



Furthermore, it may seem as though we've brought our 6-8 grade students back to campus operating outside the advisory metrics, however, being a self-contained school with one core teacher per grade, we essentially function as an elementary school under the ODE model, thus ensuring that we are not working outside advisory operating metrics.

As of this date, we have not had any cases significantly or directly impact our school, and for that we thank good fortune, and our strict adherence to the safety guidelines established in our Ready Schools Plan. Families should know that our teachers and staff were provided an opportunity to participate in the first round of vaccinations, and many are now scheduling their second round. Our administrative team enforces a strict mask wearing policy for everyone on campus. TLS has allotted ample time in our daily schedules for frequent handwashing, we've

incorporated PPE in all classrooms, and created hand sanitizer stations throughout the school and hallways.

We know that the conditions of COVID are constantly changing and we adjust our guidelines in real time, as needed. We are in contact with Coos Health and Wellness on a regular basis and continue to monitor our local metrics as they are updated.

We understand that play and recess are important for everyone's mental and physical health but our recess times have been shortened to allow time for equipment cleaning. Students are assigned cohorts for freeplay during each recess to minimize their interactions with others and students are provided their own play equipment, which is thoroughly cleaned between each use.

Comprehensive Distance Learning and Attendance

With all this being said, we are aware that some have opted to keep their students in CDL, and of course, we understand and are willing to accommodate. However, in order to maintain adequate, and honest attendance, we are shifting our policies slightly. **For families that are participating in our CDL program, those students MUST attend the LIVE morning sessions each morning prior to 9:00am. If your CDL student is NOT present they will be marked absent for the day and you may receive our ROBOcall informing you that your student was absent.**

In order to retroactively change this absence to be marked present, students will need to show evidence of participation and learning through the completion of the assignments provided by the teacher within 24 hours of their absence. This can be done through the submission of google classroom, teacher email correspondence, or other arrangements made through the school office and/or individual classroom teachers as coursework submission can vary between grade levels.

As always, if you have any questions, please feel free to contact the school office and we will be happy to assist.

Stay Safe,

Shelley Lake
Director
The Lighthouse School



TLS Director <director@thelighthousechool.org>

Friday

5 messages

TLS Director <director@thelighthousechool.org>

To: Amanda Brown <abrown@thelighthousechool.org>, Amanda Rowe <arowe@thelighthousechool.org>, Angela Gibson <agibson@thelighthousechool.org>, Anita Martins <anitamarins1@gmail.com>, Callie Hart <chart@thelighthousechool.org>, Debbie Shupe <dshupe@thelighthousechool.org>, Diane McMahan <dmcMahon@thelighthousechool.org>, Eighth Grade <apedrazzini@thelighthousechool.org>, Eric Hamner <ehammer@thelighthousechool.org>, Hailey Starks <hstarks@my.wgu.edu>, James Elwell <jelwell@thelighthousechool.org>, Julie Graber <jgraber@thelighthousechool.org>, Kalan Orsel <korsel@thelighthousechool.org>, Karen White <kwhite@thelighthousechool.org>, Kinder Aide <kinderaide@thelighthousechool.org>, Larry Willaims <llwill976401@yahoo.com>, Maddie Shelton <mshelton@thelighthousechool.org>, Marie Sweet <msweet@thelighthousechool.org>, Megan Maxwell <mmaxwell@thelighthousechool.org>, Mezdulene Reed <mmezdulene@mezdulene.com>, Michelle Silva <msilva@thelighthousechool.org>, Odysseus Frangopoulos <ofrangopoulos@thelighthousechool.org>, Seventh Grade <7thgrade@thelighthousechool.org>, TLS Office <mvonderohe@thelighthousechool.org>

Thu, Feb 11, 2021 at 8:48 PM

Hello Staff,

This email serves as a reminder that we will NOT have a staff meeting tomorrow, as tomorrow is a half day of work and I want you to be able to maximize your planning time.

While doing so, please keep a couple of things in mind:

- 1.) There is a **Safety Day** scheduled on Wednesday 2/17. The Safety Day will include a Fire Drill in the morning (around 8:30am) and a LockDown Drill in the afternoon (around 2:30pm) I anticipate a Lock Down drill to take about 15 min of time to emphasize the need for prolonged silence in the classroom. I will come into each of your classes Wednesday Morning to discuss Safety day with the students, this discussion will take about 10 min. I will send more information to you on TUESDAY before the drill but you can always review the lockdown policy that was passed out at the staff meeting and is posted in the Staff google classroom. I will also send out a ROBOcall to families alerting them to our safety drills so they can preemptively discuss and prepare their students.
- 2.) our **100th Day of school** celebrations are NEXT THURSDAY 2/18. Please plan accordingly. I will be in 7/8 grade classes on Tuesday 2/16 towards the end of the day to give students a special 100th day gift.
- 3.) I will be working off campus tomorrow so if you need me, please reach out via text or email and I will get back to you as soon as I can.
- 4.) NO SCHOOL MONDAY! Enjoy your extended weekend, you are all amazing and have EARNED this day off!

Shelley Lake
Director
The Lighthouse School

Karen White <kwhite@thelighthousechool.org>
To: TLS Director <director@thelighthousechool.org>

Fri, Feb 12, 2021 at 7:49 AM

Staff meeting 2/18/21

Accolades and Shout Outs

Review Lock Down

Ready School Plan Anonymous reporting of concerns

Housekeeping:

- Please send only one student to the bathroom at a time. Kids from the same class are gathering.
- 7/8 lunch: The student's lunch is 20 min., but the teacher has 30 min duty free, so the duty person should shift the students into their work at the 20 min mark. ML teachers, please remind your students and ask them to bring books to read.

Evaluations and PLC

- Dibels Meetings with K-3 postponed
- I will be meeting with staff members individually to review observations and evaluations

Yearbook Pictures

- DUE!

Other

Upcoming Dates:

- 2/23 New Student Video Orientation
- 2/28 End of Winter EasyCBM test window
- 3/4 End of Trimester 2
- 3/9 Safety Day w/Cohort A
- 3/22-26 Spring Break

2/26/21 STAFF meeting

8:30-9:00 All Staff Meeting

Individual Conferences with Director Per Email confirmation

Housekeeping:

- Please check exterior door is closed AND locked at the end of each day we had a security breach this week with 3 individuals INSIDE the campus after school hours.
- Playground Cleaning –
 - Suprox is NOT to be used on anything rubber and is intended primarily for the picnic tables
 - Lysol spray should only be being used on picnic tables and the wood walking blocks (we will run out before year end if used where not intended)
 - Sanitizing wipes (we have cases of) should be used on all other objects; basketballs, wall balls, soccer balls, jump ropes, target toss balls, wood walking clogs
- COVID Protocol – if students present any signs of illness the office should be contacted and the parent/guardian should be contacted.
- Our lower parking lot is a bus stop for Coos Bay school. You may see students waiting for the bus to arrive for their PM cohort during your lunch breaks. Likewise, you may see students dropped off in the lower parking lot via CBSD bus around 3:30.

EVALUATIONS/Mid-Year Goals Conferences

- Angie has finished the DIBELS assessments. Please schedule a time next week to meet with Julie, Angie and I to go over results and set end of the year goals.

Grade Reporting:

- 2/28 End of Winter EasyCBM test window
- 3/4 End of Trimester 2
- 3/5 IN-Service (NO SCHOOL FOR STUDENTS)
- Week of 3/6 Report Cards Sent home

Safety Day: March 9th Cohort A

- Addition to protocol: Door Blocks on Exterior playground and parking Lot Door.
- Any Students in the bathrooms and/or Central Hallways are to go directly to the nearest open classroom OR Main Office.
- Teachers are to Scan Playground through exterior doors to ensure no students are left unattended outside. Once the doors are shut and locked they may not be reopened until the ALL Clear is announced.
- CDL instruction is to be terminated. The teacher's recordings will continue to maintain the integrity of the live classroom. CDL students are instructed to wait for the teacher's return. Teachers may announce drills ahead of time for planning purposes. Teachers are encouraged to remind CDL students that all comments and chats are recorded for review as necessary.

Upcoming Dates:

- Wednesday 3/3 Lighthouse Board Meeting
- 3/22-26 Spring Break

BUSINESS/HR REPORT FOR THE BOARD MEETING OF MARCH 3, 2021




- HR
 - Our roving sub has expressed her interest in a position with TLS for next year, and wishes to be a considered candidate should any openings become available

- BUSINESS REPORT

- Bank Balances as of 3.2.2021

Current: \$865,965.49 ⓘ

Available(s): \$865,965.49 ⓘ

	⋮		⋮
Current Balance	\$334,918.93	Current Balance	\$15,189.56
Available Balance(s)	\$334,918.93	Available Balance(s)	\$15,189.56
	⋮		
Current Balance	\$515,857.00		
Available Balance(s)	\$515,857.00		

- Current Enrollment 211
- File Server – Pete can build us a file server with active directory for \$1000.00, this requires a board vote since it is over \$500.00
- Property clean-up has begun, the dumpster will be delivered during Spring Break
- Additional properties available
 - The neighbor next to our property has voiced her desire to sell by June 2021.
 - Her neighbor might also be interested in selling soon
 - The property at the end of the street is also still for sale



Michelle Silva <businessservices@thelighthouseschool.org>

It question

Pete Schaefer <pete@hyssop.com>

Mon, Mar 1, 2021 at 2:28 PM

Reply-To: Pete Schaefer <pete@hyssop.com>

To: Michelle Silva <businessservices@thelighthouseschool.org>

Hi Michelle,

1. AD (and LDAP) are supported by Synology NAS devices. I have not set that up on the ones I currently maintain, but their apps are really good and it seems clear the SSO would work. So they can login with their school (gmail) account. As far as access and privacy as you described, I am doing that now, so the answer there is also yes. You can also install an app on your computer to automate backup of files.

2. My time to configure and set up the NAS with a UPS, and set up the privileges as needed should take about 4-5 hours, maybe less. This includes my time to come out and physically put it in place. Once there, I can remote into it and maintain everything. (I love the later part of this!) Approximate** hardware cost is as follows:

NAS: DS220+ \$350*, DS720+ \$450

<https://www.synology.com/en-us/products/DS220+>

<https://www.synology.com/en-us/products/DS720+>

Storage: 2TB \$200, 4TB \$280-320*, 8TB \$500-560 (other sizes available)
(7200RPM, enterprise class NAS drives, WD or Seagate)

UPS (optional but HIGHLY recommended): APC 700VA \$118, APC 1000VA \$135*

<https://www.apc.com/shop/us/en/products/APC-Back-UPS-Pro-BX1000M-Compact-Tower-1000VA-AVR-LCD-120V/P-BX1000M>

<https://www.apc.com/shop/us/en/products/APC-Power-Saving-Back-UPS-Pro-700/P-BR700G>

Labor: \$160-200

Total estimate: \$965

* my recommendation

** Prices can vary slightly day to day (+/- 5-10%) and I will find the best price when ordering.

3. Timeline: 2 weeks (1 week +/- to receive hardware, 1 week to schedule a time to come out and set in place)

4. There would be no need for additional help. I am familiar with Synology, and the hardware setup is a snap. I would need to coordinate with John and Nick about placement in the network closet. If you have others that want to help that is an option, but not necessary.

Questions?

-Pete

[Quoted text hidden]



Michelle Silva <businessservices@thelighthouseschool.org>

NAS features

Pete Schaefer <pete@hyssop.com>

Mon, Mar 1, 2021 at 2:54 PM

Reply-To: Pete Schaefer <pete@hyssop.com>

To: Michelle Silva <msilva@thelighthouseschool.org>

Hi Michelle,

I thought it would be good to bullet point the NAS solution features.

- central file storage
- SSO (single sign on via school email accounts)
- accessible from the school network
- accessible from remote locations via web browser or smart phone app
- restricted access / private storage areas for individuals and group
- automatic backup of your files via desktop app
- redundant drives (hot swappable replacement)
- optional drive encryption (recommended)
- optional local backup to USB drive for off-site backup (recommended)
- automatic shutdown and restart on power failure / voltage spike protection
- remote admin management / error notifications to admin
- low cost remote backup options (e.g. AWS cloud storage)

There are dozens of more* apps that it *could* do, but these are the starting point for your use case.

* <https://www.synology.com/en-us/dsm/packages>

-Pete

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Pete Schaefer
Owner, Hyssop Production
Video Production & Website Development
(541) 888-4336
<https://www.hyssop.com>

Curriculum Report – February 2021

- Grades 7-8 have successfully returned to the classroom. Thanks go out again to our administrative team for a seamless process. Thank you to those teachers for also being prepared, yet flexible, and assisting the students to feel welcome.
- Just an update on the Art and Handcraft classes that have replaced Spanish in the primary grades. The students have expressed a lot of enthusiasm for these opportunities, so although it doesn't make up for the loss of Spanish, it's been a lovely way to bring these other Specialties back into the classroom, and Ody and I appreciate it the chance to work with the students. Kudos also to our music Specialty. Megan has been adding where she can to our upper grade themes. It's been great to hear those African drums beating again.
- Kudos to Debbie Shupe. She's been working to support staff in any way possible with our math materials this year. Most recently she began a math league, consisting of 4-8th grade students capable of some extra weekly challenges, and she's made a point to work with the upper grades on tessellations and geometry, reminding us all that math is amazing and fun.
- The "host-teacher" and "supervisor" observations continue with Kalan Orsel, as she does her student teaching in third grade. Her mid-term evaluations were right on the mark.
- Informal evaluations of all staff were conducted over the last several weeks, in time for Shelley to review them prior to completing her own formal evaluations.
- Our first virtual orientation Night went well on Feb. 23rd, although it was awkward not to be able to fully interact with our audience. A huge thank you to Michaela and Anita, who's technical support made the process possible. The recording of our event is available if anyone wants to see it, or I could send a link just to the materials.
- I have contacted both NB and CB school counselor's in regards to forecasting for our 8th graders. Both say they are currently arranging virtual presentations, and will connect with us when they are ready. (We have about 4 CB kids and the rest will be NBSD.)
- PDU certificates for our Winter Trimester were provided to staff, and the Spring Trimester Schedule begins March 8th. (Classes and duties will operate the same as our Winter Schedule.)