

Agenda

December 2, 2020

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

4. Discuss & Approve Prior Board Minutes

5. Consent Agenda items – All meeting reports put on hold due to COVID-19

6. Director Report – Shelley Lake – in board packet

7. Business HR Report – Michelle Silva – in board packet

8. Curriculum Report – Julie Graber – in board packet

9. Report from last district board meeting -
 - a. Representative for next district board meeting –

10. Old Business
 - a. Signage on HWY 101 – meeting recap from Thursday November 5 with ODOT
 - b. OSBA – annual board conference – did anyone who attended have a report to give

11. New Business –
 - a. Board Secretary resignation

12. Executive Session under ORS 192.660 (2) (e)) To conduct deliberations to negotiate real property transactions.

Round table-



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



BOARD OF DIRECTORS MEETING MINUTES

- ❖ The Board of Directors met November 4th, 2020.
- ❖ The meeting was held via video conference.
- ❖ The meeting was a regularly scheduled meeting called by the Board of Directors.
- ❖ The Directors present at the meeting were: Josie Keating, George von Dassow, Stephanie Ospina, Jenni Schmitt, Tim Hyatt, Stephanie Messerle, Avena Singh, Scott McEachern, John Gibson, and Lisa LaGessee. TLS director, Shelley Lake, Julie Graber, Callie Hart, TLS Secretary, Michaela Vonderohe, and business manager, Michelle Silva. A quorum was present because nine of the twelve of board members were in attendance. Not present was Paula Mosely, and Daniel Pruett. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

1. Minutes from the previous meeting 10/7/2020 were unanimously approved with corrections (MM by Lisa/2nd by Avena)
2. Lighthouse Student Rep. –none.
3. Public comment—none.
4. Union report—in the process of voting in officers.
5. Consent Agenda—all reports on hold due to Covid-19.
6. Directors report—Director, Shelley Lake, to report on updates.
 - Starting Easy CBM testing
 - Virtual Parent Conferences—a few hiccups but they should all be caught up soon.
7. Business report—Michelle Silva
 - Discussed the new metrics for returning to school.
 - Long-term sub in 3rd grade has moved to 1st grade.
 - Discussed the change in the SSA fund eligibility amount.
 - Audit is almost done and we will NOT be filing for an extension.
8. Curriculum Report—Julie Graber
 - Nothing to report.
9. District meeting report
 - No TLS board members were in attendance.
 - Stephanie Ospina will attend the next meeting, Tuesday, Nov 9th.
10. Old Business—
 - There is a meeting tomorrow with ODOT to discuss signage.
 - Board work session 11/8 @ 1pm.
11. New Business—
 - OSBA annual conference is a one-day virtual conference.

- Lisa offered to put some information together for new board members.

CORPORATE ACTIONS:

The following actions were motioned, seconded and approved by unanimous consent unless otherwise stated:
NO RESOLUTIONS WERE MADE

ROUND TABLE / GOOD OF THE ORDER

- Everyone is happy to have Karen back.
- There was some misinformation printed in the paper regarding James Roses' involvement with the Lighthouse School.
- Thanks for spirit week. It was really fun for the kids. Also, when a child is sick, the transition from onsite learning to at home learning was really organized and seamless.
-

ADJOURNMENT: The meeting adjourned at 8:02pm. The next meeting time and date will be Wednesday, December 2nd, 2020 at 7:00pm.

Signature of
Secretary

Date

Director's Report
12/2/2020

Action Item

- Need a Volunteer team and Date to coordinate the Presentation for CBSD Board scheduled for: January 12 at 6:00pm (Tuesday)

Connections

- Bus Evacuation Drills 11/3/20
- Millicoma Fire Department on Campus 11/3/20 for Fire Prevention Awareness with K-2
- Student Picture Day (retakes) 11/6/20
- Charter Renewal Committee 11/7/20
- ADMIN Meeting with CBSD 11/10/20
- 2nd Grade Pumpkin Winner-Maiken Saboe Lunch 11/10/20: Hotdogs, Fruit Salad, and Lemonade
- 4th Grade Pumpkin Winner-Sophie Gleason Lunch 11/12/20: Taco Bell-Freezees, Cheese Quesadilla and Soft Taco.
- 8th Grade Pumpkin Winner-Rylee Hawkins Lunch: Kozy Kitchen (postponed due to CoVID Freeze)
- Called Rick at CBSD to fix Potholes on Woodstock
- SEL Trauma awareness Training with ACT 11/12/20
- Epi Pen Training with CBSD Nurse 11/13/20
- Fire Drill 11/17/20
- CBSD conference re: State Testing 2020/21 (Still unknown-possible one section math, ELA and Science for 8th grade)
- FOLS: Wreath Sales/Fundraiser Pick-up 11/24/20
- Emmanuel Episcopal Church, First Presbyterian Church and The ARKproject for Families in need over the holidays

Whole School:

- 4-6th grade return to campus POSTPONED
- Report Cards Go home THIS WEEK!
- Mrs. Shupe is Pushing into Grades 1-3 for intervention and fidelity training.
- Reading Horizons Angie is pushing into 2nd grade to help train Arena in RH instruction during her 35 day student teaching window.
 - Decreased intervention caseload to Tier III students only, and training teachers for intervention for students at risk in Tier II.
- Weekly Staff meetings (see attached minutes).
- Winter Tree 12/11/20 Students make an ornament that is edible for wildlife to hang in the outdoor classroom. Students will hike with Mrs. Lake on 12/11/20 to hang their winter ornament

GOALS by NEXT BOARD MEETING:

- Prepare Slideshow presentation for CBSD Board meeting 1/12/21
- TLS MUSIC Video put on by Mrs. Maxwell. Release date Late January/Early February
- PD days to include Jump Math training in PLC cohorts:
- Looking to incorporate a Math League competition on Campus for our excelling students
 - Postponed per teacher request:
 - Early intervention and scaffolding strategies K-3
 - Math Acceleration and Math Olympiad 4-8
- Ongoing PD to increase distance learning communication and effectiveness
- Future SafeSchool trainings to include
 - December- Asbestos Awareness + specialized training based on position/goals

11/2/2020

Good Afternoon Lighthouse Families,

Governor Kate Brown has announced a new opening metrics for schools. This announcement allows us to educate more students in person. I am sure that this information provokes a mixture of emotions but with it, let me assure you that the Lighthouse School will continue to be vigilant in our safety implementation and we thank everyone for remaining committed to using face coverings, maintaining physical distancing and washing hands frequently.

Per the NEW Metrics: New Elementary Opening Standard-If the case rate is between 50-100 per 100,000 for a combined two weeks schools can open their entire elementary school k-6. Right now we can only open K-3 so this is an expansion to the rule. Remember you have to add two weeks of data together. This isn't the number of cases or case count instead it's the cases per 100,000.

Coos County schools are currently eligible for this option. Under the new school metrics, The Lighthouse School will consult with local public health officials to make the final decision about returning to in-person learning once our county has met the outlined requirements.

The most important point to these changes is that adjusting our schools protocols to incorporate more students on campus will take some time and we will continue to update families as we formulate an effective and safe plan for return, which means that the soonest we would begin transitioning our 4-6 grade students back to campus would be November 30.

Please feel free to contact the Director with any questions, comment and/or concerns.

You can find more information on the updates to the RSSL plan on the ODE website.

<https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx>

Sincerely,
Shelley Lake Director

Staff Meeting 11/6/2020

ShoutOUTS & Parking Lot

State Metrics:

- Update
- Face Coverings
- Cleaning and Hand Washing

YearBook:

- We want to be sure that all of our Staff have their picture taken for the Yearbook. If you have not yet done so, please meet our Photographer TODAY 11/6 at 11:00am in the School Garden. Retakes are also welcomed today only.
- Students on Campus **TODAY** from 11:30-1 for Picture Retakes in the Garden
- Pumpkin Carving Winners (see photos attached to Staff Google Class)

Fall/Winter Connections:

- Recap Spirit Week
- Winter Tree Brainstorm
- FOLS Fundraiser: Wreath Sales

Sub Binders:

- Each grade and Specialty has one. Red for ML, maybe white for Specialty?
- Look through these and drop them off in the Library
- Julie can update any old documents

HouseKeeping:

- Breakfast is not available for students arriving to school late
- Please be sure to check in with **BOLDED** students who normally eat school lunch
- Friday-for those opting to come in early/late to flex your time, please be vigilant to carve out collaboration time with your co-teachers. K-3 are a working team and therefore need to use specified time on Fridays to co-plan for the upcoming week.
- Please remind our students to avoid the hill behind the playground as they are digging into the hill and causing erosion that could negatively impact our trail.

Professional Development:

- K-3 Meet with Admin Team to discuss Online Platform 9:00-9:30am
- 4-8 Meet with Admin Team to discuss Bringing Students back on Campus/Hybrid Schedules 9:30-10:00am
- SafeSchools: November trainings
 - November-Corona Virus Disinfecting Toolkit & Playground Supervision
 - December- Asbestos Awareness + specialized training based on position/goals

Upcoming Dates:

11/11 Veterans Day-NO SCHOOL

11/13 Epi Pen Training with CBSD Nurse

11/13 PLC Breakout trainings: Julie and Shelley will meet with K-3 and 4-8 grade separately to discuss Grade Reporting and CDL Modifications

11/17 Fire Drill

11/23-11/28 Fall Break

11/30 Trimester 1 Report Cards Sent Home

12/2 December Board Meeting

11/12/20

Hello Staff,

Just a reminder we have an Epi Pen Training with the CBSD nurse tomorrow morning at 8:30am afterwards we will meet in three cohorts in leu of an all staff meeting to discuss the grade specific changes that will be implemented with the full day schedule shifts in K-3 and the hybrid schedules for 4-8.

1.) Specialty teachers should plan to stay in the Gym at 9:00am after the conclusion of the Epi Pen training to review schedule and duty changes for the full day transition.

2.) 4-8 grade teachers will meet in the Library from 9:30-10:30 to review report cards (DUE 11/30) and class schedules for the return of students in Hybrid model starting 11/30 (4th grade only) and 12/7 (5th and 6th Grades).

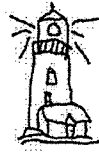
3.) K-3 grade teachers will meet in the Library from 10:30-11:30 to review report cards (DUE 11/30) and full day transitions.

As schedules change, please keep in mind that ANY and ALL cohort changes will come through the office. If you receive an email from a parent that requests a change in their schedule, please forward that to Micheala in the School office.

Finally, Joni will be working on campus during the fall break, if there is anything you would like done please make a list for her. IF you send this list to me also, I can compile the requests in one place for her.

Thank you everyone, and I look forward to seeing you tomorrow.

Shelley Lake
Director, The Lighthouse School



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

Hello Families,

The Lighthouse School will begin transitioning students back to campus.

Our 4th grade students are invited back Monday, November 30th. Our 5th and 6th grade students are scheduled to begin Monday, December 7th. Due to limited space, we are planning to offer a hybrid method of two days a week on campus, and two days online. Students will be expected to work independently, with work provided by the teacher, on Fridays. Families that wish to continue with comprehensive distance learning (CDL), may still do so.

The Lighthouse Office is working diligently with district transportation and food services. Please alert us if your student plans to use either of these services, so that we can plan accordingly.

Due to the COVID-19 protocols already in place, students returning to campus should be prepared for things to look a little different. All staff and students will be required to wear a face covering for the entire school day, and social distancing is expected both in the classroom, and during outside activities. Older students will not have access to lockers or other shared locations on campus. They will be restricted to using only desk tops, and will not be storing items inside desks. Therefore, students must transport and store their items in a personal backpack. Families in need of a backpack should let the office know as soon as possible. Students will NOT be required to transport their chromebooks back and forth to school. This is intended to limit the potential of damaging the device in transit, as well as to provide a break from the technology that has become so evidently crucial during this pandemic.

Teachers will reach out in the next week with schedules for the new trimester regarding how the curriculum will be presented. If you feel your student will not adapt well to the guidelines that we are required to implement, families may of course choose to continue in CDL for the remainder of the year.

There is natural concern that this transition is taking place during the holiday season, however it is clear that students need to return to school as soon as possible. Therefore, I feel compelled to remind everyone to keep the safety of our school community in the forefront of your family's holiday plans. Should your family decide to gather in large groups apart from your regular cohorts and against the CDC and OSHA guidelines, we ask that you plan to self-quarantine post gatherings, to monitor for symptoms and squelch the transmission of this deadly virus.

Please do not send your student to school if they are exhibiting any kind of cold or flu symptoms, as this compromises the school's ability to remain open and bring all students back to campus in a timely manner. We will be able to send work home through our distance learning model, to any student who must remain quarantined for any reason.

The Lighthouse School would like to thank our families for the flexibility and patience you have shown during these past months. This has been a very unusual school year, but remember, together we make a strong team, and we are here to help. We will continue to answer your questions and help navigate any problem that you may encounter along the way. Please continue to read the weekly emailed announcements, and check your child's Google Classroom and teacher emails for all updated information.

Thanks again,

Shelley Lake
Director, The Lighthouse School

11/19/20

Hello Team,

I wanted to let you know that there will be NO staff meeting tomorrow. Please use your day to concentrate on Lesson plans for the return (after break) and to complete your report cards.

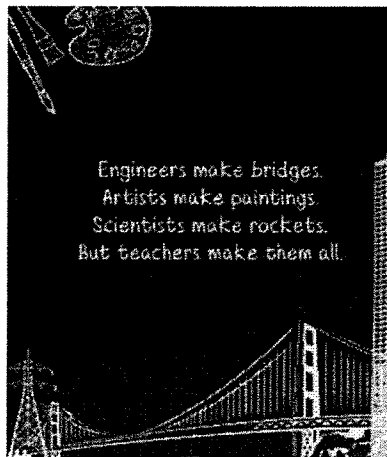
All report cards are done on the shared drive. Only the main lesson teacher, the office and I will have access to your grade's report cards. If you have questions re: data entry please do not hesitate to contact me. All grades and comments should be entered no later that Monday 11/30/2020.

Once you have finished your report cards please let the office and I know. I will go in to review the report cards before giving the office the OK to print and mail the report cards home.

With that being said: CONGRATULATIONS on making it through the first trimester of what just might be THE most challenging year of education's history. You have jumped through hoops, made monumental sacrifices, stretched outside of your comfort zone, learned new avenues for communication, and accomplished a commendable feat! Ultimately-YOU HAVE SURVIVED. I hope you all find this upcoming fall break restful, relaxing and enjoyable, you have EARNED it!

Shelley Lake

Director, The Lighthouse School





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Dear Lighthouse Families

I want to start by saying that the latest two week freeze ordered by Governor Brown does not directly impact K-12 schools. We continue to operate under the Oregon Department of Education's "Ready Schools, Safe Learners" guidance. Under this guidance we look at local county case numbers and use the metrics to determine how we are able to operate schools.

The latest two week metrics have been released. Unfortunately, the case number in Coos County has gone above 100 per 100,000 people and the test positivity rate has gone above 5%. Both of these place us into the Orange zone of the Oregon Department of Education guidelines for schools. In this zone we can continue with our K-3 in-person and grades 4-12 will remain in Comprehensive Distance Learning.

We will need to evaluate and monitor our local cases in order to consider bringing back grades 4-6 to in-person instruction. At this time we are unable to bring back students on 11/30 as previously announced. We will have to watch the metrics and if they go down we could move forward with a new return date. If the metrics continue to increase then we will have to delay that date.

It is important that we all do our part to limit the spread within our community so the case numbers drop and we can get more of our students in person. I realize that the increase in cases for our county may give some of you some anxiousness and worry. I want to emphasize that the protocols we have in place are so far working!

If you plan on traveling over the Thanksgiving break, or have visitors from out of the area coming to visit you, we would encourage you to keep your student(s) home and use our distance learning option for 2 weeks upon your return. Our kids really need us to follow the guidance and safety practices. Our students need to be in our schools to be successful and that can only happen if we continue to limit the spread in our schools and our community.

I will continue to keep you updated as we move forward. Let's hope for a good week and a reduction in cases in Coos County.

A handwritten signature in black ink that reads "Shelley Lake". The signature is written in a cursive, flowing style.

Shelley Lake
Director, The Lighthouse School

Plan to have a safe and happy holiday!

Below are tips to consider as you travel or gather over the coming weeks:

- If you must travel, use as direct a route as possible. Avoid stops at busy convenience locations by packing your own snacks or meals, and plan to use the safest restroom stops available.
- Plan a family quarantine. The CDC recommends either a 14-day quarantine or a 7-day quarantine followed by a negative COVID test. This will help lessen the chances that you pass anything onto others that you may have picked up over the holiday festivities! Protect yourself to protect others!
- While traveling or gathering, please follow all health and safety precautions, physical distancing from others whenever possible, always wearing a face covering, and using frequent and proper hand hygiene (i.e. washing hands with soap and warm water or using hand sanitizer when soap and water are not available).
- Consider maintaining a contact journal over the break, as you may be around many more people than normal, or frequent more stores or other buildings than you currently do. A journal might list the names of other people with whom you've been in close contact each day. "Close contact" in these circumstances is defined as contact with any person closer than six feet for at least 15 minutes. The information in a journal would certainly assist a contact tracer to begin the process of notification, should you become ill.
- Consider obtaining a 2020 flu vaccine in an attempt to keep you healthy and avoid having to be out of school or work. Colds and flu can weaken your immune system, and potentially that of the people you come in contact with.

Stay safe to keep others safe, and have a wonderful holiday break!

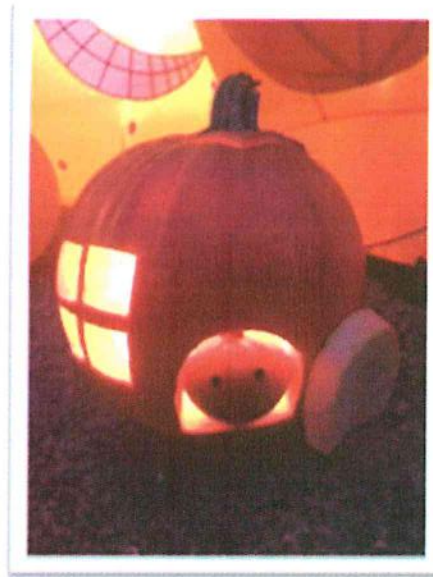
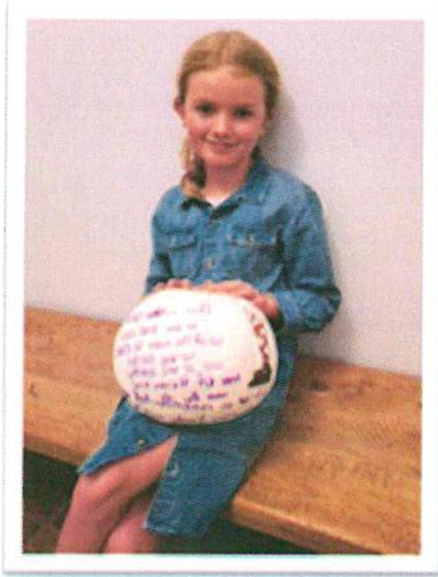
Pumpkin Decorating Contest Winners

K-2nd—Maiken Saboe

3rd-5th—Sophie Gleason

6th-8th—Rylee Hawkins

Honorable Mentions: Miriam Bailey and Fiona Elgin



Honorable Mentions: Miriam Bailey and Fiona Elgin



BUSINESS HR REPORT FOR THE BOARD MEETING OF DECEMBER 2, 2020

- HR

- Ready Schools Safe Learners Guidance update
 - Our county has been in the orange – transition – for the last 3 weeks in a row
 - The Governor is expected to put out a new executive order this week that may or may not impact the RSSL plan.
 - Friday 12/4 we will have an all staff meeting to discuss what the future looks like with bringing 4-8 back (schedules, safety protocol changes, etc)
- 1st & 2nd grade update OPENINGS
 - The union signed an MOU allowing us to employ a long term sub for more than 90 days. This allows our 1st grade sub to stay longer.
 - We have an interview scheduled for Friday December 4 at 2pm with an applicant.
- The Union’s rep Steve Sears has resigned as of 12/6.
 - They sent their RFI and demand to bargain letter
 - Negotiation dates were scheduled for 3/17, 4/21, & 5/19 however we may have to adjust those based on the new reps schedule.

- Financial Report

- Bank balances as of 12.1.2020:

Current: \$860,995.35 ⓘ
 Available(s): \$860,995.35 ⓘ

<table> <tr> <td>Current Balance</td> <td style="text-align: right;">\$330,460.93</td> </tr> <tr> <td>Available Balance(s)</td> <td style="text-align: right;">\$330,460.93</td> </tr> </table>	Current Balance	\$330,460.93	Available Balance(s)	\$330,460.93	<table> <tr> <td>Current Balance</td> <td style="text-align: right;">\$14,832.43</td> </tr> <tr> <td>Available Balance(s)</td> <td style="text-align: right;">\$14,832.43</td> </tr> </table>	Current Balance	\$14,832.43	Available Balance(s)	\$14,832.43
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Current Balance	\$515,701.99								
Available Balance(s)	\$515,701.99								

- Current Enrollment is **215**
- PPP loan forgiveness is in process.
- 2019/2020 Audit is completed, they should be able to present at January’s board meeting

Curriculum Report
December 2, 2020

1. Scheduling:

- A winter trimester schedule was created to serve all grade levels upon return in January.
- Grades K-3 will shift from the current “half-day switch” schedule to teachers staying with their group for the full day. *(The purpose of this is to provide as close to “normal” a routine as past school years, focusing on all levels of curriculum. ML staff will be in charge of planning, with the co-operating teacher’s support. It may be necessary to occasionally stream a lesson from the ML teacher’s classroom to the other group, for equity. This will be determined by the teaching pair with the assistance of administration, if necessary.)*
- Specialty staff schedules and duty schedules have been recalculated and carefully designed to minimize student contact *(100 students per week)*.

2. Personnel:

- PDU’s, (Professional Development Units), for the first trimester were calculated and certificates dispensed to staff members.
- I (Julie), will be serving in the role of “host teacher” or “mentor sponsor”, for Kalan Orsel, as she begins her student teaching experience in January. This will allow me to work with Amanda Brown as well, assisting with the planning process for third grade. As Lighthouse planning is unique, I expect some aspects will be new to both teachers. I’m sure the students will really benefit from the efforts of these two very caring, talented and skilled teachers. Shelley will also be observing Kalen in the capacity of clinical supervisor.



Michelle Silva <businessservices@thelighthouseschool.org>

Fwd: Resignation

1 message

John Gibson <jgibson@thelighthouseschool.org>
To: Michelle Silva <businessservices@thelighthouseschool.org>

Tue, Dec 1, 2020 at 11:38 AM

----- Forwarded message -----

From: **Josie Keating** <jkeating@thelighthouseschool.org>
Date: Tue, Nov 17, 2020 at 7:45 PM
Subject: Fwd: Resignation
To: John Gibson <jgibson@thelighthouseschool.org>

I just want to make sure you received this. Or maybe there is another way I am supposed to go about it. I know there are a million more pressing things going on right now, but I didn't want it to get overlooked. I will not be attending the Dec meeting, but I can still advertise for it if you want.

josie

----- Forwarded message -----

From: **Josie Keating** <jkeating@thelighthouseschool.org>
Date: Tue, Nov 3, 2020 at 11:26 AM
Subject: Resignation
To: John Gibson <jgibson@thelighthouseschool.org>

Good Morning John,

As much as I have enjoyed being a part of The Lighthouse School Board, it is time for me to move on and invest my energies elsewhere.

I have several bins of TLS minutes and documents as well as the TLS Secretary's laptop I can turn into the school at some point this month. Or simply pass it off to the board member that will be taking over the role of Secretary. Let me know which you prefer.

Thank you,
Josie Keating