



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



**Agenda February 2, 2022**

1. Call to order

**REGULAR MEETING – REPORTS AND DISCUSSION**

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 January, 2022 Board Minutes –
5. New Business –
  - Work Session agenda and notes with ideas for Summer School
6. Consent Agenda - all reports on hold.
7. Directors Report—Shelley Lake
8. Curriculum Report—temporarily in Director's report
9. Business Report—Michelle Silva
10. Report from last District Board meeting –
11. Old Business –
12. Roundtable / Good of the Order-



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**Meeting Minutes January 12, 2022**

1. Call to order
  - ❖ The Board of Directors met January 12, 2022.
  - ❖ The meeting was held via video conference and called to order at 7:00 pm.
  - ❖ The meeting was a regularly scheduled meeting called by the Board of Directors.
  - ❖ The Directors present at the meeting were: John Gibson, George von Dassow, Stephanie Ospina, Jenni Schmitt, Tim Hyatt, Stephanie Messerle, Avena Singh, Lisa LaGesse, Maya Watts, and Bruce Steel. Also present - Michelle Silva, Shelley Lake, and Julie Graber. A quorum was present because ten of the eleven board members were in attendance. Not Present was Paula Mosley. Presiding officer was John Gibson.

**REGULAR MEETING – REPORTS AND DISCUSSION**

2. Public comment – No public comment
3. Union report—No report.
4. Minutes from the previous meeting 12/01/2021 were unanimously approved (MM by Bruce/ 2<sup>nd</sup> by Maya).
5. New Business –
  - Student Success Act, Summer School Program
    - Funding can be used for bussing, food, staff, must be 60 hours and a fee can't be charged. Can be contracted out.
    - Work session, virtual, scheduled for Jan. 30<sup>th</sup> at 2:00.
    - TLS officially accepted the funds, plan needs to be turned in w/in 60 days.
    - A prior grant was submitted to the hospital for similar work which could have ideas.
6. Consent Agenda - all reports on hold due to Covid-19.
  - Grant Writing Team – Meeting held 12/20/21. Team is compiling list of needs and potential grants. Next meeting scheduled for Jan 17<sup>th</sup>. Will continue to have monthly meetings.
7. Directors Report – Shelley Lake. Attached. Additionally:
  - Ready Schools Safe Learners (RSSL) update – Protocols for masks remains in place

- Discussed current Covid protocol for quarantine. Taking a cautious approach. TLS works with Coos Health and Wellness on a case by case basis.
  - The Coos Bay School District and TLS do not yet have access to the test to stay program.
8. Curriculum Report – Temporarily included in director's report, attached. Additionally:
- Shelley was subbing in Spanish for 4<sup>th</sup> and 6<sup>th</sup> grades but is no longer needed as Mr. Felipe is taking over. He has been secured as the new on-line Spanish teacher.
  - Starting Easy CBM tests in January and February.
  - Working on ways to boost public awareness of the school.
  - TLS Orientation is scheduled for Feb. 24<sup>th</sup> from 6-8:00, a second night will be added. Would like to have in-person with smaller groups and include an on-campus tour.
9. Business Report - Michelle Silva, attached. Additionally:
- Union requested to have a training session with TLS attorney and board members on labor relations.
10. Report from last Coos Bay School District Board meeting –
- Nothing to report
11. Old Business –
- Shelley explained the 2020-2021 state test results. Last year's testing was very different due to Covid. Not all tests were required per grade, a much more minimal number of tests were required. Level 4 is proficient, 3 is basic, 2 is below basic, and 1 is far below. Compare to level 4 with state proficiency (state proficiency is level 4).
  - TLS is slowly integrating volunteers back on campus. Proof of vaccine is required for volunteers along with the new background check requirements.
  - TLS was approved for the Electronic Connectivity Fund Grant. Funding is for technology equipment and will be used to upgrade and replace older computers for teachers.
12. Roundtable / Good of the Order
- Great effort on campus through quarantine process and transition to Comprehensive Distance Learning.
  - Appreciation for 4<sup>th</sup> grade zoology lesson.
  - Shelley gave big thanks to the awesome crew on campus and all hands on deck approach and attitude.
  - Appreciation for the message to parents about Covid protocols and the cautious approach TLS is taking and making tough decisions to putting safety first.
  - TLS will attempt to offer another vaccination clinic at TLS when vaccines are available in Coos County.
  - Happy to have chalkboard in the upper girls restroom to alleviate the graffiti problem.
  - Recognition for the level of dedication from TLS to keep the school open and kids on campus.
  - Great holiday party, thankful for everyone who was able to attend. Nice opportunity to mingle and get to know one another.

**Task List**

- o Michelle will send information on sideboards, criteria, or other information helpful for the Work session to plan the use of SSA funds.
- o Stephanie Ospina volunteered to post flyers around town for the parent orientation in February
- o Board will brain storm ideas on how best to utilize the SSA grant before the work session on January 30<sup>th</sup> at 2:00 pm.

**CORPORATE ACTIONS:**

The following actions were motioned, seconded and approved by unanimous consent unless otherwise stated:

**RESOLVED** to approve the meeting minutes from 12/1/2021 (MM by Bruce/ 2<sup>nd</sup> by Maya).

**ADJOURNMENT:** The meeting adjourned at 8:00pm. The next meeting time and date will be Wednesday, February 2nd, 2021 at 7:00pm.

Signature of Secretary, Stephanie Messerle \_\_\_\_\_

Date \_\_\_\_\_



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## **Board Work Session Agenda**

### **January 30, 2022, 2:00 pm via google meets**

- 1) Call to order – 2:00 pm by Board Chair, John Gibson  
This work session is to collaborate and outline the expectations for the Summer School Program funded by the SSA Summer School Grant. The intent of the SSA funds is to give students a chance to catch up, improve diversity in learning, prepare incoming Kindergartners for the upcoming year and the like. The grant funds may not be used to provide childcare and schools may not charge parents a fee to participate. The grant must be used to provide transportation and a nutrition program. These amounts will be determined at a later date once ODE has released the full requirements and our local vendors have submitted their availability. This work session is to build the bones and basic guidelines of the program in order for us to solicit a teacher (or teachers) to facilitate the program.

In attendance: John Gibson, Maya Watts, Tim Hyatt, Jenni Schmidt, Stephanie Ospina, Stephanie Messerle, Lisa LaGesse, Shelley Lake and Michelle Silva

- 2) Public comment – None  
(The board welcomes comments and questions from the public. If you wish to address the Board this evening, please raise your hand and unmute. We ask that you limit your comments to three minutes. If attendants are from the same group, and 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 to the agenda topic(s) but the Board will not hear complaints concerning individual school personnel. (Policy BDDH: Public Participation in Board Meetings)
- 3) SSA Grant = Student Success Act Summer School Grant
  - a) **Review the job description for Summer School Program Liaison**
    - i) Any recommended changes to current job description?  
Add some details about hiring additional help
    - ii) How much do we want to pay this person?  
One lump sum \$10-12,000 depending
    - iii) Are we expecting them to hire additional help?  
(1) If yes – \$8000 per additional staff member
  - b) **How long will our program run?**
    - (1) 3 weeks
      - (a) Four days a week Monday – Thursday 5 hours a day
      - (b) What are the start and end time?  
9 am – 2 pm
  - c) **When will it start and end?**
    - (i) Preferably July 11-15, 18-22, 25-29 but will allow wiggle room depending on who is hired and what student availability is. Could also do the following options
    - (ii) July 18-22, July 25-29, August 1-5
    - (iii) July 25-29, August 1-5, August 8-12

**d) Who will we service?**

Overall favorable to offering to wide range of student age groups.

Start with enrolled students. If slots are available, could extend invite to others interested.

Discussion about serving both groups depending on interested employees

- i) K-8
- ii) Incoming Kindergartners

**e) Program ideas**

Get the coordinator/liaison hired with additional assistants. Look at skill set of people we are hiring. Let them do some brainstorming for possible topics. Have a general outline/structure of day, but allow time for staff to add topics depending on their skill set and the population of students attending.

Reading, writing,

Social and emotional support

Coping skills with stress – deep breathing, yoga, outside walks – i.e. Self-regulation techniques

Team Building

Utilize the outdoor classroom and garden

    Garden work, plants, vegetables

    Nature exploration

Art - Contract w/ Josie Keating for art classes or a mural

Physical activities, sports

Drama

Buddy groups w/ different age groups like reading groups TLS used to do

Weekly change up of pointed activities (art, archery, bowling, etc.)

Other activities would depend on interests of staff and student population – could include as examples: music, archery, art, culinary.

Allow time for fun activities

**4) Good of the Order-**

We will need to schedule another work session.

If possible, schedule next work session with the new coordinator/liaison.

Additional Discussion Notes:

- Food services and bussing must be provided. Michelle will check on bussing and food service options and availability once dates and times are known.
- A licensed or charter registry teacher is required.
- Other aids/assistants can be hired.
- An administrator does not need to be onsite (Michelle will verify)
- Do we need to budget for admin/overhead costs? Yes
- Everyone was in favor of one 3-week session.
- Is there a student to teacher ratio? Yes: by law 1 teacher per 50 students
- Can we incorporate volunteers into the curriculum/activities offered? Yes: they must be vaccinated
- Can Shelley solicit interest from TLS current staff? Shelley and Michelle will collaborate on posting the job and solicit interest from current staff first with an internal posting for 10 days.
- Can we contract out to South Slough? Jenni will send contact info to Shelley to ask about availability.
- Can FOLS or another grant supplement costs for bussing, food, supplies, salaries? In theory, if we go over budget, yes.
- Field trips or onsite? No field trips, due to bussing, funding, and time constraints
- 

**Adjourned at 3:30 pm**

## **Director's Report: 2/2/2022**

### **Connections Log**

1/12 Office Hours with ODE K. Patterson  
1/14 Sheriff Re: Windows  
1/17 Gold Coast Security  
1/18 Tech Grant E. Wilsom, M. Silva, P. Schaeffer  
1/18 Lunch with 1<sup>st</sup> Grade SnowMan contest winner  
1/19 T. Kapande Re: Compost Program  
1/19 Fire Drill  
1/20 Safety Committee  
1/20-1/21 6<sup>th</sup> Grade Business Fair  
1/21 Lunch with 6<sup>th</sup> grade Snowman Contest winner  
1/25 Lunch with 4<sup>th</sup> grade Snowman Contest winner  
1/25 Sub PE  
1/26 J. Mitchell with JumpMath  
1/26 LockDown Drill  
1/27-1/28 T. Kapande Compost Lunch Program  
1/28 Zipline Repair Komapn Contractor: geo\_Morgan  
1/30 Board Work Session

### **TLS Updates:**

- Heather and Troy Kapande have launched our School Lunch composting program. Troy was on campus 1/27-1/28 teaching students about composting and sorting their lunch into compost and garbage. All compost is removed from the school daily and taken to the Kapande Farm.
- Staff Evaluations Will be completed by 2/28
- Installation of Exterior Door Alarms in all K-2 classrooms

### **RSSL Update:**

5/5/5/5 Quarantine (see attached)

### **Curriculum Report:**

- Easy CBM winter Tests wrapping up
- New Student Orientation 2/24 & 3/5 In person
- Robyn Brown will be hosting a Waldorf Professional Development Day on 2/18 for all K-8 Teachers
- State Testing is scheduled for May 2022. Teacher Training scheduled for March 2022.



Director TLS &lt;director@thelighthouseschool.org&gt;

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## No School 1/3-1/5/2022

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Director TLS &lt;director@thelighthouseschool.org&gt;

Mon, Jan 3, 2022 at 11:22 AM

To: ~~Angela Gibson <agibson@thelighthouseschool.org>~~, ~~Anita Martins <anita.martins1@gmail.com>~~, ~~Chris Seldon <leighth@thelighthouseschool.org>~~, ~~Day Custodian <daycustodian@thelighthouseschool.org>~~, ~~Diane McMahan <dmcMahon@thelighthouseschool.org>~~, ~~Emily Wilson <ewilson@thelighthouseschool.org>~~, ~~First Grade <first@thelighthouseschool.org>~~, ~~Heather Kapande <third@thelighthouseschool.org>~~, ~~Kindergarten <kinder@thelighthouseschool.org>~~, ~~Kindergarten Class <kinder@thelighthouseschool.org>~~, ~~LaSaundra Williams <seventh@thelighthouseschool.org>~~, ~~Linda Johanson <fourth@thelighthouseschool.org>~~, ~~Marie Small <Marie.Small@chw.coos.or.us>~~, ~~Martha Robinson <mrobinson@thelighthouseschool.org>~~, ~~Megan Maxwell <mmaxwell@thelighthouseschool.org>~~, ~~Mezdule Reed <mezdule@mezdule.com>~~, ~~Odysseus Frangopoulos <ofrangopoulos@thelighthouseschool.org>~~, ~~Rebeka Scholan <rscholan@thelighthouseschool.org>~~, ~~Sarah Rigney <off@thelighthouseschool.org>~~, ~~Sixth Grade <sixth@thelighthouseschool.org>~~, ~~Stephanie Krugg <second@thelighthouseschool.org>~~, ~~Swing Custodian <swingcustodian@thelighthouseschool.org>~~, ~~TLS Office <office@thelighthouseschool.org>~~

Hello Lighthouse families

I hope this email finds you safe and healthy after the holiday break. 2022 is starting off with a culmination of the perfect storm, no pun intended. Due to the extreme weather today on 1/3 and after hearing from families who have encountered canceled flights along with the number of students and staff impacted by covid exposures and quarantine school is canceled on Tuesday 1/4 and Wednesday 1/5 this week as well.

We will resume our regular schedule on Thursday 1/6. With that being said, The Lighthouse School needs your help to maintain in-person instruction for our students. When community spread increases, more COVID-19 is introduced in our schools and causes disruption of in-person learning due to quarantine and isolation. You can help us by:

- If your child has COVID-19 symptoms, DO NOT send them to school. Seek a COVID-19 test. COVID-19 symptoms can be found on page 9 of the Planning for COVID-19 Scenarios in Schools A Toolkit for School Leaders and Local Public Health Authorities.
- Get vaccinated now if you're not. Vaccination remains the best protection against serious illness from COVID-19 and reduces spread of the disease. Get Vaccinated Oregon.
- Get boosted! If you are eligible for a booster, make your appointment today. Boosters provide an extra layer of protection needed to slow spread of the omicron variant.
- Families with school-age children and educators should limit gatherings and non-essential activities with people from other households to the extent possible throughout January and February. Before getting together with family, friends and



loved ones, ask if attendees have received their COVID-19 vaccinations, including boosters, and consider postponing visits if many attendees are not up to date with recommended doses. If you are visiting people from another household, you should wear a mask, maintain a physical distance of at least 6 feet, and keep activities outdoors as much as possible.

Stay warm, stay safe and see you all Thursday morning!!

Shelley Lake  
Director  
The Lighthouse School

**Accolades****COVID protocol Review**

- If you are exposed to someone with COVID and/or present symptoms, please contact BOTH Michelle and Shelley for Next steps.
- When you email us, please include the date of your exposure, the date of your positive test, and the names & location (county) of exposure.
- ISP-Michaela will walk you through the ISP process for students who are quarantined. Students must return the ISP completed upon their return to receive credit for their absence.
- We need to continue to reinforce our school protocols (mask etiquette, hand washing, social distancing) and assume that students have not been practicing them over the break.
- Classroom air filters are getting cleaned/replaced as needed –please continue to turn them on daily, and remind subs to turn them on in your sub plans should you be absent.
- **CDL (comprehensive Distance Learning): \*Emergency Circumstance ONLY!\***
  - Our Primary focus is to Keep kids in school, but in the event of staffing shortages or Student spread, I have developed a Lesson plan template for teachers to review to assist in the event that you need to plan your CDL schedules. In all likelihood, you would be provided time to physically prepare for this transition and for the distribution of student chrome devices

**Housekeeping**

- NEW Speech Language Pathologist starts on 1/10/22. Sarah Holmes
- Spanish Schedule-New Spanish Teacher is contracted with us for the duration of the school year. Felipe is unable to accommodate 4<sup>th</sup> and 6<sup>th</sup> grade into the M/W Schedule. Mrs. Lake is currently teaching 4<sup>th</sup> & 6<sup>th</sup> until new schedule can be arranged.
- Ms. Mez will be out for the next two weeks and we have a Pre-arranged sub on campus for PE
- Please remind students to wear shoes appropriate for PE. Students can leave these in their locker for days and change their shoes in the PE room.

**Round 2 of Informal observations start on Monday 1/10/22**

- It's time to schedule the Pre-evaluation conference with you
- Please email The Director a date/time that works with your schedule to meet (this can be before school, after school, or during a prep period)
- Formal Evaluations will be in the month January or February on a time/date of your choice. We will schedule the evaluation date at your Pre-Evaluation meeting.
- All Formal evaluations will be completed no later than 2/28/22

**Active Shooter Training**

- Slideshow review of current Safety Protocols including intro to ALICE training
- Assigned SafeSchools Training Due on 2/28/22

**Upcoming:**

1/10 CBSD Board Meeting 6:00-8:00

1/12 TLS Board Meeting 7:00-9:00 pm

1/17 NO SCHOOL-Martin Luther King Jr.

1/18 Safety Day Fire Drill (AM) & Lockdown Drill (PM)

1/28 Pre-Evaluation Conference

2/18 Waldorf Teacher Training 1:30-3:30pm

Date

Dear \_\_\_\_\_ Grade Families,

The schedule listed below will be what our school days look like during CDL during our class's quarantine from \_\_\_\_\_ to \_\_\_\_\_. If you have any questions, please feel free to contact me through our school office at 541-751-1649, or send me an email directly.

The Google Meet is accessed through the Meet Link in our Google Classroom If your student is unable to login to the Google classroom, please contact the school ASAP for assistance and guidance.

### CDL SCHEDULE

**8:00-8:20 AM** This is normally our breakfast time. I will have the google meet open, and students may join and chat with friends and myself for a few minutes until class begins. (this time is optional, but it's always nice to have a few minutes to check in and see how everyone is doing.)

**8:30-9:30 AM** Math Instruction and Practice together as a class.

**9:30-10:00 AM** Students time to work on Zearn for math comprehension and fluency, and Jump Math pages. They do NOT need to be in google meet while working, but may pop in at any time to get help and assistance from me.

**10:00-10:20 AM-** RECESS. I encourage the students to get outside to move around a bit.

**10:20-11:00 AM** –Students will join me in Google Meets for our lesson in Writing, Grammar, and Reading Horizons on Google. We will practice our Vocabulary and skills!

**11:00-11:30 AM** Silent Reading (20 min)

**11:30-12:15** Lunch and Lunch Recess

**12:15-1:00** Specialties Spanish/Art/PE activity

**1:00-2:00** Main Lesson on Google Meets

**2:00-2:30** Read Aloud and Conclusion

During this Week we will be working on the following Assignments:

Math	Writing	Reading

Please reach out to me with any questions you may have. Thank you for all of your support during this difficult time.

### Lock-Down (Imminent Danger): ALICE

1. When initiating a lockdown, the following announcement will be given over the intercom: **STAFF, THIS IS A LOCKDOWN. "LOCKS, LIGHTS, OUT OF SIGHT."**
2. Check the immediate area outside of your teaching area and bring in any students, staff, parents or volunteers who might be close.
3. Lock classroom doors, windows, close blinds and shut off lights. Maintain a calm, quiet environment. **ALICE**
4. Account for all students, making note of missing or extra students, and hold for communication from the office.
5. Do not unlock your doors or leave the room until you have received direction or authorization from police or building administrator. **ALICE**

### Lockout (Secure The Perimeter, Secure Your Room) (Potentially Dangerous Situation or Medical Emergency Existing Outside of Your Classroom): (Shelter In Place)

1. Staff, when initiating a Lockout/Secure The Perimeter, Secure Your Room, the following announcement will be given over the intercom: **"TEACHERS, LOCKOUT, SECURE THE PERIMETER, SECURE YOUR CLASSROOMS.**
2. Check the immediate area outside of your teaching area and bring in any students, staff, parents or volunteers who might be close. Playground supervision, recover students from outside the building. Take Roll.
3. Lock classroom doors, windows and close blinds.
4. There will be no outside activity and no individual movement around campus.
5. Restroom use may be done in groups, only after permission is given from the main office.
6. Continue to teach and/or house students within your classroom.
7. Normal school activities will resume upon notification from Administration or Emergency Officials.

### Medical Emergencies:

1. Assess and secure the area.
2. Secure additional adult help.
3. Contact office and or 911 if applicable, advise of the situation (who, what, when and where).
4. Render assistance (per your skill level) until further advised.
5. Move students as directed by Administration or Emergency Officials.

### Evacuation: (Fire, Tsunami)

1. Evacuate: **"GIVE LOCATION"** move in an orderly fashion following the evacuation route.
2. Doors need to be closed but not locked.
3. Leave lights as is.
4. Take your class (no less than 50') from the building to a designated area.
5. Keep your class together.
6. After arriving at the designated site, account for all students, making note of missing or extra students, and hold for communication from the office.
7. Wait for further instructions from either Administration and/or Emergency Officials.

### Earthquake: (Tsunami Evacuation)

1. **"DROP, COVER AND HOLD ON"**
2. If students are not in a classroom they need to stand by a load bearing wall.
3. After the earthquake stops, be prepared to evacuate quickly and efficiently. Be prepared for aftershocks.
4. If you are outside, find an open area away from power lines, power poles, buildings, trees etc.

### Emergencies during Class Transition or Lunch:

1. **Lockdown/Lockout:** if you are in or near your classroom: Immediately gather as many students as possible from the hallway and bring them into your room. Secure the room. If you are away from your room gather as many students as possible from the hallway and get into a room. Staff: It is important that in a Lockdown/Lockout situation that we take roll of the students that are in our care at that time.
2. **Evacuation:** Gather as many students as possible from the hallway and escort them to the nearest evacuation area. Once at the evacuation site, students need to report to their homeroom or 1<sup>st</sup> period teacher. Finally, take roll of the students that are in your care.



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

1/11/2022

Hello Lighthouse Families,

Welcome back from what I hope was a restful and relaxing winter break. I want to wish you all a Happy New Year! Seeing the kids back on campus is very exciting, even with the few hiccups we had last week. I was also very delighted to see the pictures of the kids out and about playing in the snow. Congratulations to our student winners! I will be contacting the winners this week to arrange our special lunch.

With the return to School, I am saddened to relay that after six years of dedication to the Lighthouse School, Mr. Hamner has officially resigned. We are very grateful for Ms. Mez and her ongoing dedication to the students, providing them with PE during this time of transition. We want to encourage all students to wear appropriate closed toed running shoes to school on their PE days to avoid ankle injuries and tripping hazards. Older students are welcome to keep an extra pair of shoes in their lockers to change into if they prefer. We hate to see students sitting out and losing participation credit on days that they cannot run and join in on class activities due to the lack of appropriate footwear.

As we get back into our school routine, I want to continue to reiterate our commitment to keeping our school open and our student in class. While we may be tired of the COVID-19 protocols, it is imperative to keep practicing our school's safety procedures to avoid unnecessary quarantines and sickness. The Oregon Department of Education (ODE) and Oregon Health Authority (OHA) have been using the term "layered" approach and we are committed to following these guidelines when possible:

- Wear properly fitting face coverings that cover the nose and mouth while on school campus
- Maintain Physical distancing. 3 feet while wearing a face covering, 6 feet without
- Utilizing Classroom Air filters (donated by our AMAZING families) and cleaning/replacing the filters are needed.
- Sanitizing frequently touched surfaces

Families, I wish to remind you to keep your students home if they are not feeling well. Testing is encouraged and we will connect with the Local Health Authority for guidance as we adopt the newly released 5-day isolation protocol for COVID positive and exposed individuals. I am so proud of all our staff and educators with their ongoing dedication to teach and support our kids. With the rise of the Omicron Variant, we are preparing for possible impact that we may experience including Comprehensive Distance Learning (CDL) should an emergency call for this action.

Thank you everyone for your ongoing dedication to your students and our school community.

Stay Safe, Stay Healthy.

Shelley Lake  
Director, The Lighthouse School

# Students may return to school under the following criteria:

## **EXPOSURE – WITHOUT symptom onset**

### ***My child has been exposed to Covid what do I do?***

- Notify the school office immediately.
- Quarantine them for 5 days.

If they are **not exhibiting any of the following symptoms** they may return to school on day 6; FEVER (temperature of 100.4 or higher), Chills, cough, shortness of breath, difficulty breathing, Fatigue, Body Aches, Sudden or recent loss of taste and smell, Sore throat, Runny nose, Congestion, Nausea, Diarrhea, Vomiting, Jaundice (new yellow color in eyes or skin), eye illness (unexplained redness, pain, swelling, vision changes; or yellow/brown drainage), new rash or open sores.

## **EXPOSURE – with symptom onset**

### ***My child has been exposed to Covid and is now showing signs of illness, what do I do?***

- Notify the school office immediately.
- If they were in quarantine due to an exposure, once symptom onset occurs the 5-day quarantine clock starts over.

They may return to school on day 6 (from symptom onset date) as long as they have been symptom free for 24 hours without the use of any medications **and** are no longer exhibiting any of the following symptoms;

FEVER (temperature of 100.4 or higher), Chills, cough, shortness of breath, difficulty breathing, Fatigue, Body Aches, Sudden or recent loss of taste and smell, Sore throat, Runny nose, Congestion, Nausea, Diarrhea, Vomiting, Jaundice (new yellow color in eyes or skin), eye illness (unexplained redness, pain, swelling, vision changes; or yellow/brown drainage), new rash or open sores.

## **POSITIVE COVID TEST – WITHOUT symptom onset**

### ***My child TESTED POSITIVE for Covid, but isn't showing any signs of illness, what do I do?***

- Notify the school office immediately.
- Quarantine them for 5 days.

If they are **not exhibiting any of the following symptoms** they may return to school on day 6; FEVER (temperature of 100.4 or higher), Chills, cough, shortness of breath, difficulty breathing, Fatigue, Body Aches, Sudden or recent loss of taste and smell, Sore throat, Runny nose, Congestion, Nausea, Diarrhea, Vomiting, Jaundice (new yellow color in eyes or skin), eye illness (unexplained redness, pain, swelling, vision changes; or yellow/brown drainage), new rash or open sores.

## **POSITIVE COVID TEST – WITH symptom onset**

### ***My child TESTED POSITIVE for Covid, and is showing signs of illness, what do I do?***

- Notify the school office immediately.

<b><i>If they were in quarantine already</i></b>	<b><i>If they were not already in quarantine</i></b>
once symptom onset occurs the 5-day clock starts over	you will quarantine for 5 days from the date of the positive test result

They may return to school on day 6 (from symptom onset date) as long as they have been symptom free for 24 hours without the use of any medications **and** are no longer exhibiting any of the following symptoms;

FEVER (temperature of 100.4 or higher), Chills, cough, shortness of breath, difficulty breathing, Fatigue, Body Aches, Sudden or recent loss of taste and smell, Sore throat, Runny nose, Congestion, Nausea, Diarrhea, Vomiting, Jaundice (new yellow color in eyes or skin), eye illness (unexplained redness, pain, swelling, vision changes; or yellow/brown drainage), new rash or open sores.

**FOR ALL OTHER SCENARIOS PLEASE CALL THE SCHOOL OFFICE 541-751-1649**

## BUSINESS/HR REPORT FOR THE BOARD MEETING OF February 2, 2022

Dear Diary

January was rough and February isn't starting out so smooth either....

- Saturday, January 1; Took Day Off
- Sunday, January 2:
  - Made and installed upper bathroom free speech chalk board for students
  - Dealt with 2 Positive Covid cases and did contract tracing with LHA
- Monday, January 3:
  - District wide snow day called
    - Ran up to the school to
      - check the perimeter for fallen trees – there were NONE
      - Checked building for any new leaks
      - reset security alarm that was knocked out in power outage
    - Went home and continued to work
      - Contact traced 16 families (26 students) with positive cases
      - Collaborated with Director on closing Tuesday and Wednesday
      - Sent out parent email for Director
      - Sent out all staff email regarding additional closure days
      - Sent out all staff email not to enter the building as there was no electricity
      - Sent John a text to ask to reschedule board meeting
      - Sent out email to board postponing board meeting to the following Wednesday
- Tuesday, January 4:
  - Connected with Janitor sub who showed up to closed school
- Wednesday, January 5:
  - Conducted Covid contract tracing
  - Connected with ESD who forgot to tell our sped folks that we were closed
  - Made copies of lesson plans for all absentees for Thursday
  - Answered text messages about 2<sup>nd</sup> storm wave to come through Thursday
  - Sent out an all staff email that the internet was restored to the school
- Thursday, January 6: First day back after break!!
  - Conducted Covid contract tracing
  - Paid incoming bills
  - Worked with Tyler Technologies on trouble ticket for accounting software related to update
  - Met with West Coast Fencing regarding missing gate on far end of building
- Friday, January 7:
  - Worked with union regarding staff status on closure days
  - Updated forms wall with missing forms
  - Restocked supply closet for staff
  - Searched building for missing yard sticks lost in classroom moves last year
  - Called tree company to remove 1 fallen tree from hillside – called at 5 and said they would come by Saturday
  - Worked with Take Lessons to accommodate new Spanish Schedule

- Worked with attorney on OSEA issue
- Saturday, January 8:
  - Met Hyssop productions at school to fix the internet server
  - Conducted Covid contract tracing
  - Continued work with Take Lessons to solidify new Spanish Schedule for Monday 1/10
  - Waited for tree guy who never showed or called to cancel
- Sunday, January 9: took day off
- Monday, January 10:
  - Arrived to find landslide in the back of playground with fallen boulder and now three trees fallen
  - Called second tree guy to remove trees from landslide area
  - Coordinated tree removal during lunch recess
  - Called west coast fencing for estimate on damaged portion the fence
  - Worked on finding a PE sub for the next month
  - Worked on payroll
  - Conducted Covid contract tracing
- Tuesday, January 11:
  - Worked on audit items
  - Paid incoming bills
  - Set up reverse field trip for 6<sup>th</sup> grade
  - Worked on payroll
- Wednesday, January 12:
  - Got notified of a positive case on campus and had to send a classroom home
  - Got notified of a second positive case on campus and had to send a classroom home
  - Safety team meeting
  - Worked on payroll
- Thursday, January 13:
  - Reconciled 2021 pers reports in edx
  - Lined up more custodial sub services
  - Finished up payroll
- Friday, January 14:
  - Arrived to 7 broken windows
    - Took photos
    - Measured windows
    - Picked up plywood and window cling to secure windows
    - Installed plywood and window cling with the help of Dave
    - Called insurance company to report claim
    - Called Glass place to schedule estimate
    - Worked with Sherriff office on case
  - Read through news release from ODE
    - Collaborated with Director to inform staff of new guidance to be implemented on Tuesday January 18<sup>th</sup>
    - Worked with Cafeteria duty staff to make seating chart in compliance with new guidance
  - Passed out paychecks



- Paid payroll liability bills
- Helped Dave stack downed tree limbs for pick up on Saturday
- Saturday, January 15:
  - Met Kim to label all of the cafeteria tables with new seating chart
  - Placed online orders for staff
  - Took photos of hillside while Shelley and Brandon removed tree debris
- Sunday, January 16: Took Day off
- Monday, January 17:
  - Met Area Glass & Mirror to conduct estimate
  - Made arrangements for Knife River to come in and remove the boulder from landslide
  - Had to call tree guy to set appointment to remove another tree
  - Conducted Covid contract tracing
- Tuesday, January 18:
  - Worked on Summer School grant with ODE
  - Coordinated volunteers to be on campus
  - Set up reverse field trip for grades 3,4,5
- Wednesday, January 19:
  - Conducted investigation
  - Wrote incident report
  - Purchased and installed sound alarms on exterior classroom doors that lead to the parking lot
- Thursday, January 20:
  - Sent email to the executive board
  - Met with west coast fencing again to get better measurements of repairs needed to fence
  - Completed quarterly reporting
- Friday, January 21:
  - Worked on Summer School grant with ODE
  - Cost out for 22/23 year
- Saturday, January 22:
  - Made supply runs
  - Conducted Covid contract tracing
- Sunday, January 23:
  - Took inventory and cleaned supply closet
- Monday, January 24:
  - Worked on evaluation templates for non teaching staff
  - Conducted Covid contract tracing
- Tuesday, January 25;
  - Met with outdoor school vendor to solidify program and dates
  - Contract traced covid cases
- Wednesday, January 26:
  - Worked with attorney on OSEA matter
  - Began work on w/2s & 1099's
- Thursday, January 27;
  - Compiled Work Session agenda and materials

- Began work on w/2s & 1099's
- Conducted Covid contract tracing
- Friday, January 28;
  - Emailed out work session agenda and materials
  - Caught up on regular job duties
- Saturday, January 29;
  - Worked on w/2 set up
- Sunday, January 30;
  - Worked on w/2 balancing reports
  - Attended board work session
- Monday, January 31;
  - Conducted Covid contract tracing
  - Issued w/2s
  - Filed state and federal w2 reports
  - Met with heating guy to repair heaters in upper wing
  - Picked up audit materials from auditors
  - Conducted investigation

