



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



**Agenda February 7, 2024**

1. Call to order
2. Public comment (3 minutes):  
The board welcomes comments and questions from the public. If you wish to address the Board this evening, please raise your hand or unmute yourself, when public comment is requested. 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. Once Public Comment has closed the audience is welcome to stay for the remainder of the meeting, in observance only, in accordance with Policy BDDH. (Public Participation in Board Meetings)
3. Union report (10 minutes)—
4. Discuss & Approve Board Meeting Minutes from 1/3/2024 –
5. Discuss & Approve Consent Agenda minutes:
  - FOLS:
    - i. 9/19/2023 – minutes attached
    - ii. 10/17/2023 – meeting held but no quorum so no official meeting minutes
    - iii. 11/21/2023 – minutes attached
    - iv. 12/19/2023 – no meeting
  - 1/08/2024 - Grant Writing Team – cancelled – update provided via email
  - 1/18/2024 – Safety Team - minutes attached
  - 1/26/2024 – Site Team – cancelled
  - 1/31/2024 – Negotiations Team - cancelled
6. Directors Report with Curriculum Report—Shelley Lake
7. Business Report—Michelle Silva
  - **ACTION ITEM – adoption of OSGP (a PERS affiliate)**
    - i. We have had employee requests to partner with Oregon Savings Growth Plan
      1. There is no cost to the employer
      2. Participant deductions come out of payroll like any other deduction
      3. Employee participation is Voluntary
      4. OSGP handles all of the paperwork and employee sign up
      5. It allows employees multiple advantages like:
        - a. Additional retirement investments
        - b. Secure rollover of PERS lump sum payouts at retirement
        - c. PERS Tier 3 retirement supplement
        - d. Loan options for contributions made

8. Old Business
  - Strategic Plan Update
  
9. New Business:
  - **ACTION ITEM – approval of ERATE 3<sup>rd</sup> party administrator contract – John Gibson**
    - i. **Competing bid 1 -**
    - ii. **Competing bid 2 -**
  - **ACTION ITEM – approval for replacement of the current NEC phone and cleaning up the cabinet – John Gibson**
    - i. **Competing bid 1 -**
    - ii. **Competing bid 2 -**
  
10. Report from last District Board meeting –
  
11. Roundtable / Good of the Order-



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**Meeting Minutes January 3, 2024**

1. Call to order

- The Board of Directors met January 3, 2024
- The meeting was in person and called to order at 7:05 PM.
- The meeting was a regularly scheduled meeting called by the Board of Directors.
- The Directors present at the meeting were: McKinley Prado, John Gibson, Jenni Schmitt, Stephanie Messerle, Stacy Courtright, Maya Watts, Lisa LaGessee, and Stephanie Ospina. Also present were Director Shelley Lake and Business Manager Michelle Silva. A quorum was present because eight of the eleven board members were in attendance. Not present were Bruce Steele, Paula Mosley, and George von Dassow. Presiding officer was Stephanie Messerle.

**REGULAR MEETING – REPORTS AND DISCUSSION**

2. Public comment

- None

3. Union report

- Linda Johanson (Union Vice President) provided an email update that was read out loud at the board meeting. In summary, teachers are well rested after the winter break. It's great to have music back this term. Staff enjoyed winter festival, which was well-supported by parent volunteers. Thanks to board for employee appreciation dinner, it was warm and welcoming. Union negotiation team has been put together and begun meeting with rep, with a survey send out to employees. Staff enjoy leadership meetings and look forward to supplying input to the school strategic plan (see attachment for full letter).

4. Discuss and Approve Board Meeting Minutes

- December 6th, 2023 board meeting minutes

5. Discuss and Approve Consent Agenda minutes:

- Tech Team - 12/5/2023
- Grant Writing Team - 12/11/2023; additionally, did not receive the Coquille Tribal Grant for the bike rack. However, a private donor has stepped forward to pay for Marshfield HS to manufacture the bike rack.

6. Director and Curriculum Reports — Attached. Additionally:

- 1,632 lbs of food donated to food bank from TLS 12 days of giving
- Formal observations will begin next week for main lesson and specialty teachers
- Easy CBM and dibbles testing will begin in January for middle of the year assessment
- NAEP testing for 8th graders will take place mid February (voluntary testing). Students are chosen at random and half will take reading assessment and half will take math assessment.

- CBSD now has interim superintendent
  - Leadership Team meets once a month for teachers to bring up concerns and promote collaborative troubleshooting of problems
7. Business Report—Attached. Additionally:
- Positions still open for Literacy, Math Specialist, 1st Grade
  - Music has returned this term
  - Lots of positive feedback for staff appreciation dinner hosted by board
8. Old Business
- Strategic Plan Update - January/February work on plan as a board (subcommittee, shared online document, another work session) to put what we have into more of a strategic plan format, instead of the wordy document we currently have and also flesh out Facilities and Governance sections. March/April solicit staff/teacher input. Revised draft ready by May for parent/community input. Final product by mid-June. Subcommittee can work on formatting. Board work session scheduled for January 21st, 2:00-4:00 PM to work on Facilities and Governance sections.
9. New Business
- None
10. Report from last Coos Bay District Board meeting
- None
11. Roundtable / Good of the Order
- It has been a calm, quiet first week back
  - Winter Around the World Celebration was really nice
  - Appreciation for all the people who have been going above and beyond in small and large ways
  - Anita has been creating a great work culture, organizing great activities and doing positive things for staff
  - Really appreciate the archery club and all the electives and clubs that staff spend time doing
  - Really happy that Mrs. Maxwell is back; music is a really important component and she is so great with the kids
  - Caroling at the Mission with Mrs. Maxwell was really nice and there was a great turn out from students and families
  - Really happy to see student enrollment numbers staying steady
  - TLS creates such a great atmosphere for students, especially allowing space for 7th and 8th graders to still be kids and enjoy each other's camaraderie.

**Task list**

- None

**Corporate Actions**

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

**RESOLVED** to approve the December 6th board meeting minutes. MM by John Gibson, 2<sup>nd</sup> by Maya Watts. Unanimously approved.

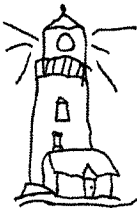
**RESOLVED** to approve the consent agenda minutes. MM by Maya Watts, 2<sup>nd</sup> by Stephanie Ospina. Unanimously approved.

**ADJOURNMENT:** The meeting adjourned at 8:42 PM. The next meeting date is scheduled for February 7th, 2024.

Signature of Secretary, Jenni Schmitt \_\_\_\_\_

Date: 1/3/2024

# CONSENT AGENDA



## Friends of Lighthouse School

"Keepers of the light."

62858 Highway 101  
Coos Bay, Oregon 97420



### REGULAR MEETING MINUTES

- A regularly scheduled meeting of the FOLS Board of Directors was held on September 19, 2023 at 6:00 pm at The Lighthouse School.
- The Directors present at the meeting were: Jarret (Jake) Robinson, Johanna Curelo, Stefani Eaton, Anita Martins, Eva Bailey, Sabrina McNeely, and Lisa LaGesse (via phone). The following directors were not present: Ed Hughes and Julie Graber.
- A quorum was present because seven of the nine Directors on the Board were present.
- The presiding officer was Jarret (Jake) Robinson.
- There were no guests present today.

### REGULAR MEETING – REPORTS AND DISCUSSIONS:

1. Meeting was called to order at 6:04 PM.
2. Public comment: none
3. Minutes from the 08/15/2023 meeting were unanimously approved. (MM by Jake, 2<sup>nd</sup> by Eva).
4. Financial Report:
  - Current Accounts Balance:
    - Main account: \$13936.95
    - PayPal account: \$863.95
    - Debit account: \$191.69
  - Additions to accounts: none
  - No withdrawals since the last meeting.
  - Banking updates: online banking has been set-up
  - New invoices:
    - \$66.56 to Anita Martins for Parent Night (approved at the last meeting)
    - \$100 to the Secretary of State. Jake needs to sign reactivation paperwork.

- \$9834.73 to The Lighthouse School as the remainder of the Classroom Fieldtrip Accounts:
  - K: \$100.00
  - 1<sup>st</sup>: \$339.85
  - 2<sup>nd</sup>: \$161.00
  - 3<sup>rd</sup>: \$263.35
  - 4<sup>th</sup>: \$771.11
  - 5<sup>th</sup>: \$1327.06
  - 6<sup>th</sup>: \$1982.88
  - 7<sup>th</sup>: \$1967.96
  - 8<sup>th</sup>: \$2921.52

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5. Old Business:

- Parent Night was a success! Several school board members and FOLS board members attended and socialized with families. It was a great event.
- Teacher trainings: Discussed expectations when FOLS funds teacher training, including requiring teachers to send a short synopsis of what they learned to FOLS and share what they learned with The Lighthouse Staff. Eva will draft a letter to be used to inform individuals of what was approved, as well as the expectations of receiving the funds.
- Thank you Stefani for all of the work you did to create the FOLS Tri-fold!!!

6. New Business:

- Wreath's: need to decide how many extra wreath's to order and if we want to have the wreath's delivered vs picking them up. Will offer this to parents as a volunteer opportunity. FOLS would pay for gas at \$.655 and meals. Wreath order forms should go out by 10/1/2023

7. Committee Reports:

- LPO: Waiting for background checks to come in.
- Tech: No update. Will work on compiling info for the website and plan to update it in the new year.
- Fundraising: There is good coordination between the LPO and Fundraising Committee. There are several new ideas being planned.
  - Wreath Sales: Discussed setting up places in the community to for wreath sales in addition to the Holiday Faire.
- Policy: Jake is working on reviewing the bylaws.

**CORPORATE ACTIONS:** none

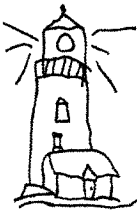


**MISCELLANEOUS DISCUSSION:**

- Discussed FOLS's presence in the school and at events. After the updated approval letter is created, Eva will talk with Shelly about coming to a staff meeting to talk with teachers about FOLS, including the process for requesting funds.
- The Kindergarten Readiness Program: at this time, there is no relationship between this program and FOLS.

**ADJOURNMENT:** There being no further business, the regular meeting was adjourned at 7:14 pm. The date and time of the next meeting will be October 17th, 2023 at 6:00 at The Lighthouse School.

Signature of  
FOLS Board Officer \_\_\_\_\_ Date \_\_\_\_\_



## Friends of Lighthouse School

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### REGULAR MEETING MINUTES

- A regularly scheduled meeting of the FOLS Board of Directors was held on November 21, 2023 at 6:00 pm at The Lighthouse School.
- The Directors present at the meeting were: Jarret (Jake) Robinson, Stefani Eaton, Anita Martins, Eva Bailey, Ed Hughes, Julie Graber, and Lisa LaGesse (via phone). The following directors were not present: Sabrina McNeely and Johanna Curelo.
- A quorum was present because seven of the nine Directors on the Board were present.
- The presiding officer was Jarret (Jake) Robinson.
- There were no guests present today.

### REGULAR MEETING – REPORTS AND DISCUSSIONS:

1. Meeting was called to order at 6:04 PM.
2. Public comment: none
3. Minutes were not reviewed at this meeting.
4. Financial Report:
  - There was no cash-out this month.
  - FOLS still needs to pay Anita \$80.99 for pizza.
5. Old Business:
  - Reviewed conversations from the October meeting that was most were not able to attend: wreath order forms, fundraising (Parking Spot Raffle, Gnome Felting), and electronic voting.
  - Eva has created a funding request letter.
  - Wreath Fundraiser
    - orders: There is one outstanding order for Natalie at Walts; Jake will touch base with her about this.

- o The money raised will be split 50/50 with the school. Will need to discuss how shipping costs will be factored at the January meeting.

6. New Business:

- No new funding requests.
- Jake Robinson plans to resign as the FOLS President effective 12/31/2023.
- Board Officer Election: Stefani Eaton was elected President beginning 12/31/2023 (see resolution below). Congratulations Stefani!

7. Committee Reports:

- LPO: Anita is struggling to get volunteers. Discussed ways to increase parent involvement.
- Tech: No update.
- Fundraising: There is good coordination between the LPO and Fundraising Committee: Johanna was not present. The Wreath Fundraiser and Holiday Faire were discussed.
- Policy: Jake would like to continue to focus on background work, policies, binders, and simplifying systems.

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

**RESOLVED to** elect Stefani Eaton as the next FOLS President effective 12/31/2023 and grant all such responsibilities and authority as detailed in the FOLS bylaws, including access and signing authority for all FOLS financial accounts and investments. (MM by Jake, 2<sup>nd</sup> by Anita; unanimously approved by the members present).

**MISCELLANEOUS DISCUSSION:**

- FOLS needs a new computer and physical storage space.

**ADJOURNMENT:** There being no further business, the regular meeting was adjourned at 7:02 pm. The date and time of the next meeting will be January 16, 2024 at 6:00 at The Lighthouse School.

Signature of  
FOLS Board Officer \_\_\_\_\_ Date \_\_\_\_\_



Michelle Silva &lt;businessservices@thelighthouseschool.org&gt;

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**No Grant Team meeting tonight, Jan. 8th**

1 message

**Stephanie Messerle** <smesserle@thelighthouseschool.org>

Mon, Jan 8, 2024 at 9:23 AM

To: Rebeka Scholan <rscholan@thelighthouseschool.org>, johanna curelo <barefootgirl999@gmail.com>, Jackie Chambers <jackie\_hermann@hotmail.com>, Julie Graber <jgraber@thelighthouseschool.org>, Director TLS <director@thelighthouseschool.org>, Jenni Schmitt <jschmitt@thelighthouseschool.org>, Lani Schreiber <lani.schreiber@gmail.com>, Michelle Silva <businessservices@thelighthouseschool.org>

Hello Grant Team - My sincerest apologies for canceling our meeting and for the short notice. I have a scheduling conflict this evening and need to cancel our Grant Team meeting for Jan. 8th. We'll plan to meet again on February 12th at 7:00, virtually.

A couple updates for the team. We did not receive the Coquille Tribal Community Grant request for the bike rack. However, TLS did receive a private donation for the bike rack! This was a very generous contribution and we are very thankful. We'll take the bike rack off our list of needs.

The Three Rivers and Pacific Power Foundation grants are coming up this spring. Let's plan to review our list of needs for grant requests at our February meeting.

Please continue to forward funding opportunities!

Thank you,  
Stephanie Messerle

# SAFETY TEAM meeting minutes

1/18/2024

In attendance: Dave Slone, Michelle Silva, Anita Martins, Stacy Courtright, Shelley Lake

Not in attendance: Maya Watts, Heather Kapande

*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.*

## **Old Business:**

- Update on security cameras at the end of the lower hall
  - Security System is outdated and cannot hold another camera
  - Tech team is looking into a new system
- Fire Inspection update
  - All recommendations and requirements have been submitted to the fire marshal
- Bark behind back gate was distributed

## **New Business:**

- Panic button is due to be installed by Gold Coast Security
  - This will allow the office to notify authorities of an imminent emergency when they are unable to get to a phone
- When the internet goes down so do the schools phones
  - Alternative ways to maintain communication with the outside when internet is down
    - Suggestions from the group:
      - Purchase a cell phone for the school and place an App on the cell phone with hot spot
      - Purchase Community phone (see attached)
      - Have current phone company (Cascade Tel) tie into security system which runs when power and internet goes out

COMMUNITY PHONE  
867 BOYLSTON STREET 5TH FLOOR #1503  
BOSTON, MA 02116

# community phone

as seen on



The Boston Globe

OUR FRIENDS AT  
62858 HIGHWAY 101  
COOS BAY, OR 97420-3895



Hello there,

I'm James Graham, the CEO and Founder of Community Phone. You recently checked us out looking for landline phone service in Coos Bay and I thought it would be nice to give you more details personally.

I understand the value of the comfort and familiarity that landline phones offer.

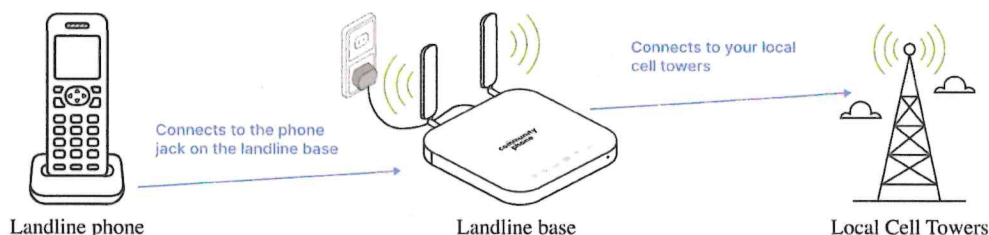
I also know how frustrating it can be dealing with traditional providers who raise your rates, cut your service, and are unreachable when you have a question or a problem.

That's why we offer reliable landline service with plans as low as \$39/month.

With Community Phone's landline service, you'll get:

- Unlimited nationwide calling
- Phone service that works without internet, and during power outages
- Customer support you can actually reach by phone or email
- The option to keep your existing phone and phone number, or get a new one from us

Our landline service works by connecting your landline phone to cell towers in your area, via our landline base.



That means it doesn't require internet; if we have coverage in your area (and we almost certainly do... we have coverage in over 99% of the country), our service will work for you.

So give us a call at 855-320-3416 7am-10pm EST Monday-Friday or 10am-7pm Saturday and Sunday, or visit us at [home.communityphone.org](http://home.communityphone.org) to learn more and check your address for coverage. Your communication is important to us. Keeping it easy and safe is our commitment.

Most sincerely,

*James Graham*  
James Graham, CEO  
Community Phone



01018000077048



# DIRECTOR'S REPORT

## **Director's Report: 2/7/2024**

### **Connections Log**

1/2 NAEP planning meeting  
1/4 Admin team Meeting  
1/5 Mock interview 6<sup>th</sup> ELA  
1/9 MHS Student Math observation Math Honors  
1/10 MHS Student math Observation General Education Grade 8  
1/9 CHW Counselor Meet & Walk through  
1/9 J. Yeates WTEE  
1/10 SRO Scoville ELA  
1/11 ELA 8<sup>th</sup> Interview  
1/11 J Cuerlo Re: Fundraising Committee  
1/11 NBHS Math Dept. Chair  
1/11 6-8 Guest Speaker: Walk Across America  
1/12 Guest Speaker 4<sup>th</sup>  
1/16 Pre-K Meet the Teacher Night  
1/17 Admin Team Meeting  
1/18 Civil Rights Coordinator Training  
1/18 Safety Team Meeting  
1/18 Safety Day-lockdown drill & Fire Drill  
1/18 Pre-K Meet the Teacher Night  
1/19 ODE Rule Making Webinar  
1/19 Staff meeting  
1/21 Board work session  
1/24 OBOB Battle MHS 6-8  
1/26 Waldorf Training  
1/27 Winter Carnival  
1/30 4<sup>th</sup> field trip Marine life center  
1/30 7/8 Guest Speaker Woodenshoe Tulips  
1/31 OBOB Battle MHS 3-5  
2/2 MHS Welding Department: Bike Rack collaboration  
2/2 Staff Meeting  
2/5 SOU CL Lead meeting w/grade 4

### **TLS Accolades:**

- LPO & FOLS Winter Carvinal
- Mrs. Moore and the Middle School NEWS report  
<https://sites.google.com/thelighthouseschool.org/journal24>
- Pre-K Meet the Teacher Nights and 24/25 enrollment
- Mr. Seldon & Mrs. Kapande being good sports for fundraising sakes
- Kindergarten- Pirate Week!
- First grade Art collaboration with Mr. Ody
- Third Grade Market day
- Fourth Grade Animal Reports
- Fifth Grade Egyptian Fair



## **Curriculum Report:**

Formal Observations and Evaluations in progress: Lake has met with grades 2-8, Reading Team, PE and Spanish. Others are scheduled for February

Winter easyCBM closes 2/18

Middle of Year dibels (reading benchmarks) finished, Director has met with the Reading team to determine intervention strategies

- A. Gibson hosted a PLC for UFLI in grades K-3, and met with 4-7 for Literacy coaching
- Lake has ongoing coaching in Grade 5 for math support, pacing and supplemental planning
- Lake has ongoing coaching in grade 2 for Math, Main Lesson and communications coaching
- Lake has ongoing coaching in grade 4 in the area of SOU cite Lead support towards credentialing
- Lake has ongoing coaching in Nature Studies in the area of classroom improvement and standards incorporation

Lake is training to become the Civil Rights coordinator for TLS in accordance with ODE standards/Expectations

Counselor T. Gresham is on campus Thursday 8:30-4:30 weekly

Art is collaborating and prepping with parent volunteers for the Coos Bay Art Museum's biannual Student gallery

Culture Team: Never Have I ever

### Accolades

- **12 Days of Giving 1632 Lbs. of food donated to the food bank!**

### Housekeeping

- On-Site Counseling scheduled to begin on CAMPUS Thursday 1/11/2024. Please send student referrals to the Director

### Yearbook

If you have not done so already, please begin to upload class photos into the entourage account. If you do not have access to the entourage account, please connect with Michaela.

### Waldorf Training:

Virtual PLC with Jason and Erika NEXT FRIDAY. Zoom link will be emailed to staff

- Erika and Jason want to review Professional Development Day on February 9<sup>th</sup>
- Erika and Jason ask if you have any specific topics you wish to review: Main Lesson? Other?

February 9<sup>th</sup> is an ALL staff Professional Development Day:

- Main Lesson & Specialty teachers will depart from TLS at 7:00am
- Staff will Arrive at Waldorf School Eugene at 9:30am
- Staff will be paired with Waldorf teacher of similar grade or subject to observe classroom management and instruction
- Staff will have a working lunch with paired teacher to collaborate, brainstorm & reflect
- TLS staff will depart from Waldorf School Eugene at 1:15
- TLS staff will return from trip around 3:45pm

### Formal Observations/Evaluations

Please email Director with date/time you would like to meet for your

- **Pre-observation Conference**
- **Scheduled observation**

*During the pre-observation conference please provide a formal lesson plan of the planned observation to review with the Director, formal lesson plan should include Teaching objective and standard(s) covered. (See attached)*

*During the pre-observation the Director will review the evaluation process.*

*All observations should be scheduled to occur within the month of January or first week of February. This allows time for a second observation if needed per the post-observation conference.*

### Upcoming Dates:

1/12 PLC –Virtual Waldorf Training  
1/26 Staff Prep/Collaboration Day

1/15 NO School MLK Jr. Day  
1/27 Winter Carnival 4-7pm

1/19 Staff Meeting  
2/20 100<sup>th</sup> Day of School

**Attendance:** Julie Graber, Kimberly Mandel, Rebeka Scholan, Shelley Lake, Heather Kapande, Sarah Rigney, Mike Campbell, Ody Frangopolous, Megan Maxwell, Ray Davis, Angela Gibson, Stephanie Krug, Rita Coxon, Kora Moore, Christopher Seldon

### **Edutopia Reflection**

### **Accolades**

### **Housekeeping**

- Please review Recess Etiquette with students
  - Students should return play equipment (balls, jump ropes, blocks) at end of recess
  - Remind students that WHEN Equipment lands on the roof to let Recess monitors know so we can retrieve them in a timely manner
  - Students should NOT be in the hallways during recess. Library access is through exterior playground door on days Library is available. Bathrooms during Lunch are in the Gym.

### **Feb. 9<sup>th</sup> Training**

- TLS needs a headcount for bus transportation to Eugene Waldorf School. Please plan to email Director if you opt to self-transport. Please note, parking availability is limited at WTEE
- Bus transportation will depart from TLS at 7:00am and return around 3:45pm
  - Mike Campbell Driving self
  - Ray Davis Driving Self
  - All others present plan to use bus transportation

### **Winter Benchmarks**

- Dibels Testing has begun
- Easy CBM is open now through February 18<sup>th</sup>.

### **OBOB**

- 1/24 OBOB Battle 6-8 12:00-2:00pm
- 1/31 OBOB Battle 3-5 9-11am
- 2/15 OBOB Battle 6-8 12-2:00pm
- 2/22 OBOB Battle 3-5 9-11am
- 2/28 OBOB Battle 6-8 9-11am
- 3/7 OBOB Battle 3-5 9-11am

### **Formal Observations/Evaluations**

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**Upcoming Dates (Back)**

**Upcoming Dates**

- 1/26 Staff Prep/Collaboration Day
- 1/21 Board Work Session
- 1/27 Winter Carnival 4-7pm
- 1/30 4<sup>th</sup> Field Trip
- 2/1 4<sup>th</sup> Filed Trip
- 2/8 3<sup>rd</sup> grade Market Day
- 2/9 Professional Development Day WTEE
- 2/13 NAEP testing 8<sup>th</sup> Grade
- 2/19 NO SCHOOL President's Day
- 2/20 100<sup>th</sup> Day of School
- 2/21 MHS Forecasting Grade 8
- 2/23 New Student Orientation
- 2/27 New Student Orientation

**Waldorf Minute – L. Johanson**

**Accolades**

**Housekeeping**

- Please keep Walkie Talkies on for communications when you are not in your classroom
- Please use class phone for communications when you are in your classroom

**Feb. 9<sup>th</sup> Training**

- TLS needs a headcount for bus transportation to Eugene Waldorf School. Please plan to email Director if you opt to self-transport. Please note, parking availability is limited at WTEE
- Bus transportation will depart from TLS at 7:00am and return around 3:45pm
  - Mike Campbell Driving self
  - Ray Davis Driving Self
  - All others present plan to use bus transportation

**Winter Benchmarks**

- Dibels Testing has begun
- Easy CBM is open now through February 18<sup>th</sup>.

**Special ALL SCHOOL Assembly THURSDAY 2/8 2:00-2:30**

At Winter Carnival, Students voted for Mrs. Lake to

- 1.) Kiss a pig
- 2.) Color Hair
- 3.) Get a pie in the face
  - a. Lottery for Student to put pie in face during assembly
  - b. Mrs. Kapande has also volunteered to a kiss a pig
  - c. Mr. Seldon has potentially volunteered to shave his head?

**OBOB**

- 2/15 OBOB Battle 6-8 12-2:00pm
- 2/16 3-5 Battle AT TLS 1:45-3:30
- 2/28 OBOB Battle 6-8 9-11am
- **3/7 OBOB Battle 3-5 9-11am**

**Formal Observations/Evaluations**

Please email Director with date/time you would like to meet for your

- ***Pre-observation Conference***
- ***Scheduled observation***

*During the pre-observation conference please provide a formal lesson plan of the planned observation to review with the Director, formal lesson plan should include Teaching objective and standard(s) covered. (See attached)*

**Upcoming Dates (Back)**

**Upcoming Dates**

2/8 3<sup>rd</sup> grade Market Day

2/8 ALL SCHOOL ASSEMBLY 2:00-2:30

2/9 Professional Development Day WTEE

2/13 NAEP testing 8<sup>th</sup> Grade

2/16 OBOB BATTLE at TLS 1:45-3:30

2/19 NO SCHOOL President's Day

2/20 100<sup>th</sup> Day of School

2/21 MHS Forecasting Grade 8

2/23 New Student Orientation

2/27 New Student Orientation

# HR / BUSINESS REPORT

# BUSINESS/HR REPORT FOR THE BOARD MEETING OF February 7, 2024

## HUMAN RESOURCES

- Negotiations:
  - I reached out to OSEA after Shelley received a text message from our local union and was able to speak with Sydney from OSEA on 1/18/2024
    - Cammie Pavesic is no longer employed with OSEA so negotiations are on hold
    - OSEA has hired a new rep and he will be starting mid February
    - Sydney asked for our available dates and said it was likely we could start negotiations in March
  - Cancelled 1/31 negotiation team meeting
  - 2/1/2024 was contacted by the new OSEA Rep – Carl Howard
    - 2/6/2024 had a meet and greet with Local Union President, Director, myself and new OSEA Rep
  
- Board Retreat:
  - Reached out to Kristen Miles for a quote to do an annual Board retreat in July or August each year
    - If the Board is willing she can do a Sunday in July or August for around \$800 (if she can zoom in) or \$1500 (if we want her to be on campus)
    - Board retreats are closed to the public so it would be a training session with time added in for Q & A
    - If this is something the board is interested in, we will want to add it to the budget and get a date set as soon as possible as she does fill up in those months

## BUSINESS REPORT

- Pre-K Update
  - The Lighthouse School Pre-K Seal Pups program was State Licensed as of 11/16/2023
    - This qualified the program for ERDC Billing (Employment Related Day Care)
      - ERDC helps families who qualify through the state, to pay for day care and preschool, making our program more equitable to our surrounding community
    - Our Teacher then qualified for the enhanced billing rate through ERDC
      - This is a higher rate that the state will pay based on the qualifications of our teacher and teacher sub.
        - Both the Pre-K teacher and Kindergarten Aide are certified for the enhanced rate
    - The state sent us the wrong forms for November and December billing
    - On 1/2/2024 spent the entire day on the phone and via email with DPU billing specialists for DELC. (DELC is now a new state agency, bringing



together the Oregon Early Learning Division (ELD) and the Employment Related Day Care (ERDC) program to unify, strengthen and expand Oregon's early learning and care system.)

- Corrected Billings for November and December arrived on 1/8/2024
- A total of \$1012.93 was billed out on 1/9/2024
- Payment was received on 1/17/2024
- 1/4/2024 emails were sent to interested families for 24/25 and information packets mailed as well
  - 1/5/2024 we had 3 families pay their deposit for 2024/2025
  - 1/16/2024 we had a meet the teacher and tour the campus event
    - One family paid and signed up for 2024/2025
    - One family pre-registered for 25/26
  - 1/18/2024 we had our second meet the teacher and tour the campus event
  - 1/24/2024 made calls to the 32 families on our list (22 of which were existing TLS families)
    - 11 have a student qualified for Pre-K in 2024/2025
      - 5 paid their deposit and signed up for 2024/2025
      - 3 are interested but cannot afford our program and will be enrolling their child elsewhere
      - 3 are still undecided
    - 8 are interested in Pre-K for 2025/2026
    - 1 is interested in 2026/2027
    - 8 families were not interested
    - 4 families waiting to hear back from
  - 1/25/2024
    - Anita sent request to the Coos Bay Visitor Center to publicly post our meet the teacher event on 2/9/2024
    - Leah blasted social media with our meet the teacher event to the following:
      - What's really happening Coos County
      - What's going on Coos County
      - Coos County Busy Toddlers
      - Baby & Children Items Buy & Sell
      - Coos County Moms (with emoji's)
      - Coos County mOms (no emoji's)
      - What's Happening Coos County
    - Requested help from Stacy C and Stephanie O to distribute flyers to pediatric offices
    - Provided flyer to Early Learning Resource and Referral for distribution
    - Emailed flyer to Coquille Indian Tribe
    - Leah emailed flyer to
      - DHS intake
      - South Coast Regional Early Learning
  - 1/31/2024 we received 2 additional families through the intent to return notices
    - Emails were sent – we are awaiting responses

- A total of \$2641.76 was billed out to ERDC on 1/31/2024
  - As of 1/31/2024 we are 65% funded for 24/25

- Enrollment as of 1/31/2024 = 201

- K = 22
- 1<sup>st</sup> = 26
- 2<sup>nd</sup> = 25
- 3<sup>rd</sup> = 25
- 4<sup>th</sup> = 26
- 5<sup>th</sup> = 26
- 6<sup>th</sup> = 26
- 7<sup>th</sup> = 13
- 8<sup>th</sup> = 12

- Field Trips:

- 4<sup>th</sup> grade Charleston Marine Life Discovery Center 1/30/2024 – new field trip (class funds used)
- 3-5 OBOB – 1/31/2024 – paid by OBOB club fees
- 4<sup>th</sup> grade Coos History Museum 2/1/2024 – traditional field trip as part of Indian Education (reimbursable)
- 5<sup>th</sup> grade Fish Hatchery 2/13/2024 – traditional field trip (class funds used)
- 6-8 Quadel Industries – 2/21/2024 – paid by Archery Club fees

- Current financial status as of 1.31.2024

Adopted budget	\$ 2,765,466.00	Adopted budget	\$ (2,765,466.00)
Expenses Year to date	\$ (1,078,121.41)	Revenues Year to date	\$ 1,298,994.91
Anticipated Expenses to 6/30	\$ (1,229,366.61)	Anticipated Revenues to 6/30	\$ 1,406,131.58
under budget	\$ 457,977.98	anticipated revenue deficit	\$ (60,339.51)
		anticipated net is a positive cash flow of	\$ 397,638.47

# NEW BUSINESS



E-Rate First  
18 Cherry St, Suite 1  
Milford, CT 06460

P 203-306-1722  
F 203-951-3555

info@eratefirst.com  
eratefirst.com

November 17, 2023

John Gibson  
The Lighthouse School  
62858 Highway 101  
Coos Bay, OR 97420

Dear Mr. Gibson:

E-Rate First, LLC proposes the following Service Level Agreement for Universal Service Fund (USF) or E-Rate Consulting Services to **The Lighthouse School** (TLS, Entity or Client). In this document you will find a detailed Scope of Work, Agreement Terms and Fee Structure.

1. **SCOPE OF WORK:**

E-Rate First is pleased to offer TLS the following E-Rate Management Services.

- a) **E-Rate First Organizer:** E-Rate First has created a web based system to manage, organize and track all facets of your E-Rate program. Program Forms, Contracts, Proposals, Bidding Assessments, Funding Commitment Decision Letters, Bills and General Files are all stored and can be accessed by our staff anywhere, anytime where internet access is available.
- b) **E-Rate Needs Assessment:** E-Rate First will perform a comprehensive review of TLS' history and current E-Rate status. During this step E-Rate First will assess TLS' CIPA Compliance, contract status and current costs. The assessment will help determine where TLS' dollars should be spent and where the E-Rate applications can be improved. This step will help TLS define needs and identify service/product eligibility.
- c) **Discount Rate Analysis & Optimization:** E-Rate First will determine the maximum discount percentage rate (based on the National School Lunch Program) to optimize TLS' eligible reimbursement every funding year.
- d) **Form Preparation & Submission:** E-Rate First will file all applicable USF E-Rate forms on TLS' behalf. This would include the Form 470 (Requested Services), Form 471 (Ordering Services), Form 486 (Confirming Services), Form 472 (Reimbursement Release) and Form 500 (Adjustments and Modifications).
- e) **PIA Review & Response:** Each application is reviewed by USAC to ensure that USF support is committed only for eligible products and services as well as eligible uses by eligible entities. E-Rate First will coordinate and submit all responses to Program Integrity Assurance (PIA) review questions on TLS' behalf.
- f) **Document Retention & Management:** E-Rate First has implemented a web based record depository. All transmission of data occurs over an encrypted channel (SSL). All files stored are encrypted (AES-256). All records are stored electronically for a period of at least 10 years from the last date of service to comply with the FCC's Report and Modernization Order (FCC 14-19.).
- g) **Tracking & Reporting:** E-Rate First will track and report all application filings and reimbursement release. Updates are provided upon any and all Form submissions and funding changes. These documents should always be considered active until final reimbursement is disbursed.

## 2. AGREEMENT TERMS:

- a) **Items Furnished by the Client.** TLS agrees to furnish E-Rate First with all requested information necessary to successfully complete all filings. E-Rate First will make every effort to meet USAC due dates. TLS should be aware that failure to submit required information or materials to E-Rate First may cause subsequent delays in the application process and client delays could result in funding reductions and/or denials. E-Rate First shall not be liable to TLS for funding reductions or denials that result from TLS' failure to timely provide information or materials.
- b) **Responsibilities of Entity.** TLS shall be solely responsible for compliance with the Open and Fair Competitive Bidding Process, including but not limited to, the vendor selection process which includes selection of all service providers as detailed by the SLD. TLS shall be solely responsible for compliance with all E-Rate rules and regulations in addition to all local laws and guidelines for all RFP's posted in conjunction with a Form 470. TLS shall be solely responsible for compliance with the Children's Internet Protection Act ("CIPA") as detailed by the SLD in addition to any Technology Plan approval process. TLS shall be solely responsible for compliance and to adhere to all USAC Administration Procedures for E-Rate, including, but not limited to, authorizing E-Rate First to file and sign, in the name of and on behalf of the undersigned, all required E-Rate applications, appeals, extensions or any other relevant documentation. TLS shall be solely responsible to promptly inform E-Rate First of any correspondence received from the FCC or SLD of the USAC. TLS is required to maintain program documentation, including, but not limited to, all correspondence with service providers for ten years after the last date of service for each Funding Year.
- c) **Appointment.** TLS retains E-Rate First, LLC, effective as of the date that this Agreement is fully executed by TLS, to provide the consulting services described in the Scope of Work and E-Rate First hereby agrees to provide such services in accordance with the terms hereof.
- d) **Authority of the Consultant.** The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to execute and contractually bind their respective legal entities. By signing this agreement TLS grants E-Rate First, LLC permission to utilize all E-Rate pins assigned by USAC for online submissions on TLS' behalf. For FY2016 and beyond, TLS agrees to set up their entity within USAC's E-Rate Productivity Center (EPC) and will assign and provide **full user rights** to E-Rate First (Consultant Registration #16065884).
- e) **Term and Termination.** This Agreement shall cover the filing and collection of Funding Year 2024, 2025 & 2026 ("Initial Term").
  - i) **Renewal.** This Agreement shall automatically renew at the end of this Initial Term for the same time frame, unless either party provide notice of termination no later than one hundred and twenty (120) days prior to December 31, 2026 or subsequent Term thereafter.
  - ii) **Obligations Upon Termination.** Upon termination of this Agreement, the obligations of the parties hereto shall cease as of the effective date of such termination, except with respect to claims, obligations and liabilities resulting from events occurring prior to the effective date of such termination. E-Rate First, LLC shall be entitled to receive within 30 days all unpaid fees through the end of the current contract term and any fees then accrued as of the effective date of such termination. If termination occurs prior to release of funding, E-Rate First is also then entitled to the agreed upon yearly filing fee(s) and any/or percentage fee(s) based on all funding requests filed on behalf of TLS via Form 471 per year(s) contracted. In the event of cancellation, TLS shall assume the responsibility for all collection and legal fees necessitated by default in payment.
- f) **Late Payments.** In the event that the TLS does not make payment within 30 days from due date of E-Rate First's invoice, the Consulting Fee shall be payable with 2% accrued monthly interest for the period of time that the Consulting Fee remains unpaid, or if less, the highest rate allowed by applicable law from the date such fee or charge became due. E-Rate First reserves the right to discontinue services after 90 days until any late payment and additional charges are paid in full.
- g) **Rate Changes.** The base rate will remain fixed for the term of this agreement with the exception of a 3% annual cost of living increase.
- h) **Additional Services.** Any work which TLS wishes E-Rate First to create which is not specified in the Scope of Work section of this agreement will be considered an additional service. Such work shall require a separate Agreement and payment separate from and above that specified in this Agreement.
- i) **Modifications.** This Agreement may be modified only by a written amendment to this Agreement, signed by both parties.



**[PLACE ON SCHOOL LETTERHEAD]**

I hereby authorize **E-RATE FIRST, LLC** (Consultant Registration Number: 16065884) and employees thereof to submit FCC Form 470, FCC Form 471, and other E-Rate forms to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of **The Lighthouse School**.

The following Letter of Agency (LOA) shall cover Funding Year(s): **2024, 2025 & 2026**

I understand that, in submitting these forms on our behalf, you are making certifications for **The Lighthouse School**. By signing this Letter of Agency, I make the following certifications:

(a) I certify that all schools in our system/district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.

(b) I certify that **The Lighthouse School** has/have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.

(c) I certify that the services the school, library or district purchases at discounts provided by 47 U.S.C. § 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.500(et seq.).

(d) I certify that our school district has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

(e) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

(f) I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

(g) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

(h) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to **E-RATE FIRST, LLC** for E-rate submission is true.

Name of Entity: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





- 5 10-DTH multi pg Full-Duplex Backlit Display Tel (Black) w/ 40-DTH BLF TIEID
- 2 16 port POE router

**Cash Purchase Price: \$8,600.00**

Cash Terms: 70%(\$6,020.00) down, 30%(\$2,580.00) due upon installation

Purchase of new VOIP system includes removal of old system, programming, partial installation, initial training, and 3 year warranty on controller, 1 year warranty on phones and labor. Cascade Tel will use existing wiring to install system and will include the moving of the existing cabinet to allow maintenance door closure. Any repair or additional wiring necessary will be charged at time and material.

THIS PROPOSAL IS DESIGNED FOR, AND MEETS THE REQUIREMENTS OF:

Lighthouse Charter School  
62858 HWY 101  
Coos Bay OR 97420

AND IS ACCEPTED FOR INSTALLATION ACCORDING TO THE TERMS OF THIS PROPOSAL.

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: Mike Kruska