



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



Agenda October 4, 2023

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)— Heather Kapande
4. Discuss & Approve Board Meeting Minutes from September 6, 2023 –
5. Old Business:
 - Strategic Plan
 - Vote for New Board Officers: (Term October 2023 – July 2024)
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer – filled June 2023 – McKinley Prado
6. Directors Report with Curriculum Report—Shelley Lake
 - Board members need to complete their safe schools trainings by October 31
7. Business Report—Michelle Silva
8. New Business:
9. Report from last District Board meeting –
10. Roundtable / Good of the Order-



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



Meeting Minutes September 6, 2023

1. Call to order

- The Board of Directors met September 6, 2023
- The meeting was in person and called to order at 7:09 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, McKinley Prado, Stacy Courtwright, Jenni Schmitt, Stephanie Messerle, Lisa LaGessee, Maya Watts, and Stephanie Ospina. Also present were Director Shelley Lake and Union President Heather Kapande. A quorum was present because nine of the eleven board members were in attendance. Not present were Bruce Steele and Paula Mosley. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment

- Sarah Rigney - the board is welcome to meet in 5th grade classroom. Thanks to board for meals for staff and teachers during trainings the week before school started. It was obvious that a lot of work went into it, and it was very appreciated.

3. Union report

- Heather Kapande, Union President - Preparing to bargain, discussing people who will sit on the bargaining team. Demands will be collated in November with request for information. Then surveys and training for teachers since this is a first for many. Monthly management meetings will be set up so that grievances can be addressed before they become bigger issues. Would welcome board members to attend those labor meetings. Can send out dates to board members when they are formulated.

4. Discuss and Approve Board Meeting Minutes

- August 9th, 2023 board meeting minutes

5. Old Business

- Strategic plan - Work session will be held this coming Sunday at 2pm. Board members should mark up draft plan outline prior to the meeting. Look at how to combine things and if things have changed since it was created, add details to it. Will talk about how much more work is needed before it is brought to other stakeholders (e.g., teachers, parents) to add onto it.

6. Director and Curriculum Report — Attached. Additionally:

- Action item - approve the purchase of additional cafeteria tables
- Thank you letter from Tour de Fronds

- Testing scores from last spring - math, science and language arts comparing state, school district and TLS scores. This data is used in intervention and reading assistance.
7. Business Report—Shelley Lake presented in Michelle Silva’s absence. Attached. Additionally:
- Julie Graber is 1st grade lesson teacher until position is filled.
 - Two part-time roving subs hired to fill in gaps as needed (e.g., teacher aid, librarian, etc)
 - Rebeka Scholan is filling in for hand work and adding gardening during same time slot
 - Motion filed with state to change TLS from K-8 to preK- 8. ERDC application will allow low-income families to be able to offset cost to attend preK (need-based funding support by state). Current enrollment for preK is six, with 50 additional applications most of who could not afford the cost of preK. Those on the waiting list who qualify and still want to come have been notified and can now apply for funds and potentially join TLS preK once we are ERDC-qualified.
 - At next week’s parent night, FOLS, school board and LPO should be on hand to network with parents and give them a chance to connect with board/organization members and include parents in opportunities to volunteer. Board members should attend both nights for meet and greet if possible.
 - If board members have not signed up for committees, they should send Michelle committees interested in joining.
8. New Business
- None
9. Report from last Coos Bay District Board meeting
- Shelley Lake and Michelle Silva watched via zoom: Last meetings were only open for public for a few minutes before going into executive session
10. Roundtable / Good of the Order
- Kids happy to be back at school and feel really welcomed by teachers
 - Great back-to-school night including “bingo”; kids loved it and lots of joy in the school community that night
 - Great elective choices for middle school grades
 - Thanks to teachers for hard work getting school ready and bringing so much energy to the new school year
 - Thanks to Shelley for all her support to teachers and all her hard work at the school
 - Thanks to all amazing teachers, board members and parents

Task list

- None

Corporate Actions

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

RESOLVED to approve the Augusts 9th board meeting minutes. MM by George von Dassow, 2nd by Maya Watts. Unanimously approved.

RESOLVED to approve purchase of additional cafeteria tables for total of \$10,000. MM by John Gibson, 2nd by George von Dassow. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 8:56 pm. Next meeting date is scheduled for October 4, 2023.

Signature of Secretary, Jenni Schmitt _____

Date: 9/27/2023

Director's Report: 10/4/2023

Connections Log

9/7 ODE webinar
9/8 Orientation Open grades & new hire
9/11 ODE webinar
9/19 K. Stewart OT
9/19 S. Scoville CBSD SRO
9/20 Leadership Meeting
9/21 H. Luckman CBSD Behavior specialist
9/21 Field print ERCD re: clearance
9/27 Kairos referral
9/28 K. Stauff ESD
9/28 S. Prince IEP review / MDT
10/3 Tech support meeting
10/4 Tsalia Festival

TLS Accolades:

Ashcraft – UFLI coaching and implementation
Krug & Gibson – UFLI Coaching and pullout support
Anita – Cooking support in Kindergarten and Third Grade
Kapande - Farming and cooking: Applesauce, Apple Juice, Bread
Rigney - Botany unit with R. Scholan for Mushroom study
Coxon - Archemidian Spirals and Geometry
Moore - book studies and Flax processing
Seldon- 6th grade cow eye dissection
Dave- Landscaping

Curriculum Report:

Beginning of Year Dibles (reading) benchmarks finished K-8
Fall easyCBM (Math and Language) in progress through October 15

Lake meeting with 5th grade weekly for math lesson planning/collaboration
Lake meeting with 2nd grade weekly for lesson planning/collaboration

All Staff have met with or are scheduled to meet with Director for annual Goal Setting conference. These should be wrapped up by mid-October

10/6 Millington Fire Department on campus for K-2 Assembly

Upcoming field trips: 7/8 Shakespeare Festival, 6th Grade Outdoor School, 10/19 South Slough Estuary,
10/24 Kindergarten Pumpkin Patch

Parent Teacher Conferences: 10/20 & 10/23

Staff Meeting Minutes 9/1/23

Location: 3rd grade classroom at 2:00 pm

Present: Stephanie Krug, Linda Johanson, Mike Campbell, Rita Coxon, Sarah Rigney, Julie Graber, Chris Seldon, Heather Kapande, Shelley Lake, Kora Moore, Michaela Vonderohe, Angie Gibson, Rebeka Scholan, Ody Frangopoulos, Ray Davis, Kimberly Mandel, Amanda Peck, Audra Ashcraft, Anita Martins, Michelle Silva

Congratulations on a great first week back!

Please share a Rose (Highlight from this week) and a Thorn (challenge or struggle)

Housekeeping

- Please remember to keep all exterior doors LOCKED during the school day to ensure campus security. Grades PreK-2 should have door alarms on at all times. Interior doors should also remain locked with lock blocks on them for security.
- Hall Passes –Make sure to continue to use hall passes. If you would like the office to help you make some, please let them know.
- We still have a few committees with openings. Today is the last day to sign up, sign-up sheet can be found in the copier room.
- ***Battle of the Books*** is looking for a staff member to host and lead the after school club. This club is primarily coordinated by parent volunteers and the staff member serves as liaison and supervision each Wednesday. First parent meeting is scheduled in the Library on Friday 9/8.

IEP's, 504's & SST's

- Mrs. Lake is in the process of scheduling some 504 meetings for qualifying students she will connect with you if your student is involved.
- You are welcome and encouraged to request an SST meeting at ANYTIME for ANY student. SST (Student Success Team) meetings will involve Mrs. Lake, The Main Lesson Teacher, the parents and any other teacher that may benefit from attending this meeting (i.e. specialties, reading team, etc.)
- 504 plans are for medical accommodations. A 504 meeting can be called by anyone on the team (Teacher, Parent, Administration) at any time for clarification and review. 504 are legally binding and therefore accommodations must be followed. Speak to Mrs. Lake if you have questions.

Professional Development

- Please finish all SafeSchools trainings by 9/15/23
- Our first PLC with Jason and Erika is scheduled for 9/22/23
- LETRS training for interested teachers – a reimbursable grant may be available see Shelley or Angie

SAVE THE DATES

- Board Meeting Wednesday 9/6
- Staff Collaboration 9/8 2:00-3:00
- **Parent Nights** Tuesday 9/12 & 9/14 –Anita & Michaela
 - PTO Goodies
 - Schedule Overview
 - Curriculum / Main Lesson Themes
- Easycbm Fall Benchmark Assessments
 - (open) September 12 – (close) October 12
 - Math and Reading Basic Grades 1-2
 - Math and Reading Basic & Math and reading Proficient grades 4-8
- Staff meeting 9/15
- Virtual Waldorf PLC with Erika and Jason 9/22 2:00-3:00



Director TLS <director@thelighthouseschool.org>

No Staff Meeting today

1 message

Director TLS <director@thelighthouseschool.org>

Fri, Sep 8, 2023 at 12:18 PM

To: Office TLS <office@thelighthouseschool.org>

Bcc: Angela Gibson <agibson@thelighthouseschool.org>, Chris Seldon <eighth@thelighthouseschool.org>, First Grade <first@thelighthouseschool.org>, Kora Moore <seventh@thelighthouseschool.org>, Odysseus Frangopoulos <art@thelighthouseschool.org>, Michelle Silva <businessservices@thelighthouseschool.org>, Fourth Grade <fourth@thelighthouseschool.org>, Director TLS <slake@thelighthouseschool.org>, Third Grade <third@thelighthouseschool.org>, Librarian <librarian@thelighthouseschool.org>, Dave Slone <dslone@thelighthouseschool.org>, Julie Graber <jgraber@thelighthouseschool.org>, Music Teacher <music@thelighthouseschool.org>, TLS Office <mvonderohe@thelighthouseschool.org>, Spanish Teacher <spanish@thelighthouseschool.org>, Pre Kindergarten <prek@thelighthouseschool.org>, Second Grade <second@thelighthouseschool.org>, Ken Graber <kgraber@thelighthouseschool.org>, Kindergarten Teacher <kinder@thelighthouseschool.org>, Sixth Grade <sixth@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, Rebeka Scholan <rscholan@thelighthouseschool.org>, Anita & Carlos Martins <anitammartins1@gmail.com>, Kinder Aide <kinderaide@thelighthouseschool.org>, Custodian TLS <custodian@thelighthouseschool.org>

Hello Everyone,

Just a reminder that there is no staff meeting today, rather, this afternoon is provided time for planning and collaboration.

Angie and Stephanie are available to meet for reading instruction tips, questions, or planning assistance.

I am in an OBOB parent meeting for the first portion of today, but if you are interested in math planning or other collaboration with me specifically please let me know and i can meet with you later this afternoon or during a prep.

Lastly, Next week is Parent Night. Parent night is a wonderful opportunity to meet with your parents and establish class expectations, coursework/assignments, curriculum and information pertinent to your grade level.

Have a wonderful afternoon, and if I don't see you before you head out-I wish you all a great weekend.

--

Shelley Lake

Director, The Lighthouse School

director@thelighthouseschool.org

<https://www.thelighthouseschool.org/>

(541) 751-1649

"Love starts when we push aside our ego and make room for someone else." -Rudolf Steiner

Staff Meeting Minutes 9/15/23

Location: 4th grade classroom at 2:00 pm

Present: Stephanie Krug, Linda Johanson, Mike Campbell, Rita Coxon, Sarah Rigney, Julie Graber, Chris Seldon, Heather Kapande, Shelley Lake, Kora Moore, Michaela Vonderohe, Odysseus Frangopoulos, Angie Gibson, Rebeka Scholan, Anita Martins, Kimberly Mandel, Amanda Peck, Audra Ashcraft

Waldorf Minute – Linda Johanson

Housekeeping:

- **From ODE:** With the start of the school year, our focus turns to the fall and winter months, when activities move indoors and we must once again prepare for increased respiratory illness, including flu, RSV and COVID-19. It remains true that the best tools available to protect individual health, the health of families, and the health of our communities are the following:
Vaccination,
Maximizing fresh air ventilation, and
The universal wearing of face coverings during times of high disease transmission.
- The TLS can find our communicable disease plan on the school website or on the Staff Classroom https://www.thelighthouseschool.org/docs/notices/Communicable-Disease-Management-Plan_8-2023.pdf
- Please keep the door to the playground closed. Mosquitos and cold drafts are not welcome additions in the office and hallways.
- We are experiencing a communication lapse with our food delivery trucks coming onto campus during school hours. If you are on the playground when a truck arrives, please call the office on walkie for assistance while keeping kids away from the vehicle.
- Check the printer before reprinting; many times the items were placed in your box.
- Hand Lotions- While we understand that kids may bring hand lotions in, please remind your students not to share. Some kids have sensitivities to things they may not even know are in them. Also remind your student not to use someone else's. It is also a good idea to make sure they are scent free as a curiosity to the others in the classroom.
- Please notify the office to Opt-In to school announcements via voicemail if you are interested in receiving them for the 23-24 school year.
- SafeSchools Trainings are DUE Monday 9/18. Please communicate with Shelley if you need additional time.
- Tardy kids: Please have a conversation with students on what to do when tardy or arriving late after an apt and no one is in the classroom.

Safety Day: Next Thursday 9/21 Fire Drill 10:15am and Lock Down Drill 2:10pm

- Fire Drill – Pre-K-2 will exit through exterior door and line up in the bottom parking Lot
3-8 will exit through the exterior door and line up along the back gate
 - In the event that a REAL Fire were to occur while students are on the playground, students would assemble near their posted grade along back fence.

- Fire Drill: Students stand in quiet line with their back facing the building, teachers will take their walkie talkie, first aid kit, and emergency folder with them. Teachers hold up the green paper if all students are accounted for and red paper in the event that a student is missing from their class, i.e. Resource room, specialty, office, etc.
- Lock Down Drill: Mrs. Lake will have a conversation with each classroom PRIOR to the lock down drill. Students are expected to “hide” out of the line of harm and sit quietly while they wait for the all clear.
 - Teachers need to ensure that all classroom doors are locked, with lock block removed, lights are turned off, and blinds are drawn.
 - Lock Down drills can take upwards of 10 min. to feel the extent of time it would take for EMS to respond in the event of a real emergency. Students are expected to remain calm during this time.
- Reminder: A Shelter in Place may occur if there is a potential threat in the area. Should a school initiate a Shelter in place-the office will all call AND walkie Talkie “Shelter in place, repeat Shelter in Place.” At this point, any teacher son the playground or in the outdoor trail area need to return to the building. Any teachers in their class need to ensure that their exterior doors are closed, locked and alarmed (pre-k-2), with window blinds closed. Classroom instruction may continue as usual.

Goal Setting Conference

Please use the form to sign up for your goal setting conference. You can email Shelley your preferred conference date/time and the office has a sign -up sheet with available meet times as well. The office will assist in any reschedules that need to take place. Please pre-fill the attached form and bring it with you to your goals conference.

These students you list on the form do not have to be on 504/IEP. And it does not need to be exactly five. The goals are personalized to each individual. The informal evaluations start before winter break.

Other:

Leadership Meeting lead should connect with Michelle for meeting times.

Upcoming Dates:

9/21	Safety Day
9/18	Hearing Screen
9/22	PLC: Virtual Waldorf Training with Jason and Erika
9/25-26	Dental Screen
10/4	Picture Day Retake
10/4	Field Trip: 4 th grade to Tsalia Festival
10/4	Board Meeting
10/6	K-2 Fire Assembly



Director TLS <director@thelighthousechool.org>

Labor Relation Meetings

1 message

Tue, Sep 19, 2023 at 3:39 PM

Director TLS <director@thelighthousechool.org>
To: Michelle Silva <businessservices@thelighthousechool.org>
Bcc: Third Grade <third@thelighthousechool.org>, Julie Graber <jgrabr@thelighthousechool.org>, Stephanie Ospina <spolina@thelighthousechool.org>, George von Dassow <gvondassow@thelighthousechool.org>, Paula Mosley <pmosley@thelighthousechool.org>, Stephanie Messerle <smesserle@thelighthousechool.org>, John Gibson <jgibson@thelighthousechool.org>, Lisa LaGasse <lagesse@thelighthousechool.org>, Maya Watts <mwatts@thelighthousechool.org>, McKinley Prado <mprado@thelighthousechool.org>, Stacy Courtright <scourtright@thelighthousechool.org>, Jenni Schmitt <jschmitt@thelighthousechool.org>

Hello Everyone,

At the last board meeting the Union proposed labor relation meetings and invited Board members to attend. I have sought legal counsel on this matter and legal has advised as follows:

- Board members should not be engaged in the day to day operations of the school. Participating in labor relations meetings, outside of formal negotiations, would be outside of the scope of the Board's governance. *See page 18 of the OSBA basic Roles and responsibilities workshop handbook,*
- It is recommended as a best practice that any matter which the board may hear on appeal should be one that the board was not involved in prior to hearing the appeal. An appeal should be heard by a neutral decision maker whenever possible. The grievance procedure in Article 15 of your current CBA reads that grievances are submitted to the board. If the board is involved in the details of the school's actions/responses to events, giving rise to the grievance, then the board is not seen as a neutral decision maker.
- It should also be noted that if labor issues are discussed in a public meeting, there's a higher chance personnel information could be disclosed publicly. The school has a greater risk of lawsuits from employees if information is disclosed publicly when it should not be, and the disclosure of some information could harm the school's ability to defend itself against related claims in future litigation.
- If you have a leadership team addressing issues with the union, it would not be a public meeting that must be announced to the public and members of the public would not be entitled to attend. This team should address issues that are not already defined within the union contract, Board policies, or internal procedures, as these sorts of items should be left for discussions at the negotiations table. Typically, a Leadership Team addresses employee/employer concerns at the local level before they are taken to either the Board or State Union Rep. Then if an issue does not get resolved, a grievance can be filed under Article 15, the Board would make the final determination.

Shelley Lake
Director, The Lighthouse School
director@thelighthousechool.org
<https://www.thelighthousechool.org/>
(541) 751-1649

"Love starts when we push aside our ego and make room for someone else." -Rudolf Steiner



The Lighthouse School

"Lighting the way to a brighter future."

9/20/2023

Hello Lighthouse Families,

This Thursday 9/21 is our first Safety Day of the 23-24 school year. On Safety Day, TLS will hold a Fire Drill and Lock Down Drill. The Lighthouse School will have a Fire drill every month, and a Lock Down drill each Term.

The Lighthouse School does not take the Safety of our students lightly, and we know that these important drills help students to know how to act in the event of a real emergency.

- During a **Fire Drill**, students will exit their classroom or building location stand to the assigned assembly area. We encourage students to exit in quiet line so they can hear instructions from their teachers. During these drills, teachers are equipped with a communication device, first aid kit, and emergency folder. Drills are not concluded until all students and staff are evacuated from the building and accounted for.
- A **Lock Down Drill**, would occur in the event that there is a threat on or around the school campus. Mrs. Lake will have a conversation with each classroom PRIOR to this Thursday's lock down drill so students understand their roll during this activity. Students are expected to "hide" out of the line of harm and sit quietly while they wait for the all clear.
 - Teachers will ensure that all classroom doors are locked, lights are turned off, and blinds are drawn.
 - Lock Down drills can take upwards of 10 min. to feel the extent of time it would take for EMS to respond in the event of a real emergency. Students are assisted to remain calm during this time.

Other Safety Drills that students participate in will include an Earthquake and Tsunami Drill twice annually (Once in Fall term and once in spring term.) A Shelter in Place drill may occur if there is a potential threat in the area, but is not directly impacting the students or school. In the event of a Shelter in place, teachers and students will resume instruction inside the building with exterior doors closed, locked and with the classroom window blinds closed.

Should you or your student(s) have questions about campus safety and safety drills, please feel encouraged to contact me.

Shelley Lake

62858 Hwy 101 S, Coos Bay, OR 97420

Office: 541.751.1649 | director@thelighthouseschool.org

Teacher Name:

School Year: 2023-24

Assigned Position:

Other Duties:

TSPC Licensure Expiration:

CPR/First Aide certification: Y N EXP:

Identify high Risk Student(s): (IEP, Speech, OT, other)

Targeted Students: (Choose 5 students that you identify for specified goals)

Student Name:	Identified Need	Strategies for improvement

Professional Learning Goals (Choose 2-3 areas that you would like to see professional growth)

Goal	Identify need for Support & Assistance

BUSINESS/HR REPORT FOR THE BOARD MEETING OF October 4, 2023

HUMAN RESOURCES

- 2023/2024 OPEN POSITIONS
 - 1.0 FTE Literacy – still open
 - Math Specialist – reposted
- Board Etiquette and Expectations updated – to be signed and returned

BUSINESS REPORT

- Enrollment – 205
 - Kinder = 24
 - 1st = 26
 - 2nd = 26
 - 3rd = 26
 - 4th = 26
 - 5th = 26
 - 6th = 26
 - 7th = 13
 - 8th = 12
- Current financial status as of 9.30.2023

Adopted budget	\$ 2,765,466.00	Adopted budget	\$ (2,765,466.00)
Expenses Year to date	\$ (232,618.40)	Revenues Year to date	\$ 350,741.37
Anticipated Expenses to 6/30	\$ (1,834,736.03)	Anticipated Revenues to 6/30	\$ 2,228,217.66
under budget	\$ 698,111.57	anticipated revenue deficit	\$ (186,506.97)
		anticipated net is a positive cash flow of	\$ 511,604.60

- Pre-K Update
 - ERDC update
 - Sent out all parent email regarding ERDC
 - Final approval should come within the next week and will advertise to community
- Field Trip funds from FOLS mou

2023/2024 start up

2023/2024		2023/2024
GRADE	year	SEPTEMBER TIS START UP
k	2022	\$ 100.00
1	2021	\$ 339.85
2	2020	\$ 161.00
3	2029	\$ 263.35
4	2028	\$ 771.11
5	2027	\$ 1,327.06
6	2026	\$ 1,982.88
7	2025	\$ 1,967.96
8	2024	\$ 2,921.52
		\$ 9,834.73