



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



**Agenda November 1, 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)—
4. Discuss & Approve Board Meeting Minutes from October 4, 2023 –
5. Discuss & Approve Consent Agenda minutes:
  - 10/3/2023 – Tech Team – see enclosed minutes
  - 10/9/2023 - Grant Writing Team - see enclosed minutes
  - 10/19/2023 – Safety Team – see enclosed minutes
6. Old Business
  - Strategic Plan Update
    - i. Next meeting date
7. Directors Report with Curriculum Report—Shelley Lake
8. Business Report—Michelle Silva
9. New Business:
  - Staff appreciation dinner
    - i. Received 18 responses out of 30 employees, majority was as follows:
      1. Venue suggestions
        - a. Back Alley Bowling (back patio)
        - b. Wildflower café'
        - c. Coos History Museum
        - d. Casino
      2. Food
        - a. 50% said hors d'oeuvres
        - b. 25% said full course meal
      3. Date (tied)
        - a. December 8 or
        - b. January 5
      4. Time
        - a. 60% for 6:00 pm
10. Report from last District Board meeting –
11. Roundtable / Good of the Order-



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**Meeting Minutes October 4, 2023**

1. Call to order

- The Board of Directors met October 4, 2023
- The meeting was in person and called to order at 7:04 PM.
- The meeting was a regularly scheduled meeting called by the Board of Directors.
- The Directors present at the meeting were: John Gibson, McKinley Prado, George von Dassow, Stacy Courtright, Jenni Schmitt, Stephanie Messerle, Lisa LaGesse, Maya Watts, and Stephanie Ospina. Also present were Director Shelley Lake, Business Manager Michelle Silva, and Union President Heather Kapande (virtual). 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

- None

3. Union report

- Heather Kapande, Union President - Preparing to bargain; the union is meeting next Monday

4. Discuss and Approve Board Meeting Minutes

- September 6th, 2023 board meeting minutes

5. Old Business

- Strategic plan - Work session will be held October 15th. Board members should mark up draft plan outline prior to the meeting.
- Vote for new board officers for October 2023-July 2024 term
  - Chair - Stephanie Messerle
  - Vice chair - John Gibson
  - Treasurer - McKinley Prado
  - Secretary - Jenni Schmitt

6. Director and Curriculum Report — Attached. Additionally:

- Lots of field trips happening this fall

7. Business Report—Attached. Additionally:

- Board members need to complete their Safe Schools mandatory training
- Board etiquette form passed out to and signed by board members
- Pre-K enrollment has gone up slightly
- FOLS MOU start-up funds for school field trips finalized

8. New Business

- None

9. Report from last Coos Bay District Board meeting

- None

10. Roundtable / Good of the Order

- Fun teacher motivation to keep spirits up by admin team (e.g., “What the Duck”)
- Great student-led newsletter in 5th
- Thanks to Senor Sopa for starting up chess club again
- Great regular use of outdoor classroom by Ms Johanson (4th grade)
- Middle school is great and having three teachers to rotate among is fun for kids
- Classrooms are beautiful and artsy, aesthetic is so unique to this school
- Thanks to Shelley for all work with kids and in different classrooms (e.g., 5th grade India unit)
- Parent night was great, especially beginning introduction format and allowing parents to build community
- Appreciate newsletter teachers send out
- Parents enjoy coming into classroom to help out
- Appreciate 2nd grade website
- It has been great that Rebeka is taking kids into the garden; it’s a nice, creative addition
- Appreciate culture of the school and how it continues even when students move on
- Thanks for space to have board meeting in handwork classroom

**Task list**

- Board members need to complete their Safe Schools mandatory training
- Board members should mark up draft strategic plan outline prior to the October 15th work session.

**Corporate Actions**

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

**RESOLVED** to approve the September 6th board meeting minutes. MM by Lisa LaGessee, 2<sup>nd</sup> by George von Dassow. Unanimously approved.

**RESOLVED** vote to elect board officers for October 2023-July 2024 term as follows: Chair - Stephanie Messerle; Vice chair - John Gibson; Treasurer - McKinley Prado; Secretary - Jenni Schmitt . MM by George von Dassow, 2<sup>nd</sup> by Stephanie Ospina. Unanimously approved.

**ADJOURNMENT:** The meeting adjourned at 7:58 pm. Next meeting date is scheduled for November 1st, 2023.

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

Date: 10/04/2023

Consent

Agenda

## **Technology Meeting 10/3/2023**

1:00-1:30

**Team Members:** Shelley Lake, Micheala Vonderohe, Anthony Cordova, Megan Maxwell (absent)

### **Action Items:**

5<sup>th</sup> Grade router/Internet troubles: Pete contacting service provider

5<sup>th</sup> Grade Teacher computer crashed: Pete working on repair/replacement. Michaela connected with Pete on 10/3 for diagnostic ETA. Teacher has office loan, unable to connect to server or printer.

Director Computer Crashed: Pete working on repair/replacement. Director using old computer during time being.

5<sup>th</sup> Grade class set of Chromebooks ordered from OETC. Currently using first grade tablets and partial cart with 14 chrome books as needed for students with speech/text IEP accommodations.

### **Other:**

3<sup>rd</sup> grade wifi is disfluent. Have Pete check router in 3<sup>rd</sup> for possible replacement.

Check with the office log first before resetting passwords on student technology

Projector filters need annual cleaning to ensure function longevity

Classroom air purifiers should be cleaned by term

Lighthouse Grant Team – Meeting Minutes

10/9/2023

Attendees: Stephanie Messerle, Shelley Lake, Michelle Silva, Jenni Schmitt, Rebeka Scholan, Lani Schriber, Julie Graber

- Welcome and Introductions
  - The Grant Team applies for grants from funding opportunities that are outside of the funding sources the school applies for. Prior to submitting a grant application, the team will get approval from Shelley.
  
- Overview of Meeting Dates-
  - Meetings will be virtual at 7:00 on the following dates: 11/13/2023, 12/11/2023, 1/8/2024, 2/12/2024, 3/11/2024, 4/8/2024, 5/13/2024. If there is no business to discuss, the meeting will be cancelled. Information will also be shared via email. Team members are encouraged to forward grant opportunities to the team.
  
- Review of 22.23 Grant Applications

| Grant                                | Date Applied | Items   | Status                       | Amount Requested                                   | Amount Received | Notes  |
|--------------------------------------|--------------|---|------------------------------|--|-----------------|--|
| Ford Family Foundation               | 12/4/2022    | Technical Assistance grant to develop a strategic plan  | Funded                       | \$5,000  | \$5,000         | The Lighthouse School will contribute up to \$3,500 towards strategic plan contracted services with Annie Donnelly.  |
| Coquille Tribal Community Foundation | 11/14/2022   | Five sets of projector, screen, mounting kits for 1st through 4th and music rooms.  | Partially Funded<br>12/20/22 | \$15,000 requested.<br>Received \$5,000 (12/20/22) | \$5,000         | Purchased and ordered 2 projectors and screens per Shelley 3/13/23.  |
| Oregon STEM HUB                      | 12/20/2022   | \$10,000 for projector, screens, and mounting kits. \$2,300 for a collection of STEM activities for 6-8 and resulting from 3rd and Kinder class requests. | Not funded                   | \$12,230   | \$0             | The funding criteria did not include STEM activities. The request had to be tied to Computer Science standards. TLS was not able to connect the projectors and screens to a Computer Science standard, so that was not funded. However, Shelley and Michelle are working with Amy Hoffman from the Oregon STEM Hub on funding to Lighthouse for equipment or other items |

|                                   |            |  |                              |          |         |   |
|-----------------------------------|------------|--|------------------------------|----------|---------|---|
|                                   |            |  |                              |          |         | that would meet their funding criteria. |
| Three Rivers Foundation (CTCLUSI) | 12/31/2022 | \$3,500 for fabric and supplies for outdoor classroom covering.<br>\$5,400 for 9 pull down maps (US and World) at \$600 per map. | Funded                       | \$8,900  | \$8,900 | Funding received per Shelley 3/13/23.   |
| Pacific Power Foundation - 2023   | 3/15/23    | Request is for the three remaining projectors and screens  | Partially Funded<br>6/7/2023 | \$10,000 | \$2,500 |   |

- Status of spending on awarded grants
  - Coquille Community Tribal Fund: All funds spent
  - Ford Family Foundation: received: Contract signed with consultant. All funds will be spent on contract.
  - Three Rivers Foundation: \$8,900 awarded - \$4,459.94 spent, with \$4,440.06 left.
    - \$3,233.94 spent on maps and map materials
    - \$1,226 spent on outdoor classroom cover material
    - **Action Item:** Determine spend plan for \$4,440. Julie will reach out to parent volunteer for covering status. Julie will send Rebeka link to bucket seats (could be stored in the greenhouse) and clipboards. Shelley will work with Julie and Rebeca to also look at picnic tables for purchasing. Grant must be spent by 2.22.24 or request an extension. The next Three Rivers grant cycle opens in April 2024, if the school funds a need to apply for this grant the 22.23 grant should be spent prior to applying.
  - Pacific Power Foundation: \$2,500 received for projectors and screen, funds not spent yet.
- Overview of GoogleSheet
  - **Action Item:** Stephanie will update Google sheet to identify needs.
- Grants on the Horizon
  - Three Rivers Foundation: Opens April 2024
  - Coquille Community Tribal Fund: Open period not posted yet.
  - Pacific Power Foundation: Spring 2024

# SAFETY TEAM meeting minutes

10/19/2023

In attendance: Dave Slone, Michelle Silva, Anita Martins, Stacy Courtright, Maya Watts  
Not in attendance: Shelley Lake, 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.*

## 2022/2023 recap

- Ken and Dave cleaned out the brush spots around the premises to avoid occupancy
- Wood chips have been secured to add to the outdoor classroom steps and trails to make them less slippery
- Lights on the Director side of the building have been installed
- Locks were installed for the garden to be locked up at the end of the field in the orchard by the gym entrance
- Student Safety Plan was initiated and has been used multiple times
- Ken installed locks on one science room cabinet for the storage of hazardous chemicals
- 2/10/2023 CBPD was on site to do an Alice training with employees
- Reflectors were attached to sign at the end of Wood stock for better visibility of the driveway during winter months
- Decibels were tested in the gym and students will use the furthest exit from the sirens during drills

## Old Business:

- Gravel Parking lot is underway and will be completed by December 2023
  - The additional parking will allow all employees to park up top and leave more spots for parents down below
- There are no security cameras at the end of the lower hall
  - Last year Safety Team decided that these doors will remain locked at all times and all classes will use the hallways to exit for recess and PE.
    - These doors will be used for Emergency evacuation drill exits only, as to not clog the hallways in the event of an actual emergency.
  - Waiting on Pete to see if the security system can hold another camera to be installed at the end of the lower wing outside to cover the corridor blind spot
- Student Emergency Packs
  - Were added to the registration process and asked to be returned by parent night
    - All containers have been secured in the red connex box

## New Business:

- The Lighthouse School Safety Officer is Shelley Lake
  - Dave Slone & Shelley Lake both have their IPM certification
- Shelley Lake and Michelle Silva certified Title IX



- Safety & lock down drills schedule:
  - 9/21/2023
  - 10/24/2023
  - 11/15/2023
  - 12/8/2023
  - 1/11/2024
  - 2/14/2024
  - 3/5/2024
  - 4/25/2024
  - 5/15/2024
  - 5/23/2024
  - 6/6/2024
  
- Visitors, Volunteers and Chaperones
  - While parents are in the process of completing their background check they will wear a red lanyard
  - Once a parent has cleared the entire process they will wear a blue lanyard
  
- Fire Inspection was conducted on 10/12/2023
  - Dave has a copy of the Fire Inspection notes. Once cited violations are fixed, we need to send in evidence to remove citation and be in compliance
    - Install Kitchen grade fire extinguisher in Cooking room
    - Replace batteries in Evacuation lighting have been ordered
    - Teacher Closets need 2 ft clearance between storage and ceiling
    - Projector installed in grade 2 to prevent “daisy chaining” of outlets.
      - Projector in process of being ordered through Pacific Power Grant
  
- Anita has a copy of the Safety evacuation drill notes from the recent Fire Department Assembly recommendations.
  - Implement new scenarios each drill
- A parent, Josh Stevens, is requesting, a HAM frequency to be set up (if we do not have one already) for emergency communications in the event of need.
  - Emergency preparedness communication plan provided by Stacy Courtright
- Need for weekly walks by Admin/Operations & Maintenance to prevent homeless and transient encampments and other safety concerns (downed trees, footing, etc)
- Bark behind back gate needs distributed on trail, students are pulling shavings through fence and playing with it.
- Students are digging along back hill, supervision needs to monitor this and redirect students. Dig sites can create erosion concerns.
- Drain needs clear of debris after each major rain as built up debris causes a slipping hazard
- Playground Cameras are down, Pete has been notified, work around in progress
  
- Other
  - Suggestion was made to have AED tested monthly
  - Work with local health care agencies to exchange expired AED pads

## Communication plans for emergency preparedness

### Communication Avenues

It is likely that all communication methods will be down. Landlines and cell phones will most likely not be able to operate, so we need to plan appropriately.

We have two VHF radios. One VHF radio will be dedicated to emergency services, and will operate on channel 16. The other VHF radio, will be dedicated to family communication (for those that are able to access their own VHF radio) and will operate on channel 12. Communication on channel 12 will operate as closely to the following schedule as possible.

On the odd hours, for example, 1:00, 3:00 and so forth, the odd number grades (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>) will apply. On the even number hours, for example, 12:00, 2:00, 4:00 and so forth, the even number grades (K, 2, 4, 6, 8) will apply. During each of those 1 hour breakdowns, we can schedule each grade, starting with the lowest grade, a 15 minute time slot for communications to happen. For example, at 1:00, communications for 1<sup>st</sup> grade families can commence. At 1:15, communications for 3<sup>rd</sup> grade can commence, then 5<sup>th</sup> grade at 1:30, and finally 7<sup>th</sup> grade at 1:45 (or which odd hour it may be). The even hour grades, will commence every 10 minutes. For example, Kindergarten communications could commence at 2:00, the 2<sup>nd</sup> grade at 2:10, 4<sup>th</sup> grade at 2:20 and so on. We will make every effort to maintain constant communication, and will have battery back up to keep the lines open.

Another route of communication that would be available, is contacting Peace Valley Charter School in Boise, Idaho. They are acting as a sister school to us, and are able to take phone calls and give out general information. Some parents may have an ability to make calls. If so, Peace Valley can be reached at (208) 205-8818. We will get word to them, on how our situation is and give out any pertinent information that may be necessary. We should be able to use our VHF radio to deliver information to emergency services personnel, so that a satellite call can be made to Idaho. It is likely that channel 16 will be overwhelmed with emergency activity. It is hard to forecast when any information will be able to get out.



# Director Report

## **Director's Report: 11/1/2023**

### **Connections Log**

10/5 Admin Team Meeting  
10/5 Auditor Phone conference  
10/6 Fire Assembly Grades K-2  
10/9 Grant Team meeting  
10/9 A. Kraczorowski  
10/9 J. Yates WTEE  
10/10 Kitchen Audit  
10/11 Leadership meeting  
10/12 OBOB Assembly  
10/12 Fire Inspection w/Fire Marshall  
10/13 Shakespeare Festival w/grades 7&8  
10/15 Board Work Session  
10/16 OMSI Outdoor School  
10/18 Admin Team Meeting  
10/19 S. Slough Field Trip w/grade 3  
10/19 Archery informational meeting  
10/20 Conferences  
10/20 Dayna: North Bay Elementary  
10/23 Conferences  
10/23 Coos Art Museum  
10/24 R. Scholan Re: CNP Grant  
10/25 Vision screening  
10/25 Negotiations Committee Meeting  
10/27 Spencer Butte Course Field Trip w/Grade 8  
10/27 Halloween Party grades 6-8  
10/30 Valley Flora Field Trip w/Grade 3

### **TLS Accolades:**

- Main Lesson Teachers are preparing students for the Fall Festival celebrations. Music rings through our hallways every morning and afternoon as they practice.
  - Mr. Seldon and his guitar playing skills
  - Mrs. Kapande for teaching the third graders all their presidents
  - Mrs. Coxon perseverance in teacher sixth grade to use a recorder
- To all Staff for their dedication and flexibility. October was a busy month with assemblies, field trips, conferences, a full moon and Halloween just to name a few!
- Office ladies for keeping us organized with field trip permission slips and conference signups
- Michelle and Brittney for the Library Facelift
- Anita and LPO for the Autumn Lasagna staff Luncheon
- Nadine Trapold for volunteering weekly in various grades for interactive activity support

### **Curriculum Report:**

Lake meeting with 5<sup>th</sup> grade weekly for math lesson planning/collaboration

Lake meeting with 2<sup>nd</sup> grade weekly for lesson planning/collaboration. Lake pushing into second grade for Main lesson support and coaching in the area of classroom management.

Director has completed Goal Setting conferences with all teaching staff.

10/9 was a Professional development day for all staff. The day included Classroom Management coaching, and Main lesson instructional support and practice Implementation. All teacher reviews were positive and appreciative for the professional growth opportunities

Term 1 Report Cards are quickly approaching. End of Term is 11/16. Report Card Prep Day is 11/17

### **Other**

Fire Inspection went well with minor citations- many of which have already been rectified.

Classroom projectors have been ordered for grades 1 & 2 purchased with Pacific Power grant funds. Waiting on parts that have been backordered to arrive

Cafeteria Tables were ordered, arrived and are being utilized with great success

Class set of Chromebooks have been ordered for grade 5

Waldorf Minute – Linda Johanson

**Housekeeping:**

- When Absent please remember to enter your absence(s) in the leave reporting system no later than 6:59 am, and send an email to [director@thelighthouseschool.org](mailto:director@thelighthouseschool.org) [office@thelighthouseschool.org](mailto:office@thelighthouseschool.org) and [businessservices@thelighthouseschool.org](mailto:businessservices@thelighthouseschool.org) of all anticipated absence as soon as possible (other than for unexpected circumstances). Absences cannot be entered into the leave reporting system by staff after 7:00 am on the same day as the absence.
- Remember to check work mailbox 2x daily. Beginning and middle of day recommended
- KITCHEN AUDIT ON TUESDAY: Ms. Donnette requests that teachers remind their students that they MUST have a ½ cup of fruit and/or veggies on their tray before she is allowed to serve them hot lunch
- Fall Festival: scheduled for November 15<sup>th</sup>. Please begin practicing your class performance if you have not started already.

**Tsunami and Earthquake Drill: Next Tuesday 10/10**

- 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.

- Earthquake Drill will be announced on Walkie Talkie and Class Overcom: Students are to Take cover and hold until Evacuation is announced. In the event of a REAL Earthquake, hold and cover lasts for the duration of the shaking.
- At the conclusion of an Earthquake Drill ALL STUDENTS WILL EVACUATE CAMPUS to the Gate at Back of Field in the event of a Tsunami. (Tsunami Evacuation Drill) Students will line up facing away from building like that of a fire drill, while safety Team secures campus.

**10/9 No Students Staff Prep**

\*\* Please pack in the bottom lot. The gravel lot will be closed.

**8-10am Online with Alisa TRAUMA INFORMED Classroom management**

**12-3 ONLINE Waldorf Training:** K-2, 3-5, 6-8 collaboration sessions. Please pick ONE room for each collaboration group to meet and stream with presenters.

**10/12 OBOB Assembly:**

Students will gather in Gym for an assembly with Mrs. Lake where they will be introduced to the OBOB books for the 23/24 school year, and have an opportunity to sign up for OBOB club. (NO PE during Assembly times)

Grades 6-8 9:00-9:40

Grades 3-5 9:50-10:30

## OTHER

### Upcoming Dates:

#### **10/9 NO SCHOOL- Teacher Professional Development Day**

10/10 Great Shakeout: Earthquake and Tsunami Drill

10/10 Fire Marshall on Campus for school inspection

10/12 OBOB Assembly Grades 6-8 9:00-9:40 (No 6<sup>th</sup> PE)

Grades 3-5 9:50-10:30 (No 4<sup>th</sup> PE)

10/13 7/8 Field Trip –Shakespeare Festival (Lake off Campus)

10/13 NO Staff Meeting – Conference Prep

10/16-10/18 6<sup>th</sup> Outdoor School (Lake off Campus Monday 10/16)

10/19 3<sup>rd</sup> Grade Field Trip S. Slough (Lake off Campus)

#### **10/20 & 10/23 NO SCHOOL PARENT TEACHER CONFERENCES**

10/20 No Staff meeting

10/27 Staff Meeting



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

## No Staff Meeting Today

1 message

Director TLS <director@thelighthouseschool.org>

Fri, Oct 13, 2023 at 8:29 A.M

To: Office TLS <office@thelighthouseschool.org>

Bcc: Kindergarten Teacher <kinder@thelighthouseschool.org>, Pre-Kindergarten <prek@thelighthouseschool.org>, Kinder Aide <kinderaide@thelighthouseschool.org>, First Grade <first@thelighthouseschool.org>, Second Grade <second@thelighthouseschool.org>, Third Grade <third@thelighthouseschool.org>, Fourth Grade <fourth@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, Sixth Grade <sixth@thelighthouseschool.org>, Kara McCall <seventh@thelighthouseschool.org>, Chris Seldon <eighth@thelighthouseschool.org>, PE Teacher <pe@thelighthouseschool.org>, Olyssias Frangopoulos <art@thelighthouseschool.org>, Rebeka Scholan <rscholan@thelighthouseschool.org>, Spanish Teacher <spanish@thelighthouseschool.org>, Stephanie Krug <skrug@thelighthouseschool.org>, Angela Gibson <agibson@thelighthouseschool.org>, Dave Slone <dslone@thelighthouseschool.org>, Michelle Silva <businessservices@thelighthouseschool.org>, Librarian <librarian@thelighthouseschool.org>, Ken Graber <kgrab@thelighthouseschool.org>, Lynda Johnson <ljohnson@thelighthouseschool.org>, Custodian TLS <custodian@thelighthouseschool.org>

Hello All,

Just a reminder that there is no staff meeting today, as next week begins parent Teacher conferences. Please be sure to include via email any students conference you wish for me to attend. I already have a couple reserved, so the sooner you are able to communicate, the better!

On another note, yesterday's Fire inspection went quite well, and I thank you all for your diligence to keep this campus safe at all times. The Fire Marshall asked me to remind teachers and staff members that:

- 1.) All floor heaters should have a 3 foot clearance from debris. If you have furniture along the same wall as a floor heater. please be sure no furniture is TOUCHING the floor heater
- 2.) There should be a 2 foot clearance from any classroom decoration and/or storage from the ceiling. Many of our closet spaces did not meet this requirement and I will go around to the classroom teacher to discuss ways to better organize the closet space. Ultimately, nothing should be on the top above the shelves.
- 3.) All extension cords should be plugged into a wall outlet. No extension cords can be plugged into another extension cord.

Just a reminder I am off campus today with 7/8 grades. I will be checking my email periodically if there is anything urgent, please notify the office. Have a great rest of your day, and a fantastic 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



10/25/2023

Hello TLS Team,

The Staff meeting that was scheduled for THIS Friday is cancelled as I will be away with 8th grade on a field trip. Please use this time for collaboration, and prep.

A couple of Agenda items to read through:

\* Please note that Friday evening is the middle school Halloween party from 6-7:30, feel free to stop in if you have some time to get your boogie on!

\* At our last fire inspection, the fire marshal noted that many of the teacher's closets are not in compliance with fire code. There should be a 2 ft clearance between any debris, storage or decor and the ceiling. Please check your teacher closet and if you have items stored on the top shelf, we will need to reconfigure.

\* As you noted this week, we had an unannounced fire drill. The fire marshal indicated that only one fire drill a year should be planned/announced to all staff. This drill was quite successful with an evacuation time of 1 min and 11 seconds. We appreciate all your efforts to maintain the safety of our students at all times. Please remember to close interior AND exterior doors upon exiting the classroom.

\* Fall Festival is quickly approaching. I love hearing all the students practicing their presentations, and the music trickling into our hallways is quite welcoming each morning! PLEASE LET THE OFFICE KNOW YOUR OFFICIAL your Performance name by MONDAY 10/30.

\* Halloween is NEXT TUESDAY; TLS is not encouraging student costumes on campus.

\* Class Parties- if you plan to host any class parties next week for the Halloween occasion, please notify Mrs. Lake and the office for any volunteers in the classroom or treats that you anticipate being delivered. Please also maintain the Waldorf philosophies of inclusive activities, as not all of our students celebrate holidays, and please limit candy and sweets!

Lastly, we are approaching the end of Term 1 with 3 weeks left in the term. Please plan accordingly noting that Friday 11/17 is a non-student contact day with time allotted for teachers to prep report cards.

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Shelley Lake  
Director, The Lighthouse School  
[director@thelighthouseschool.org](mailto: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

# HR/ Business Report

# BUSINESS/HR REPORT FOR THE BOARD MEETING OF November 1, 2023

## HUMAN RESOURCES

- 2023/2024 OPEN POSITIONS
  - 1.0 FTE Literacy – still open
  - Math Specialist – reposted
  - 1<sup>st</sup> grade – still open
- Interview scheduled for 11/2/2023
- Library make-over
  - Brittany wanted to 'liven' up the Library and make it more inviting so I put on my creative hat and got busy, it is complete with forest animals, lady bugs, frogs, and hummingbirds
  - Come visit and 'Fall in love with Reading'





## BUSINESS REPORT

- Enrollment – 203

- K = 23
- 1<sup>st</sup> = 26
- 2<sup>nd</sup> = 25
- 3<sup>rd</sup> = 26
- 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

- Current financial status as of 10.30.2023

|                              |    |                |  |    |                |
|------------------------------|----|----------------|--|----|----------------|
| <b>Adopted budget</b>        | \$ | 2,765,466.00   | <b>Adopted budget</b>                      | \$ | (2,765,466.00) |
| Expenses Year to date        | \$ | (459,976.52)   | Revenues Year to date                      | \$ | 528,419.39     |
| Anticipated Expenses to 6/30 | \$ | (1,700,672.61) | Anticipated Revenues to 6/30               | \$ | 2,050,915.47   |
| under budget                 | \$ | 604,816.87     | anticipated revenue deficit                | \$ | (186,131.14)   |
|                              |    |                | anticipated net is a positive cash flow of | \$ | 418,685.73     |

- Field Trips:
  - 4<sup>th</sup> grade Tsalila festival 10/4/2023– traditional field trip (reimbursable)
  - 7<sup>th</sup> & 8<sup>th</sup> grade Shakespeare Festival 10/13/2023 – Traditional field trip
    - Last year 8<sup>th</sup> grade did not get to go so they attended with 7<sup>th</sup> grade this year (Split between grades and paid from class balances)
  - 6<sup>th</sup> grade outdoor school 10/16-10/18 – traditional field trip per state curriculum standards (reimbursable)
  - 3<sup>rd</sup> grade South Slough D-Dock 10/19/2023 – new field trip for 3<sup>rd</sup> grade to replace field trips that are no longer offered (reimbursable)
  - Kinder pumpkin patch 10/24/2023 – traditional field trip (parent paid fee)
  - 8<sup>th</sup> grade Spencer Butte Challenge Course – 10/27/23 – traditional field trip (paid from class balance)
  - 3<sup>rd</sup> grade Farm – 10/30/2023 – traditional field trip – moved from spring (parent paid fee)
  
- Pre-K Update
  - We have received our ERDC number (FKF00016)
    - Our inspection will be scheduled this month
    - We've already started advertising outside of TLS families
  
- Negotiations update
  - TLS negotiations team meet October 25
    - Employee placements
    - Differences between licensed and classified unions and TLS's union
    - Current salary scale in CBA is at 6% with step 20 rolling off and 3% in between steps