



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



Agenda September 4, 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 August 7, 2024 –
5. Discuss & Approve Consent Agenda minutes:
 - FOLS:
 - i. May 2024 Board meeting minutes
 - ii. No meeting in July or August
6. Directors Report with Curriculum Report—Shelley Lake
7. Business Report—Michelle Silva
8. Old Business:
 - Strategic Plan Adoption
 - REMINDER: Work Session Scheduled for October 6, 2024
 - i. 1:00 – 4:30/5:00 pm
 - Landlord for Blue House
9. New Business:
 - Brown House on Woodstock – for sale
 - Committees & Teams – please respond to Michelle's email to sign up
10. Report from last District Board meeting –
11. Roundtable / Good of the Order-



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Meeting Minutes August 7, 2024

1. Call to order

- The Board of Directors met August 7, 2024
- 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: McKinley Prado, John Gibson, Jenni Schmitt, Stephanie Messerle, Stacy Courtright, George von Dassow, Maya Watts, Anita Martins, Paula Mosley and Lisa LaGesse. Also present were Director Shelley Lake and Business Manager Michelle Silva. A quorum was present because ten of the ten board members were in attendance. Presiding officer was Stephanie Messerle.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment

- None

3. Union report

- None

4. Discuss and Approve Board Meeting Minutes

- June 5th, 2024 board meeting minutes

5. Director and Curriculum Reports — Attached. Additionally:

- Contractor has been secured for back paved area and drainage issues. Area that will not be newly paved will need to be sealed. Project due to be complete by August 26th, but also creating contingency plans in case it extends beyond that date
- Met with new superintendent and new CBSD maintenance head and beginning to build relationships
- Maintenance crew has been completing playground and outdoor field projects prior to construction
- Accolades to maintenance crew for all the work they've done this summer getting ready for the 2024/25 school year
- New 1st grade and 2nd grade teachers; rooms have been reorganized for incoming teachers
- Due process complaint against CBSD was retracted then fully dismissed in July
- Met with Dean of Students to develop a plan for positive intervention on campus for the upcoming school year

6. Business Report—Attached. Additionally:

- All positions are filled except for math specialties
- PE teacher requested to go part time so added a new additional 0.5 FTE PE teacher to cover the gap, to be split K-3 and 4-8

- All items are in to auditor
- Esser 3 funds will cover TLS portion of the back paved area
- All grades except 8th are at full enrollment, with 16 pre-K students

7. Old Business

- Strategic Plan update - Incorporated comments from parents and teachers. Edited the entire document to make it succinct and to make it written in one voice. Added in several new strategies to include behavior and social well being. Board members can take the next month to look over the latest version. At the September board meeting the board can reassess to see if it is final. Can leave some copies of latest draft and discuss with teachers at board/staff luncheon.
- Work session is scheduled for Sunday, October 6th from 1:00-4:30 PM in the handwork room

8. New Business

- Hwy 101 house needs improvements in kitchen and bathroom. Major upgrades to kitchen include new faucets, refrigerator, stove vent fan; bathroom needs new flooring and heater. The entire house needs new split level heating units and blinds. Propose to make necessary upgrades and rent the top level as an apartment. House does not have split electric or water, so that would have to be included in rent. Basement will need some improvements to make upper levels habitable (e.g., drains). Will work on improvements for the lower level to make space usable for TLS. Discussion over who would manage property for rental. Propose to spend up to \$10,000 to make it habitable to rent the upper level and make improvements to the lower level.
- Vote for board officers - Chair - Stephanie Messerle; Vice Chair - John Gibson; Secretary - Jenni Schmitt ; Treasurer - McKinley Prado
- August 23rd from 12-1PM is board/staff luncheon. Board can bring food and drinks. Anita will make a Google doc for board members to sign up for what they'll bring. Luncheon will be held in the gym this year.

9. Report from last Coos Bay District Board meeting

- None

10. Roundtable / Good of the Order

- Kudos to maintenance staff for all their hard work and to new admin team hires.
- Really appreciate the starfish/one student philosophy for this year

Task list

- None

Corporate Actions

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

RESOLVED to approve the June 5, 2024 board meeting minutes. MM by George von Dassow, 2nd by Lisa LaGesse. Unanimously approved.

RESOLVED to approve all expenditures for up to \$10,000 to make the HWY 101 house habitable to rent the upper level and enable use of lower level for TLS. MM by Lisa LaGesse. 2nd by George von Dassow. Unanimously approved.

RESOLVED to approve McKinley Prado as board Treasurer. MM Anita Martins; 2nd by Stacy Courtright. Unanimously approved.

RESOLVED to approve Jenni Schmitt as board Secretary. MM Anita Martins; 2nd Lisa LaGesse. Unanimously approved.

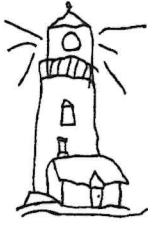
RESOLVED to approve John Gibson as board Vice Chair. MM McKinely Prado; 2nd Lisa LaGesse. Unanimously approved.

RESOLVED to approve Stephanie Messerle as board Chair. MM George von Dassow; 2nd by Maya Watts. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 8:51 PM. The next meeting date is scheduled for September 4, 2024.

Signature of Secretary, Jenni Schmitt _____

Date: 8/7/2024



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 May 21, 2024 at 6:00 pm at The Lighthouse School.
- The Directors present at the meeting were: Stefani Eaton, Jarret (Jake) Robinson, Johanna Curelo, Eva Bailey, and Lisa LaGesse. The following directors were not present: Sabrina McNeely, Ed Hughes, and Julie Graber.
- A quorum was present because five of the eight Directors on the Board were present.
- The presiding officer was Stefani Eaton.
- Guests present: Shelly Lake, Michelle Silva

REGULAR MEETING – REPORTS AND DISCUSSIONS:

1. Meeting was called to order at 6:15 PM.
2. Public comment: none
3. Minutes from the 04/16/2024 meeting were reviewed. There was an error in the minutes In the Financial Report, under Account Update. The amount was listed as \$25.73, but should have been \$255.73. The minutes were unanimously approved (MM by Lisa, 2nd by Eva) with those changes.
4. Financial Report:
 - Horticulture Fundraiser: event went well, deposit has not yet been received by FOLS.
 - Cash out: \$179.00
 - Reimbursement for FOLS tax filing to Stefani Eaton (\$99.00) (a check still needs to be written to Stefani)
 - Purchase of gift cards for Volunteer drawing at The Lighthouse School Spring Festival (\$80.00)
 - Accounts Update
 - Basic Checking: \$255.73
 - Basic Business Checking: \$1277.86

- Basic Business Checking: \$15017.05
- Total Assets: \$16550.64

5. Old Business: none

6. New Business:

- Funding Request: Mrs. Maxwell requested \$3650 for purchase new instruments for the band in the music program. Eva has a trumpet she is willing to donate. Proceeds from the upcoming fundraiser will be directed towards the music program.

7. Committee Reports:

- Fundraising: The fundraising committee is planning a painting event for June 7, 2024. The mural for the Parking Spot Raffle will be painted in June, weather permitting. A a calendar for next year is being developed.
- Policy: Reviewed a draft of the updated bylaws, which was also edited by the school. There was discussion about LPO, banking, and the role of the Treasurer. Changes were reflected to the printed document. Jake will make those changes. The revised draft will be sent to all directors prior to the next meeting where a vote will take place.

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

RESOLVED to fund up to \$3650 for the Music Program to purchase instruments for the school band (MM: Lisa, 2nd: Jake).

RESOLVED to fund up to \$300 for the purchase of supplies (MM: Stefani, 2nd: Jake) for the Pourly Canvas Fundraiser.

RESOLVED to fund up to \$300 for the purchase of supplies for the Parking Spot Mural (MM: Jake, 2nd: Lisa).

MISCELLANEOUS DISCUSSION:

- Discussed revitalizing the LPO and the integration of the LPO with FOLS.

ADJOURNMENT: There being no further business, the regular meeting was adjourned at 7:37 pm. The date and time of the next meeting will be June 18, 2024, at 6:00 at The Lighthouse School.

Signature of
FOLS Board Officer _____ Date _____

Director's Report: 9/4/2024

Connections Log

8/1 IPM training Corvallis
8/5 R. Haddock ESD SPED
8/14 TLS Registration 9am-7pm
8/15 New Hire Orientation
8/15 Hyssop-New Hire Computers
9/15 Sodexo –Lunch set up 24/25
9/16 New Hire Orientation Day 2
8/19 All Staff Returns
8/20 IPM Walkthrough
8/20 Kindergarten Orientation 5:00pm
8/21 All Staff In-service
8/22 J. Leep Re: Sysco Delivery
8/23 K-8 Collaborative meetings 8:00-2:30
8/26 S. Prince & R. Haddock re: SPED 24/25
8/26 Back to School Night
8/28 First Day of School
8/30 G. Coast Re: Fire Drill
8/30 6-8 Elective Assembly
8/30 TLS Staff meeting

Accolades:

- All Staff-classroom set ups & A successful first week of school!
- M. Vonderohe: training new Office secretary A. Horthy
- TLS Admin Team for collaborative efforts in updating TLS Handbook to reflect current practices, policies and procedures
- M. Silva & J. Gibson coordinating the construction and efforts on the playground
- All 6-8 and Specialty teachers for coordinating 6-8 Elective schedule
- A. Gibson & Reading Team beginning Dibels Testing
- J. Gibson and Marshfield Manufacturing for the Bike Rack
- K. Stauff for implementation of PBIS and behavior support as well as the STAR Board for Visible Student accolades

Action Item:

Annual Safe Schools trainings have been assigned for all Boards members with a completion date by 10/11/2024:

Staff to Staff Conduct
Staff to Student Conduct
Mandated Reporting

Curriculum Report:

TLS 2023-24 Annual Report submitted
2024-25 Communicable Disease Plan updated and set to publish to TLS website

Parent Teacher Handbook is being updated (last update was 2016) and will be added to the New TLS Website

Dibels Testing has begun, Easy CBM BOY window is open
Lake in process of Scheduling annual 504 meetings

Annual Goal Setting conferences schedule for the month of September- All staff will meet with the school director to collaborate areas of professional development, growth and class implementation based on personal observation or prior year evaluation data.

Teacher Mentors:

- Leah Scott (Pre-K) to Mentor Kindergarten Teacher Audra Ashcroft Lesson plan support, classroom management & curriculum organization
- Heather Kapande to mentor new Hires M. White (1st) and I. Bartels (2nd) in lesson planning and school culture
- Linda Johanson to mentor new Hires M. White (1st) and I. Bartels (2nd) in Waldorf and Main Lesson implementation

The Director met with all teacher mentors to establish measurable goals for mentorship. Director will meet with Mentors for ongoing support by term.

The Lighthouse School - Fall In-service Agenda 2024-2025

Wednesday, August 14th, 9:00 am - 1:30 pm & 2:30 pm – 7:00 pm

Student Registration

NO EMPLOYEES ON CAMPUS (except parents of students)

Thursday, August 15th, 7:30 am – 3:00 pm

New Employee Orientation (for New Employees ONLY)

7:30 am – 8:00 am continental breakfast and Introductions – Shelley

8:00 - 9:00 am Michelle

Payroll Paperwork, Classroom Supplies, field trips, volunteer procedures, who to contact, emergency back packs

9:15 am – 11:30 am Shelley

Tsunami, Earthquake, Fire Drills & Safe Schools Training, Library Circulation,

Submitting weekly lesson plans, sub binders, Intro to Waldorf Education, Classroom Management strategies

11:30 Lunch will be Provided by City Subs

12:00-3:00 pm Curriculum Binder review - Shelley and Julie

Literacy overview for 1st, 2nd & Literacy Specialist

Friday, August 16th, 7:30 am – 3:30 pm

New Employee Orientation (for New Employees ONLY)

8:00 am – 11:00 am Literacy Angie

12:00 pm – 3:00 pm technology how to (phones, synergy, google classroom, email) – Michaela will come to the classroom

Monday, Aug. 19TH, 7:30 am - 3:30 pm

ALL STAFF RETURN (meet in the gym for Welcome and Introductions)

Key Distribution

WORK IN CLASSROOMS

Schedule Distribution

Tuesday, August 20TH, 7:30 am – 3:30 pm

WORK IN CLASSROOMS

Watercolors available for those interested in preparing name tags, posters, or other classroom materials, see Ody.

Wednesday, August 21st 7:30 am – 3:30 pm

ALL STAFF (meet in the gym)

7:30 - 8:00 Meeting etiquette; Icebreaker – Shelley

8:00- 10:00 Legend of the Starfish – Michelle/Kathleen/Shelley

10:00-10:15 Stretch Break

10:15 10:30 Absence Training, Committees & teams – Michelle

10:30-10:45 Incident Command Chart - Shelley

10:45 – 11:00 Recess & Lunch duty Schedules – Shelley & Michelle

11:00 – 11:15 Tsunami, Earthquake, Fire Drills & Safe Schools Training - Shelley

11:15 – 11:30 Student Technology – Michaela & Shelley

11:30 – 12:00 Bussing Procedures (morning and afternoon) – Michaela and Anita

12:00 – 1:00 Pizza & Salad Lunch will be provided

1:00 – 1:30 Office procedures, LPO & Meet the Teacher Night– Michaela and Anita

Fall Festival reminder 11/14/2024 - Shelley

1:30 – 2:00 1st day of school – Shelley & Michaela

2:00 – OSEA Union Meeting in the gym

The Lighthouse School - Fall In-service Agenda Continued

Thursday, August 22ND, 7:30 am - 3:30 pm

ALL STAFF – TRAINING

8 am – 10 am Student Behavior Plan (Class Rosters) – Kathleen & Shelley

10 am – 11 am Specialties IEP/504 updates – Shelley & Kathleen

12 – 1 Lunch will be provided by Anita

1:00 – 2:00 Specialties & 6, 7, 8 electives – Shelley & Michelle

WORK IN CLASSROOMS

Friday, August 23RD 7:30-3:30

American Fidelity Presentation 7:30-8:00 am (meet in the gym)

American Fidelity will be onsite in the Library for sign-ups until 4:00pm

Collaboration meetings:

Prek & Kinder 8:00 - 9:00

1st 9:00 – 9:45

2nd 9:45 – 10:15

3rd 10:15 – 10:45

11:00 – 12:00 Lunch provided by the Board

3rd & 4th 12:00 – 1:00

4th & 5th 1:00 – 2:00

5-6-7-8 2:00

Monday, August 26th

WORK IN CLASSROOMS

8 am – 1 pm or 11 am – 5 pm

Back to School Night/Meet the Teacher

5:00 pm -7:30 pm

Doors open at 5:15pm and close at 7:00pm

NO PLAYGROUND ACCESS

Teachers will need to be in their classrooms by 5pm to meet and greet students

NOTE: This is not a time for parents to confer with you – focus on the student meeting their teacher

Tuesday, August 27

Is a NON WORK DAY for all employees

AUGUST 28TH - FIRST DAY OF SCHOOL – ALL GRADES Pre-K - 8!!

Pre-K, Kinder & 2ND grade will enter through the exterior doors

With Grades 3-8 entering through the main hall

There will be a bubble machine to greet all students at the front entrance of the school

Students will make their way to the cafeteria for breakfast or go to the playground at their designated time

8:15 am – K-8 will meet in the gym for an all school assembly

Teachers will lead their students to their designated spot in the gym

Staff Introductions to the students

School Expectations – Mrs. Lake & Mrs. Stauff

K-4 will be released

5-8 will stay a little bit longer



August 21, 2024

Hello Lighthouse Community,

As you know, the 2024-25 school year is just around the corner and we look forward to welcoming everyone back on campus. We hope you make plans to attend our **Back-To-School night on Monday, August 26th from 5:30-7:00pm.**

The school has undergone construction over the summer break, and much of the back playground is getting some much needed repairs and resurfacing. We anticipate the construction efforts to be complete on or near the first week of school. I regret to inform families that the back playground will not be accessible for our annual picnic dinner and play. Families are encouraged to tour classrooms, meet the teachers, and peruse the school store, reacquaint with returning families and possibly welcome some new friends as well!

As we kick off the new year, I am excited for you to meet a couple of new faces on campus:

Administrative Secretary: Andrea Horthy

TLS Dean of Students: Kathleen Stauff

First Grade Main Lesson Teacher: Michelle White

Second Grade Main Lesson Teacher: Ian Bartels

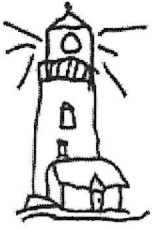
Literacy Support: Darla Vieyra

K-3 Physical Education: Teresa Huff

School resumes on August 28th with the doors opening at 7:35am and release time at 3:00pm Monday-Thursday. Friday release is at 1:30pm. **For our returning families, we appreciate your quick use of the drop off lanes allowing for the limited parking spaces to be used by our new families with entering Pre-K and kindergarten students.** Pre-Kindergarten through second grade students will enter and exit the campus through the exterior classroom doors during drop off and pickup times, all other students will access the campus using the main entry.

School activities begin at 8:00, so your prompt arrival is appreciated. Any late arrivals will need to be accompanied to the office for school check in. If you have any questions, please don't hesitate to contact the school office (541) 751-1649. Enjoy the last week of break and we look forward to seeing you soon.

Shelley Lake, The Lighthouse School Director



8/28/2024

Hello Lighthouse Families,

ODE has requested that all school alert families to the real fact that measles is on the rise and that Oregon, along with 35 other states and the District of Columbia, are at higher risk for outbreaks due to low vaccination rates.

Oregon has seen 26 cases of measles as of August 9th. All were unvaccinated and two required hospitalizations. Now is a critical moment for all of us-- parents, students, teachers, administrators - to review our vaccine status.

Please note an update to our School's communicable disease plan: OAR 333-019-0010: in the event of an exposure to a contagious illness like measles, a school administrator must **temporarily exclude from school** students and/or staff who are deemed susceptible. Exclusion for 21 days or longer may be needed to prevent further spread and to ensure safety. This measure is in line with health guidelines and is taken with the well-being of all students and staff in mind.

WHAT TO KNOW:

Measles is a contagious viral infection that spreads through the air when an infected person coughs or sneezes. **Nine out of 10 unimmunized people** who are in contact with an infected person will catch measles. It poses a health risk to students, staff and family members who have never had measles or the measles vaccine.

- ODE and OHA respect individual beliefs and individual rights to make health care choices, and recognize that some community members defer MMR vaccination because of personal, religious or medical reasons. In an outbreak, protecting the public's health from this very serious disease is paramount.
- The MMR vaccine is safe and two doses is 97% effective in preventing measles.
- More than two-thirds of those who have contracted measles so far in 2024 in the US have been age 19 or younger, and they represent 95 percent of those who have been hospitalized for the disease.
- Overwhelmingly, the outbreaks have been spread among unvaccinated children and adults. CDC data show 36 states and the District of Columbia now have vaccination rates below the 94 percent threshold for herd immunity, in which enough people are vaccinated to prevent wide scale spread of a disease. Oregon is one of these states that has fallen below the threshold to support herd immunity. This is why it is important for parents/caregivers/guardians, teachers, and other children who spend time around our youngest and most vulnerable children to be up-to-date with vaccinations.
- Contracting measles can lead to hospitalization, lifelong complications, or death.

If we all do our part, we can keep our kids safe and in school.

Shelley Lake, TLS Director

Dear Parent/Guardian:

Please follow these guidelines to help all students stay healthy and ready to learn.

Please **DO NOT SEND AN ILL STUDENT TO SCHOOL**. The other page of this letter gives examples of when your student should not be in school.

If your student is ill, please CONTACT THE SCHOOL.

Please contact your health care provider about any **SERIOUS ILLNESS** or if you are worried about your student's health. If you need help in finding a health care provider, you may contact the local public health authority.

Please notify the school if your child is diagnosed with a **CONTAGIOUS DISEASE**, including these: *chickenpox, diarrhea caused by E. coli or Salmonella or Shigella, hepatitis, measles, mumps, pertussis, rubella, scabies, tuberculosis, or another disease as requested*. The school will protect your private information as required by law. [OAR 333-019-0010; ORS 433.008.]







Please notify the school if your student requires **MEDICATIONS** during school hours. Follow school protocols for medication at school. If your student's illness requires antibiotics, the student must have been on antibiotics for at least 24 hours before returning to school, and longer in some cases. Antibiotics are not effective for viral illnesses.

Please notify the school if your student has an **UNDERLYING OR CHRONIC HEALTH CONDITION**. We will work with you to address the health condition so that the student can learn. With consent, the school nurse may consult with the student's health care provider about the health condition and necessary treatments. To contact the school nurse or health office please call or email.

We want to support your student. Please contact us if you have questions or concerns.

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 <p>Fever: temperature of 100.4°F (38°C) or greater</p>	<p>*The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.</p> <p>*Fever-free for 24 hours without taking fever-reducing medicine.</p>
 <p>New cough illness</p>	<p>* Symptoms improving for 24 hours (no cough or cough is well-controlled).</p>
 <p>New difficulty breathing</p>	<p>* Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i></p>
 <p>Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements</p>	<p>*Symptom-free for 24 hours OR with orders from doctor to school nurse.</p>
 <p>Vomiting: one or more episode that is unexplained</p>	<p>*Symptom-free for 24 hours OR with orders from doctor to school nurse.</p>
 <p>Headache with stiff neck and fever</p>	<p>*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. → <i>Urgent medical care may be needed.</i></p>
<p>Skin rash or open sores</p>	<p>*Symptom free, which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.</p>
<p>Red eyes with colored drainage</p>	<p>*Symptom-free, which means redness and drainage are gone OR with orders from doctor to school nurse.</p>
<p>Jaundice: new yellow color in eyes or skin</p>	<p>*After the school has orders from doctor or local public health authority to school nurse.</p>
<p>Acting differently without a reason: unusually sleepy, grumpy, or confused.</p>	<p>*Symptom-free, which means return to normal behavior OR with orders from doctor to school nurse.</p>
<p>Major health event, like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.</p>	<p>*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.</p>

Accolades

Congratulations on a great first week back!

Housekeeping

- Google Classrooms- students entered for grade 1-8
- Please remember to keep all doors LOCKED during the school day to ensure campus security.
 - Grades PreK-2 should have door alarms on their Exterior doors during school hours.
 - All doors should also remain locked with newly installed lock blocks on them for security, interior doors propped open (with lock block open)
- 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.
- Please keep the door to the playground closed (not propped open.) Mosquitos and cold drafts are not welcome additions in the office and hallways.
- Counseling begins on 9/5 Please send any referrals for counseling to Director Lake. Held in Science Room on Thursdays.
- When using the Walkie-talkie remember to avoid student names. Use broad terms: “I need student support ...and location.” Non-emergency solutions for support can be made through the office via class phone when applicable.
- Food items in the classroom need to be stored with IPM minded containers.
 - Food incentives should be community focused (i.e. class parties) instead of individual rewards.
 - Please note that Candy distribution is frowned upon by many families
 - Students should not drink sugared liquids in classroom-water bottles only.

Office Notes:

- Students who enter the classroom after 8am should be marked as Tardy
 - Students entering the school after 8am are given a blue tardy slip.
- Please indicate on the sign in roster if you
 - 1.) Wish to receive school reminders via ROBOCall (optional)
 - 2.) Wish to receive Textalert from the Director for school closures/start delays
 - a. All teachers will receive ROBOCall in the event of school closures
- If you need Tech Support contact school office
- 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.
- Flower and Balloon Deliveries are held in the office until the end of the day. (Staff & students)

Health & Hygiene

Measles is on the rise and Oregon along with 35 other states and the District of Columbia are at higher risk for outbreaks due to low vaccination rates. Oregon has seen 26 cases of measles as of August 9th. All were unvaccinated and two required hospitalizations. Now is a critical moment for all of us-- parents, students, teachers, administrators - to review our vaccine status.

- The TLS communicable disease plan can be found on the school website
 - Per ORS 333-019-0010, in the event of an exposure to a contagious illness like measles, a school administrator must **temporarily exclude from school** students and/or staff who are deemed susceptible. Exclusion for 21 days or longer may be needed to prevent further spread and to ensure safety. This measure is in line with health guidelines and is taken with the well-being of all students and staff in mind.
- Due to Allergies and Asthma: Please refrain from using essential oils, fragrant floweres and incense like devices in your classrooms
- Allow time for handwashing reminders and use before/after restroom use & before eating snacks and meals

Classrooms

- Employees of TLS should never reach out independently for donations of any kind through any organization, nor create a gofund me type accounts for donations using The Lighthouse School name.
 - Requests through outside sources will be denied
 - TLS utilizes FOLS to support small grant funding projects.
 - All Grant Purchase request must be pre-approved by the Director before
 - For larger grant funding requests TLS has an appointed Grant Team

If you need funding for a project - please email your request to the Director for preapproval and I can facilitate next steps.

Safety Day: Next Thursday 9/5 Fire Drill 9:00am and Lock Down Drill 2:00pm

- Fire Drill – PreK-Grade 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, in PE or in other location away from their classrooms, students may assemble near their posted grade along the back fence.
- Fire Drill- Students stand in quiet line with their back facing the building (in the event of explosion,) 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 / 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 **CLOSED**, 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.
 - If a class is on the trail or in the outdoor classroom during a lock down drill they **DO NOT** return to campus and should listen to teacher direction for evacuation route if needed.

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 teachers on 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.

Parent Nights Tuesday 9/17 & 9/19

Schedule: 9/17 PreK-4 Grades
9/19 5-8 Grades

6:00PM All Families will meet in the Gym at 6PM to introduce Director, Dean of Students, LPO, FOLS and TLS BOARD members, Review volunteer opportunities, consume LPO provided treats, and review disciplinary procedures expectations. FOLS will introduce Parking Lot Raffle and sell raffle tickets

6:30-6:55 Session 1 Begins Main Lesson Classrooms to Meet teacher, review Class Norms/Expectations and Curriculum
7:00-7:25 Session 2 Begins (same as above)
7:30 End of Night

IEP's, 504's & SST's

- Mrs. Lake is in the process of scheduling 504 meetings for qualifying students she will connect with you
- You are welcome and encouraged to request an SST meeting at ANYTIME for ANY student. SST (Student Success Team) meetings will involve Mrs. Lake, Mrs. Stauff, 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 plans are legally binding and therefore accommodations must be followed. Speak to Mrs. Lake if you have questions.

Goal Setting Conference

Please use the form to sign up for your goal setting conference. You can email Director Lake 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.

Professional Development

- Please finish all Safe Schools trainings by 10/11/24
- LTRS training for Pre-K through 3rd grade

Benchmark Assessments

Dibels TBA

- Will begin September 9th – Reading Team will coordinate with Main Lesson Teachers

Easycbm Fall Benchmark Assessments

- (open) September 9 – (close) October 11
- Math and Reading Basic Grades 1-2
- Math and Reading Basic & Math and reading Proficient grades 4-8

OTHER

Remember to turn in weekly Star Student Referrals by Friday via email or google share to Kathleen Stauff

We SEA you –Anita Martins re: Staff culture

Strategic Plan: last opportunity to submit edits, comments, questions, revisions, concerns, etc

Fall Festival reminder-Megan Maxwell

SAVE THE DATES

- 9/2 NO SCHOOL: Labor Day
- 9/4 TLS Public Board Meeting 7pm in Handwork Room (Always the first Wednesday of each month)
- 9/5 SAFETY DAY! 9:00am Fire Drill/2:00pm LOCKDOWN Drill
- 9/5 Counseling Begins
- 9/6 Staff Community 2:00-3:00
- 9/13 UNION Meeting
- 9/16& 9/17 Dental Screening
- 9/17 & 9/19 Parent Nights
- 9/20 Profession Learning& Engagement 2:00-3:00pm
- 9/27 Staff Meeting Location TBA

BUSINESS/HR REPORT FOR THE BOARD MEETING OF September 4, 2024

HUMAN RESOURCES

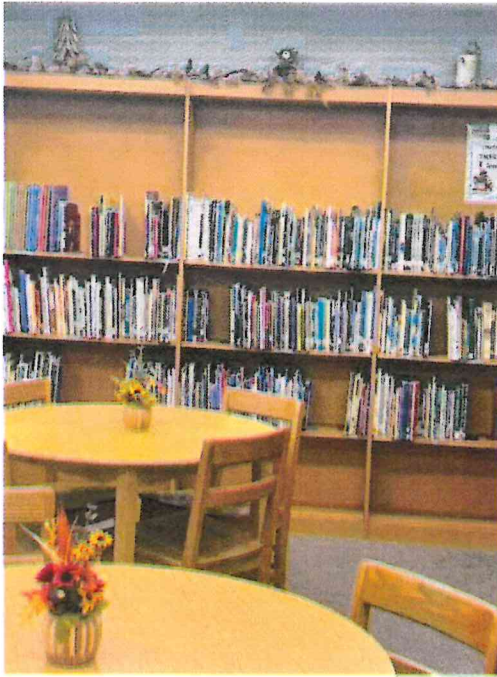
- Middle school electives – team met to discuss the classes they wanted to offer and an assembly was held with 6, 7, & 8th graders to choose their classes for the year.
- Last Friday of each month Staff meeting
- 1st Friday of each month Community Collaborations – this is a designated time where the LPO will provide some sort of ‘goody’ for all staff and we will meet in round table form to sit and chat and allow employees to socialize with one another in an informal manner. Heather Kapande will lead the events with ice breakers or conversation starters.
- Teresa Huff received her Physical education endorsement
- Expanded the employee break room to include seating for up to 6
 - Posted the unions bulletin board
 - thank you to Anthony and Dave for painting and hanging it



- The room in the gym now serves as the teacher’s prep room or relaxation station, complete with lamp, music tunes and the couch
 - This space can also serve as a meeting room as the table can seat up to 8



- The Library got a few new pieces of décor over the summer as well



BUSINESS REPORT

- K- 8 Enrollment: 203
 - K = 24
 - 1st = 24
 - 2nd = 24
 - 3rd = 24
 - 4th = 25
 - 5th = 24
 - 6th = 24
 - 7th = 21
 - 8th = 13
- Prek enrollment = 16
- Website – the website is up and running on our new platform and we are now in compliance
 - Content is still being added along with photos old and new
- 2023/2024 Audit
 - All items uploaded to Auditor's by 7/10/2024
 - Delivered Audit crates in person on 8/26/2024
 - While in Roseburg was informed that the firm had been sold to folks in Texas
 - On site field work scheduled for October 17 & 18
- Thank you to John for orchestrating and coordinating the playground resurfacing!
 - Final touches were completed 9/3/2024 after school