

# Lighthouse Committee & Team Members:

25/26

block indicates team leader

\*Committees: must have an agenda at each meeting, can vote and pass resolutions

Teams should have an agenda with a report to go in the board packet and goals of project completion

## \*BOARD OF DIRECTORS

**Chair: Stephanie Messerle**

Vice Chair: Anita Martins

Secretary: Jenni Schmitt

Treasurer: Mckinley Prado

Board Member: Lisa LaGesse

Board Member: Paula Mosley

Board Member: John Gibson

Board Member: Maya Watts

Board Member: Stacy Courtright

## Negotiations/Bargaining Team

**Michelle Silva, Human Resources**

Shelley Lake, Director

Michaela Vonderohe, Office Coord

Dave Slone, Operations & Maint Sup

Leah Scott, Pre-K Coordinator

Kathleen Stauff, Dean of Students

Treasurer: Mckinley Prado

Cindy Gilliland, Admin Secretary

## Grant Writing Team

**Shelley Lake, Director**

Secretary: Jenni Schmitt

Chair: Stephanie Messerle

Michelle Silva, Business Mngr

Parent: Alice Yeates

Parent: Jake Mauck

Parent: Heather Koell

Parent: Jessica Porter

Parent: Hannah Hunt

## LPO (Lighthouse Parent Organization)

**Anita Martins, Parent Coordinator**

**Teresa Huff, Co-Coordinator**

**McKinley Prado, Co-Coordinator**

Michaela Vonderohe, Site Coordinator

Johanna Curelo, Fundraising Chair

## \*BUDGET COMMITTEE

**Michelle Silva, Business Mngr**

Chair: Stephanie Messerle

Vice Chair: Anita Martins

Secretary: Jenni Schmitt

Treasurer: Mckinley Prado

Shelley Lake, Director

## Budget Team

**Michelle Silva, Business Manager**

Shelley Lake, Director

Kathleen Stauff, DOS

Union President: Heather Kapande

## Hiring Team

**Michelle Silva, Human Resources**

Shelley Lake, Director

Employee: Audra Ashcraft

Employee: Angela Gibson

Employee: Heather Kapande

## Tech Support

**Shelley Lake, Director**

Employee: Bayley Cousins

Employee: Michaela Vonderohe

## Building, grounds & Site Team

**Director Shelley Lake, Site Coordinator**

Dave Slone, Operations & Maint Sup

Parent: Brandy Lauby

Parent: Fauna Hill

Parent: Shane Daugherty

Parent: Heather Koell

Parent: Alexa Jones

Parent: Colin Madsen

Parent: Peter Cole

Parent: Maria Recken

## \*POLICY COMMITTEE

**Shelley Lake, Director**

Michelle, Silva, Business Manager

DOS: Kathleen Stauff

Union President: Heather Kapande

Board Member: Mckinley Prado

Vice Chair: Anita Martins

## Public Relations Team

**Shelley Lake, Director**

Michelle Silva, Business Manager

Leah Scott, PreK

Michaela Vonderohe, Office Coord

Vice Chair: Anita Martins

## Safety Team

**Shelley Lake, Director**

Michelle Silva, Business Manager

Dave Slone, Maintenance

Kathleen Stauff, Dean of Students

Union President: Heather Kapande

## Behavior Team

**Kathleen Stauff, DOS**

Shelley Lake, Director

Michelle Silva, Human Resources

Employee: Stephanie Krug

Employee: Heather Kapande

## Charter Renewal Team

**Chair: Stephanie Messerle**

Vice Chair: Anita Martins

Treasurer: Mckinley Prado

Board Member: John Gibson

Shelley Lake, Director

Michelle Silva, Business Mngr

updated: 11/14/2025

Public Meeting BOARD MEETINGS: 1st WENESDAY EA MONTH at 7pm

By invitation GRANT TEAM MEETINGS: WILL MEET AS NEEDED AS APPROVED GRANT REQUESTS ARISE

Not open to the public TECH SUPPORT TEAM: WILL MEET AS NEEDED

Not open to the public SAFETY TEAM: MEETS AS NEEDED BUT NO LESS THAN ONCE PER TRIMESTER ON THE LAST MONDAY OF THE MONTH 11/17, 3/2, 6/1

Not open to the public BUDGET TEAM MEETINGS: 3RD WEDNESDAY IN FEBRARY - 2/18 at 10 am

Public Meeting BUDGET COMMITTEE MEETINGS: ONCE PER MONTH DURING BUDGET SEASON - 3/18, 4/22, 5/20 at 3:30 pm

Not open to the public POLICY TEAM MEETS AS NEEDED

Not open to the public PUBLIC RELATIONS TEAM MEETS AS NEEDED

Not open to the public Negotiations/Bargaining Team MEETS AS NEEDED

Not open to the public Hiring Team meets as needed

Not open to the public Behavior Team meets as needed

Not open to the public TLS Charter Renewal Team meets as needed

Charter Negotiations are open to the public at CBSD

Not open to the public Building, grounds & Site Team meets as needed

By invitation LPO (Lighthouse Parent Organization) meets as needed

## **\*BOARD OF DIRECTORS**

The Board of Directors must hold at least three spots, President or Chair, Secretary and Treasurer. These positions (along with the Vice Chair) are considered the Executive Board, they are responsible for the leadership direction of the rest of the Board of Directors. The Board of Directors as a whole is responsible for setting the Board Policies of the school. It is the responsibility of the Board to ensure that all children receive (FAPE) free appropriate public education that is equitable within a school. They do this by relying on their Administrative staff create internal processes to implement Board Policies, in order to run the school in a manner that fits the goals and visions of the school, both academically and professionally.

## **Negotiations/Bargaining Team**

This team will handle the negotiation process that takes place between The Lighthouse School and the OSEA Chapter 160. The team will address issues during the bargaining process, such as working conditions, employee safety, training, wages, benefits, insurance, and layoffs. When an agreement is reached, the resulting "collective bargaining agreement," or "CBA," becomes the agreement governing employment. The team's job is to attend all meetings, and do the necessary research and fact-finding to ensure that employees are being treated fairly, and within the state averages, as well as protecting the best interest of the school. This team will meet as a whole to make decisions and then the following members will attend the actual meetings with OSEA; Director, Business Manager, and at least one Board member.

## **Grant Writing Team**

This team is responsible for completing the application process for private financial grants provided by an institution such as a corporation, foundation, or trust. They will identify grants that the school may be eligible for, coordinate grant opportunities with the school's needs, write grant proposals and submit them for additional funding. This team is not responsible for Federal or State school funding, due to the legalities of their appropriations.

## **LPO (Lighthouse Parent Organization)**

The LPO is comprised of parent volunteers, who have a student actively enrolled in The Lighthouse School. Much like a traditional PTA, they plan events that are non-academic, such as; skate parties, meet the teacher night, school carnivals, talent show, dances, swim party, etc. The LPO is typically funded through FOLS requests and does not have a financial source of its own. Although volunteering is not mandatory, volunteer hours are what make it possible to complete projects and provide activities for students throughout the year.

## **\*BUDGET COMMITTEE**

A budget committee, in a public school, oversees the fiscal responsibility of the school. The budget committee reviews the recommendations from the Budgeting Team, approves the final budget, and makes recommendation to the Board of Director's for adoption.

## **Budget Team**

This Team is called upon to come up with ideas as to how to cut costs based on daily knowledge of the school's operations. This team presents ideas to the Budget Officer, in an effort to start the budgeting process. The Budget Officer then presents a series of recommendations to the Budget Committee for finalization and approval.

## **Hiring Team**

The hiring team is a 5-person panel that interviews future employees, using an equitable rubric system of questions and scoring.

## **Tech Support Team**

The Tech Team is in charge of keeping all aspects of technology up and running and functioning at its best, within The Lighthouse School.

## **Building, grounds & Site Team**

Under oversight of the Director, this team is intended to assist in updating our school site for maximum use and potential. Members will work with the Director, Board, & LPO to coordinate and implement projects. The team will research, determine time lines, and solicit volunteer help when needed to make sure projects are completed by the anticipated deadlines. They help to keep the building and grounds maintained and safe for use throughout the year.

#### **\*POLICY COMMITTEE**

Reviews policies that are used by the school as a basis for making decisions. The goal of the committee is to assemble and document existing policies and procedures in a format that provides historical perspective, ensures continuity of purpose, and delivers guidelines and expectations of student conduct. With the adoption of the OSBA required and recommended policies, this committee will inherently rely on the ever changing guidelines of running a publicly funded charter school.

#### **Public Relations Team**

This team was designed to help the public learn more about our school, what we do, why we are different, and how we might benefit families in our community looking for an alternative to traditional public education. This team is responsible for advertising, website development, Tv and Radio spots, and developing positive awareness in the community.

#### **Safety Team**

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. Oregon law requires employers to establish safety Teams to evaluate health and safety concerns. A safety team brings workers and management together to promote safety. Safety Teams; Establish accident investigation procedures to identify hazards and ensure they are corrected. Create a system for employees to report workplace hazards and suggest ways to fix them. Review inspection reports and make recommendations to management. Evaluate all accident and incident investigations and recommend ways to prevent incidents from recurring. Review ways management holds employees accountable for working safely and recommend ways to strengthen accountability. E.g., evaluating safety incentives, discipline policies and employee participation in identifying hazards. Safety Team meetings are not open to the public.

#### **Behavior Team**

This team is made up of employees and is called upon to assist the Director in making difficult disciplinary decisions; to help the entire staff formulate individual and school wide behavioral plans, and to research best practices and share that information with the staff and families.

#### **Charter Renewal Team**

The Renewal Teams primary goal is to secure the charter renewal with a sponsoring district and then make recommendation to the Board of Director's for adoption. The renewal team, in a public charter school, oversees the charter renewal process with the sponsoring district. This can include, contract negotiations, location scouting, and property meetings. Negotiation preparation meetings are not open to the public, but the formal negotiations with the district are open public meetings.

# THE LIGHTHOUSE SCHOOL MEETING CALENDAR 2025.2026

JULY						
S	M	T	W	Th	F	S

AUGUST						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
			BOARD			
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25			27	28	29
				admin	staff mtng	
31						

SEPTEMBER						
S	M	T	W	Th	F	S
		2	3	4	5	6
			BOARD			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		FOLS				
21	22	23	24	25	26	27
				admin	staff mtng	
28	29	30				

OCTOBER						
S	M	T	W	Th	F	S
			1	2	3	4
			BOARD			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		FOLS				
26	27	28	29	30	31	
				admin	staff mtng	

NOVEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
			BOARD			
9	10	11	12	13	14	15
				admin	staff mtng	
16	17	18	19	20	21	22
	SAFETY	FOLS				
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
		TECH	BOARD			
7	8	9	10	11	12	13
	GRANT			admin	staff mtng	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
			BOARD			
11	12	13	14	15	16	17
	GRANT					
18	19	20	21	22	23	24
		FOLS				
25	26	27	28	29	30	31
				admin	staff mtng	

FEBRUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
		TECH	BOARD			
8	9	10	11	12	13	14
	GRANT					
15	16	17	18	19	20	21
		FOLS	budget tm			
22	23	24	25	26	27	28
				admin	staff mtng	

MARCH						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
			BOARD			
8	9	10	11	12	13	14
	GRANT					
15	16	17	18	19	20	21
		FOLS	BCOM	admin	staff mtng	
22	23	24	25	26	27	28
29	30	31				
	SAFETY					

APRIL						
S	M	T	W	Th	F	S
			1	2	3	4
			BOARD			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	GRANT		BCOM			
19	20	21	22	23	24	25
		FOLS		admin	staff mtng	
26	27	28	29	30		

MAY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
			BOARD			
10	11	12	13	14	15	16
	GRANT					
17	18	19	20	21	22	23
	SAFETY	FOLS	BCOM			
24	25	26	27	28	29	30
				admin	staff mtng	
31						

JUNE						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
	BCOM		BOARD	admin		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		FOLS				
21	22	23	24	25	26	27
28	29	30				

Safety Team = 10:40-11:25 am  
Admin Team = 10:00-11:00 am

Tech Team = 8:30-9:30 am  
Grant Team = 6:00-7:00 pm virtual

Budget Committee = 3:30-5:00 pm