



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



**Board Agenda January 4, 2023**

1. Call to order
2. Public comment:  
(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. (Policy BDDH: Public Participation in Board Meetings))
3. Union report— Chris Seldon
4. Discuss & Approve Board Meeting Minutes from December 7, 2022
5. Discuss & Approve Consent Agenda minutes:
  - **11/10/2022 Safety Team Meeting – see enclosed minutes**
  - **12/8/2022 Safety Team Meeting – see enclosed minutes**
  - **12/9/2022 Budget Committee Meeting – see enclosed minutes**
  - **12/12/2022 Grant Writing Team Meeting – see enclosed minutes**
6. New Business:
  - **Taya Noland – Preschool overview Q & A**
7. Directors Report with Curriculum Report—Shelley Lake
8. Business Report—Michelle Silva
9. Report from last District Board meeting –
10. Old Business;
  - Open Board Position – John Gibson
    - Introduction of Jan Doyle
11. Roundtable / Good of the Order-



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**Meeting Minutes December 7, 2022**

1. Call to order

- The Board of Directors met December 7, 2022
- The meeting was in person at The Lighthouse School 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, Jenni Schmitt, Stephanie Messerle, Avena Singh, George von Dassow, Bruce Steel and Lisa LaGesse (connected virtually). Also in attendance were Director Shelley Lake, Business Manager Michelle Silva, Curriculum Coordinator Julie Graber and Union President Chris Seldon. A quorum was present because seven of the ten board members were in attendance. Not present were Stephanie Ospina, Maya Watts and Paula Mosley. Presiding officer was John Gibson.

**REGULAR MEETING – REPORTS AND DISCUSSION**

2. Public comment

- No public comment

3. Union report

- Glad year is off to a good start and things are running smoothly

4. Discuss and Approve Board Meeting Minutes

- November 2nd board meeting minutes

5. Discuss and Approve Consent Agenda Minutes

- November 14th Grant Writing Team meeting minutes, additionally
  - Ford Family Foundation grant was submitted to fund facilitation for strategic planning effort
  - Three Rivers Foundation grant and OR STEM Hub grant announcements have been released

6. New Business

- No new business

7. Director and Curriculum Report —Shelley Lake. Attached, additionally:

- After-school club each day of the week now (chess club, archery club, Oregon Battle of the Books)
- Holiday Fair beautifully set up and sold out quickly
- Food drive (12 Days of Giving) going strong with coverage by World Newspaper
- Microscopes arrived, to go into science room
- Cafeteria tables arrived
- Risk Assessment completed - areas of liability highlighted but overall school is really safe. Areas of improvement were quickly remedied.
- End-of-term report cards sent out
- Teacher observations nearly complete
- Teacher evaluations have to be reported to state (e.g., type of licensure, years on campus, evaluation number). No formal evaluation was completed end of 2021-22 school year for the director. This needs to be remedied for future years.

8. Business Report—Michelle Silva. Attached, additionally:
  - Interior of house is being worked on; two doors and paint still needed on exterior
  - New employee staff room has been renovated and is now being used
  
9. Report from last Coos Bay District Board meeting
  - No one attended
  
10. Old Business
  - November Tasks completed:
    - Shelley Lake created a virtual meeting link for 12/9 budget meeting for those unable to meet in person
    - John Gibson has continued to look into 1149 funds for building improvements
    - Stephanie Messerle secured the Coos History Museum as the venue for the staff/board holiday gathering on 12/10; John Gibson secured North Bend H.S. to cater the event
  - Open Board Position update – John Gibson
    - Letter of interest has been submitted to board
  
11. Roundtable / Good of the Order
  - Winter Festival at Marshfield was great and people are proud of students and teachers
  - Holiday Fair was magical and crafts were really well-done
  - Excitement was expressed for the community aspects and traditions of our school that are coming back
  - People are grateful for upper-grade level science opportunities and room itself
  - Much excitement expressed for chess club and other after-school clubs, hopeful for additional opportunities to be added in the future
  - Looking forward to Winter Celebration on 12/16

**Task list**

- John Gibson will ensure formal director evaluation occurs for the 2022-23 school year
- Michelle Silva will text house contractor to clean up old lumber and construction piles sooner than later
- Shelley Lake will have a conversation with Coos Bay administrator about missing ECF funds; second step will be to go in front of CB School Board to notify them of the problem

**Corporate Actions**

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

**RESOLVED** to approve the November 2nd board meeting minutes. MM by Stephanie Messerle Watts, 2<sup>nd</sup> by Bruce Steele. Unanimously approved.

**RESOLVED** to approve the Consent Agenda meeting minutes. MM by Avena Singh, 2<sup>nd</sup> by Bruce Steele. Unanimously approved.

**ADJOURNMENT:** The meeting adjourned at 8:24pm. Next meeting date is scheduled January 4th, 2022.

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

Date: 12/8/2022

Consent  
Agenda  
1/4/2023

# SAFETY TEAM MINUTES

11/10/2022

In attendance: Shelley Lake, Michelle Silva, Dave Slone, Chris Seldon, and Mike Campbell

Absent: Anita Martins, Bruce Steele and Maya Watts

## Old Business:

- Follow up on Siren in the Gym – Dave
  - Gold Coast Security says that the alarm is set at level it is required to be.
  - Mike suggested that perhaps we do a decibel reading to see if it could impact hearing
  - Chris believes that anything over 85 is potentially harming 110 causes instant damage
  
- Follow up on additional Tsunami training
  - Rick Roberts response – said there really isn't any additional training.
  - Chief Andersons response – said that in the case of an actual tsunami, the school would be notified as to next steps by the local fire and rescue who would be the coordinator.
  
- Follow up on student Emergency Packs – notice will go home in December and then we will collect the packs in January after the holiday break. These packs will go in the blue totes and will be stored in the tsunami cargo container located in the back of the field.
  
- Follow up on new crack in the playground by the gaga pit and drain –
  - Rick Roberts came and did a brief assessment of the issue.
  - Then followed up with Tri County snaking the drain. They found 1 separation in the pipe. Rick then came back with a second company to assess the problem.

## New Business:

- Alternative Fire evacuation route in gym
  - The students will use the door that is not directly under the fire alarm so that the noise level of the alarm won't be so loud
  
- 2<sup>nd</sup> Grade restraining order
  - All employees were provided a photo of the parent who is not allowed around 2<sup>nd</sup> grade student. Original order expires 12/9/2022.
  
- Gate at the end of lower hall by the garden area keeps being left unlocked
  - Trail cam will be hung to get a visual on what is happening
  - Dave will add a chain and turn the bolts inside

## Other:

- There are no security cameras at the end of the lower hall
  - 1<sup>st</sup> and 2<sup>nd</sup> will use this as exit only for recess and PE but will no longer be allowed to enter through these doors due to lack of visual once the students turn the corner
  
- Fire drill
  - took only 62 seconds from start to all clear.
  
- Lockdown drill
  - There was only 1 security breach and it was corrected between the time of the 1<sup>st</sup> check to the second check

# SAFETY TEAM MINUTES

12/8/2022

In attendance: Anita Martins, Shelley Lake, Michelle Silva, Dave Slone, Chris Seldon, and Mike Campbell  
Absent: Bruce Steele and Maya Watts

## Old Business:

- Follow up on new crack in the playground by the gaga pit and drain –
  - The CBSD is planning to repair the issue over either Christmas or Spring break.
- 2<sup>nd</sup> Grade restraining order
  - Original order expires 12/9/2022. The office will update us if a new order is issued or the current one is extended.
- Gate at the end of lower hall by the garden area keeps being left unlocked
  - The trail cam and security cameras recorded a gentlemen coming down the hill and attempting to unscrew the gate bolts, which Dave had reversed and put on the inside of the playground along with a chain.
  - When the intruder could not open the gate he hopped the fence and then proceeded to walk the perimeter of the entire playground with a flashlight. He then entered the garden area and from there was off camera.
- There are no security cameras at the end of the lower hall
  - Last month it was decided that 1<sup>st</sup> and 2<sup>nd</sup> would use this as exit only for recess and PE but will no longer be allowed to enter through these doors due to lack of visual once the students turn the corner
    - Office is still concerned with the use of this exit since there are no cameras and students are not lead out, but rather just released.
      - Potential that someone could be hiding around the corner and take a student before anyone realized
  - Safety Team decided that these doors will now 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.
  - Shelley will check in with 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

## New Business:

- Student Safety Plan process
  - After reaching out to CBSD, TLS developed their own SSP and implemented it
  - Administration will continue to vet the form and process throughout 22/23 as needed

## Other:

- Mr. Graber has installed locks on one science room cabinet for the storage of hazardous chemicals
- Mr. Seldon requested blue nitrile gloves in all 4 sizes for science classes



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**Budget Committee Minutes  
 December 9, 2022**

**1) Call to order – 2:11 pm**

- a) In attendance – John Gibson Board Chair, Avena Singh Treasurer, Stephanie Messerle Board Vice Chair, Jenni Schmitt Board Secretary, Lisa LaGesse Board member/Founder, Shelley Lake Director, and Michelle Silva, Business Manager.
- b) A quorum was present because 7 of the 7 committee members were in attendance. Presiding Budget officer was Michelle Silva.

**2) Public comment – NONE**

(The board welcomes comments and questions from the public. If you wish to address the Board, please raise your hand. We ask that you limit your comments to three minutes. If attendants are from the same group, and 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 to the agenda topic(s) but the Board will not hear complaints concerning individual school personnel. (Policy BDDH: Public Participation in Board Meetings)

**Business Manager:**

**3) What is our current financial status?**

- a) In each board packet I present an HR & Business report depicting our financial status as of the last day of the previous month.

As of 11/30/2022 our financial status was reported as follows:

Adopted budget	\$ 2,521,384.00	Adopted budget	\$ (2,521,384.00)
Expenses Year to date	\$ (632,105.68)	Revenues Year to date	\$ 208,881.26
Anticipated Expenses to 6/30 under budget	\$ (1,029,914.84)	Anticipated Revenues to 6/30	\$ 1,763,953.41
	\$ 859,363.48	anticipated revenue deficit	\$ (548,549.33)
		anticipated net is a positive cash flow of	\$ 310,814.15

**4) Where are we as it relates to income from ADM vs expenses?**

The piece that is not published for the public in the HR & Business report at the monthly board meeting is how these numbers are derived.

In Exhibit 1 - I use the Visions report to give me the expenses to date (yellow) and the anticipated expenses (orange) which are listed as Encumbered YTD because these are anticipated payroll expenses and Purchase Orders that are encumbered at the start of each year.

Exhibit 2 is the visions report for revenues received to date (green) listed as Receipts YTD.

Exhibit 3 is a spread sheet that tells me what revenues we are still owed (green). These anticipated revenues are based on the items we already know about and were budgeted for back in May 2022.

See Exhibit 4

Exhibit 5 is the CBSD SSF Estimate of payments that I receive each August from Candace McGowan

\*It is important to note that TLS does NOT control the ADM in which we are paid by from CBSD.

The budget committee had me budget at 210 for \$9,169 / student as shown in exhibit 4 but CBSD uses the states numbers (in this case from 5/19/22) and is paying us for 200 ADM at \$9,357.00 / student.

A \$54,090 difference that is irrelevant, because in May of each year we find out our actual ADM and our actual allocation per student. The last estimate that came out on 11/23/2022 (they come out monthly) shows the per student allocation being \$9,388 see Exhibit 6

The adopted budget is a fluid living document that is required to provide spending authority and is not an actual depiction of the year, until the final audit comes out, the following year in January.

**5) What are the other revenue sources?**

Whenever there are other revenue sources they are reported monthly to the entire board either in the grant team minutes and or in the HR & Business Report.

The only funds we have received this year that were not in the original budget is the

- Pacific Power grant reported on 8/10/2022 – Grant team decides what the funds are spent on when they apply for funding. Their application is based on need and request urgency. I make sure that the spending is compliant to the application and pay the invoice. The grant team does all of the reporting. I am required to keep a copy of all documentation for audit.

**a) What are they defraying that would have been a normal expense that would have come from a budgeted item?**

Pacific Power grant – Science Equipment upgrades

\*When the budget is adopted the dollars that are granted through state and federal funding must meet certain requirements. For accounting and reporting purposes I have to keep a "journal of intention to spend" that later coincides with the actual expenditure report.

In Exhibit 7 you will see the k-8 enrichment grant details at the bottom of the page. In blue was the original budget submitted. Then at the time of reporting the actual details are filled in. These funds were already accounted for in our adopted budget.

In the middle section is the SIA grant dollars as reported in the proposed budget to the state. At year end I will submit actual expenditures and invoice CBSD for our reimbursement. These funds were already accounted for in our adopted budget.

At the top of the page are the ESSER 3 funds. Again items listed were all submitted to the state as anticipated and at year end I'll submit actual expenditures and invoice CBSD for reimbursement. Only \$212,248.00 of these funds were accounted for in our adopted budget, because neither Shelley or I ever got a clear answer on whether TLS wanted to pursue the ultra violet lights, touchless towel dispensers, or Epson lights. And to date the board has not solidified their plan for a summer school program. If any of these items are solidified, then I would update my Journal of intention (Exhibit 7).

**6) Where are we in respect to audit?** I report on Audit progress to the entire board. Our audit for 2022/2023 began in July and just closed. Our ending Fund balance for 2021/2022 was reported at the board work session on 11/13/2022 at \$1,047,838.00.

The management letter was signed by Shelley and John at the December 7 board meeting and turned in 12/8/2022. When we receive our final report it is emailed out in electronic form to the entire board.

**7) Where are we in respect to SSA funds?** The SSA is the Student Success Act that provides SIA (Student Investment Account) funds. CBSD originally told us our allocation was \$139,460.00 and I estimated that we should have had \$145,882.00 so that is what we budgeted for. Our final numbers just came in and we are receiving \$144,827.90 and these funds are allocated for based on the CBSD spending plan categories; which are to reduce class size, support Physical Education and provide additional support in the areas of math and reading. See Exhibit 7

**8) Where are we in respect to any other funds that should have passed through to us from CBSD?**

**a)** ECF funding has been reported on to the entire Board since we were originally notified of the payment error in September. On 11/3/2022 CBSD sent an email saying she was involving their tech guy. On 12/6/2022 I sent a follow up email asking if there was any progress yet.

**b)** HB4030:



# Education Staff Retention and Recruitment Grants

[HB 4030](#) provides \$78 million in grants to support retention and recruitment of K-12 educators and other support personnel in schools across Oregon. The legislative and executive intent of these funds is to use them for strategies identified and prioritized through involvement of school personnel to:

- Address high need specialties and workforce shortage areas for both classified and licensed staff;
- Build on existing efforts which address root causes of workforce attrition while responding to urgent needs; and
- Diversify the workforce, as well as ensure every educator and staff member can meet the academic and well-being needs of students, particularly students from historically and persistently underserved groups.

There is no one-size-fits-all solution to recruitment and retention challenges. The Oregon Department of Education and the Educator Advancement Council fully recognize this. These funds will be provided with maximum flexibility given to the districts, and district/school personnel will participate in developing plans for the use of funds. Grant funds should be used to meet local needs, which vary considerably across the state, and should be used to support evidence-based strategies which are proven to be effective.

We have not heard anything further about this funding, however our current charter agreement reads as follows:

**13.8 Other Sources of Funds for Charter School; Fund Raising.** In addition to the funding under Section 13.2, the Nonprofit Corporation and/or Charter School may accept gifts, donations, grants and loans, including those described in ORS 338.155(9) and ORS 338.185. The District shall also transfer to the Nonprofit Corporation its proportionate share of any federal, state, or other government grants (or other funding,) that are made or available to the District, where the amount of the grant (or other funding or services) is based solely on the District's ADMw. The District shall include The Lighthouse School in any federal, state, or other government grants (or other funding) in which The Lighthouse School is eligible to receive funds under the District by means of ADMw. The Charter School must comply with all provisions for receiving federal, state, or other government grants (or other funding) as well as submit any paperwork required by the entities for expenditures or use of the funds. This provision does not apply to title funds for which the Charter School is not eligible or to federal IDEA 2004 funding. The District may charge the Charter School an administrative or other fee for any grants received by Charter School and administered by the District beyond the general ADMw funding described in Section 13.2, as provided in the grant. The Nonprofit Corporation shall comply with all state and federal laws regarding reporting of charitable contributions. The Nonprofit Corporation shall record all gifts, donations, loans, and grants in the financial records required in Section 13.6. As provided in ORS 338.125(4), the Charter School may conduct fund-raising activities, but it shall not require a student to participate in fund-raising activities as a condition of admission to the Charter School.

Shelley has emailed Charis and the response received asked if we applied independently – which is NOT a requirement of the bill or our charter agreement. At the moment we are on pause as we would need to identify how we would spend these funds under the CBSD plan, which we need a copy of.

## Director:

### 9) What upcoming challenges might there be?

- a) We are soon going to be the only ones without a pre-k program. Coquille SD just opened their program 2022/2023. North Bend SD plans to open their Program 2023/2024. Coos Bay SD currently has Little Pirates.

## **Proposal:**

### **Expectations of a Pre-K program:**

- A program that follows the ODE state standards with
- Measurable and predictable success that
- Teaches social and emotional norms and expectations so that
- Upon completion students are Kindergarten ready with
  - 75% A-Z letter recognition
  - 80% number recognition 1-10 & 70% number recognition 11-20
  - Students can recognize and write their own name
  - Sit in a chair
  - Follow instructions
  - Hold scissors
  - Raise their hand
  - Share
- Enrollees must be toilet trained
- Academics would be taught in a play enrich environment
- ENROLLMENT
  - Free to all enrollees via the current lottery draw we conduct for Kindergarten
- SCHEDULE
  - Half day
- SIZE
  - 2 classes of 10, morning and afternoon
- STAFFING
  - Would need to hire 1 full time Coordinator/Teacher
- KINDERGARTEN
  - Pre-K enrollees would automatically roll into Kindergarten just like Kindergarten rolls into 1<sup>st</sup> grade now
- FUNDING
  - Reallocate the ESSER 3 funds from the Lighting and filtration to preschool for 23/24
  - Apply for and possibly receive funding from the preschool promise grant

### **Task list – Shelley and Michelle**

- SPACE
  - Get an assessment of the 62860 HWY 101 to make property state compliant for a preschool
  - Get a price quote on the compliancy list
- BUSING
  - Timing of drop off and pick up
- MEALS
  - Cost and what is required
- SCHEDULING
  - Start and end times for morning and afternoon classes
- TRAINING
  - Decipher needed training for Director
- COSTS
  - Proposed costs of start up
    - Curriculum, supplies, furniture, manipulatives, etc

**Corporate Actions**

The Budget Committee unanimously approved the pursuit of Pre-k program with an anticipated start date of August 2023, pending Board approval.

**ADJOURNMENT:** The meeting adjourned at 3:22 pm. Next meeting date is scheduled March 22, 2023, At 7pm in the gathering room.

Signature of Budget Officer, Michelle Silva \_\_\_\_\_

Date \_\_\_\_\_

## The Lighthouse School Grant Team – Meeting Minutes

12/12/2022, 7:00, virtual.

Stephanie Messerle, Shelley Lake, Jackie Chambers, Michelle Silva, Rebeka Scholan, Jenni Schmidt, and Lisa LaGessee

- Welcome
- Upcoming meeting date reminders: 1/9/2023, 2/13/2023, 3/13/2023, 4/10/2023, 5/8/2023, and 6/12/2023.
- Meeting invite for the South Coast Social Services Connect, funder network panel presentation. Tuesday 12/13 at 12:00 via Zoom. Meeting link in Jennie's email.
- **Pending Grants:**
  - Coquille Tribal Community Grant – Submitted grant request on 11/14/22 for \$15,000 to purchase five projectors and screens for the 1<sup>st</sup> through fourth grade and music rooms. *Update – Notified on 12/20 we will receive \$5,000 of the \$15,000 requested from the Coquille Community Fund.*
  - Ford Family Foundation – Submitted grant request on 12/4/22 for \$5,000 to hire a consultant for a strategic plan.
- **Grants to consider submitting at application. Brainstorm ideas for needs:**
  - Three Rivers Foundation, due date December 31<sup>st</sup>
  - Oregon STEM Hub, applications due December 31<sup>st</sup>
  - Discussion:
    - The Jordon Cove grant funding has been expended. Final product was purchasing materials and improving the stairs to the outdoor classroom.
    - The team decided not to include garden related supplies in either of these grants, Rebeka will check with Julie on needs and if the Master Gardener's grant funds have been spent.
    - The team decided not to include library needs in either of these grants. FOLS and other donations have been used to purchase books recently. As other library needs are identified, the Grant Team can seek funding.
    - No additional computers or tablets are need for students at this time.
    - Shelley will reach out to Chris Seldon and other teachers for needs to include in the Oregon STEM Hub grant. Identified needs include circuit building kits. Future ideas to solicit teacher interest include a 3D printer and robotic supplies (tie in with starting a robotics club or elective at the school).
    - Pull down maps – need more details.
    - Outdoor classroom covering
    - Bike rack
    - Mounted projects and screens. We need to find out if this request was funded by the Coquille Tribal Community Fund. *Update – Notified on 12/20 we will receive \$5,000 of the \$15,000 requested from the Coquille Community Fund.*
- Review to do list and wrap up

**TO DO LIST:**

1. Develop need for the Pacific Power grant, March 15<sup>th</sup> due date. Pull down maps, library materials, other? Grant Team
2. Ongoing - Mezdulene and TLS will work on building a library needs list including books, materials, supplies, shelves, etc. The Grant Team can use this list to apply for future funding. Mezdulene.
3. Ongoing - Shelley will work with the teachers and staff to identify needs for the Grant Team to target funding. Shelley.
4. Ongoing - Stephanie will update the Grant Team google sheet and send out to the team. Steph.
5. Create a repository of completed grants. Create a google drive. Steph
6. Rebeka will check with Julie for status of current Master Gardener's grant and if they have an offering round coming up. Develop list of needs for garden. Rebeka and Julie
7. Keep an eye out for the Judith Ann Mogan RFP announcement this spring. Develop need. Grant Team

**Completed Items:**

1. Michelle is completing the summary from last year for the Coquille Community Grant. This needs to be completed before TLS can apply for the current round of funding. *DONE*
2. Stephanie will request to be added to the Ford Family Foundation application portal. *Done 10/14/2022*
3. The Grant Team will apply for the Coquille Community Foundation, due date November 15<sup>th</sup>. The request will be for projectors and screens. *Done, 11/14/2022*
4. Check Pacific Power grant due date. *Done - March 15<sup>th</sup> due date.*
5. Stephanie will send google calendar invites for the 2022-2023 Grant Team meetings. *Done*
6. The Grant Team will apply for the Ford Family Foundation Technical Assistance Grant for hiring a facilitator to create a strategic plan. Grant Team. *Done 12/4/22*
7. Get a cost estimate for pull down maps and number to purchase. Julie. *Done 12/21/22*

## **Director's Report: 1/3/2023**

### **Connections Log**

12/2 The World Newspaper interview re: 12 days of giving  
12/2 South Coast Female Administrators meeting  
12/5 ODE Webinar  
12/6 Meet with L. Gibson re: archery  
12/9 Admin meeting  
12/9 Budget Committee  
12/10 TLS Holiday Party  
12/12 Grant Team Meeting  
12/14 ODE Webinar  
12/15 Subpoena Court appearance  
12/15 V. Renslow Re: 6-8 math mentorship  
12/16 Winter Celebrations  
12/20 S. Messerle Re: upcoming grants  
12/27 Post storm Perimeter/Campus Check

### **Accolades**

- Michelle Silva brainstormed and collaborated winter celebration stations
- TLS staff and volunteers made for a fun day with smooth transitions for the return of winter celebration on 12/16

### **Curriculum Report:**

- Formal observations/evaluations to begin
- Lake will push in for 8<sup>th</sup> grade math coaching/support for upcoming unit

**Accolades****Housekeeping**

- 1-2 Grades will use the main hall doorway to enter the building coming in from the playground, side door is still available for whole class exit. When sending one student to a location i.e. breakfast, PE, Recess, utilize the main hall door. Exterior door will remain locked at all times.
- 12/8 is Safety Day- Fire Drill only
- Cyber Security – Please be cognizant of emails that you open. If you do not recognize the sender, DO NOT DOWNLOAD any attachments. If any email meets with your suspicion, please notify the office for IT support and guidance.
- Cold and Flu Season – Please maintain time in class to wash hands, wipe down frequently touched surfaces
- BUS Passes MUST be passed out at the end of each day. Teachers need to ensure that all bus tags are accurate when replacement is provided.
- The Stage in the gym is OFF Limit to students in the gym except Drama use. Students are not permitted to play on our behind the drama curtain.
- **THERE ARE NO 6-8 ELECTIVES on 12/16** due to the Winter Celebrations. Please plan accordingly.
- Fall Observations are wrapping up, if you have not yet scheduled with Shelley, Please do so. Otherwise the observation is unannounced sometime next week.

**Volunteers on campus**

- All Volunteers, including afterschool club volunteers, need to be cleared through the office.
- Please notify the office PRIOR to the date of parents on campus
- When parent volunteers are on campus they will sign in and out through the office log
- Parent volunteers should not be wandering school halls and should be tasked with classroom needs
- If a parent volunteer is being asked to make copies, please notify the office before sending them to the staff copy room, so we can clear any sensitive information from the room before they access this

**After School Clubs**

- All Volunteers should be cleared with the office BEFORE volunteer participation
- After School Clubs must be supervised by a Staff member at all times
- Please include a parent sign out form for record keeping upon conclusion
- Chess Club is Utilizing the Gathering Room on Mondays from 3:30-4:15
- Archery is Utilizing the Gym Tuesday and Thursday from 3:30-4:30
- OBOB (Battle of the BOOKS) is utilizing the Gathering room and Library Wednesday from 3:30-4:30 and Friday from 1:30-2:30
- **Students should be accounted for and supervised at all times**
- Younger siblings are NOT permitted to wait for their older siblings, or left unsupervised on campus

**Winter Festivities:**

- 12 Days of Giving 12/1-12/16– **Anita**
- Holiday Fair& wreath pick-up tomorrow 12/3 – **Julie**
- Staff Holiday Party 12/10 6-8pm Coos History Museum
- Holiday Caroling 12/14 6pm – **Julie** Please include information in class newsletter
- **Winter Celebrations 12/16 – Michelle**
  - Michelle will connect with each leader and deliver their supplies

**NO Staff Meeting 12/9 & 12/16****PLC 12/9**

- Julie Graber & Angie Gibson K-3 Vocabulary 2:00-2:45
- Shelley Lake 4-8 Math Support 2:00-2:45

**ODD and other defiance re-direction skills**

**In response to Oregon's acute shortage of pediatric intensive care beds, state and local health officials recommend that people:**

- Stay home when sick.
- Cover coughs and sneezes with the inside of your elbow, or with a tissue that you immediately throw away after use.
- Clean and disinfect all high-touch surfaces, including doorknobs, faucets, chairs, countertops and tables.
- Regularly wash hands with soap and water or use hand sanitizer, especially after coughing or sneezing into a tissue.
- Get a flu shot and stay up to date on COVID-19 vaccinations, including new bivalent boosters. There is no vaccine for RSV.
- Consider wearing a mask in crowded indoor spaces.

**Other**

**Adjourn**

**Upcoming Dates:**

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12/1-12/16 12 Days of Giving LPO	12/12-12/13 Dental Screening
12/3 Holiday Fair	12/14 Holiday Caroling
12/7 TLS Board meeting	12/16 Winter Celebration
12/8 Safety Day- Fire Drill only	12/17-1/2 Winter Break (SCHOOL RESUMES Tuesday 1/3)
12/10 All Staff Holiday Party	

1/3 School Resumes  
1/16 No School MLK Day  
1/25 Safety Day  
1/28 Winter Carnival





Director TLS <director@thelighthouseschool.org>

## Winter Break

4 messages

Director TLS <director@thelighthouseschool.org>

Fri, Dec 16, 2022 at 9:22 AM

To: Office TLS <office@thelighthouseschool.org>

Cc: Julie Graber <jgraber@thelighthouseschool.org>, Ken Graber <kgraber@thelighthouseschool.org>, Maintenance TLS <dslone@thelighthouseschool.org>, Music Teacher <music@thelighthouseschool.org>, Art Teacher <ofrangopoulos@thelighthouseschool.org>, PE Teacher <pe@thelighthouseschool.org>, Librarian TLS <librarian@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, Spanish Teacher <spanish@thelighthouseschool.org>, Angela Gibson <agibson@thelighthouseschool.org>, adam weiner <agum4@yahoo.com>, Anita Martins <anitammartins1@gmail.com>, Martha Robinson <mrobinson@thelighthouseschool.org>, TLS Office <mvonderohe@thelighthouseschool.org>, First Grade <first@thelighthouseschool.org>, Rebeka Scholan <rscholan@thelighthouseschool.org>, Kindergarten Teacher <kinder@thelighthouseschool.org>, Kindergarten Aide <kinderaide@thelighthouseschool.org>, Stephanie Krugg <second@thelighthouseschool.org>, Third Grade <third@thelighthouseschool.org>, Fourth Grade <fourth@thelighthouseschool.org>, Rita Coxen <sixth@thelighthouseschool.org>, Seventh Grade <kmoore@thelighthouseschool.org>, Eighth Grade <eighth@thelighthouseschool.org>

I want to take a moment to commend all of you, as we close out the 2022 year. I know that I can speak on behalf of our Admin team, the board, our parents and students in saying thank you. Thank you for your dedication to your students, your creativity overflows through your main lessons activities and spills into the hallways with joy and colorful displays of student work. I will never cease to be amazed with our team of educators, your collaboration, cooperation and team effort in making the culture of our campus welcoming and wonderful.

I wish you all a well-deserved break full of holiday memories, rest and relaxation. Take this time to recharge, for we know that educators put in more time than is required with all the extra tidbits you do to make your classrooms extra special, lesson planning and grading well into your evenings, and staying up late thinking of those few students that pull a wee bit more on our heartstrings.

You are an incredible team, and I am grateful to work alongside each of you. Stay warm, sleep in, and have a happy holiday season. I look forward to our return to campus January 2<sup>nd</sup>.

--

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

Kindergarten Teacher <kinder@thelighthouseschool.org>

Fri, Dec 16, 2022 at 11:42 AM

To: Director TLS <director@thelighthouseschool.org>

Cc: Angela Gibson <agibson@thelighthouseschool.org>, Anita Martins <anitammartins1@gmail.com>, Art Teacher <ofrangopoulos@thelighthouseschool.org>, Eighth Grade <eighth@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, First Grade <first@thelighthouseschool.org>, Fourth Grade <fourth@thelighthouseschool.org>, Julie Graber <jgraber@thelighthouseschool.org>, Ken Graber <kgraber@thelighthouseschool.org>, Kindergarten Aide <kinderaide@thelighthouseschool.org>, Librarian TLS <librarian@thelighthouseschool.org>, Maintenance TLS <dslone@thelighthouseschool.org>, Martha Robinson <mrobinson@thelighthouseschool.org>, Music Teacher <music@thelighthouseschool.org>, Office TLS <office@thelighthouseschool.org>, PE Teacher <pe@thelighthouseschool.org>, Rebeka Scholan <rscholan@thelighthouseschool.org>, Rita Coxen <sixth@thelighthouseschool.org>, Seventh Grade <kmoore@thelighthouseschool.org>, Spanish Teacher <spanish@thelighthouseschool.org>, Stephanie Krugg <second@thelighthouseschool.org>, TLS Office <mvonderohe@thelighthouseschool.org>, Third Grade <third@thelighthouseschool.org>, adam weiner <agum4@yahoo.com>

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

## HUMAN RESOURCES

- Breakroom has been a huge hit with Employees (I'm pretty sure the noise canceling machine glowing in picture 3 is the favorite perk)



This project facelift was funded by the annual SAIF dividend. When employees don't file accident claims or 801's, because they have maintained safety protocols, employers receive a dividend check back on their SAIF premium.

## BUSINESS REPORT

- Enrollment 197
- Current financial status as of 12/30/2022

Adopted budget	\$ 2,521,384.00	Adopted budget	\$ (2,521,384.00)
Expenses Year to date	\$ (813,276.10)	Revenues Year to date	\$ 833,799.52
Anticipated Expenses to 6/30 under budget	\$ (911,991.04)	Anticipated Revenues to 6/30	\$ 1,451,309.51
	\$ 796,116.86	anticipated revenue deficit	\$ (236,274.97)
		anticipated net is a positive cash flow of	\$ 559,841.89

- Current activity with CBSD for information or an update regarding our ECF funds they are in possession of:
  - 1<sup>st</sup> attempt = 9/29/22
  - 2<sup>nd</sup> attempt = 10/26/2022
  - 11/3/2022 was told that it was passed off to their Tech guy Kevin Wilhite
  - 3<sup>rd</sup> attempt = 12/6/2022
  - No communication has been received from CBSD as of 1/2/2023