



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



Board Agenda May 3, 2023

1. Call to order
2. Union report— Chris Seldon
3. 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))
4. **Executive Session: ORS 192.660(k) To consider matters relating to school safety or a plan that responds to safety threats made toward a school**
5. Discuss & Approve Regular Board Meeting Minutes from April 5, 2023
6. Discuss & Approve Consent Agenda minutes:
 - 3/8/2023 – FOLS meeting minutes
 - 3/22/2023 – FOLS meeting minutes – NEXT MEETING 5/18/2023
 - 4/13/2023 - Grant Writing Team - see enclosed minutes – NEXT MEETING 5/8/2023
 - 4/13/2023 - Safety Team Meeting – cancelled – NEXT MEETING 5/11/2023
 - 4/26/2023 - Budget committee meeting – see enclosed minutes – NEXT MEETING 5/31/2023
7. Directors Report with Curriculum Report—Shelley Lake
8. Business Report—Michelle Silva
 - **Action item – to approve the acquisition of 2 new copiers**
9. Report from last District Board meeting –
10. New Business:
 - **1st reading of policy JGE with TLS AR – Shelley Lake**
 - **Action item - 2023/2024 Calendar adoption**
11. Old Business;
12. Roundtable / Good of the Order-



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Meeting Minutes April, 5, 2023

1. Call to order

- The Board of Directors met April, 5, 2023
- The meeting was held in person at The Lighthouse School and called to order at 7:00 pm.
- The meeting was a regularly scheduled meeting called by the Board of Directors.
- The Directors present at the meeting were: John Gibson, Stephanie Messerle, Avena Singh, Stephanie Ospina, George von Dassow, Maya Watts, and Bruce Steele. Others in attendance included Director Shelley Lake, Business Manager Michelle Silva, Curriculum Coordinator Julie Graber, and Union Treasurer Heather Kapande. A quorum was present because seven of the ten board members were in attendance. Not present were Paula Mosely and Jenni Schmitt. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment

- No public comment

3. Union report

- Heather Kapande, union treasurer was present. Nothing to report.

4. Discuss and Approve Regular Board Meeting Minutes and Executive Session Minutes from March 1, 2023

5. Discuss and Approve Consent Agenda minutes:

- 3/9/2023 – Safety Team Meeting – cancelled
- 3/13/2023 – Grant Writing Team – see enclosed minutes
- 3/14/2023 – Tech Team Meeting – see enclosed minutes
- 3/22/2023 – Budget committee meeting – see enclosed minutes
- 3/23/2023 – Pre-K committee meeting – see enclosed minutes

6. Directors Report with Curriculum Report – Shelley Lake. Attached, additionally:

- The 6th through 8th grade science fair was a huge success.
- The 5th and 7th grade drama production were performed at an all school assembly. The 5th grade performed a play depicting an ancient Egyptian story. The 7th grade performed improv.
- Three students were invited to appear in Eugene at the University of Oregon through the journalism project. Great job to Kora Moore for heading that up.
- 4th grade animal projects and presentations were really good. Other grades were audiences.
- TLS received a donation of six interactive circuit boards for k-5th grades. Kids are really loving them. Used often in the classrooms. Great hands-on STEM activity.
- TLS had a drone on campus to take a photo of all school staff and students.

- State testing scheduled for the end of the month. Next week individual training for state testing.
 - White boards and projectors have arrived and will be installed.
 - A coding and STEM assembly was held at TLS. The group explained the science of coding. The group performed for TLS from the STEM Hub grant. TLS will also be receiving a class set of b-bots from the STEM Hub grant.
 - TLS is not renewing the Reading Horizons site license next year. Reading Horizons won't completely go away from the school, materials will still be on hand to support teachers and students. Other programs are being reviewed and tested for incorporation, such as UFLI from University of Florida. Information is provided for free from University of Florida, with some booklets and material available for purchase. It appears to be more user friendly for the teachers and interactive and engaging for the students. Reading Horizons wasn't being fully utilized for the cost TLS was paying. Spellography will be utilized for grades 4-8th.
 - Three students are going to the state chess tournament in Portland.
 - A Lighthouse team is going to the state OBOB tournament in Salem.
7. Business Report – Michelle Silva. Attached, additionally:
- Interviews scheduled for Friday for Pre-k, kinder, 1st, and kinder aid.
 - Michelle and Ken did a walk through with Joe Cowan at the house. Some things are still being worked on to finish up. Joe is planning to be done by May 2023. Contract was just for exterior work. Inside still needs work.
 - Received 15 intent for returning letters and two letters for non-return. April 14th is the due date.
8. Report from last Coos Bay District Board meeting
- No attendance. Next meeting is April 10th.
9. New Business
- ACTION ITEM: to adopt resolution 01-2223 earmarking anything over \$250,000 to land acquisition
 - ACTION ITEM: to adopt resolution 02-2223 increasing fixed asset purchasing from \$500 to \$1,000
10. Old Business
- Ford Family Foundation technical assistance grant awarded to hire a consultant to guide the school through developing a strategic plan. Annie Donnelly and TLS have signed a contract for services to begin in May with work sessions.

11. Roundtable / Good of the Order

Shelley met with Barb Yost (community nurse liaison through Bay Clinic, contracted through CBSD) today. Barb was very impressed with TLS. She will be a resource for TLS and Shelley. She is a resource and liaison to connect families and the schools to services available.

It's been a good year and gone very fast. Lots of fieldtrips coming up.

Coding assembling was a huge hit.

The 5th and 7th grade drama performances were fantastic. Particularly seeing the 7th grade class being able to get up and do impromptu.

Excited for the 3rd grade tea party and off campus fieldtrips and activities.

Really appreciate Senior Sopa running the chess club. Great to manage that many kids after school.

Very excited about OBOB and already excited for TLS participating in the program next year.

Clubs have been a huge success.

Thankful for the support from the board and admin for the teachers. Looking forward to spring tea and farm fieldtrips.

Thanks for all the work being done. Looking forward to the strategic plan. Lightbulbs show up on 4/6.

Corporate Actions

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

RESOLVED to approve the March 1st, 2023 board meeting minutes. MM by Maya Watts, 2nd by Avena Singh. Unanimously approved.

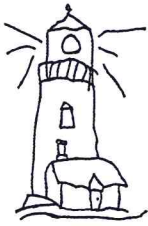
RESOLVED to approve the consent agenda. MM by Maya Watts, 2nd by Stephanie Messerle. Unanimously approved.

RESOLVED to adopt resolution 01-2223, earmarking anything over \$250,000 to land acquisition. MM by Stephanie Messerle, 2nd by Maya Watts. Unanimously approved.

RESOLVED to adopt resolution 02-2223 increasing fixed asset purchasing from \$500 to \$1,500. MM by Avena Singh, 2nd by Bruce Steele.

ADJOURNMENT: The meeting adjourned at 8:00 pm. Next meeting date is schedule for May 3rd, 2023 at 7:00.

CONSENT AGENDA



Friends of Lighthouse School

"Keepers of the light."

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REGULAR MEETING MINUTES

- A regularly scheduled meeting of the FOLS Board of Directors was held on March 8, 2023 at 6:00 pm at The Lighthouse School.
- The Directors present at the meeting were: Jarret (Jake) Robinson, Julie Graber, Lisa LcGesse, Sabrina McNeely, Anita Martinez, Stefani Eaton, Eva Bailey, and Ed Hughes. Absent member was Johanna Curelo.
- A quorum was present because eight of the nine Directors on the Board were present.
- The presiding officer was Jarret (Jake) Robinson.
- The following guest was also present: Heather Cole

REGULAR MEETING – REPORTS AND DISCUSSIONS:

1. Meeting was called to order at 6:08 PM.
2. Public comment: none
3. Minutes from the 01/12/2023 meeting were unanimously approved. (MM by Julie, 2nd by Ed).
4. Financial Report: There is no banking update at this time.
 - Tentative Restricted Funds pending approval of upcoming invoices:
 - 2031 (K) \$373.92
 - 2030 (1) \$100.39
 - 2029 (2) \$288.47
 - 2028 (3) \$850.58
 - 2027 (4) \$1386.29
 - 2026 (5) \$2104.42
 - 2025 (6) \$2160.65
 - 2024 (7) \$3318.02
 - 2023 (8) \$2018.14
 - Misc Speciality \$646.99
 - Dyslexia \$568.28
 - Talent Show \$568.28
 - Winter Carnival \$207.46
 - Winter Carnival Proceeds: \$1907.50

- Distribution of funds: \$211.90 per class, with an additional \$150.00 donated directly to the second grade

5. Old Business:

- Board member recruitment: During the 02/12/2023 work session, the board discussed adding Anita Martinez, LPO Chair, to be on the FOLS Board of Directors to improve communication and support between the LPO and FOLS. (see resolution below)
 - Board Members: Per the FOLS bylaws, it is time to vote on Board Officers and Board members who have served for an extended period of time (Jake, Julie, Ed, Stefani, Lisa, Johanna). (see resolution below)
- FOLS goals:
 - website/social media: no update
 - Sustainability: no update
 - Accounting/bookkeeping: no update
- In process/completed funding requests: no update
- FOLS/LPO/Fundraising Committee Connection: Anita Martinez, LPO Chair, has joined the FOLS board

6. New Business:

- Funding requests:
 - Julie requested \$68 for the OBOB t-shirt screen print set up. A community sponsor has committed to pay for the OBOB shirts and would reimburse FOLS. (see resolution below)
 - Invoices from TLS: The school submitted a batch of invoices from September to January for various field trips and school supplies. (see resolution below)
 - Discussion about the types of programs/activities/items FOLS wants to fund, updating the funding request form, and the need to have a meeting between the FOLS Board and the TLS Director, Finance Manager, and Board.
- Possible use of unrestricted funds: no update
- Permanent meeting day/time: tentatively set for the third Tuesday of the month at 6:00. Will be discussed and voted on at the next meeting.
- Remote voting: Discussed the need for remote voting for time sensitive requests that cannot wait until the next scheduled meeting. (see resolution below)

7. Committee Reports:

- Grants: no update
- Tech: Sarbina reported that she is moving past FOLS paperwork to the cloud
- Fundraising: The committee might try to do one more activity this year, during the spring. Ed looked into the process getting an account at the Bottle Drop.
- Policy: The bylaws have been sent to all of the board members via google docs to be reviewed. They will be finalized at a future meeting.

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

- **RESOLVED** to approve Anita Martinez, LPO Chair, to join the FOLS Board of Directors (voted on and unanimously approved during the 02/12/2023 work session by the directors present: Jake Robinson, Julie Graber, Lisa LaGesse, Ed Hughes, Eva Bailey, and Sabrina McNeely; Johanna Curelo & Stefani Eaton were absent.) (MM by Jake, 2nd by Ed)
- **RESOLVED** to retain current officers in their positions (Jake Robinson as FOLS Board President, Johanna Curelo as FOLS Board Secretary, and Eva Bailey as FOLS Board Treasurer) and to retain all current board members at this time. (MM by Jake, 2nd by Lisa)
- **RESOLVED** for FOLS to pay upfront costs to print the t-shirts, which will be reimbursed to FOLS by the community sponsor paying for the t-shirts. (MM by Anita, 2nd by Ed. Julie & Jake abstained from voting)
- **RESOLVED** to amend the FOLS bylaws to allow for electronic voting per ORS 65.212 within the following parameters: (1) all votes must be unanimous; If it is not, the request will need to be discussed at a meeting either in person or via zoom; (2) financial limits will be handled on a case-by-case basis; requests must be entered into and voted on using a google doc; all board members will vote with a “Yea” or “Nay,” their name with a conformed signature (i.e., /s/Eva Bailey), and the date. (MM by Jake, 2nd by Lisa)
- **RESOLVED** to pay for the batch of invoices submitted by the Lighthouse School Business Manager for field trips and supplies from September-January. FOLS will not pay anything further until discussions can be had with the TLS Director and Business Manager regarding the process. (MM by Jake, 2nd by Stefani, 6 approved, 1 dissent).

ROUND TABLE / GOOD OF THE ORDER: NA

ADJOURNMENT: There being no further business, the regular meeting was adjourned at 8:32 pm. The date and time of the next meeting will be determined at a later time.

Signature of
FOLS Board Officer _____
Date _____



Friends of Lighthouse School

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MEETING MINUTES-Additional Meeting

- An additional meeting of the FOLS Board of Directors was held on March 22, 2023 at 6:30 pm via Zoom.
- The Directors present at the meeting were: Jarret (Jake) Robinson, Johanna Curelo, Julie Graber, Lisa LcGessee, Anita Martinez, Eva Bailey, and Ed Hughes. Absent members: Stefani Eaton, Sabrina McNeeley
- A quorum was present because seven of the nine Directors on the Board were present.
- The presiding officer was Jarret (Jake) Robinson.
- The following guest was also present: Shelly Lake

REGULAR MEETING – REPORTS AND DISCUSSIONS:

1. Meeting was called to order at 6:32 PM.
2. Public comment: none
3. No minutes were reviewed at this meeting.
4. Financial Report: none
5. Old Business:
 - Board member recruitment: no update
 - FOLS goals:
 - website/social media: no update
 - Sustainability: no update
 - Accounting/bookkeeping: no update
 - In process/completed funding requests: no update
 - FOLS/LPO/Fundraising Committee Connection: no update
6. New Business:
 - Funding requests:
 - The Bad to the Bow Archery Team submitted a request for up to \$5000 (the estimated cost for travel expenses) to fund the coach

and 4 team members to go to the National Archery Tournament. The team also plans to do fundraising (a raffle, can & bottle drive) and request donations from the community to help fund the trip. FOLS can accept donations for the team. (see resolution below)

- Possible use of unrestricted funds: no update
- Permanent meeting day/time: Regular meetings will be held on the 3rd Tuesday of each month
- Remote voting: Remote voting via the spreadsheet seems to have worked well, though is challenging for time sensitive requests due to board members schedules.

7. Committee Reports:

- Grants: no update
- Tech: no update
- Fundraising: The Fundraising Committee would be happy to help coordinate fundraising for the archery team
- Policy: no update

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

- **RESOLVED** to fund up to \$1000 for travel expenses for the National Archery Tournament for the archery coach; he will need to submit receipts for reimbursement. (MM by Julie, 2nd by Johanna. Anita abstained)
- **RESOLVED** to fund \$150 in travel expenses for the National Archery Tournament for each of the four student archers, for a total of \$600. (MM by Julie, 2nd by Ed. Anita abstained)

ROUND TABLE / GOOD OF THE ORDER:

- Shelly Lake will be invited to future regular FOLS meetings

ADJOURNMENT: There being no further business, the additional meeting was adjourned at 7:22 pm. The date and time of the next meeting will be April 18, 2023 at 6:00 at The Lighthouse School.

Signature of
FOLS Board Officer _____ Date _____

The Lighthouse School Grant Team – Minutes

4/13/2023, 7:00, virtual

Attendees: Stephanie Messerle, Rebeka Scholan, Lisa LaGesse

- **Welcome**
- **Upcoming meeting date reminders:** 5/8/2023 and 6/12/2023
- **Review Awarded Grants**
 - Ford Family Foundation – TLS was awarded \$5,000 to hire a consultant for a strategic plan development. A contract has been signed with Annie Donnelly. Work will start in May 2023.
- **Pending Grants**
 - Pacific Power Foundation – Submitted a grant on 3/15/23 for \$10,000 to purchase and install three projectors and screens. On 3/22/23 received notification that our application was deemed eligible and forwarded for consideration.
- **Upcoming grant opportunities to consider. Review Google sheet and brainstorm needs.**
 - Judith Ann Mogan Foundation, Letter of Inquiry due 5/15/23. Discussed training as a need identified. Julie has been working to find Waldorf trainings, but has been unable to find anything available. Rebeka will follow up with Julie and Shelley to determine if a Waldorf training has been identified. If a Waldorf training is identified in time, we could submit a Letter of Inquiry. Discussed the need for improvements to the house, but at this point it would be premature to seek grant funding until it is determined what the house will be used for. Also discussed if there have been any library needs identified. At this time, there are no library needs, equipment, or material identified in need of grant funding.
 - NOAA Ocean Guardian School, due 6/1/23. Lani (not present at the meeting) but sent along input for the Ocean Guardian School grant. Lani reported it seemed to have a lot of requirements for the school. Rebeka reviewed the grant and is interested in working with Julie to develop a proposal. Likely involving the garden and native planting in the outdoor classroom. Rebeka would like to take on some of the garden coordinating role and the grant requirements to lessen the burden on teachers. The grant amount is between \$1,000 and \$4,000. Discussed that if the school is going to apply for the grant, strive to apply for up to \$4,000 to make it worth it. Rebeka will follow up with Julie and Shelly to develop proposal.

Review To Do List:

1. Determine if TLS will apply for the NOAA Ocean Guardian School grant. Due date 6/1/2023. Rebeka and Julie.
2. Ongoing - Identify grants that will fund training for teachers. Need to develop a prioritized plan of specific trainings and costs. Julie will check with Shelley
3. Determine if there is a need to apply for the Judith Ann Mogan. Letter of Inquiry due 5/15/23. Grant Team

4. 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.
5. Ongoing - Shelley will work with the teachers and staff to identify needs for the Grant Team to target funding. Shelley.
6. Ongoing - Stephanie will update the Grant Team google sheet. Steph
7. Create a repository of completed grants. Create a google drive. Jenni
8. Ongoing - Develop list of needs for garden. Rebeka and Julie
9. Capture annual, average volunteer hours. Julie

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 15th. The request will be for projectors and screens. *Done, 11/14/2022*
4. Check Pacific Power grant due date. *Done - March 15th 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*
10. Rebeka will check with Julie for status of current Master Gardener's grant and if they have an offering round coming up. *Done 1/4/2023, Julie submitted final report.*
11. Submit Pacific Power grant. Grant Team *Done 3/15/23*



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Budget Committee Minutes

April 26, 2023

1. Call to order – 4:06 pm

- In attendance – Board Chair John Gibson, Vice Chair Stephanie Messerle, Secretary Jenni Schmitt, Director Shelley Lake and Business Manager Michelle Silva.
- Not in attendance - Treasurer Avena Singh and Board Member Lisa LaGesse
A quorum was present because 5 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 this evening, please let us know. 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. SSF

- ODE has not updated the SSF for April
 - tentatively using the March estimate until May is posted
 - **97% of 9676 = 9,386**

4. Literacy program:

- FTE
 - Current case load is approximately 55 students which is enough to support 3.0 FTE total not 3.6 FTE
 - Not enough space in the Reading Room to house a 4th person
Unanimously approved to only budget for 3.0 FTE in Literacy
- Salaries
 - After a review of state norms for the Literacy Coordinator position a new hire could end up making more than the Coordinator at the current pace
Approved to build a salary schedule for the Coordinator position that is the average between CBSD and NBSD and add a 3% increase for 23/24. John Gibson abstained. A quorum was present because 4 of the 7 committee members were unanimously in agreement

5. Positions & Transfers

- 1 employee requesting to transfer to Literacy program
 - An existing employee has asked to be transferred to Literacy program
 - **Request approved**
- 1 employee requesting to transfer out of current position
 - to Handwork Mentee 3 days a week and Horticulture Teacher 2 days a week
 - **Request approved**

6. Classroom aides

- If TLS provides a classroom aide to 1st and 2nd grade using grant funds and then has to terminate that position when those funds run out;
 - the union could argue that it is a change in working conditions on the Main Lesson Teacher,
 - and demand that TLS provide the aides regardless of available grant funding.
- TLS had never had a 1st grade aide until 2021/2022
 - The reason the aide was hired was under the presumption that the Curriculum Coordinator would train the new hire to be able to be the 1st grade teacher in 22/23
 - This did not come to fruition and since there was available grant funding TLS kept the 1st grade aide employed using a temporary funding source
 - **Unanimously agreed not to fill the 1st grade aide position**
- TLS has never had a 2nd grade aide
 - Administration does not believe that a PT aide in 2nd grade would be cost effective or beneficial to TLS because;
 - There are not enough students going into 2nd grade above grade level that would require their own .6 Literacy Coach,
 - these handful of students could be absorbed by the second full time Literacy Coach
 - **Unanimously agreed not to hire a 2nd grade PT aide, but instead add an additional roving sub**

7. Length of the day:

- **At the last meeting it was a Unanimous vote to continue Early release Fridays at 1:30**
 - This was under the assumption that NB and CB were both doing early release Fridays. NB is now doing Wednesday as their early release day and CBSD has yet to determine a 23/24 calendar.
 - **Unanimously approved returning to full day weeks**
 - With the 1st and 3rd Thursday of each month being staff meeting days Staff will work 7:30-4:00 (like they used to do on Tuesdays before Covid)
 - Fridays: 9/22, 10/13, 12/15, 1/12, 2/23, 3/22, 4/5, 5/3, & 5/24 will be early release days for students so that we can have those Fridays as staff development and PLC's

8. Yearbook

- Before 2020 an employee was always paid a stipend to produce the yearbook
 - 2019/2020 during the COVID year, the yearbook was handed off to the office to produce during work to home
 - For the last 4 years the office has produced the yearbook with no additional compensation
 - The production process takes approximately 60 hours of time
 - **Unanimously approved to resume the practice of offering \$1500 extra duty contract for 23/24 to cover the hours worked from home to produce the yearbook**
 - The cost of the yearbook will not go up
 - Proceeds from the sale of yearbooks will pay the \$1500.00 stipend
 - Currently the proceeds offset staff development costs – which are covered under state funds being funneled down
 - Students will still be welcomed to help make contributions but there would not be an actual class offered because;
 - The class was not productive
 - students did not complete their assignments in a timely manner

- Yearbook Elective is only one term and the other two terms have to be filled with other things that are unrelated

9. Copiers

- Sharp (cream one in the hall)
 - is so old that parts are no longer available for repairs
 - needs repairs often
 - cost of toner is going up 35%, because the machine is so old
- Kyocera (Black one in the copier room)
 - Currently costs 189.88 per month
 - Is starting to have monthly breakdowns
- **Unanimously approved replacing both machines for \$320 a month)**
 - 122/mo for BW & 198/mo for CBW
 - SCOS would buy back the Kyocera **and** dispose of the Sharp
 - Rates would be locked in for the term of the contract (64 months)
 - Copier in the copier room would be color and black and white
 - Currently for color prints we either have to go to staples at .76 per print
 - Or use the brother – which cost \$429 for color cartridges
 - Copier in the hall would be black & white only
 - Currently paying per print:
 - Sharp = \$.01925/B&W
 - Kyocera = \$.01375
 - New pricing would be **\$.008/ B&W page, \$.013/ color page**

10. Field trip funding:

- Per various correspondence with FOLS there is still a misunderstanding regarding field trip funding
- In 2019 TLS gave FOLS a check for \$6676.58 to open the restricted class funds which pay for field trips, Kinder and 8th grade promotion ceremonies and Field day
- TLS has (over the last 4 years) given FOLS ALL of the fundraising proceeds that the Lighthouse Parent Organization has earned,
 - including field trip fees collected from parents that were more than what was needed to pay for the field trip costs
- TLS has no access to field trip funds except for to invoice FOLS for them
- FOLS is currently in possession of \$13,600 that belongs to TLS parents for field trip cost offset
 - FOLS current total assets were reported as \$30,593.37 on 4/18/2023
 - Checking: \$28,683.71
 - PayPal: \$878.95
 - Debit: \$1030.71
- Suggested resolution for both entities
 - John and Shelley will meet with Jake Robinson to discuss the proposal
 - If accepted an MOU will be entered into between FOLS and TLS

11. Meeting adjourned – 6:12 pm

Signature of Budget Officer, Michelle Silva _____

Date _____

DIRECTOR REPORT

Director's Report: 5/3/2023

Connections Log

4/5 B. Yost Community Nurse Liaison
4/6 Admin Meeting
4/7 Mahaffey Dairy Field Trip (Grade 3)
4/7 Interviews
4/10 J. Nickerson MHS
4/10 OBOB End of Year Celebration
4/11 TISS training ESD
4/13 South Coast Diversity Conference
4/14 & 4/19 Parent/Teacher Conferences
4/19 Talent Show Sound check
4/20 Admin Team meeting
4/20 OSAS Science (5th/8th)
4/20 E. Brittain
4/22 Interviews
4/24-5/4 OSAS Testing grades 3-8
4/24 1st Grade Play
4/26 GOL SWOCC Field Trip (Grade 1)
4/28 SWOCC Field Trip (Grade 3)
4/28 G. Roberts Millicoma
5/1 Epuerto

Accolades

First Grade Play was a success. Thank you to Ms. Wood, Ms. Rebeka, Ms. Mez and the parent volunteers to make this possible

TLS talent show and Art Gallery-Heather Koell, Anita Martins, Ody Frangopoulos and parent volunteers that helped this event to be a hit!

General end of the year busyness. Accolades to the ongoing dedication and passion demonstrated daily by our TLS education team.

Curriculum Report:

- Scheduled OSAS Testing through the end of this week –We will continue to pull for make-up testing until complete.
- Easy CBM and EOY Dibels Benchmarks Set to begin through the end of May
- 5th Grade Puberty Talk with Nurse Donna
- Field Trip season is upon us!
- Field Day in the works for grades K-5, 6-8 will have Field Day at the Epuerto indoor sports center (PARENT VOLUNTEERS NEEDED!) Planned for last week of school
- Spring Festival 5/17. Please plan to join us.

Accolades**Housekeeping**

- Schedule Change: 5/19 Staff meeting, 5/26 NO staff meeting-PLC/Prep
- Feedback on Conferences-suggestions for improvement in the 23/24 school year?
- Talent SHOW TOMORROW at 2:00pm
- Fire Drill reminder: Classroom doors should be closed with lock block on.
- First Grade Play on Monday 4/24 at 1:45. Families invited, siblings may be pulled from class to attend

OSAS 4/24-5/5

- Review Accommodations List, Login ID's distributed to all 3-8 grade ML Teachers
- Please ensure all students have access to Earphones
- Students in need of alternate testing location will be in the library with Mrs. Lake during testing time(s)
- Email the office/Mrs. Lake for any students absent that will need alternate testing arrangements upon return

CER team (details attached)

- Cardiac Emergency Response Team 22/23 & 23/24 Year commitment
- CPR/AED trained and response ready
- This team helps implement the CER plan and conduct drills
- Team photo to be scheduled for parentheatwatch.org

Field Day

- K-2 Field Day Tuesday 6/13 PM
- 3-5 Field Day Tuesday 6/13 AM
- 6-8 Field Day Wednesday 6/14

Other**Adjourn****Upcoming Dates:**

4/22 Talent Show (DATE CHANGED FROM SCHOOL CALENDAR)

4/24-5/5 State Testing 3-8 grades

4/24 First Grade Drama 2:00-2:45

4/26 First Grade Field Trip: Gift of Literacy

4/28 3rd Grade Field Trip SWOCC

5/3 Board Meeting

5/8 Kindergarten Field Trip: Tide Pools (tentative-weather dependent)

5/8-5/12 Staff Appreciation Week

5/10 Fifth Grade Puberty Talk

5/17 Spring Festival

5/19 Smokey Bear Assembly Grades K-2 9-10am in GYM

5/23 Safety Day-Fire & Lock Down Drill

5/29 Memorial Day (NO SCHOOL)

6/6 Fire Drill

6/7 Board Meeting

6/8 Class Tech Carts returned to Library for check in

6/9 In-Service Day (report Cards)

6/15 Last School Day / Term 3 Report Cards DUE

6/16 Check-out Day: Pack classrooms, submit supply lists, return keys

Present: Haley Jorjorian, Kimberly Mandel, Stephanie Krug, Linda Johanson, Mike Campbell, Michelle Silva, Rita Coxon, Sarah Rigney, Julie Graber, Chris Seldon, Heather Kapande, Shelley Lake, Kora Moore, Michaela Vonderohe, Adam Weiner, Carlie Wood, Megan Maxwell, Odysseus Frangopoulos

Housekeeping

- Please remind students to keep personal belongings at home. (i.e. toys, Pokémon cards) primarily grades K-4
- Supply orders for 23/24 school year are to be provided to Michelle on 6/16 start making your lists as you think of items-catching Michelle or I in the hall won't guarantee that those future items will make it on your list
- School Books should be collected/returned to school Library by May 12th. No books will be checked out to students past this date.
- Field Trip season, make sure to go over bus etiquette with your students each trip

OSAS 4/24-5/5

- Congratulations on a smooth and successful first week of state testing
- Email the office/Mrs. Lake for any students absent that will need alternate testing arrangements upon return
- Mrs. Lake will continue to pull students for Make-ups in the Library. Make-up cutoff is June 1st.
- Next week testing is more cumbersome. Make sure students have scratch paper as needed.

CER team (details attached)

- Quick Picture for CER Team Members 3:15 on May 2nd in the gathering room
- Not too late to join if interested.

Field Day

- K-2 Field Day Tuesday 6/13 PM
 - 12-2 *No PE, No specialties
- 3-5 Field Day Tuesday 6/13 AM
 - 9-11 *No PE, no Specialties
 - 8th Graders assigned to rotations for to assist
6 rotations
15-20 min per rotation (includes transition time)

Rotation #1: Parachute Play in the Gym

Rotation #2: Bubbles

Rotation #3: Tricycle Relay (need 2 tricycles)

Rotation # 4: Sack Race

Rotation #5: Squirt Gun Race (String, Solo cup, water guns)

Rotation #6: Human Ring Toss Relay (need 4 inflatable tubes)

Alternate Rotation for accommodations: Craft Corner

- 6-8 Field Day Wednesday 6/14
Epuerto Indoor Sports facility 10-2pm

Other

No specialties scheduled the last week of school, if teachers want that time, they can reach out to the specialty teachers to work that out. No rotations Tues-Thurs of last week for 6th-8th grades.

Spring Festival: May 17th at 6pm MHS Auditorium, doors open at 5:45 for families. Please put in your class newsletters, and let Megan know if a student will not be there. Teachers will sit with students but Megan will do program. Sopa and Adam agreed to be stage hands again.

BUSINESS REPORT

BUSINESS/HR REPORT FOR THE BOARD MEETING OF April 5, 2023

HUMAN RESOURCES

- Interviews were conducted on
 - April 7, 2023
 - April 22, 2023
 - Next round of interviews are in the process of getting scheduled
- Employee Intent to return notices:
 - Adam Weiner has resigned effective for 2023/2024 school year
 - Rebeka Scholan has asked for a voluntary assignment change for the 2023/2024 school year to handwork and horticulture/gardening
 - Stephanie Krug has asked for a voluntary assignment change for the 2023/2024 school year to Reading Specialist
- 2023/2024 NEW HIRES
 - Pre-K Leah Scott
 - Kindergarten Teacher Audra Ashcraft
 - 1st Erika Brittain
 - Kinder Aide – Open pending interviews
 - 2nd Grade – Open pending interviews
- Employee appreciation week is 5/8-5/12
 - if the Board would like to do anything there are 28 total for TLS
 - and then Val and Donnette would make an even 30
 - Please contact the office to set up an available date

BUSINESS REPORT

- Enrollment 190
- Current financial status as of 4/30/2023

Adopted budget	\$ 2,521,384.00	Adopted budget	\$ (2,521,384.00)
Expenses Year to date	\$ (1,525,796.33)	Revenues Year to date	\$ 1,482,465.32
Anticipated Expenses to 6/30	\$ (664,458.63)	Anticipated Revenues to 6/30	\$ 940,068.34
under budget	\$ 331,129.04	anticipated revenue deficit	\$ (98,850.34)
		anticipated net is a positive cash flow of	\$ 232,278.70

- **ACTION ITEM: to approve the acquisition of 2 new copiers**
 - Sharp (cream one in the hall)
 - is so old that parts are no longer available for repairs
 - needs repairs often
 - cost of toner is going up 35%, because the machine is so old
 - Kyocera (Black one in the copier room)
 - Currently costs 189.88 per month
 - Is starting to have monthly breakdowns
 - **replacing both machines for \$320 a month)**
 - 122/mo for BW & 198/mo for CBW
 - SCOS would buy back the Kyocera and dispose of the Sharp
 - Rates would be locked in for the term of the contract (64 months)
 - Copier in the copier room would be color and black and white
 - Currently for color prints we either have to go to staples at 0.76 per print
 - Or use the brother – which cost \$429 for color cartridges
 - Copier in the hall would be black & white only

Apr 27, 2023

Hello Michelle,

I am writing this to officially inform you that I have decided to not return to The Lighthouse School for the 2023-24 school year.

I want to thank you for the opportunity to work at Lighthouse and for the kindness and support I received from the Lighthouse community.

Most Sincerely,
Adam Weiner.

A handwritten signature in black ink, appearing to read "Adam Weiner", with a stylized flourish at the end.

REBEKA SCHOLAN

591. Cammann St. Coos Bay, OR, 97420 · 719-213-0078

rscholan@thelighthousechool.org

Shelley Lake
Director
The Lighthouse School
62858 US-101
Coos Bay, OR 97420

DEAR HIRING COMMITTEE,

I am writing to express my interest in the position of Literacy Coach. For the past two years I have worked within The Lighthouse School system and understand the mission and goals of the school. During my time as a Classroom Assistant, I have developed unique and personal relationships with faculty, staff, parents and most importantly the students. As a dedicated educator, with a passion for teaching students, I believe that I can build upon my experiences and relationships to be a quality candidate for this position.

In my current role as a classroom assistant at The Lighthouse School, I work closely with teachers to support their literacy instructions and develop strategies for meeting the needs of struggling readers. This position has also provided me with an understanding of the challenges students face while learning to read and write. Utilizing a variety of learning materials and activities, I have created an exciting and innovative learning environment that I believe is a benefit to the students. I have successfully worked with 1st grade students in both small groups and individually to improve their literacy skills.

As a Literacy Coach, I would bring enthusiasm and unwavering dedication to teaching students how to be confident readers so they can excel in their academic and personal lives. Personally, I have struggled with reading when younger. I know firsthand the importance of having a caring teacher who can provide a positive space for the student to learn. I will use these personal experiences to ensure that all of the students have a comfortable and fun classroom to develop their literacy skills.

I'm excited about the opportunity to further my career as a Literacy Coach and to contribute to the success of The Lighthouse School students in a way that will impact their futures. Thanks for considering me as an applicant. I look forward to discussing the future as a Literacy Coach.

Sincerely,
Rebeka Scholan



Michelle Silva <businessservices@thelighthouseschool.org>

Literacy Coach Position

1 message

Rebeka Scholan <rscholan@thelighthouseschool.org>

Wed, Apr 26, 2023 at 8:58 AM

To: Director TLS <director@thelighthouseschool.org>, Michelle Silva <businessservices@thelighthouseschool.org>

Shelley and Michelle,

I want to thank you for considering me for the Literacy Coach position. After further discussion I have decided not to go further with this opportunity but would like to accept the handwork/horticulture position. Thank you so much for this opportunity!

Rebeka

April 18, 2021

Dear Lighthouse Hiring Team,

I am submitting this letter to formally express my interest in the Literacy Coach position.

Over the last 2 years I have served as the Second Grade Main Lesson teacher. During this time, I have developed a greater interest in literacy and the science and principles that guide instruction.

I have become familiar with and put into practice both Reading Horizons and UFLI literacy program instruction. I have demonstrated ways to implement direct and explicit instruction while also providing varied opportunities for students to transfer and demonstrate skills. Over the last year I have gained valuable skills while collaborating with the Dyslexia Coordinator in teaching whole class and leveled literacy groups. I welcome the opportunity strengthen my talents and deepen my knowledge base of literacy fundamentals as a literacy coach.

In the classroom, I foster a supportive and successful learning environment. I strive to get to know my students so that I can better understand and support their varied needs. I encourage a growth mindset attitude by creating a safe space for mistakes, questions, and sharing ideas.

I believe my experiences and skills developed as the Main Lesson teacher would help me excel as the Literacy Coach. I appreciate the opportunity to be considered for this position.

Thank you,

Stephanie Krug

A handwritten signature in blue ink that reads "Stephanie Krug". The signature is written in a cursive style with a long, sweeping flourish at the end of the name.

POLICY READING

The Lighthouse School

Code: JGE (CBSD)-AR (TLS)

Adopted:

Revised/Reviewed:

Suspension / Expulsion

In accordance with state law - ORS 339.250

Duty of student to comply with rules; policies on discipline, suspension, expulsion, threats of violence or harm, firearms and physical force; student handbook or code of conduct; enforcement of policies.

(1) Public school students shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority.

(2) Each district school board shall adopt written policies for the discipline, suspension or expulsion of any refractory student. The policies:

(a) May allow discipline, suspension or expulsion for conduct that includes, but is not limited to:

(A) Willful disobedience;

(B) Open defiance of the authority of a school employee;

(C) Possession or distribution of tobacco, alcohol, drugs or other controlled substances;

(D) Use or display of profane or obscene language;

(E) Willful damage or injury to school property;

(F) Use of threats, intimidation, harassment or coercion against a student or a school employee;

(G) Assault of a school employee or another student; or

(H) Intentional attempts, by word or conduct, to place a school employee or another student in fear of imminent serious physical injury.

(b) Must require consideration of the age of a student and the past pattern of behavior of a student prior to imposing the suspension or expulsion of a student.

(c) Must limit the use of expulsion to the following circumstances:

(A) For conduct that poses a threat to the health or safety of students or school employees;

(B) When other strategies to change student conduct have been ineffective, except that expulsion may not be used to address truancy; or

(C) When the expulsion is required by law.

(d) In addition to any limitations imposed by paragraph (c) of this subsection, for a student who is in fifth grade or lower, must limit the use of out-of-school suspension or of expulsion to the following circumstances:

(A) For non-accidental conduct causing serious physical harm to a student or school employee;

(B) When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or

(C) When the suspension or expulsion is required by law.

(e) When an out-of-school suspension is imposed as provided under paragraph (d) of this subsection, must require the school district to take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting so that the disruption of the student's academic instruction is minimized.

Article I: Narrative

Being a Public Charter School within the Coos Bay School District boundaries, The Lighthouse School believes that all students deserve the right to a Fair Appropriate Public Education. In most cases minor infractions can be remediated within the classroom. However, when a student's behavior impacts their education or the education of other students then administrative discipline becomes warranted. When student behaviors do not match the expectations of the Lighthouse school-wide Behavior Plan, The Lighthouse School Director shall impose the following Board process before an Expulsion will be recommended.

Having its own School Board and Director, an expulsion from The Lighthouse School is not district-wide and does not prohibit a student from enrolling at or attending other Coos Bay School District schools. The decision to accept enrollment of an expelled Lighthouse student is the sole discretion of the Coos Bay School District.

Article II: Process

The Lighthouse School recognizes that students of all ages face different behavioral challenges and therefore require different strategies of discipline. When administrative discipline is required, The Lighthouse School offers each student a tiered plan to conform to its rules and expectations with consistent consequences. The following process has been developed based on these expectations.

School wide Behavior Plan

Level 1 infractions;

- Classroom disruptions (talking out of turn or arguing with peers or teacher)
- Inappropriate language
 - Use or display of profane or obscene language*(d)
- Roaming without permission
- Recklessness (lack of regard for the danger or consequences of one's actions)
- Other
 - Not using classroom or recess tools appropriately
 - Dress Code violations
 - Plagiarism

Level 2 infractions;

- Continued and blatant disruptive/disrespectful behavior
- Bullying
- Harassment
- (major) Recklessness (lack of regard for the danger or consequences of one's actions)
 - Willful disobedience*(a)
 - Open defiance of the authority of a school employee*(b)
- Other

Level 3 infractions;

- Technology Violations
- Vandalism
 - Willful damage or injury to school property*(e)
- Extreme nonviolent behavior
- Pornography
- Other
 - Theft
 - Leaving or attempting to leave campus without an adult

Level 4 infractions;

- Fighting with major violent behavior
 - Assault of a school employee or another student*(g)
- Weapons
- Possession of drugs or drug related items
 - Possession or distribution of tobacco, alcohol, drugs or other controlled substances*(c)
- Threats of violence, written or spoken
 - Use of threats, intimidation, harassment or coercion against a student or a school employee*(f)
 - Intentional attempts, by word or conduct, to place a school employee or another student in fear of imminent serious physical injury*(h)
- Other
 - Sexual threats
 - Premeditated acts of violence

School wide Behavior Plan Procedures

Article III: Violations of the Policy

Level 1 infractions;

- Written citation
- Phone call home
- Follow up email

After 9 violations Director will call an SST meeting to develop a parent engaged plan

Level 2 infractions;

- Removal from class
- Room clear
- Student Support Team (SST) meeting
- Written citation
- Phone call home
- Follow up email

After 6 violations Director will call an SST meeting to develop a parent engaged plan, in which the initial warning of temporary removal is a possibility

Level 3 infractions;

- Temporary Suspension from school
- After 3 suspensions students can be recommended for expulsion
- Written citation
- Phone call home
- Follow up email

After 3 violations Director will call an SST meeting to develop a parent engaged plan, in which the initial warning of temporary or permanent removal is a possibility

Level 4 infractions;

- Temporary or permanent suspension from school
- After 3 suspensions students can/will be recommended for expulsion
- Written citation
- Phone call home
- Follow up email

After 1 violation Director will call an SST meeting to develop a parent engaged plan, in which the initial warning of permanent removal is a possibility

At any time, the Director may implement a Student Safety Plan under *(A) or (B)

- After 6 violations in level 1 or 2 infractions (in any four-week period) Director may choose to exit a student on a temporary basis
- After 3 violations of level 1 through 3 infractions (in any three-week period) Director will call a SST meeting to develop a parent engaged plan AND may choose to exit a student on a temporary basis
- After 6 violations in level 1 through 3 infractions Director will call a SST meeting to develop a parent engaged plan, in which the initial warning of permanent removal is a possibility
- After 3 violations in level 3 infractions Director may choose to exit a student on a permanent basis for *(A), (B), (C)
- Director may choose to exit a student permanently for level 4 infractions;
 - *(A) for non-accidental conduct causing serious physical harm to a student or school employee;
 - *(B) when a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or
 - *(C) when the suspension or expulsion is required by law.

END OF POLICY

Lighthouse School

Behavior Citation

Name _____ Grade _____ Date _____

Citation Level _____ Referring Staff Member _____

Citation Level 1	Citation Level 2	Citation Level 3	Citation Level 4
Disruptive/Disrespectful behavior	Continued and blatant disruptive/disrespectful behavior	Technology Violation	Fighting with major violent behavior
Inappropriate language	Bullying	Vandalism	Weapons
Roaming without permission	Harassment	Extreme non-violent behavior	Possession of drugs or drug related items
Recklessness	Recklessness (major)	Pornography	Threats of violence, written or spoken
Other	Other	Other	Other

Staff Member Comments:

Parent Signature _____ Date _____

Director Signature _____ Date _____

2023/2024

Calendar

THE LIGHTHOUSE SCHOOL

2023-2024 TRIMESTER SCHOOL CALENDAR

FALL TERM				
AUGUST				
9				2
M	T	W	Th	F
	1	2	3	4
7+	8+	9+	10+&	11+
14+	15+	16+	17neo+	18neo+
21dA	22iA*	23iA	24iA	25iA
28p/e	29	30	31s	

WINTER TERM				
NOVEMBER				
4				4
M	T	W	Th	F
27	28	29	30s	

SPRING TERM				
MARCH				
10				10
M	T	W	Th	F
11	12	13	14	15
18	19	20	21s	22/plc
25sb	26sb	27sb	28sb	29sb

SEPTEMBER				
21				20
M	T	W	Th	F
				1
4\$H	5	6	7s	8
11	12e	13	14e	15
18	19	20	21s	22/plc
25	26	27	28	

DECEMBER				
11				11
M	T	W	Th	F
				1
4	5	6	7s	8
11	12	13	14	15/wc
18wb	19wb	20wb	21wb	22wb
25wb	26wb	27wb	28wb	29wb

APRIL				
22				20
M	T	W	Th	F
1	2	3	4s	5/cp
8	9	10	11	12ac
15ac	16	17	18s	19
22edc	23	24	25	26
29	30			

OCTOBER				
22				19
M	T	W	Th	F
2	3	4	5s	6
9d	10	11	12	13/cp
16	17	18	19s	20ac
23ac	24	25	26	27
30	31			

JANUARY				
22				21
M	T	W	Th	F
1wb	2	3	4s	5
8	9	10	11	12/plc
15\$H	16	17	18s	19
22	23	24	25	26
29	30			

MAY				
23				22
M	T	W	Th	F
		1	2s	3/plc
6	7	8	9	10
13	14	15	16s	17
20	21	22	23	24/plc
27\$H	28	29	30	31SF

NOVEMBER				
13				11
M	T	W	Th	F
		1	2s	3
6	7	8	9	10\$H
13	14	15	16s	17R
20fb	21fb	22fb	23fb	24fb

FEBRUARY				
21				19
M	T	W	Th	F
			1s	2
5	6	7	8	9d
12	13	14	15s	16
19\$H	20	21	22	23/plc
26	27	28	29	

JUNE				
10				8
M	T	W	Th	F
3	4	5	6s	7R
10	11fd	12fd	13/g	14
17+	18+	19+	20+	21+
24	25	26	27	28

12 weeks

13 weeks

12 weeks

Contracted Days =	65	66 new
Teaching Days =	52	

Contracted Days =	64
Teaching Days =	60

Contracted Days =	65
Teaching Days =	60

Total Contract Days = 194 /196 Total Teaching Days = 172 /172

edc Earth Day Celebration April 22

FINAL Adopted:

FF Fall Festival 16-Nov 1 OF 2
office and administrative staff work days

SF Spring Festival 31-May 2 OF 2

1st and last day with students

Student & registration 9 am -7pm
early release for students - full day for staff

neo new employee orientation (2)

i inservice days (5)

A All Staff Work Days

Mandatory Work Day/no school

edc earth day celebration

R report card days (3)

non work day (see pay calendars)

p/e half day prep/evening open house

* Mandatory CPR training

wc winter celebration 15-Dec

s staff meetings

plc professional learning community

\$H Paid Holiday (5)

Optional teacher prep day

d staff development day (3)

fb fall break

wb winter break

sb spring break

po parent orientation 2/23 & 2/27

e evening parent night (2)

no school for students

cp half day conference prep (2)

ac all day conferences (4/5)

fd field day (based on weather)