



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



Agenda SEPTEMBER 7, 2022

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 August 10, 2022
5. New Business:
 - Resignation of Tim Hyatt
 - Treasurer position open
 - i. a 501c3 must have 3 positions: Chair, Secretary and Treasurer to operate
 - Approve the grant team to look for a service that will help build the focus of the 501c3
 - Meeting in person on campus beginning in November 2022
 - Set Budget Committee Meeting date to discuss
6. Consent Agenda:
 - Grant Writing Team – Stephanie Messerle
7. Directors Report with Curriculum Report—Shelley Lake
 - **Action item – to adopt the Library Policy**
 - **Action item – to adopt the Facility Request Form**
8. Business Report—Michelle Silva
9. Report from last District Board meeting –
10. Old Business;
11. Roundtable / Good of the Order-



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



Meeting Minutes August 10, 2022

1. Call to order

- The Board of Directors met August 10, 2022
- The meeting was held via video conference 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 Ospina, Bruce Steele, George von Dassow, Jenni Schmitt, Stephanie Messerle, Avena Singh and Lisa LaGessee. Also present - Michelle Silva, Shelley Lake, and Julie Graber. A quorum was present because eight of the eleven board members were in attendance. Not Present were, Paula Mosley, Maya Watts, and Tim Hyatt. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment

- No public comment

3. Union report

- No union report

4. Discuss and Approve Board Meeting Minutes

- June 2nd board meeting minutes

5. New Business

- Board work session August 11th, 2022 5:00 pm in the gathering room

6. Consent Agenda

- Grant Team – Stephanie Messerle
 - TLS's 501 c3 received a check in June for \$4,000 from Pacific Power Foundation for microscopes, projecting microscopes, and slides. Stephanie sent Michelle and Shelley the supply list and vendors used to prepare the grant budget.
 - TLS's 501 c3 Letter of Inquiry to the Judith Ann Mogan Foundation was approved to submit a full application. Due date for full proposal is August 15th due date. Funding request will teacher and staff training, activities fund, outdoor classroom improvements, and mounted projectors and white boards and other school needs. Stephanie will meet with Michelle and Shelley on 8/12 to finalize grant budget.
 - Stephanie informally met Skaidra Scholey with the South Coast Early Learning hub. This could be a good organization to work with for future program development.

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

- Shelley and others worked through the Integrated Pest Management (IPM) plan development. Must be approved by the Board.

- Shelley sent out the Board’s 2019 – 2020 Board Goals. Shelley addressed and gave a summary and update of the status of goals.
 - Updated RSSL included in Director’s package. It’s shifted to a communicable disease plan, not specific to just Covid 19. Will follow all ODE and OHA guidance.
 - Action item – to adopt the TLS IPM Plan.
8. Business Report—Michelle Silva. Attached, additionally:
- Today’s registration went very smoothly. Approximately 88% of returning families attended the registration.
9. Report from last Coos Bay District Board meeting
- No attendance
10. Old Business
- No old business
11. Roundtable / Good of the Order
- Excited to have students back in school.
 - The literacy kick-off this week is going well. Sparking interest in literacy and reading. Will continue next week.
 - Lisa was appreciative of the support from TLS, families, and communities. A testament to the school’s community and support network.
 - Shelley has been in touch with the new CBSD Superintendent. Shelley is scheduling a walkthrough tour with the new Superintendent.
 - TLS work session is scheduled for Thursday August 11th from 5:00 to 7:30. Annie Donnelly will facilitate the beginning of development of goals and strategic plan and what is important to the school.
 - There are a lot of tasks that need to be completed prior to the school opening. Many people working diligently to get ready for the school year.

Task list

- Research a place to recycle TLS surplus computer equipment. John Gibson will contact Epuerto.

Corporate Actions

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

RESOLVED to approve the June 2nd board meeting minutes. MM by Bruce Steele, 2nd by Avena Singh. Unanimously approved.

RESOLVED to approve the IPM plan. MM by Stephanie Ospina, 2nd by Jenni Schmitt. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 8:00 pm. Next meeting date is schedule September 7th, 2022.

Signature of Secretary, Jenni Schmitt _____

Date _____



Michelle Silva <businessservices@thelighthouseschool.org>

Fwd: Board position

1 message

John Gibson <jgibson@thelighthouseschool.org>
To: Michelle Silva <businessservices@thelighthouseschool.org>

Fri, Aug 19, 2022 at 7:55 AM

----- Forwarded message -----

From: **John Gibson** <jgibson@thelighthouseschool.org>
Date: Fri, Aug 12, 2022 at 5:04 PM
Subject: Re: Board position
To: Tim Hyatt <thyatt@thelighthouseschool.org>

Tim,

Thank you for reaching out to me. I completely understand that the preservation and growth of a business requires time and energy.

My greatest appreciation goes out to you for the time you have so graciously provided us. You have always offered your time to us when we needed you and I am thankful for your input.

Thank you again,

John

On Wed, Aug 10, 2022 at 5:35 PM Tim Hyatt <thyatt@thelighthouseschool.org> wrote:

John,

After examining how well our board is working & keeping the school going and the realization that I have a lot on my plate now I have made a decision to take a step back and step down. With the passage of the Charleston ballot measure my attention and involvement with the Merchants association is increasing exponentially. I don't want to spread myself too thin and be fully committed to everything I do. The Wednesday evening meeting times are also a very inconvenient time for me as well. I have enjoyed serving as a board member and am willing to help out wherever needed.

Tim Hyatt

Director's Report: 9/7/2022

Connections Log

8/8 Admin Team meeting
8/8 ODE Webinar RSSL
8/9 ODE Webinar SEL
8/10 In person Registration
8/11 CBSD Admin forum
8/11 Board Work session
8/12 Admin Team meeting
8/12 S. Messerle Grant review
8/12 CHW counseling
8/15 ESD D. Granger review staff ASES training
8/16 R. Coxon 6-8 Math scope/Sequence planning
8/17 E. Sala Pick my Kid (emergency toolkits demo)
8/18 New Teacher Orientation
8/18 D. Slone TLS IPM inspection
8/19 Sodexo set up Breakfast Lunch schedules
8/24 J. Tudor ESD SPED services
8/29 Tier II intervention Webinar
8/29 Open House
9/1 J. Lauber ODE Library consultant
9/2 LHA COVID updates

Accolades:

- Thank you to the TLS board for providing lunch at the in-service week for all TLS staff.
- Thank you Anita for providing lunch for the TLS staff
- Thank you Dave & Ken for completing all of the summer tasks to keep our school open and compliant

Action Items:

Please complete 2022-23 Annual Safe Schools Trainings
Review/adopt TLS Library Policy (attached)
Review/Adopt Facility Request Form

TLS Updates:

- Open house was a wonderful community event. It was great to see everyone back on campus.
- TLS has contract with CHW for an in-person counselor 2 mornings weekly

RSSL Update: (attached or see link)

- Maya Watts has volunteered to head up the optional COVID screenings again this year. She will begin this again after she returns.
- RSSL updates reflected on Website to coincide with our sponsoring district protocols.

Curriculum Report:

- 8/18-8/19 New Hire orientation.

- 8/22-26 All Staff In-service week. Staff participated in ACES and Self-regulation & resiliency training, Grade Level collaborations, RH refresh trainings, and RSSL updates.
- I provided a year preview of 5-8 grade math projects that align with state standards and to supplement the Jump math curriculum by unit to enrich the engagement of students
- I provided 5th grade with Science Supplement lessons to enrich the science program and delivery in 5th grade
- 8/30 all school Assembly for staff introductions, school song, rules and expectations
- Julie and I hosted 2 additional orientations to fill open spots in Kindergarten and 8th grade
- I will be pushing into coach 5th grade math, and pulling out 6th & 7th grade honors math students 2-4 times weekly.
- School is in full swing, and we are happy to have kids back on campus. The schedules are being fine tuned daily to optimize flow and transition time.
- Middle School (6-8) students are swapping classrooms & teachers for subject contents in the morning and utilizing lockers for material storage.
- We will be purchasing additional health curriculum for grades 5-8. Only 1 of 3 courses were purchased originally so we will now have the complete set of cyber civics. This curriculum aligns with Waldorf philosophy.
 - Level 2: <https://www.cyberwisecert.com/cyber-civics-teach-year-2?pc=lighthouseschool2>
 - Level 3 <https://www.cyberwisecert.com/cyber-civics-teach-year-3?pc=lighthouseschool3>
- We are already enjoying some regular volunteers on campus.

The Lighthouse School
Library Policy and Procedures
Adopted 2022-2023

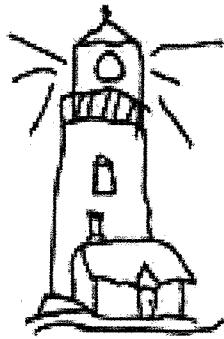


Table of Contents

The Lighthouse School Mission Statement

Library Purpose & Goals

Library Bill of Rights

Librarian Responsibilities

Hours of Operation

Scheduling

Student Conduct

Library Management System

Student Checkout Staff Checkout Policies

Reference Materials Collection

Overdue Materials

Lost and Damaged Books

Emergency Procedures

Selection Policy Selection

Criteria Selection Tools

Collection Renewal

Reconsideration Policy

The Lighthouse School Library Mission Statement

The Mission of The Lighthouse School Library is to assist in providing the students with a quality educational experience and to encourage lifelong literacy and learning through reading. The School library provides a learning environment in which students and staff learn to access, evaluate and apply information using a variety of printed texts and formats. The school library is to serve and support the school curriculum and assist The Lighthouse School community in becoming effective users of information.

Purpose

The purpose of the policy and procedures manual is to provide a guide for the operation of The Lighthouse School Library to ensure that a guide is accessible for the faculty, staff, and students that describes what governs the operation of the library center. It applies to all faculty, staff, and students at The Lighthouse School.

Goal

The goal of The Lighthouse School (TLS) library is to promote a love for reading that will develop an appreciation for books to become information literate and effective life-long readers. The Lighthouse School strives to provide The Lighthouse School community with materials that will enrich and support the educational program of the school. It is the responsibility of the school library to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the library or school advocates or endorses the contents of that item.

Long and Short Term Goals

Develop and/or solicit sponsors to generate reading programs that will motivate students to READ and become readers for a lifetime.

- Provide up-to-date and relevant resources in a variety of formats to meet the various needs.
- Solicit parental and community involvement in developing and supporting the TLS library programs.
- Keep the collection current and make the resources more accessible to the teaching and learning community.
- Provide appropriate in-services training for teachers and students.
- Ensure that all students have access to the library programs.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council (from Information Power, Building Partners for Learning. American Library Association, 1998. P 152.

Librarian Responsibilities

A school librarian has a very important role in the school setting. Responsibilities of the librarian may include:

- Provide a welcoming and respectful climate in the school library.
- Develop a vision, a mission, long and short term goals for the school's library program with input from administrators, teachers, and students.
- Develop a schedule which provides open and flexible access for all students and teachers.
- Provide orientation and instruction for students and faculty in the use of the library's materials and equipment.
- Collaborate with teachers to plan and implement instructional units integrating the resources of the library with the classroom curriculum.
- Provide instruction and resources to reach diverse student needs.
- Ensure that students have access to the library for class-related research, individual investigation, independent reading, and personal inquiry.
- Encourage reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials.
- Develop and implementing reading initiatives to motivate and engage each student in independent reading.
- Stay current on the latest technologies relevant to library inventory and their use for teaching and learning.
- Collaborate with teachers to integrate inquiry, 21st century learning standards, and technology skills into the school curriculum.
- Implement the use of technology in the school library program management and instruction.
- Provide access to a balanced, up-to-date collection of both print/non-print and digital format materials that meet the needs of students and teachers.
- Communicate regularly with administrators, teachers, students, and parents about library resources and programs in various forms (e.g., staff meetings, newsletters, student newspaper, displays, web page).

Library Hours of Operation

The Lighthouse School Library is open from 7:40 a.m. until 3:10 p.m. every school day. Students of all grades may visit the library during recess breaks to check out books or to read and study in a quiet location apart from the play areas. Students of all grade levels may check out books during scheduled times with their class. Faculty members are welcome to browse and pick up materials in person or notify the librarian via email.

Scheduling

Students of all grade levels will visit the library once a week on a rotation schedule. The students visiting the library agree to use this space as a quiet location on campus to read, listen to stories, practice library skills, use technology for studying or as an alternative testing location, and to check out books. The students may check out two books for a period of two weeks. Students may renew books longer if needed.

Student Conduct

Students accessing The Lighthouse School Library must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

School Rules

1. Follow any teacher's and other adults' directions the first time given.
2. Keep hands, feet, and other objects to yourself.
3. Show respect to teachers, staff, adults, visitors and all school property.
4. Wait to be recognized before speaking.
5. Show active listening when an adult is speaking.

Special Library Rules

1. Take care of all library materials.
2. Leave food and drink outside the library media center.
3. Maintain a Voice level of 0-1 at all times.

Teachers may check out reference materials for use in the classroom when necessary. Books may be checked out by staff with unlimited usage but should be returned after use so that others may use them.

Management System

Library materials are circulated using the automation program, Read Source.

(Please add relevant information and contact here for future troubleshooting)

Overdue Materials

Overdue notices are sent home Monthly. There are no fines for overdue books.

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for or replaced before additional books can be checked out. The replacement cost of the book will be quoted on the overdue notice.

Students who owe money to the library may lose their privilege for borrowing more materials.

Instructional Materials Policy

The Lighthouse School library will strive for a collection of materials that correlate with the school's anti-discrimination policy.

Emergency Procedures

If students are in the library when a fire drill or emergency evacuation takes place, students will evacuate the library with their classroom teacher or the school librarian media and follow the instructions as provided by the school's emergency procedures.

If students are in the library during a shelter in place. Students may resume activity as normal within the Library proximities and should not return to their classrooms until an all clear is given by Administration.

If students are in the library during an Active Lockdown, students should shelter out of sight in a safe location, prepare for ALICE techniques, and use a voice level of 0 at all times to attentively listen for safety instructions from the teacher and/or the Librarian until Administration or Emergency personnel evacuate or end the Lock Down.

Students should not talk during emergency and evacuation drills

Request for Library Purchases

The Lighthouse School Library strives to support the curriculum needs of the faculty members in congruence with the Main Lesson Themes and curriculum as well as the needs and interest levels of the students. Therefore, input from Staff and students are strongly encouraged to take an active role in updating and suggestions future library materials and requests for purchase are always welcome.

A collection development questionnaire may be provided to School Teachers at the beginning of each school year. The TLS staff is asked to give suggestions for materials based on genre, topics, or concepts that they need to support their instructional program. These questionnaires are used to aid in the selection process.

The School Librarian will provide the School Director with a list of purchase requests annually for approval. All Purchases will be maintained through the School's Business Services.

Selection Criteria

The following criteria are recommended as a guide to selecting the best resources for the library media center

- Literary and artistic excellence
- Lasting importance or significance to a field of knowledge
- Support of the curriculum and educational goals of the school
- Favorable recommendations by educational professionals
- Reputation and significance of the author, illustrator, or publisher
- Timeliness of the material
- Contribution to the diversity of the collection
- Appeal to media center patrons
- Suitability for intended use

Selection Tools

The librarian consults reputable, unbiased, professionally prepared review sources such:

- The School Library Journal
- The New York Times Book Review
- Horn Book
- Booklist

Collection Renewal (Weeding)

The library's collection will continually be evaluated in accordance with curriculum changes, new material formats, the interests and needs of users, and changing instructional methods. Weeding is essential to maintain a relevant and attractive collection. Materials will be removed from the collection when items:

- Are no longer needed to support the curriculum or student or faculty interests
- Are superseded by more current information
- Are in poor physical condition
- Contain obsolete or outdated subject matter
- Contain inaccurate information
- Have low circulation statistics

Appropriate measures will be taken to donate, dispose and/or discard materials.

Reconsideration Policy

Educator's and librarian's choices over instructional and library materials are influenced by content standards, graduation requirements and the desire to connect students with materials with which they can relate and engage. The TLS Library's collection will strive to incorporate a variety of materials to include religious, ethnic, cultural and gender identity groups. The Lighthouse School values parent input and will honor opt out requests from parents.

In the event that there is content in the school library that is met with concern, and participants: Parent, Teachers and Students, may make a formal complaint in writing to the school Director. The Complainant must identify themselves by name, and state their interest in the material (i.e. concerns parent, student, staff member). Complainants must have read (or seen) the entire work to which they object. Complaints must be specific about the reason for the objection to the material and clear about a desired outcome or specific remedy. Complaints in and of themselves are not cause for disciplining teachers or the school librarian. All complaints will be read by the director, discussed with the Librarian and curriculum coordinator and a remedy will be discussed with the complainant within 3 school days of the initial complaint. All complaints will be met with an EQUITY LENS to determine merit of the complaint. All material of concern may remain available while a complaint is being investigated

OAR 581-021-0045, entitled Discrimination Prohibited, is designed to protect all students and keep their learning environment free from discrimination based on age, national origin, race, color, marital status, religion, sex or sexual orientation. Objections not providing legal grounds for removal or restriction of materials will be dismissed.

TLS Facility Use Request

- 1.) A Certificate of Insurance, is required.

Please allow a minimum of 5 days to begin processing (this can take longer depending on the type and area of the request).

- 2.) If you currently have a Coos Bay School District key, you will not be able to rent a facility, until it is returned. If a key is required, a \$50 deposit will necessary before a key is issued, and held until the key is returned.
- You will be notified if you need a key.
 - All keys will be picked up and returned to the TLS office through Business Services

Once your request is processed you will receive an email that your request has been approved. If you would like to know the status of a request or if you have any questions or concerns, please call (541)751-1649

Organization Name & Information:

Name: _____

Address: _____

City, State, Zip Code: _____

Contact Phone Number: _____

Do you have liability Insurance? (Circle one) YES NO_

If Yes, Insurance expiration date: _____ (Please attach insurance policy)

Do you pay sales tax? (Circle one) YES NO_

If No, Tax Exempt #: _____

Contact Person Name (if different from organization): _____

Phone Number: (Home) _____ (Cell) _____

(Office) _____

Address: _____

City, State, Zip: _____

Email Address: _____

Facilities requested:

Area Requested: (Circle any that apply)

Gym/Multipurpose Room Gathering Space Field

Purpose for Request:

Private gathering Sports: Volleyball Soccer Baseball Football Other

Dates for Request: Start _____ End _____

Times for Use: Start Time _____ End Time _____

Description of Use: _____

Expected Number of Attendees: _____

Request for Equipment Use (Circle any that apply): Tables Sports Equipment Other

Description of Use: _____

Initial the following statements

_____ I understand that the care of space and equipment is my responsibility and may affect future requests for facility use.

_____ I understand that The Lighthouse School is not liable for damages that occur during my organization's use of the facility and equipment during the time of use.

_____ I understand and will uphold the school's policies and expected to leave the facility in the way that I found it.

_____ I will communicate any concerns that are encountered with The Lighthouse School Director as soon as they arise including, but not limited to: damages incurred during usage, set up and clean up arrangements.

_____ I agree to clean the facility after use.

Applicant Signature: _____ Date: _____

Approval Signature _____ Date: _____

BUSINESS/HR REPORT FOR THE BOARD MEETING OF September 7, 2022

HUMAN RESOURCES

- Schedules are working smoothly thus far and we've only had to make a few minor changes in the first few days
- After our Aces and SRR Training the presenters asked for a prototype of the self-regulation tool bag that we use in the classrooms with students.
- Volunteers will soon be on campus as cris.info gets us our background checks back
 - Volunteers are still required to show proof of vaccination or provide an exception form
 - If you are a board member and have not completed the background check since August 1 of this year, please let me know so I can send out the link again to you.
 - It will not be posted on our website.

BUSINESS REPORT

- Enrollment 205
- 2021/2022 Audit is underway and all materials were delivered early
- PayPal has delayed financial payments over a certain dollar amount in 21 day increments. So registration fees are trickling in
- Over the summer I refurbished an old media cart into what is now the Lighthouse Scholl Store.... Waves
 - It is completely portable and collapsible and Mrs. Lake painted the waves on for us

