



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



Agenda OCTOBER 5, 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 September 7, 2022
5. New Business:
 - Teams and Committees solidified - Michelle
 - i. Meeting Calendar
6. Consent Agenda:
 - Grant Writing Team – 1st meeting 10/10/2022 - Stephanie Messerle
 - Tech Team – 1st meeting 10/12/2022
 - Safety Team – 1st meeting 10/13/2022
 - Site Team – 1st meeting 10/18/2022
7. Directors Report with Curriculum Report—Shelley Lake
 - **Action Item – to approve Teaching Mentor for Rita Coxon at \$1500.00**
 - **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;
 - Construction on house beginning again next week
 - Posting Treasurer Position
11. Roundtable / Good of the Order-



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Board Meeting Minutes September 7, 2022

1. Call to order

- The Board of Directors met September 7, 2022
- The meeting was held via video conference and called to order at 7:02 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, George von Dassow, Jenni Schmitt, Stephanie Messerle, and Lisa LaGesse. Also present – Shelley Lake, Director, Michelle Silva, Business Manager, and Julie Graber Curriculum Coordinator. A quorum was present because six of the ten board members were in attendance. Not Present were Avena Singh, Bruce Steele, Paula Mosley, and Maya Watts. 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

- August 10th board meeting minutes

5. New Business

- Board resignation of Tim Hyatt
- Treasurer Position open - position required for executive function, needing to be filled within 60 days from vacancy. Avena Singh will be interim.
- Grant team approved to look for capacity building funds to help build the focus and strategic planning of the 501c3. Work session(s) will be scheduled in the interim.
- Meeting in-person on campus beginning in October, with option for public to attend virtually.

- Budget Committee will schedule meeting date

6. Consent Agenda

- Grant Team – Stephanie Messerle
 - Received a call from Judith Anne Mogan foundation to clarify questions about statement of work. Will be hearing about funding next month.
 - October 15th Coquille Indian Tribe Community Fund grant due.
 - Stephanie will work with Michelle to set regular meeting dates for the year to ensure no conflicts, and refresh membership of the grant writing committee.

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

- Three trainings for safe schools required for board members, others are optional.
- Receiving feedback on TLS Library Policy, final version to be adopted at the October board meeting.
- TLS Facility Use Request Form is being finalized, final version to be adopted at the October board meeting.
- Maya Watts will organize the Covid screening program again this school year.
- In-service week was a great success with collaborations and trainings, plus time for planning, and scope and sequence with newer teachers (including 5th/6th grade math and science).
- All school assembly on the first day of school.

8. Business Report—Michelle Silva. Attached, additionally:

- Registration fees for 155 students (~~\$15,500~~)
- Presold 131 yearbooks
- Audit underway
- New TLS portable store and collapsible podium
- 205 students currently enrolled, six additional kids wanting an orientation.

9. Report from last Coos Bay District Board meeting

- Special board meeting - training and professional development topics.

10. Old Business

- No old business

11. Roundtable / Good of the Order

- Ken Graber and Dave Slone doing great work and making the school a better place.
- Received ESSER III funds from Coos Bay School District

- Thanks to school for meet the teacher night and thanks to teachers and staff for time spent with families
- Thanks to staff and teachers, first week is going great from families' perspectives. Things are feeling more normal this year.
- Glad that handwork is back and Spanish teacher is in-person.
- Hope when board meetings resume in person, there is a virtual option.
- Kids that just transitioned to HS are adapting well, a testament that TLS gives them confidence to expand their horizons.

Task list

- Position description for executive board positions (e.g., treasurer position) will be emailed out (Stephanie Messerle)
- All board members reach out to networks regarding treasurer position. Letters of interest needed by October meeting.
- Schedule work session to continue strategic planning process (John Gibson)
- Resolve hybrid meeting logistics for October board meeting (i.e., set up webcam to allow for virtual option). (Shelley Lake / John Gibson)
- Memberships for committees will be sent out to be confirmed and can start scheduling work group committees (Michelle Silva).

Corporate Actions

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

RESOLVED to approve the August 10th board meeting minutes. MM by Stephanie Messerle, 2nd by Stephanie Ospina. Unanimously approved.

RESOLVED to elect Avena Singh-as acting Treasurer for interim. MM by George von Dassow, 2nd by Stephanie Messerle. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 8:30 pm. Next meeting date is scheduled October 5th, 2022.

Signature of Secretary, Jenni Schmitt _____

Date: 9/13/2022

Lighthouse Committee & Team Members:

block indicates team leader

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

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

*BOARD OF DIRECTORS

Chair: John Gibson

Vice Chair: Stephanie Messerle
Secretary: Jenni Schmitt
Treasurer: Avena Singh
Paula Mosley
Lisa LaGesse
George vonDassow
Stephanie Ospina
Bruce Steele
Maya Watts

Negotiations/Bargaining Team

Michelle Silva, Human Resources

Shelley Lake, Director
Avena Singh, Board Treasurer
Maya Watts, Board Member
Michaela Vonderohe, Admin Asst
Dave Slone, Operations & Maint Sup
Ken Graber, Maintenance Mentor
Julie Graber, Curr Coordinator

Grant Writing Team

Stephanie Messerle, Vice Chair

Lisa LaGesse, Board Member
Jenni Schmitt, Board Secretary
Avena Singh, Board Treasurer
Johanna Curelo, Parent
Jackie Chambers, Parent
Mezduleene Reed, Lib & Drama
Rebeka Scholan, Educ Assistant
Julie Graber, Curriculum
Shelley Lake, Director
Michelle Silva, Business Mngr

Building, grounds & Site Team

Julie Graber, Site Coordinator

Dave Slone, Operations & Maint Sup
Shelley Lake, Director
Jake Robinson, Forest Design
George vonDassow, Orchard

Parent (Construction):

Parent (Irrigation):

*BUDGET COMMITTEE

Chair, John Gibson

Lisa LaGesse, Board Member
Stephanie Messerle, Vice Chair
Avena Singh, Board Treasurer
Jenni Schmitt, Board Secretary
Shelley Lake, Director
Michelle, Silva, Business Mngr

Budget Team

Michelle Silva, Business Manager

Shelley Lake, Director
Julie Graber, Curr Coord
Union President, Chris Seldon

Hiring Team

Michelle Silva, Human Resources

Shelley Lake, Director
Julie Graber, Curriculum
Avena Singh, Board Treasurer
George vonDassow, Board member
Stephanie Ospina, Board member
Linda Johnanson, Teacher

Culture Team

Shelley Lake, Director

Julie Graber, Curriculum
Michelle, Silva, Human Resources
Stephanie Ospina, Board member
Bruce Steele, Board Member
Heather Kapande, Teacher
Rita Kaweck, Teacher

Tech Team

Chair, John Gibson

Shelley Lake, Director
Michaela Vonderhoe, Admin Asst
Megan Maxwell, Teacher

Charter Renewal Team

Chair, John Gibson

Lisa LaGesse, Board Member
Stephanie Messerle, Vice Chair
Shelley Lake, Director
Michelle, Silva, Business Mngr
Avena Singh, Board Treasurer
Stephanie Ospina, Board member

*POLICY COMMITTEE

Shelley Lake, Director

Michelle, Silva, Business Mngr
Stephanie Ospina, Board member
Union President: Chris Seldon
Board Member:
Board Member:

Public Relations Team

Shelley Lake, Director

Lisa LaGesse, Board Member
George vonDassow, Board member
Julie Graber, Curriculum
Michelle, Silva, Business Mngr
Angie Gibson, Dyslexia Coordinator
Heather Kapande, Teacher

Safety Team

Shelley Lake, Director

Dave Slone, Maintenance
Michelle, Silva, Business Mngr
Anita Martins, Parent/LPO
Maya Watts, Board Member
Bruce Steele, Board Member
Union President: Chris Seldon
Senor Sopa, Teacher

Behavior Team

Shelley Lake, Director

Michelle, Silva, Human Resources
Julie Graber, Curriculum
Heatehr Kapande, Teacher

LPO (Lighthouse Parent Organization)

Anita Martins, Parent Coordinator

Michaela Vonderohe, Site Coordinator
Julie Graber, School rep
Johanna Curelo, Fundraising Chair

FOLS (Friends of Lighthouse School)

Jake Robinson, President

Johanna Curelo, Secretary
Julie Graber, Curriculum Coordinator
Lisa Lagesse, TLS Board Member
Ed Hughes, Parent
Stefani Eaton, Parent

revised 9/30/2022

THE LIGHTHOUSE SCHOOL MEETING CALENDAR 2022.2023

JULY						
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BOARD MEETINGS: 1st WENESDAY EA MONTH - 8/3/2022, 9/7/2022, 10/5/2022, 11/2/2022, 12/7/2022, 1/4/2023, 2/1/2023, 3/1/2023, 4/5/2023, 5/3/2023, 6/7/2023
BOARD WORK SESSIONS: EVERY OTHER MONTH ON SUNDAY - 11/13/2022, 1/8/2023, 3/12/2023, 5/14/2023
GRANT TEAM MEETINGS: EVERY 2ND MONDAY OF THE MONTH- 10/10/2022, 11/14/2022, 12/12/2022, 1/9/2023, 2/13/2023, 3/13/2023, 4/10/2023, 5/8/2023, 6/12/2023
TECH TEAM MEETINGS: 2ND WEDNESDAY OF EVERY TWO MONTHS - 10/12/2022, 1/11/2023, 4/12/2023
SAFETY TEAM MEETINGS: EVERY 2ND THURSDAY OF THE MONTH - 10/13/2022, 11/10/2022, 12/8/2022, 1/12/2023, 2/9/2023, 3/9/2023, 4/13/2023, 5/11/2023, 6/8/2023
SITE TEAM MEETINGS: 3RD TUESDAY OF THE MONTH ONCE EACH TERM - 10/18/2022, 1/17/2023, 4/18/2023
BUDGET TEAM MEETINGS: 3RD WEDNESDAY IN FEBRUARY - 2/15/2023
BUDGET COMMITTEE MEETINGS: ONCE PER MONTH DURING BUDGET SEASON - 3/22/2023, 4/26/2023, 5/31/2023

***BOARD OF DIRECTORS**

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

Board Work Sessions

Board work sessions are conducted to allow the Board of Directors to discuss and trouble shoot upcoming events or topics that need more in-depth discussion, that a typical Board meeting does not allow for. Board work sessions can also be used as training time for the Board with guest speakers, or indoctrination for new Board members. A work session is different from the regular board meeting, in that no public comment is taken, although the public may attend, and no formal votes are allowed to take place during a work session.

***POLICY COMMITTEE**

meets as needed to review policies

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

***BUDGET COMMITTEE**

meets as needed during the year and then once each month during budget season

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

Budget Team

meets one time in February on the 3rd Thursday

The Budget team is comprised solely of employees who work with the monetary values of the school on a daily basis. Typically, this group is called upon to come up with ideas as to how to cut costs based on daily knowledge of the school's operations. This team presents ideas to the Budget Officer, in an effort to start the budgeting process. The Budget Officer then presents a series of recommendations to the Budget Committee for finalization and approval.

Hiring Team

meets as needed to conduct interviews, including on the weekends

The hiring team is a 5-person panel that interviews future employees, using an equitable rubric system of questions and scoring. This team is compromised of the onsite admin team, at least one board member and one teacher.

Renewal Team

meets as needed during the year in which the Charter is up for renewal

The Renewal Teams primary goal is to secure the charter renewal with a sponsoring district and then make recommendation to the Board of Director's for adoption. The renewal team, in a public charter school, oversees the charter renewal process with the sponsoring district. This can include, contract negotiations, location scouting, and property meetings.

Negotiations/Bargaining Team

meets as needed & then monthly during the year in which the CBA is up for renewal

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

Public Relations Team**set their own meeting times**

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

Grant Writing Team

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

Safety Team

The purpose of the Safety Team is to promote and maintain a safe, healthful environment, not only for staff but students as well. The Safety Team ensures that safety is treated as an integral function of our school. They work on topics such as: parking safety, fire drills, tsunami drills, active shooter drills, and the like. The function of the team is to provide support during and after the occurrence of a crisis incident in the school.

Tech Team

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

Building, grounds & Site Team

This team is intended to assist staff and families in updating our school site for maximum use and potential. The team will assist in maintaining the school's philosophies when determining how the school and available space may be used. Members will work with the Director, Board, & LPO to coordinate and implement projects. The team will research, determine time lines, and solicit volunteer help when needed to make sure projects are completed by the anticipated deadlines. They help to keep the building and grounds maintained and safe for use throughout the year.

Culture Team**set their own meeting times**

This team works to develop a sense of camaraderie among grade levels, and to plan activities that support school philosophies and encourage students to lead positive, productive academic and social lives.

Behavior Team**set their own meeting times as needed**

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

LPO (Lighthouse Parent Organization) **set their own meeting dates**

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

FOLS (Friends of Lighthouse School) **set their own meeting dates**

FOLS is a separate 501c(3) comprised of a separate Board of Directors made up of parent volunteers, teachers, and community members, who have a student actively enrolled in The Lighthouse School, or once had a student at the school. FOLS organization endeavors to support programs and activities of The Lighthouse School through fundraising efforts, grants, gifts and donations. With thoughtful management practices and community outreach, the primary goal is to use these collective funds to enrich the educational and social lives of the students of The Lighthouse School. FOLS works in partnership with the LPO to fund raise on behalf of TLS.

Director's Report: 10/5/2022

Connections Log

8/8 Kairos Support Meeting
8/8 ESD P. Peterson Meet/greet
8/13 Coastal Hazards Adaptations Planning Committee
8/14 Court appearance
8/15 Sodexo
8/15 Reading Horizons
9/16 ESD Title IX training
9/20 OSAS Webinar
9/22 ODE Webinar
9/27 J. Tudor ESD
9/28 SPED training CBSD
9/30 C. Greenwood Assembly

Accolades:

- Thank you Dave & Ken for keeping us afloat as we still look to fill our open Night/Swing custodian
- Anita Martins for organizing and inventorying the Science Lab
- Michelle for reinstating and coordinating traditional field trips where possible
- 3rd Grade incorporation of hands on cooking to coincide with Main Lesson themes: i.e. studying breads and fibers, students made 2 types of bread, along with homemade butter
- Brittney Amling-welcome to the team as our school's Roving Sub
- 5th Grade Holi Celebration

Action Items:

Approve out of District Teaching Mentor for R. Coxon
Adopt TLS Library Policy
Adopt Facility Request Form
Committee to update The Lighthouse School 5-year Plan 2022-2027 (see notes)

TLS Updates:

- TLS counselor begins on 10/7 to be held in person weekly
- TLS has ordered the Microscope set, projector scope, and slides

Curriculum Report:

- OAKS Scores Released (see attached)
- Mrs. Lake provides push-in Math coaching 1-2 times weekly for 4th and 5th grade math lessons
- A. Gibson provides push-in support for 2nd Grade Literacy coaching 3-4 times weekly
- C. Seldon to begin utilizing Science room for dissection labs
- Purchased book sets for 7th and 4th grades to incorporate leveled novel studies that correlate with MLT
- Julie and Shelley are updating Report Card Standards, Michaela is reformatting for teacher use and distribution

Per the 2016-17 TLS 5-year plan update:

- TLS is now happy to report we are meeting our PE min. for K-5
- The Library is up and running
- The science and cooking room is functional and in operation
- Reading Program has been updated with 3 instructional coaches, and all teachers using RH in some capacity. Although discussion for new program is in the works as TLS has decided not to pursue the technology contract with new spiked license fees exceeding \$25,000 and we are pursuing more feasible options that deliver similar or better results
- Math Program is still JumpMath with supplemental support and coaching in grades 4-8
- 6-8 Rotations include Math, ELA and Science effective 2022-23 school year

Continued Goals for implementation

- 1.) Update School Website
- 2.) School location-renew CBSD in 2025 or pursue outside purchase?
- 3.) Incorporate an After School Program

Note per our current CBSD charter, TLS cannot house an independent special education program. We do however, have supports in place on campus, and a working relationship with ESD.

ACTION ITEM #1

Resolution to approve a mentor for Rita Coxon

The union contract states:

A. Mentor Teacher

One lump sum of \$1500.00 per mentee

1. The School shall attempt each year to offer a mentor program for new teachers. The program will pair a teacher new to the School with an experienced teacher.
2. Teachers interested in being a mentor must apply for the position. The Board will evaluate applications and, in its sole discretion, select one individual per new hire, that it believes best suited for the role of mentor. In years where there are no mentor applicants, new teachers will be under the direction of the Curriculum Coordinator and or Director.
3. The Director, Curriculum Coordinator, mentor and mentee will meet no later than September 15, of each year, to discuss the job description, and set goals for that school year. Any disagreements shall be resolved by the Board President or Vice President.
4. The Director, using the goals set in the job description of Section A(3), shall develop performance measurements, timelines and expected outcomes of the mentor.
5. The Director, Curriculum Coordinator, mentor and mentee shall meet no later than April 30, of each year, to review the mentor program using goals set in Section A(3) and performance measurements, timelines and expected outcomes discussed in Section A(4). The Director subsequently will make a report to the Board.
6. Service as a mentor teacher will not be part of the teacher's regular evaluation process. However, performance as a mentor will be evaluated each year to determine if the applicant is suitable to continue as a mentor in future years.

Being there are no in house applicants for teacher mentor.

We are asking to be allowed to enter into a contract with Valerie Renslow for mentoring services in the amount of \$1500.00 for Mrs. Coxon

To the Board of the Lighthouse School, and the Director of the Lighthouse School:

As the middle school math teacher for the 2022-2023 school year, I am writing this letter to request the board and the director to consider hiring a mentor for me.

I am new to teaching math, and although it was *very* helpful to be in Shelley Lakes math classes last year as she taught middle school, I am finding as we get into the school year that I am looking for more support and insight from experienced professionals in this field.

I understand Shelley Lake is a great resource and support, as she is an expert at teaching math. She has offered a lot of guidance so far, and has been very generous with her time answering my questions and sharing her math resources. In seeking mentorship, I do not want to exhaust her schedule which I know is very full. In seeking a mentor, I hope to gain depth in knowledge of mathematics at the middle school level, ideas for projects that offer a more collaborative and hands-on discovery approach to mathematics, and skills as a teacher to help struggling students see a concept from another angle. As a math teacher, I would like to broaden my ability to use Gardner's intelligences in math class, and deepen and utilize my understanding of the "Waldorf" style approach to math, as well as use the JUMPMath curriculum to its maximum capacity to meet state standards and help Lighthouse students excel.

Valerie Renslow is a trained Waldorf teacher in the Los Angeles area, currently working in an online academy teaching 7th grade math in affiliation with a public school. In my conversations with her, she has offered inspiration and depth to the basic concepts I am already teaching, and encourages me to work with the curriculum Lighthouse utilizes to get the students thinking and excited about discovery in math. She has recommended books I can draw ideas from, and shared her experience working with various levels of ability in the middle school grades which has been a great support as well.

In seeking mentorship, I am essentially looking to be the best math teacher for this school year I am capable of being for this school community. I feel that Valerie Renslow's experience, training and outlook on mathematics would be a good fit for mentoring me in what I am looking to improve on.

Thank you for considering my request, I look forward to hearing what you decide.

Respectfully,
Rita Coxon

September 28, 2022

The Lighthouse School
62858 U.S.-101
Coos Bay, Oregon 97420

Attention: Shelley Lake

Dear Ms. Lake,

It will be my honor and a privilege to mentor Rita Coxon as a mathematics teacher. I will be available to her to encourage and support her in her teaching at your school as often and as much as needed.

Over the past 21 years I have been teaching mathematics mostly in the middle school at every level, primarily in 7th and 8th grade. I have taught students with special needs and who are below grade level through highly gifted students working 2 grades beyond their grade level in accelerated and highly accelerated courses at a STEAM Highly Gifted Magnet at Hale Middle School.

During the lockdowns in Los Angeles I reached out to help families in need whose children were struggling with mathematics and needed in person support when they got sent home from school.

In my classroom at Hale Charter Academy where I taught for 20 years of my career I had the honor and privilege of mentoring a student teacher who went on to teach High School Mathematics and I have offered my support to other Middle School Math teachers in the private Waldorf sector as well.

I love teaching mathematics and keeping mathematics alive and I love to encourage others to do the same.

I look forward to working with Ms. Coxon and to supporting your school's mathematics program. I have attached my resume for your review and look forward to hearing from you soon.

Sincerely,

Valerie Renslow
Mathematics Teacher

Valerie Renslow

22158 Cantlay Street, Canoga Park, California 91303
(818) 606-0251

Teaching Objective:

Middle School Mathematics, grades 6-8

Experience:

2001 to Present Los Angeles Unified School District Mathematics Teacher

- Currently teaching 7th grade in STEAM Virtual Academy
- Previously teaching in STEAM Highly Gifted Magnet, grades 7 and 8, Accelerated and Highly Accelerated including grade 7 through High School Geometry
- Encourage, motivate and guide students to become active problem solvers, learners and risk takers
- Lead students to see what they already know through active questioning strategies
- Create cooperative relationships with students, parents, team/academy, department and administrators

Education:

2010-2013 Waldorf Institute of Southern California Northridge, California

Completed Waldorf Teacher Training Program

1998-2001 California State University, Northridge Northridge, California

- Bachelor of Arts Degree in Liberal Studies, Credential Option, Mathematics
Concentration awarded June 1, 2001
- Graduated Cum Laude
- Deans list Fall 1998 through September 2001

Credentials:

- California Multiple Subject Clear Teaching Credential
- Supplemental Mathematics Credential

Interests:

Bicycling, roller skating, roller blading, and studying Anthroposophy

ACTION ITEM # 2

Resolution to adopt the Library Policy

The Lighthouse School
Library Policy and Procedures
Adopted 2022-2023

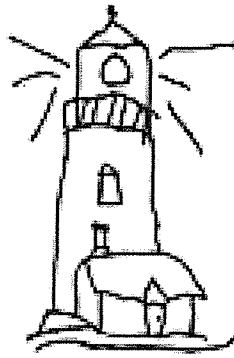


Table of Contents

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

Students of all grades may visit the library during the Lunch recess break to check out books or to read and study in a quiet location apart from the play areas when the Librarian is present. 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 a maximum of two books at a time for a period of one week. Students may renew books longer as 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 Resource mate. Books are checked out by inputting the bar code number on the inside cover into the resource mate system. Books are returned through the same inputting of the 4 number barcode. Resource manual for the management system is kept in the library.

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 books 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.

ACTION ITEM # 3

Resolution to adopt the Facility Request Form

TLS Facility Use Request

The Lighthouse School
62858 Highway 101
Coos Bay, OR 97420

- 1.) A Certificate of Insurance, is required: Certificate Holder will need to add The Lighthouse School as an additional insured using the address at the top of this form. \$1,000,000/\$1,000,000 Occurrence/Aggregate 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 Lighthouse key, you will not be able to rent a facility, until it is returned. If a key is required, a \$50 refundable deposit will be necessary before a key is issued. The deposit will be refunded once the key is returned.

- You will be notified if you need a key.
- All keys will be picked up and returned to The Lighthouse School office

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 Room

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 am 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: _____

(rev 10.5.22)

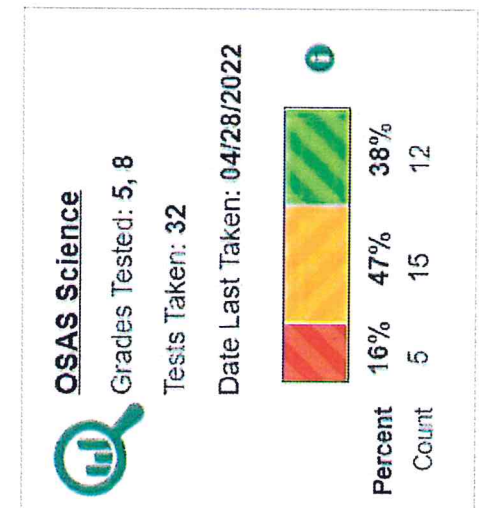
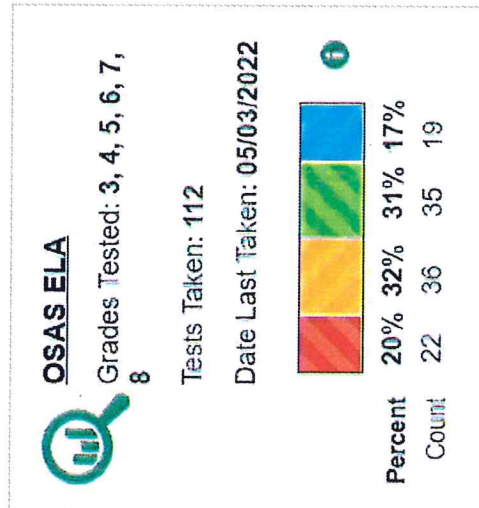
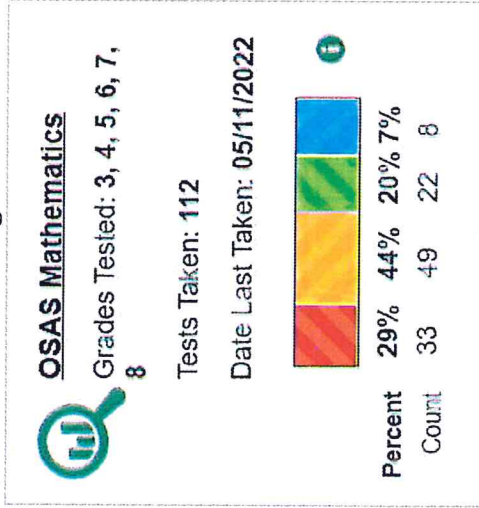
TLS 5 YEAR PLAN 2016/2017









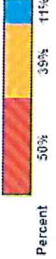








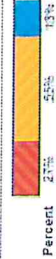
2016-17
The Lighthouse School 5 year plan

1. New math program- ~~6 mo~~ 2018?
 2. Library up and running- 6 mo 2021?
 3. Website in house person running program- ~~6 mo~~ - 2021 *Prete! @*
 4. PE plan by end of the year
 5. Completing science and cooking room - 1 year 2020
 6. Reading Program- 1 year 2018?
 7. Determining financial feasibility of owning own building- 1 year.
 8. Training in technology and using technology- 1 year *COVID Fup!*
 9. After School Program- 2 year
 10. Decision on breaking into subject groups- 2 years ~~2018~~ 2019
 11. Owning own building- 5 years *Rickety black bungalow?*
 12. Have independent special education program- 5 years
- Sandridge in Lebanon is doing this!*

CURRICULUM REPORT

OAKS- Whole School Percentages:



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken										
  OSAS Grade 3 Mathematics	OSAS	3	Spring 2022 (OSAS)	22	2424 ± 15	 <table><tr><td>Percent</td><td>Count</td></tr><tr><td>25%</td><td>5</td></tr><tr><td>32%</td><td>7</td></tr><tr><td>41%</td><td>9</td></tr><tr><td>5%</td><td>1</td></tr></table>	Percent	Count	25%	5	32%	7	41%	9	5%	1	05/09/2022
Percent	Count																
25%	5																
32%	7																
41%	9																
5%	1																
  OSAS Grade 4 Mathematics	OSAS	4	Spring 2022 (OSAS)	23	2461 ± 10	 <table><tr><td>Percent</td><td>Count</td></tr><tr><td>17%</td><td>4</td></tr><tr><td>57%</td><td>13</td></tr><tr><td>22%</td><td>5</td></tr><tr><td>4%</td><td>1</td></tr></table>	Percent	Count	17%	4	57%	13	22%	5	4%	1	05/11/2022
Percent	Count																
17%	4																
57%	13																
22%	5																
4%	1																
  OSAS Grade 5 Mathematics	OSAS	5	Spring 2022 (OSAS)	18	2444 ± 21	 <table><tr><td>Percent</td><td>Count</td></tr><tr><td>50%</td><td>9</td></tr><tr><td>35%</td><td>7</td></tr><tr><td>11%</td><td>2</td></tr></table>	Percent	Count	50%	9	35%	7	11%	2	05/10/2022		
Percent	Count																
50%	9																
35%	7																
11%	2																
  OSAS Grade 6 Mathematics	OSAS	6	Spring 2022 (OSAS)	21	2519 ± 18	 <table><tr><td>Percent</td><td>Count</td></tr><tr><td>15%</td><td>4</td></tr><tr><td>43%</td><td>10</td></tr><tr><td>29%</td><td>6</td></tr><tr><td>5%</td><td>1</td></tr></table>	Percent	Count	15%	4	43%	10	29%	6	5%	1	05/04/2022
Percent	Count																
15%	4																
43%	10																
29%	6																
5%	1																
  OSAS Grade 7 Mathematics	OSAS	7	Spring 2022 (OSAS)	17	2493 ± 25	 <table><tr><td>Percent</td><td>Count</td></tr><tr><td>47%</td><td>8</td></tr><tr><td>25%</td><td>6</td></tr><tr><td>12%</td><td>2</td></tr><tr><td>5%</td><td>1</td></tr></table>	Percent	Count	47%	8	25%	6	12%	2	5%	1	05/04/2022
Percent	Count																
47%	8																
25%	6																
12%	2																
5%	1																
  OSAS Grade 8 Mathematics	OSAS	8	Spring 2022 (OSAS)	11	2526 ± 33	 <table><tr><td>Percent</td><td>Count</td></tr><tr><td>27%</td><td>3</td></tr><tr><td>55%</td><td>6</td></tr><tr><td>13%</td><td>2</td></tr></table>	Percent	Count	27%	3	55%	6	13%	2	05/04/2022		
Percent	Count																
27%	3																
55%	6																
13%	2																

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
OSAS Grade 3 English Language Arts	OSAS	3	Spring 2022 (OSAS)	22	2404 ± 19	<p>Percent 27% 41% 14% 13% Count 6 9 3 4</p>	05/03/2022
OSAS Grade 4 English Language Arts	OSAS	4	Spring 2022 (OSAS)	21	2455 ± 14	<p>Percent 34% 35% 24% 7% Count 5 6 5 3</p>	05/02/2022
OSAS Grade 5 English Language Arts	OSAS	5	Spring 2022 (OSAS)	13	2520 ± 22	<p>Percent 22% 11% 35% 38% Count 4 2 7 5</p>	05/02/2022
OSAS Grade 6 English Language Arts	OSAS	6	Spring 2022 (OSAS)	22	2523 ± 21	<p>Percent 12% 27% 45% 16% Count 3 6 10 3</p>	04/26/2022
OSAS Grade 7 English Language Arts	OSAS	7	Spring 2022 (OSAS)	17	2540 ± 24	<p>Percent 18% 23% 47% 8% Count 3 5 3 1</p>	04/27/2022
OSAS Grade 8 English Language Arts	OSAS	8	Spring 2022 (OSAS)	12	2589 ± 26	<p>Percent 5% 50% 17% 25% Count 1 6 2 2</p>	05/02/2022

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
OSAS Grade 5 Science	OSAS	5	Spring 2022 (OSAS)	20	3157 ± 6	<p>Percent 30% 33% 45% Count 4 7 9</p>	04/28/2022
OSAS Grade 8 Science	OSAS	8	Spring 2022 (OSAS)	12	3452 ± 5	<p>Percent 8% 67% 25% Count 1 9 3</p>	04/26/2022

Accolades

Congratulations on a great first week back! How did it go?

Housekeeping

- Please remember to keep all exterior doors LOCKED during the school day to ensure campus security.
- Recess: Questions and Clarification –Julie
 - Morning Zones?
 - Grades 6-8 only have one recess and do not have to maintain zones
 - Gaga-Pit: Please be sure to review the rules with your students.
 - Please Scan the playground and have your students clean up their zone before returning to class.
- 5-8 Lunch rotation to help Ms. Donette –Julie
- Bussing- (Tags, Roster)
- Students need to be dropped off **and** picked up from Specialties and taken to class, Recess, Lunch, etc.

IEP's, 504's & SST's

- Mrs. Lake is in the process of scheduling some IEP and SST's she will connect with you if your student is involved.
- You are welcome and encouraged to request an SST meeting at ANYTIME for ANY student. SST (Student Success Team) meetings will involve Mrs. Lake, The Main Lesson Teacher, the parents and any other teacher that may benefit from attending this meeting (i.e. specialties, reading team, etc.)
- 504 plans are for medical accommodations. A 504 meeting can be called by anyone on the team (Teacher, Parent, Administration) at any time for clarification and review. 504 are legally binding and therefore accommodations must be followed. Speak to Mrs. Lake if you have questions.

PLCs (Professional Learning Community)

- Our first PLC is scheduled for 9/23 if you have a topic you wish to discuss or a presentation you feel others can benefit from please let the Admin team know.
- A request for Securely Classroom training has been made. If you would be interested in learning more about Securely Classroom please let Mrs. Lake Know. (Grades 4-8)

SAVE THE DATES

- Parent Nights Tuesday 9/13 & 9/15 -Julie
 - PTO Goodies – Anita

Reminders

- Please be sure to complete all required Safe School Trainings by 10/21
- The process has changed this year for volunteers. This background clearing process is taking longer than normal and we anticipate not being fully completed until October 1. If you need volunteers now or in the future, please contact the office to see who has finished the process. Please do NOT ask the parents to contact the office. This causes additional work for everyone.

Accolades**Housekeeping**

- End of the Day Classroom and Building Safety
- Google Classrooms: Please create a google classroom for this year and Archive last year's classroom so past students do not have access. Once you have created your 2022-23 google classroom you can add Shelley as a teacher. I will then enroll all students for you.

PLCs (Professional Learning Community)

- Our first PLC is scheduled for 9/23 if you have a topic you wish to discuss or a presentation you feel others can benefit from please let the Admin team know.
- A request for Securely Classroom training has been made.
- Updating Report Card(s)
- Interest in leading a PLC with Dates

Committees and Teams-Michelle**Insurance –Michelle****Reading Supports-Angie**

- **Easy CBM Fall Term opens MONDAY 9/12/22**

Parent Night

Tuesday 9/13 Grade K-5

K & 1st 6:00-6:30

2nd & 3rd 6:40-7:10

4th & 5th 7:20-7:50

Thursday 9/15 Grades 6-8

Main Lesson Classroom 6:00-6:30

Math, Science, Literacy Rotations 6:40-8:00

(20 minutes with each subject teacher)

LPO will provide Goodies for all in attendance– Anita

Things to cover:

- General Information: Class expectations, Homework routine, Class Schedule, Curriculum & Themes, Q & A
- THIS IS NOT A PARENT conference and no specific needs should be addressed. If a parent wants to discuss specifics, defer them to an SST meeting that you will coordinate at a later time.
- Mrs. Lake will announce the end of each session using the ALL CALL.

Upcoming Dates:

9/13 PARENT NIGHT K-5

9/15 PARENT NIGHT 6-8

9/20 Safety Day: Fire Drill & Lock Down Drill

9/30 Anti-Bully Assembly (NO MORNING PE)

Grades 6-8 8:30-9:30

Grades 1-5 9:45-10:30

10/7 Fire Safety Assembly Grades K-2 (NO MORNING PE)

K 8:30-9:00

1-9:05-9:45

2-9:50-10:30

10/20 Great American Shake-out Earthquake Drill

10/21 Safe School Trainings DUE

Accolades

Parent Night

PLC

Lunch provided by Anita and the Cooking Elective

Sub Adjustments-THANK YOU for your flexibility!

Housekeeping

- End of the Day Classroom and Building Safety
- Yearbook
- Report cards: Please do not work off of last year's template. The Admin team will be getting new ones ready with the revisions discussed at the last PLC and each of your student's name will be on them.
- Birthday invites: Parents need to make arrangements outside of school. If they want to use the school to facilitate this, all students in the class must be invited. The school cannot hand out any personal contact information.
- Absences: Please be sure to enter absences into AESOP BEFORE 7am. If you need assistance with this process, please see Michelle.
- In the event of an absences (planned or not) please email Shelley, Michelle and the Office so we can coordinate coverage.
- We have hired a ROVING sub, Brittany Amling to work on campus starting on MONDAY 10/3.
- Please do not coordinate your absences with Brittany, but still use the process of reporting through Aesope, HR and the Director.

Accidents on School Grounds/Work related Claims

If/When you experience an on-the-job injury, employees must notify Michelle within 24 hours so that an (801) accident report can be completed in a timely manner.

Volunteers on Campus:

- **Visitor Badges and Volunteers:** red badges for "Visitors" (NOT BACKGROUND CHECKED) and blue badges for "Volunteers" (Background cleared) Anyone with a red badge is not cleared to be with students without supervision.
- **Still waiting for Background checks to clear.** Please check with the office PRIOR to asking parents volunteers in the classrooms, as only cleared adults can be in rooms.
- **See Outlined description for volunteers that have and have not been cleared.**

Student Counseling:

- Begins Thursday 10/7
- Weekly on Thursdays from 8am-12pm
- In the Music Room

Field Trips:

Expectations Sheet should be reviewed in class prior to the first field trip of the school year. The forms should be reviewed with the teacher, signed by the students and sent home for parent signature. All forms should be returned to the office to keep on file for the calendar school year.

Upcoming field trips:

- 10/5 4th & 5th Tsalia Festival Kindergarten
- 10/17 8th Grade High Ropes Course
- 10/TBA Kindergarten Pumpkin Patch

Library- A note from Ms. Mez Here is a reminder of what your library time can be used for:

- Checking out and returning books
- Reading for schoolwork or just for enjoyment
- Research
- Catching up on main lesson or other schoolwork.
- Your students aren't required to stay the full allotted time. If students are not doing any of the above, they need to return to the classroom.
- Library time is not for socializing.

Students need to know that their library is a privilege and resource to further their education, it also a safe & quiet place to hang out during their lunch recess.

PBIS-Refresher

- **Empower Students with choices**
- **Do not engage in power struggles-you are the adult**
- **Create a healthy relationship with your most struggling students: The harder they are to love, the more they need that love!**
- **Treat each incident as a teachable moment:** If the only tool you have is a hammer; you tend to see every problem as a nail." A. Maslow

Holiday Fair-Julie

Upcoming Dates:

10/3 Anti-Bullying Awareness Day: Please Wear your BLUE Staff Shirt.

10/7 Fire Safety Assembly Grades K-2 (NO MORNING PE)

K 8:30-9:00

1-9:05-9:45

2-9:50-10:30

10/10 Professional Development Day

8-10am Darkness to Light Training

1-3pm Classroom Management Refresher Course

10/20 Great American Shake-out Earthquake Drill✓

10/21 Safe School Trainings DUE

- Mandated reporter, Sexual Misconduct, Sexual Harassment, Blood Borne Pathogens, IPM in the classroom, Recess supervision, FERPA, Active Shooter

BUSINESS/HR REPORT FOR THE BOARD MEETING OF October 5, 2022

HUMAN RESOURCES

- Recruited a roving sub – Brittany Amling
- Still looking for a Swing Shift Custodian
- Field Trips I've been able to schedule thus far:
 - October 5th Tsalila Festival (4th & 5th grade)
 - October 17th Spencer Butte Ropes Course (8th grade)
 - October 19th Mahaffy ranch Pumpkin Patch (kinder & 1st grades)
 - March 15-17th Outdoor School (6th grade)
- Avena Singh's acceptance letter of Board Treasurer Position
- Evaluation process

BUSINESS REPORT

- Enrollment 203
- Furnished the Treasurer with an in depth report of the working budget

WORKING BUDGET		THE LIGHTHOUSE SCHOOL BUDGET 2022/2023	210 students	WORKING BUDGET	APPROVED BUDGET 4,29.22 ADOPTED 5.4.2022
TOTAL REVENUES			2,521,384	-2,430,471	APRIL 15 ESTIMATE OF \$9169 STUDENT X 210 STUDENTS
3101 - State School Funds Income			-1,925,490	-1,925,490	CBSD IS PAYING US ON 200 ADM X 9338.05
1500 - Bank Interest			-3,500	-3,500	
1740 - Materials Fees Income			-22,000	-22,000	
1741 - Yearbook Sales			-4,750	-4,750	
1743 - Merchant Store Income			-5,000	-5,000	
1790 - Field Trip REVENUE			-25,500	-25,500	
1920 - Trustee Payments			-2,750	-2,750	LAST YEAR OF PYMNTS
1921 - FOLS Contributions			-20,000	-20,000	
1990 - Misc Revenues			-75,000	-75,000	
1923 - Other Private Donations			-5,000	-5,000	
1924 - Coquille Indian Tribe Grant			-6,000	-6,000	
1926 - Little Red School House			-500	-500	
2200 - Student Investment Account			-145,881	-145,881	year 3 of 3 verified 2022/2023
2200 - ESSER III			-212,248	-212,248	year 2 of 3
2200 - Summer Enrichment Grant			-24,789	-24,789	PLUS REQUIRED MATCH \$6,557.83 = 32,789.16
1990 - School Events REVENUE			-500	-500	
5400 - BACKFILL RESERVES (TO COVER DEFICIT)			-34,476	-34,476	this is just a balancing block and not a real figure because we have to budget
3299 - State Grant Income - OUTDOOR SCHOOL			-8,000	-8,000	unfilled positions at the highest place on the salary scale until we fill them
TOTAL EXPENDITURES			2,521,384	2,130,322	

- Current financial status as of 9/30/2022

Adopted budget	\$ 2,521,384.00	Adopted budget	\$ (2,521,384.00)
Expenses Year to date	\$ (269,712.69)	Revenues Year to date	\$ 12,219.47
Anticipated Expenses to 6/30	\$ (1,951,522.45)	Anticipated Revenues to 6/30	\$ 2,509,164.53
under budget	\$ 300,148.86	anticipated revenue deficit	\$ -
		anticipated net is a positive cash flow of	\$ 300,148.86

- CBSD first payment to TLS was lost in the mail
 - CBSD stopped payment on 10/4/2022 and reissued the SSF check



Michelle Silva <businessservices@thelighthouseschool.org>

Letter**Avena Singh** <asingh@thelighthouseschool.org>

Mon, Oct 3, 2022 at 9:45 AM

To: Michelle Silva <businessservices@thelighthouseschool.org>

Dear TLS Board of Directors;

In my current position at SWOCC, I manage about \$12 million in federal, state and institutional grants and loans. I am also responsible for managing three separate operating budgets for departments that report to me. SWOCC has similar rules they are required to follow through the state, so my understanding of school finance is relevant to TLS.

Additionally, having worked in education for the past 27 years; I have managed dozens of employees, been a part of SWOCC's negotiations teams, as well as the hiring team.

Having served almost 4 years on the TLS board now, I have been involved with both negotiations and the hiring team, and I believe my experience can be an excellent resource for Michelle not only on the financial side but in her role as Human Resources.

Thank you for allowing me the opportunity to serve as The Lighthouse School Treasurer.

The Lighthouse School General Evaluation Process

1. Each employee will be evaluated at least once during the employee's work year. All formal evaluations shall be in writing.
2. The evaluation procedure shall be reviewed with all employees at the beginning of the school year, no later than October 31.
3. The Director and/or employee's Direct Supervisor, will schedule a conference with the employee to review the evaluation process and to answer individual questions before the evaluation process begins
4. Job performance will be based upon the job description for each staff member and performance standards typically recognized by the position.

Observations:

1. Informal
All teachers will work with the Director and/or the Curriculum Coordinator(s) on an ongoing basis using informal observations. Informal observations will occur at least twice within a school year and will include a conversation between the teacher and Director and/or Curriculum Coordinator(s).
2. Formal
Formal observations of teachers will be completed by the Director. Formal observations will include a pre-observation conference, as well as a post-observation conference.
3. Each employee will receive copies of any written observations (formal or informal) at the time of the post observation meeting.
4. General daily observations of staff attendance, timeliness, parent interactions and the like, may be included as part of the evaluation process.

Evaluations:

1. The Director and or employee's Direct Supervisor, will complete at least one formal evaluation for each employee each school year, before the March Board meeting.
 - a. The Director and or employee's Direct Supervisor, and the employee will meet
 - i. before October to set Goals
 - ii. after the evaluation has been conducted to discuss the written evaluation
2. Evaluations for all employees are based on;
 - a. the Areas of Evaluation taken directly from the Essential Functions of the employees' job description
 - b. a four-point scoring rubric
 - i. 1 = Unsatisfactory
 - ii. 2 = Satisfactory
 - iii. 3 = Proficient
 - iv. 4 = Exemplary
3. Each employee will receive a copy of their formal evaluation at the time of the post evaluation meeting.
 - a. The evaluation will be signed by the employee and placed in the employee's personnel file.

Employee Rights & Responsibilities:

All employees have the right to make written objections or offer written supplements or explanations to any written observation or evaluation within two weeks of receipt. These objections will be attached to the observation and/or evaluation and placed in the employee's personnel file.

Plans of Assistance:

A Plan of Assistance is an attempt to retain an employee, rather than non-renew. Typically, they are designed to help educators grow as professionals. A Plan of Assistance is a formal process of supervision, designed to focus on improvement needed because of performance below generally expected standard(s) in one or more areas. A Plan of Assistance may be drafted based on the employee's job description and the areas of needed improvement. Examples of areas of improvement could include, but are not limited to: attendance issues such as absenteeism and tardiness, lesson planning, classroom management, delivery of instruction, student evaluations, communication skills, HIPPA or FERPA violations.

OPEN POSITION OF TREASURER

Background:

- May 2018
 - Bookkeeper - Ginger Johnson resigns
 - TLS contracts with SCESD to complete the June 2018 payroll after the Union contract was finally ratified and put into active status on June 8, 2018.
- September 2018
 - TLS contracts with South Coast ESD for Financial Services and Human Resources for 2018/2019
 - TLS is assigned a team of 3 ESD employees:
 - Michelle Silva Lead Finance Supervisor and Human Resource Consultant
 - Chelsea Sims Accounts Payable and Bank Reconciliations
 - Dee Brechel Payroll Clerk
- October 2018
 - Wall and Wall (auditing firm) fires TLS as their client because TLS's financial statements (from July 1, 2017 to May 2018) were in such disarray they could not be audited independently.
 - Scott McEachern is the treasurer of record at the State of Oregon for the 2017/2018 audited year
 - TLS votes in 4 new board members: Avena Singh, Shay Stacer, Stephanie Messerle and Tim Hyatt
 - Michelle Silva attends the board meeting to explain that the school must adopt internal controls immediately in order to secure a new auditor
 - SCESD explains that internal controls are a state mandate of all public schools and that the Boards Treasurer will no longer have direct access to the schools accounting software in an effort to preserve the financial integrity of the school's resources
 - Instead the Treasurer would receive monthly reports of the school's financial standing
 - These reports would depict payroll expenses, bills paid, reconciliations and the like each month
- November 2018
 - TLS contracts with HMW for auditing services
 - HMW provides TLS with an independent financial investigator to input missing bank statements, payroll records, reconcile PERS, add account receivables, and process accounts payables not booked to the General Ledger
 - TLS'S bookkeeper was using Quick Books as their financial record
 - QuickBooks does not meet State and Federal standards of public school accounting
 - It is not PERS compatible
 - Bank reconciliations and deposits were missing for approximately 9 months of the year
 - Accounts Payable checks had not been entered into quick books since March 2018
 - The schools GL had not been balanced since 2017
 - Once TLS's books were in order to be audited HMW conducted the audit and had to write a letter to the State of Oregon for multiple material findings
- May 2018-December 2018
 - TLS interviews 3 applicants for the position of "bookkeeper" with no success at finding a qualified applicant with public funds accounting experience

- January 2019
 - Tim Hyatt is voted in as Treasurer
 - TLS's Budget Committee offers Michelle Silva an 18-month probationary contract as Coordinator of Financial Services to serve in the following roles:
 - Business manager
 - Human Resources
 - Accounts Receivable
 - Accounts Payable
- 2018/2019 audit has no material findings and all of the preexisting conditions have been remedied
- 2019/2020 audit has no material findings and the schools ending fund balance has increased
- 2020/2021
 - Michelle Silva completes her probationary period and is hired on full time as the Schools Business Manager and Human Resources
 - 2019/2020 audit has no material findings and the schools ending fund balance has increased
- 2021/2022 audit is currently in process
- August 10, 2022
 - Tim Hyatt resigns as treasurer
- September 7, 2022
 - Avena Singh is elected (by 4 board members) to be the next Treasurer
 - A unanimous vote passes by the board members present for her to be the "interim" treasurer
 - Back Story: Avena was originally recruited by Lisa LaGesse to serve as TLS's treasurer in 2018 because of her background
 - Avena was not present at the when the board voted for positions and Tim Hyatt was elected Treasurer

Below is the role description for the Treasurer:

Section 8. Treasurer. The treasurer must perform or oversee the performance of the following duties: a) be responsible for the proper management and control of all funds of the corporation; b) prepare full and accurate financial records on a timely basis of all of the income, expenses, and assets of the corporation; c) present reports at every Board meeting on the financial affairs of the corporation; and d) provide financial information necessary to prepare and file the required reports to state and federal government agencies, showing the income, disbursements, and assets of the corporation.

- a) this was and can be done by the Treasurer through regular communication between the Business Manager and the Treasurer using reports (which has already begun)
- b) the last time this was done by your Treasurer was under Mike Seldon before 2017/2018
- c) your Business manager provides these reports to the board and the budget committee is provided with detailed accounting as requested. Additional reports to the board can be provided but they cannot have personal identifying information in them since board meetings are public and your board is made up of parents. Public reports will always need to be consolidated into subject lines (instruction k-8, specialties all inclusive, administration, etc)
- d) The Board pays an auditing firm to compile these reports to avoid the liability of what happened in 2017/2018, the Treasurer would never be responsible for these under the current Oregon State Laws for a public school.



SOUTH COAST EDUCATION SERVICE DISTRICT

Main Office
1350 Teakwood, Coos Bay, OR 97420
541-269-1611 • TDD: 541-269-1611
Fax: 541-266-4040

South Branch Office
29805 Mary St, PO Box 786
Gold Beach, OR 97444
541-247-6681 • Fax: 541-247-2603

INTERAGENCY AGREEMENT

South Coast Education Service District (hereinafter "SCESD") and Lighthouse Charter School (hereinafter "LCS") hereby enter into this Interagency Agreement. The intent of this agreement is to provide contract services to the Lighthouse Charter School as requested by the school board.

The services:

1. Human Resources-\$4,850
 2. Technology-\$8,400
 3. Business-\$47,544
- \$60,794
\$3,343
Total 64,137

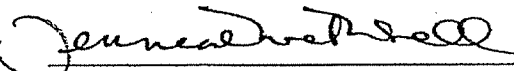
For specific services and cost breakdown see attached cost service sheet. South Coast ESD will track all hours of service in the area of technology to determine if hours estimated equals hours served. Adjustments up or down will be discussed with the LCS main contract contact and the SCESD Superintendent. Any service not provided as agreed upon in the cost of services breakdown will be removed and LCS will not be charged.

There are on-going costs for computer support programs in which LCS has opted to utilize with these support services. Continued use of these programs after the 2018-2019 school year will require an additional contract agreement and include:

1. Frontline (Evaluation, Time & Accounting)
2. Infinite Visions (Financial Program)

SCESD will bill LCS on a monthly basis, beginning October 5, 2018. Payment is due by the 25th of each month.


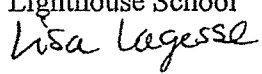
Signed:


Tenneal Wetherell, Superintendent
South Coast ESD Education Service District

Date:

9/26/18

Signed:


John Gibson, Lighthouse Board Chair
Lighthouse School


Date:

10/3/18



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LIGHTHOUSE SUPPORT SERVICES

The South Coast ESD can offer complete back office services including business office, technology and human resources. Each back office service area service breakdown and costs analysis is below.

Human Resources

Staff Support

- Workers Comp
- FMLA/OFLA
- Advisement on staff Discipline
- Develop staff contracts

Staff Evaluation

- Review Eval system & use
- Calibrate evaluators
- Train in use within report write up and evaluation meeting

Frontline

- Absence management
- Time accounting
- Substitute calling
- Maintain database
- ***There is a yearly subscription cost***

Frontline Set-Up (One-time Fee)

- Set up AESOP for leave report tracking/ substitute payroll processing
- Set up Veritime for time tracking
- Work w/admin to set up preferences/ parameters

Technology

Network

- Network Equipment Configuration
- Network troubleshooting

Note:

- The ESD will be responsible only for the network within the demarcation point of the facility.
- Large projects outside of basic set-up and troubleshooting will require an additional contract.

Business Functions

Accounts Payable

- Maintaining vendor profiles
- Process purchase orders and vouchers after the proper approval
- Print A/P checks and place in mail or submit ACH file
- 1099 Processing

Payroll Processing

- Set up and update payroll master files
- Employee Contracts (licensed/administrative) and Payroll Status (Classified)
- Quarterly Tax Payments
- Input timesheets & process timely payroll runs
- Process ACH for direct deposits
- Process Accounts Payable checks for payroll liabilities
- Process journal entries associated with the payroll runs
- W-2 Processing

Budget Preparation

- Working with District's Budget Officer on priorities, staffing levels,
- Estimate budget revenues
- Create Budget document
- Attend Budget Meetings and Budget Hearing
- Prepare, file and post required Notices (ED-1, ED-50, Budget Committee Meeting) and resolutions
- Submit budget information as required by state/local policies

Financial Reporting & Management for Grants (IDEA, Title, etc.)

- Monitoring EGMS for SANS notifications, deadlines
- Draw down grant funds as required
- Maintain grant reconciliation files for audit, backup
- Monitor grant spending to insure maximum use of available funds
- Does not include grant writing or applications

Monthly Financial Reporting to the Board

- Prepare Monthly Cash Report
- Reconcile bank accounts
- Prepare Monthly & Year to Date Cash Flow Report of General Fund
- Prepare Monthly & Year to Date Revenue/Expenditure Summary Report
- Prepare Monthly Paid Bills Report
- Attend meetings as requested to present Financial Reports & answer questions

Financial Reporting to Oregon Department of Education

- As required by ODE

Audit

- Year-end balancing of all accounts
- Preparation of audit worksheets and schedules
- Gather supporting documentation of on-site field work
- Be on site for field work
- Review draft audit for accuracy
- As requested, attend board meeting that audit is presented at
- Submit audit as required by policies/laws

Visions Conversion

- Convert data to Infinite visions business accounting
 - Train Lighthouse staff to use/obtain information from Visions
-

COST OF SERVICES for 2018-2019

Human Resources	Start-Up Costs	Subscription Costs	Cost of Staff	Total
Staff Support	250.00	N/A	1,000	1250.00
Frontline	1000.00	600.00 (30.00 per staff est. 20 employees)	1,000	2600.00
Evaluation <ul style="list-style-type: none"> Review system, calibrate, Evaluation write-up 	N/A	N/A	1,000	1000.00
Totals	2750.00 (year one only)	1100.00	5000.00	4850.00

Technology	Start-Up Costs	Subscription Costs	Staff Costs	Total
Network (10 hours per month)	N/A	N/A	8400.00	8400.00
Total			8,400	8,400

Business	Start-Up Costs	Subscription Costs	Staff Costs	Total
Accounts Payable Payroll Services Financial Reporting <ul style="list-style-type: none"> Grant Management Board Reporting ODE Reporting Yearly Audit Preparation Yearly Budget Preparation	5000.00	N/A	18,944 (.25 Accounting Technician) 21,600 (.1 Business Manager) 40,544	45544.00
Visions Accounting Software	N/A	2000.00		2000.00
Total	5,000 (year one only)	2000.00	40,544	47,544

Total Services Package	7750.00 (year one only)	3200.00	59,638	60,794 <small>13,943 (In-direct)</small>
				\$64,137

**5.5% In-Direct will be applied to the total purchase amount*

**Subscription costs increase annually per vendor (typically no more than 4%)*

**Costs of technology equipment or district specific supplies will be the responsibility of the district*

THE LIGHTHOUSE SCHOOL
COOS COUNTY, OREGON

ANNUAL FINANCIAL REPORT
For the Year Ended June 30, 2018

BOARD OF DIRECTORS

Lisa Lagesse, President
66838 Robin Road
North Bend, OR 97459

Erica Street
1220 Winsor Avenue
North Bend, OR 97459

Daniel Pruett, Vice President
2205 Maine Ct.
North Bend, OR 97459

Julie Graber
66631 Swallow Road
North Bend, OR 97459

Josie Keating, Secretary
2240 Lewis
North Bend, OR 97459

Paula Mosley
93673 Eagle Lane
North Bend, OR 97459

Scott McEachern, Treasurer
684 S 10th Street
Coos Bay, OR 97420

Shawna Johnston
P.O. Box 1416
North Bend, OR 97459

John Gibson
985 Inlet Loop
Coos Bay, OR 97420

Wade Lester, Director

MAILING ADDRESS

The Lighthouse School
62858 Highway 101
Coos Bay, OR 97420