



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



Agenda AUGUST 9, 2023

1. Call to order
2. Public comment (3 minutes):
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. Once Public Comment has closed the audience is welcome to stay for the remainder of the meeting, in observance only, in accordance with Policy BDDH. (Public Participation in Board Meetings)
3. Union report (10 minutes)— Heather Kapande
4. Discuss & Approve Board Meeting Minutes from June 7, 2023 –
5. Old Business;
 - Open Board Position
 - i. Letter of interest – Stacy Courtright
 - Strategic Plan
6. Directors Report with Curriculum Report—Shelley Lake
7. Business Report—Michelle Silva
 - **Action item – Adoption of FOLS Memorandum of Understanding**
8. New Business:
 - Proposal for additional parking
 - Committees and Teams sign up
 - Set Board work session dates for 23/24
 - i. Suggested: 10/1/2023, 12/3/2023, 2/4/2023, 4/7/2023, 6/2/2023
 - Vote for New Board Officers now or wait until October?
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer – filled June 2023 – McKinley Prado
9. Report from last District Board meeting –
10. Roundtable / Good of the Order-



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Meeting Minutes June 7, 2023

1. Call to order

- The Board of Directors met June 7, 2023
- The meeting was in-person at The Lighthouse School and called to order at 7:03 pm.
- The meeting was a regularly scheduled meeting called by the Board of Directors.
- The Directors present at the meeting were: John Gibson, George von Dassow, Maya Watts, Stephanie Ospina (virtual), Jenni Schmitt, Stephanie Messerle, Lisa LaGesse and Bruce Steele. Also present were Director Shelley Lake, Business Manager Michelle Silva, Curriculum Coordinator Julie Graber and Union President Heather Kapande. A quorum was present because eight of the nine board members were in attendance. Not present was Paula Mosley. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Union report

- New officers:
 - Heather Kapande (President)
 - Linda Johansson (Vice President)
 - Sarah Rigney (Secretary/Treasurer)
 - Chris Sheldon (Work Site Organizer)
- Heather Kapande, Union President –
 - teachers exhausted by the end of the year but working hard to bring quality instruction to students.
 - Union wants to move towards potentially four student day week to help with family/work balance and burnout.
 - Reported not feeling heard after submitting survey results.
 - Want teachers to have more say in what happens and want opinions that are asked to be used.
 - Not sure why classes aren't meeting instructional minutes, multiple teachers have done calculations with results showing exceeding instructional minute requirements. Last year 12:30 end time on Friday and this year 1:30, with proposals for even later release time planned on Friday for upcoming year. Would like school to look at other alternatives, which is important to keep good teachers.
 - Reported other schools are moving to a four day week like Bandon and Powers.
 - Want board to recognize teacher burnout is a real issue, and teachers are physically and mentally exhausted. Not sure we can go back schedule-wise to the way it was before Covid. Seems like we're moving in a direction that is asking for more of teachers instead of helping them mitigate burnout effects.
 - Worried about teacher retention and bringing in new, qualified teachers. Even experienced teachers are having a hard time and feeling unhealthy.

- Cammie Pavesic – OSEA Uniserve rep reported that any changes in working conditions need to be bargained and that any change in the schedule will be a change in working conditions. This is a labor law issue. Hearing negative impacts now from changes from 2021/22 to 2022/23 school schedules. Most teachers are working on weekends and weekday evenings to get their job done. Scheduled starting and ending times for all employees wouldn't be changed but there is a change in working conditions if extending student contact hours. Other schools are moving to a four-day week like Bandon and Powers.

3. Public comment

- Cammie Pavesic - want to work in partnership with the school and board. This seems contentious but talking about people's lives and everyone has a stake. Aim is not to hurt people in management or students. Just want to work in partnership to make sure everyone is healthy and safe.
- Nadine Trapold (kindergarten teacher)- understand quotas and parameters school needs to work within, but reality is that it doesn't work out for teachers when solely looking at what's best for kids. It's exhausting especially with some students having more needs.
- Sarah Rigney (5th grade teacher) - Want to note that we have an outstanding administrator in Shelley Lake. Need to change the goal of going back to 5 full days. Would prefer no kids on Friday or 12:30 release on Fridays. Not more than what is currently being scheduled.
- Heather Kapande - we don't say enough about Shelley Lake, I really admire her and her work and leadership. She walks her talk and nobody in school works harder than her for our community's children. She provides great leadership.
- Stacy Courtwright (1st and 4th grade parent) - thanks for field trips and amazing 4th grade play. I am a pediatric nurse and support families of kids (resource for providers for kids with medical complexities or behavioral problems). There are so many kids with behavioral issues in this community. There are high stress loads on these families and imagine how difficult it must be for teachers of these children. Thank you to all teachers.
- McKinley Prado (4th grade parent) - finding childcare here is a huge issue. As a family enjoy having part-day Friday's to spend with my children. Really enjoyed bee farm field trip. Really enjoyed 4th grade play, kudos to Ms. Johanson.
- Linda Johanson (4th grade teacher) - thanks to board for all your support, and thanks for our amazing administrator Shelley Lake. I have not had the opportunity to work for such a great principal ever before. Would like teachers to step into a new chapter of conversation and collaboration with administration and board. I know you feel teachers are assets and want to retain and attract good teachers. I would like to be part of conversations on Waldorf and appropriate ways to balance teacher and student needs. Would love to find more opportunities for conversation to work together. Eugene Waldorf teacher training staff arrived today and feel hopeful we can grow and have a different way to come to decisions in the future. Would like to start building that trust.

4. Discuss and Approve Board Meeting Minutes

- May 3rd, 2023 board meeting minutes
- May 3rd, 2023 Executive Session Minutes

5. Consent Agenda

- Grant Team meeting minutes - 5/10/2023

- Safety Team meeting minutes - 5/11/2023
 - FOLS meeting minutes - 4/18/2023
 - Budget Committee meeting - 5/31/2023
 - Tech Team meeting minutes - 5/2/2023
6. Director and Curriculum Report — Attached. Additionally:
- This year has been amazing because of our teaching staff. Some highlights include:
 - Spring festival was lovely, kids did great because of so many hours by dedicated individuals
 - Anita's cooking competition for students was really fun
 - Kindergarten pirate week was really fun
 - 1st grade had dinosaur presentations, classroom was transformed into a prehistoric space
 - 2nd grade released butterflies, added native plants to butterfly garden. Also doing US symbols, on display
 - 3rd grade play had huge attendance of families. Kids did great.
 - 4th grade play and published book on Oregon Trail, entered competition.
 - 5th grade state reports
 - 6th grade play and 8th grade play today
 - 7th grade built windmills
 - 8th grade day was very special
7. Business Report—Attached. Additionally:
- Newly hired kindergarten aid
 - Parent and employee surveys went out for Friday full/half days and personal development time (staff only) and staff meeting time (staff only) along with comments.
 - ADM per student was increased but enrollment was down to 190
 - Action item - to adopt the 2023/24 budget
8. Old Business
- Action item - to adopt calendar for 2023/24 year
 - Action item - to adopt AR for policy JGE
9. New Business
- Open board positions
 - McKinley Prado expressed interest in board position. Two children in TLS. Interested in Executive Treasurer position. Background in accounting (masters degree). 2011 USCG spouse's association treasurer. Senior accountant for non-profit, Neah Bay Tribe. Work as small family financial director, including payroll.
 - MOU with FOLS reviewed
 - Research Afterschool Program - look into if fee-for-service will work for afterschool programs. Parent survey responses had a lot of support for expanding after school programs. Look into having a program come into TLS. Would need an after-school director position to lead that. Soliciting interest in an exploratory committee for afterschool program. Looking for 1-2 additional board members to join committee. George von Dassow interested.

10. Report from last Coos Bay District Board meeting

- Nobody attended

11. Roundtable / Good of the Order

- Nice to have Eugene Waldorf trainer on campus, brought great perspective
- Recent Marshfield graduates was TLS student and graduated valedictorian with honors.
- Accolades to Ms Johanson for 4th grade play, it was amazing. Great experience for kids.
- Huge thanks to teachers, Shelley and Julie and everyone at the school, its been a wonderful year
- Feel thankful for being able to work with people admire hugely. Thanks to board for all work and caring for the school.
- Teacher appreciation was wonderful and teachers and staff felt very cared for. Love working at the school and being part of a group who cares so much about children.
- Thanks to Ms Rigney for rap song to learn the states and capitals.

Task list

- Stephanie Messerle will bring in board binder for copies to be made.
- John Gibson can write letter of invite for TLS parents to be part of exploratory afterschool program committee

Corporate Actions

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

RESOLVED to approve the May 3rd board meeting minutes. MM by Maya Watts, 2nd by Bruce Steele. Unanimously approved.

RESOLVED to approve the consent agenda minutes. MM by Bruce Steele, 2nd by George von Dassow. Unanimously approved.

RESOLVED to approve 2023/24 budget at 2,765,466. MM by Bruce Steele, 2nd by Lisa LaGesse. Unanimously approved.

RESOLVED to approve calendar dates with Fridays to be determined. MM by Bruce Steele, 2nd by Lisa LaGesse. Unanimously approved.

RESOLVED to adopt AR for policy JGE. MM by Stephanie Messerle, 2nd by Lisa LaGesse. Unanimously approved.

RESOLVED to invite McKinley Prado as new TLS board member and to fill Executive Treasurer position. MM by Stephanie Messerle, 2nd by Bruce Steele. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 9:54 pm. Next meeting date is scheduled for August, 2023.

Signature of Secretary, Jenni Schmitt _____

Date: 6/15/2023

Stacy Courtright

460 Fink St. Coos Bay OR 97420 | 541-290-9934 | jscourtright@ymail.com

07/18/2023

Lighthouse School Board Members

62858 Highway 101

Coos Bay, OR 97420

Dear Lighthouse School Board Members:

I am writing in regards to The Lighthouse School Board open position. My experience at The Lighthouse School started back in 2015 when I began volunteering alongside my sister on behalf of my niece, Hayley. I helped with the Winter Carnival activities on a yearly basis as well as helped weed the garden beds during the summertime.

My daughter, Carly, was accepted into Lighthouse in 2018 for kindergarten and my level of involvement in the school increased as I was able to volunteer in the classroom. Mrs. White was her teacher and it wasn't long before I truly realized the "magic" that makes Lighthouse unique. The kids were learning the basics of writing, reading, math; however, the teaching was done in such a creative way like using dough to shape the letters of the alphabet to allow the child the ability to mold it in their own way.

My journey continued as my youngest daughter, Callie, was accepted into kindergarten in 2021 in the middle of the Covid 19 pandemic. This came following the departure of Mr. Lester, the incoming new leadership of Mrs. Lake, and the transition to almost all new staff into The Lighthouse School. I anticipated a challenging time with face masks and six feet restrictions amongst other strict guidelines; however, was pleasantly surprised that The Lighthouse School continued with the same "magical" teaching format that just looked a little different.

This past year as the pandemic is now becoming a memory, I was able to return to the classroom and have really taken in all that The Lighthouse School provides to its students each and every day. The teachers and administrators are going above and beyond to ensure that the whole child is nurtured and reaches their full potential with the creative, yet challenging learning environment. I would like to be a part of the team that participates in the vital decision-making processes with the goal of The Lighthouse School continuing to thrive for many years to come.

In my professional career as a nurse, I currently work as an advocate for children and families daily. I assist with decision making between the family and care team members especially in regard to communication of concerns/needs. I often need to problem solve to find ways to best meet the concern/need with the least costly but also effective alternative. I strive to ensure each child/family is receiving the support they need to be successful. These skill sets can be utilized as a member of the board with my focus to be on the students, families, faculty, staff, and financial goals

of The Lighthouse School. I am interested in contributing further in the growth of the school and the wellness of the students who are enrolled. I look forward to discussing the Board position and my qualifications with you in further detail. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Stacy Courtright", with a stylized, flowing script.

Stacy Courtright

STACY COURTRIGHT

460 Fink St. Coos Bay OR 97420 · 541-290-9934

jscourtright@gmail.com

Conscientious and hardworking Registered Nurse with 13 years of pediatric nursing experience looking for an opportunity to work with pediatric clients and their families/caregivers to help them manage their complex and chronic health care needs. Determined to identify the best solutions to solve problems and meet the needs of the clients. Compassionate and empathetic during interactions with clients, their families, and providers which allows for trustworthy relationships to develop.

EXPERIENCE

10/2022 - CURRENT

PEDIATRIC NURSE LIAISON, NBMC

Adhere to standards of care for children including but not limited to developmentally disabled, medically fragile and foster care populations. Create a client-centered care plan through collaboration with the client (as age appropriate), family and/or appointed guardian and members of the multi-disciplinary health care team to include but are not limited to pediatricians/primary care providers, specialists, and school staff, to assist the client in achieving client centered goals. Perform assessments to identify barriers and opportunity for intervention as well as provide necessary resource information to meet basic needs related to social determinants of health (food insecurity, unstable housing, transportation etc.) Perform documentation of all encounters related to care of pediatric clients; if follow up is needed, this will be completed in a timely matter.

06/2021 – 10/2022

NURSE CARE MANAGER, NBMC

Performed assessments and communicated with clients who have been identified to be high risk with multiple comorbidities, high risk for hospital admission or readmission, or those who have barriers/resource needs that prevent them from achieving optimal health. Educated clients on their health condition(s), treatments, and management while keeping client goal(s) as focus of care. Utilized local resources to assist clients in obtaining needed items like an adjustable bed for a client whose insurance wouldn't cover a bed large enough to rest comfortably or alternate housing for a client whose living situation was having a negative impact on their health and wellbeing.

02/2010 – 06/2021

PEDIATRIC NURSE, NBMC

Assisted provider in rooming pediatric clients by performing basic assessment and evaluating symptoms. Administered medications/injections as ordered by provider and assisted in minor procedures such as circumcisions/laceration repair. Provided client centered care coordination

with schools, medical specialists, and local health officials. Educated clients (if age appropriate) and caregivers on preventative care and advocating as needed to ensure treatment was achieved in a timely matter. Completed documentation in client records accurately and in a timely manner. Assisted with management of the VFC/Private pay vaccines for the clinic.

08/2008 – 02/2010

PEDIATRIC NURSE, BAY AREA HOSPITAL

Performed assessments and needed care for clients assigned during shift on Pediatric unit 3C. Collaborated with other members of care team to ensure client received medications and treatments in a timely matter. Provided client and family education as needed related to medical conditions. Updated providers with changes in client's health status as needed. Documented appropriate data in both electronic health records and paper charts accurately and in a timely manner.

EDUCATION

JUNE 2009

BACHELOR OF SCIENCE NURSING, OHSU/SOCC

JUNE 2008

ASSOCIATE OF APPLIED SCIENCE NURSING, SOCC

SKILLS

- Communication
- Problem Analysis/Resolution
- Client assessment
- Documentation
- Collaboration

ACTIVITIES/LICENSES/CERTIFICATIONS

- Oregon Nursing License #200842175RN Expires 08/27/2024
- AHA BLS Instructor Expires 12/2023
- Active adult member/Troop Leader for Girl Scout Troop 20490.
- Volunteer in classrooms at The Lighthouse School

Director's Report: 8/9/2023

Connections Log

6/9 TLS Team Leadership Meeting
6/19 B. Jackson re: open positions
6/21 IPM Training-Lake Oswego
6/23 Leadership Meeting with Teachers
6/26 D. Geels CHW re: TLS counseling plan for 23/24
6/29 S. Carter re: Pacific Power Grant
7/5 P. Schaeffers Tech review & 23/24 Website re-launch
7/6 C. Pavesic re: Union negotiations clause
7/17 A. Kaczorowski re: Teacher Training: Trauma informed Classroom management
7/20 J. Yates Re: Waldorf Teacher Training (PD)
7/24 Jumpmath curriculum order
7/25 C. McGaughy re: Outdoor School
7/27 C. Putman Re: ESSA
7/31 A. Kaczorowski re: 8/23 Teacher Training
7/31 Stem HUB
7/31 B. Jackson Re: open position(s)
8/2 Interview
8/2 Applicant Meet & Greet
8/3 Applicant Correspondence
8/7 Title IX training ODE Webinar

TLS Updates:

- Smart Boards installation in grades 3 & 4 for the 23/24 school year
- In Person Registration and back to School pictures held on 8/10

Curriculum Report:

- JumpMath curriculum ordered on 6/21/23
- Jason Yates from WTEE to provide Waldorf Training 8/23-8/25:
 - Brief overview/history of Waldorf Education
 - Main Lesson: perspectives from grade/subjects (this is to be the focus of our time together)
 - Introduction of the twelve senses
 - Child development overview ages 7-14
 - Group movement work: eurythmy, special dynamics and singing)
- Ongoing Virtual collaboration with WTEE tentatively scheduled for: 9/22, 10/9, 1/12, 2/9, 2/23, & 5/3/24
- Alisa Kaczorowski Is scheduled to host virtual Professional Development for all educational staff:

Training #1 - August 23, 2023 (2 hours) Understanding How Trauma Impacts the Brain, Learning & Behavior

Training #2 - October 9, 2023 (2 hours) 6 Strategies for Building Strong Connections with Kids De-Escalation & Mindfulness Strategies

Training #3 - February 9, 2024 (1 hour) Mind-Body Skills



Director TLS <director@thelighthouseschool.org>

Summer Update

1 message

Director TLS <director@thelighthouseschool.org>

To: Office TLS <office@thelighthouseschool.org>

Bcc: Stephanie Krugg <second@thelighthouseschool.org>, Rita Coxen <sixth@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, Angela Gibson <agibson@thelighthouseschool.org>, Eighth Grade <eighth@thelighthouseschool.org>, Rebeka Scholan <rscholan@thelighthouseschool.org>, Librarian TLS <librarian@thelighthouseschool.org>, Julie Graber <jgraber@thelighthouseschool.org>, Maintenance TLS <dsilva@thelighthouseschool.org>, Ken Graber <kgraber@thelighthouseschool.org>, Music Teacher <music@thelighthouseschool.org>, Michelle Silva <businessservices@thelighthouseschool.org>, Spanish Teacher <spanish@thelighthouseschool.org>, Art Teacher <art@thelighthouseschool.org>, Anita Martins <anitamartins1@gmail.com>

Wed, Jul 5, 2023 at 11:32 AM

Hello TLS Team,

I trust your summer is going well, and in the words of a recent post from Mrs. Kapande "It is great to feel human again!" I certainly do not expect anyone to be reading this email until we return in August, but knowing the dedication you all have and the emails I am receiving from some I wanted to communicate where the Admin team is on the schedules.

I first want to convey my great appreciation for all of those who attended the leadership meeting we had at the end of the year, and while we are not able to meet all of the schedule requests presented, I am happy to announce that with 4th and 5th grade teachers' willingness to forgo their third recess, we do plan to continue the 1:30 Friday release time with Monday-Thursdays to maintain release at 3:00 as we will be able to meet the minimum instructional minutes as we discussed.

The Admin team has been and continues to work on the individual schedules. They are not ready for finalized publication but I can let you know that we are taking into account each teacher's requests.

Please note that there will not be anyone on campus for the duration of July so please do not send any packages to the school as no one will be on campus to receive them. I look forward to seeing you all return in the fall and hope you continue to rest and relax in all of your favorite activities whether it be traveling, gardening, reading, or anything in between!

--

Shelley Lake

Director, The Lighthouse School

director@thelighthouseschool.org

<https://www.thelighthouseschool.org/>

(541) 751-1649

"Love starts when we push aside our ego and make room for someone else." -Rudolf Steiner

Certificate of Completion

IS HEREBY GRANTED TO

Shelley Lake



For completing the

OSU School IPM Coordinator Training, Lake Oswego, 2023

The Oregon State University School IPM Program.

This training is an OSU-approved training course that satisfies the ORS 634.720 6-hour training requirement for school IPM coordinators.



Tim Stock

Tim Stock, OSU School IPM Program
Coordinator, OSU

06/22/2023

Date

Oregon State
University

BUSINESS/HR REPORT FOR THE BOARD MEETING OF August 9, 2023

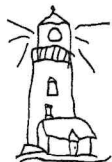
HUMAN RESOURCES

- 2023/2024 NEW HIRES
 - Custodian – Anthony Cordova
 - Erika Britain - withdrew her job acceptance
- 2023/2024 OPEN POSITIONS
 - 1st Grade main Lesson Teacher – working on a lead
 - 2nd Grade Main Lesson Teacher – offer has been made no confirmation yet
 - 1.0 FTE Literacy – still open
 - PE Teacher – offer has been made no confirmation yet
- Roving subs will be housed in the Library when not on assignment
- Union Negotiations begin this year – CBA expires 6/30/2024
 - 5/12/2023 Requested to set negotiation dates beginning in October 2023 for the last Wednesday of each month
 - Union declined to begin bargaining or set dates, until January 2024
 - 8/7/2023 Made a 2nd request to set negotiation dates beginning in October 2023 for the last Wednesday of each month
 - Awaiting reply
- Board Etiquette and Expectations updated – see attached
- Follow up on Union issues from 22/23 – see attached

BUSINESS REPORT

- Enrollment – Thursday August 10 is registration for all grades
- **Action Item – to approve the adoption of FOLS MOU** (attached)
- Pre-K Update
 - Completed the Pre-K calendar (see attached) since classes will run full day until 3 pm on early release Fridays for the PM classes
 - Over 475 flyers were distributed throughout the community
 - Round up dates were held as follows:
 - 6/3/2023 – Cascade Outdoor
 - 6/4/2023 – Cascade Outdoor
 - 6/28/2023 – Wednesday Farmers Market
 - 7/4/2023 – Mingus Park
 - 7/23/2023 – Walmart & local churches
 - 7/24/2023 – delivered updated flyers to (see enclosed flyer)
 - Multiple Dental Offices
 - NB Medical Center
 - Bay Clinic
 - Walmart breakroom
 - Safeway breakroom (CB & NB)
 - Bi-mart breakroom (CB & NB)
 - Mill Casino breakroom
 - Farr's True Value
 - Got word on 8/2/2023 that TLS does in fact qualify for ERDC – state pay
 - This now makes our program equitable and allows for those who qualify to receive assistance to pay the tuition
 - Pre-K teacher is in touch with the state to finalize payment arrangements for low income families that qualify

- Expecting activity at registration on Thursday 8/10 with a full report on enrollment at September's board meeting
- Received the Pacific Power Grant in the amount of \$ 2,500.00
- Received ESSA funding from CBSD in the amount of \$48,893.00
- ESSER III funding increased by 65,209.35 (from 304,588 to 369,797.35)
- Proposal to reconfigure gravel lot for additional parking
 - Currently the gravel lot only holds 10 cars each day
 - Administration would like to expand the lot (per attachment) to accommodate additional parking
 - The cost could be paid for with the additional ESSER III funds due to Pre-K creating additional traffic (\$65,900)
 - Over the summer went out for bids
 - 2 companies were not equipped to handle the job size
 - Knife River came in with a 3 phase bid
 - Phase 1 - would be \$36,115 to remove trees and debris, excavate square out area and lay gravel
 - Phase 2 – is an additional \$29,785 to grade, asphalt and stripe
 - We can have Knife River do the grading in Phase 1 which would save a little bit of money
 - And then go directly to the same company that did our main parking lots last year for asphalt and striping
 - Phase 3 is the reconfiguration of Woodstock road and the pass through by the house
 - We are currently awaiting an amended bid for this portion



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Board Etiquette and Expectations

It is an honor to serve on any Board of Directors. But with this honor comes responsibility.

The Lighthouse School board is both a Public Educational entity as well as a 501(c)3. While it operates in the realm of professional, there is the added dimension of fiduciary and legal responsibilities. If you have been asked to serve on the board, it is because you exhibit professionalism and have a unique perspective to bring to the table. This level of service brings with it a formality that isn't common in other conference rooms.

Board meeting formats vary from the typical business meeting. Our Chairman of the Board presides over the meeting and is primarily responsible for the collaboration of meeting agenda preparation, for directing business, and for conducting the meeting based on a system of protocol.

Many boards, including Lighthouse, follow Robert's Rules of Order for their meetings, a guideline for order and efficiency written by General Henry M. Robert.

Board Etiquette:

Honoring the 3 P's of a public board:

Board Members are expected to always be;

1. Prepared,

- This includes reviewing the board agenda and packet enclosures *before* the board meeting.
- Board members should educate themselves on agenda topics *before* the meeting is held.
- No question is a dumb question. However, timing is a key aspect of a productive board meeting.
 - If you have questions about the agenda items, phone the Chairman, School Director or Business Manager *before* the meeting.
 - Your preparation is a nice contribution to the efficiency and productivity of the meeting.
- Keep reports succinct and to the point.
- Conversations should stick to the topics on the agenda.
 - Side conversations are discouraged so that discussion on current topics can be completed in a timely manner.

2. Punctual,

- Board meetings are structured to respect the time of those attending.
- Meetings are expected to start on time and end in a timely manner.
- Regular attendance is an expectation and requirement.

3. Polite

- Hand-raising is typically the way to be recognized or to place your name on the queue.
- Listening is a key role as a board member, so that points do not get repeated that have already been made.
- Everyone's input is important.
- Do not interrupt one another during the meeting. Be calm and patient.
- Remember that diversity of opinion is good for a board.
- Although the board is often met with public comment, that may be confrontational, it is the Board's job to listen in open session and then collaborate about a response (if any) as an agenda item later
- Snide remarks, personal opinions and demeaning or accusatory comments should not be brought into the Board Room

Board Expectations:

- Board members should display high standards of conduct while also focusing on the board's objectives.
- When attending social events, or participating in community events, board members should keep in mind that they are representatives of the school.
 - Board member conduct is a direct reflection on the organization.
- Never talk about board business outside of the boardroom.
- Board members are expected to lead and to serve on school teams and committees.
- It is unethical for board members to use their position on the board to further their private interests or investments, or to use their influence within the classroom.
- Board members should disclose any conflict of interest they have during their time on the board.
- Public comment is held at the beginning of each meeting and is limited to 3 minutes per person.
 - Although the board is often met with public comment, that may be confrontational, it is the Board's job to listen in open session and then collaborate about a response (if any) as an agenda item later.
 - Board members should not engage the public during board meetings.
 - The Board's job is to listen and Board members should not engage in public comment.
- If you don't understand something being discussed during the meeting;
 - write down your questions and wait to see if they are answered during the discussion.
 - Ask for clarification that is relevant to the topic at hand.
 - Do not ask questions on topics that can be answered outside of the general meeting.
 - Questions and comments during a meeting should be focused and on point to agenda items.
- Round table
 - Is a time to thank others for their contributions to the organization
 - Is a time to share experiences related to the school or other organizations
 - It is *not* the time to bring up a new point
 - It is *not* the time to ask questions that can be answered in a different setting
- Board members should recognize that many non-board members, including employees, have been involved in the meeting preparations. All of these contributors should be treated with respect and courtesy. There is much "behind the scenes" effort provided to achieve successful board meetings.
 - Typically, if an Executive Session is called, it has been requested by the School's Administration regarding the specific ORS for that Executive Session
- Being selected to serve on the board of directors is truly an honor. Acknowledging this honor with your efforts to make the organization you serve a better one, is your duty.

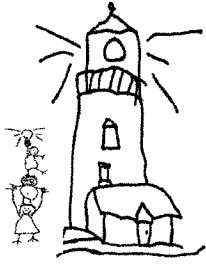
I have read and understand the expectations and requirements of my position as a board member.

My signature constitutes my agreement to follow public meeting laws while I am a board member of The Lighthouse School.

Printed Name

Signature

Date



The Lighthouse School

"Lighting the way to a brighter future."

62858 Hwy 101 S.

Coos Bay, Oregon 97420

(541) 751-1649

The following is TLS response to the Unions requests:

1. Request submitted by the union on May 31, 2023, pertaining to the 2023/2024 calendar adoption

*No additional hours added to Fridays. Preference is:

- a. No student contact time on Fridays to increase prep time

TLS Response: Asking for a change in contract language before the current CBA has expired is not a part of the calendar building process. Going to a 4-day school week requires procedural changes that require getting approval from our sponsoring district, and entering in to negotiations with the union before the current CBA has expired. TLS has followed the union contract (negotiated for 2021-2024), that employees receive no less than 225 minutes of prep per week and no less than 30 minutes per day. Most employees were scheduled for over 400 minutes of prep per week in the 22/23 year, with approximately one and half hours per day.

2. Request submitted by the union on May 31, 2023, pertaining to the 2023/2024 calendar adoption

*Winter break needs to include January 1, 2024 - this should not be considered a flex day. It's also a federal holiday.

TLS Response: January 1, is a Federal Holiday and marked so on the proposal for 23/24. No one is required to work January 1, the requirement is to work 8/29. In order to meet the 194-day calendar requirements of the CBA 8/29 is a scheduled work day with the choice to flex it if employees choose.

TLS is giving employees the choice of either working 8/29 or taking the day off in exchange for January 1, if they choose. This was done at the request of multiple employees liking the current year's calendar that gave teachers a full prep day after the Christmas Break before students returned. Reducing the calendar to a 193 days would change the hourly equivalency and therefore the only other option was to make the 194 day be Monday June 17.

3. Request submitted by the union on May 31, 2023, pertaining to the 2023/2024 calendar adoption

*Keep a full week for Thanksgiving break. This has been the Lighthouse way since the founding of the school and is one of the things that makes this school special.

TLS Response: The fall break in November is a full week off, there were no proposed changes in 23/24.

4. Request submitted by the union on May 31, 2023, pertaining to the 2023/2024 calendar adoption

*Keep conferences scheduled for Friday and Monday.

TLS Response: At the April 21 staff meeting, all employees were asked if they had a preference to conference days. The majority of the group wanted to stay with Fridays and Mondays and that is what is on the adopted calendar for 23/24

5. Requested Leadership Meeting 6/9/2023

In Attendance: Angie Gibson, Kora Moore, Linda Johanson, Heather Kapande, Rita Coxon, Sarah Rigney, Nadine Trapold, Chris Seldon, Shelley Lake

Topic 1: Early Release Fridays/4 day week:

Mrs. Lake began by explaining the rationale behind the 2:00 release time and apologized for the union's interpretation of this suggestion as "a slap in the face" as described by union president Heather Kapande at the 6/7/23 public board meeting. The 2:00 time was intended to be a compromise agreement upon hearing the teachers at the May board meeting requesting an early release. The 2:00 early release would place the required PLC and staff trainings during the regular work hours and offset teachers being required to stay late on Thursdays to attend.

Mrs. Lake clarified that she had contacted Bandon School District to confirm that they were NOT planning a 4-day student contact week for the 23/24 school year as was announced by the Union representation at the 6/7/23 board meeting. Mrs. Lake called Powers School District but did not make contact with anyone to confirm the unions' claims.

Mrs. Lake discussed that 4-day student contact days typically show in rural districts with fiscal constraints where budgetary cuts like teacher salaries and transportation would be an issue. 4th grade Linda Johanson confirmed that the districts they looked at were rural with transportation cuts and that the Bandon claim was due to one 2nd grade job posting. Mrs. Lake stated that without knowing the FTE posted and other details she would be unable to affirm the claim.

Resolution: Teachers agreed that a 4-day student contact week was unrealistic for the 23/24 school year as there is no planning time, our charter and sponsoring district are not moving in this direction, and the parent survey collected did not support this idea. Daycare would also be a financial strain and an undue hardship on TLS as would be required for this to move forward. 4 days would not allow TLS to meet minimum instructional hours without extending the calendar. TLS was able to meet required minutes in the 23/24 schedule and keep Fridays at a 1:30 release time.

Topic 2: Instructional Minutes:

The group reviewed the instructional minutes as provided to the Board on 6/7/23, by Curriculum Coordinator Julie Graber. 5th Grade discussed a different calculation, Mrs. Lake did a rough review of how instructional minutes are counted using the 4th grade schedule as an example:

(Circle Time + Specialty + PE + Grammar/Literacy + Main Lesson block + Read Aloud) /60 min per hour x 172 days)= 888.67 minutes. Conversation included that this was a rough estimate, transition, recess and meal times (breakfast and Lunch) could not be included. This estimate did not account for early release Fridays.

Conversation included why closure time could not be counted as instructional min as bus students are released early and therefore the instruction was not equitable for all students. Teachers asked about starting earlier, but Admin affirmed that we MUST provide breakfast times and those minutes could not be included in instructional minutes.

Teachers asked if they could count the morning when they opened doors to students (7:30---) Admin affirmed no, as seat time must begin at 8:00 and morning recess did not count as instructional minutes.

Other schedules were not discussed as they met minimum hours.

The team discussed the shortage of PE minutes in upper grades (6-8) and how we must add 45 minutes to their schedule to become compliant. Early release makes this tricky.

Resolution: 4th & 5th grade teachers agreed to cut 3rd recess to offset time lost for instruction to maintain early release Fridays. Teachers asked to reduce transition count in schedule from 5 min to 2 or 3 min. 6-8 liked the idea to add the 45 min PE to morning rotation and maintain a Main Lesson block in the afternoon. All of which was built into the 23/24 schedule

Topic 3: Schedule Suggestions from teachers:

The team requests ongoing Leadership meetings to include: 1 teacher from grades K-2, 1 teacher from grades 3-5, 1 teacher from grades 6-8, 1 specialty teacher, 1 reading room representative, School Director.

K-2 request the LAST lunch to maintain morning instruction continuity.

4th & 5th requested prep blocks back to back, as did 3rd grade at the June Board Meeting.

Kora suggested Morning movement in grades 6-8 to make the homeroom time meaningful. Conversation asked if this could be creatively counted towards PE min. The answer was no as 2/3 teachers were charter registered. Kora volunteered to lead morning time if this could be counted. PE rotation would not require her to do so.

Teachers requested less transitions as possible, and a more “Waldorf” flow schedule.

4th 5th request prep blocks back to back.

Teachers request say in the development of their schedule, Admin reminded that movement is limited in prep schedule as specialty schedules need to accommodate all grades.

Resolution: TLS has agreed to form a Leadership Team and have monthly meetings consisting of 1 teacher from grades K-2, 1 teacher from grades 3-5, 1 teacher from grades 6-8, 1 specialty teacher, 1 reading room representative, School Director, and Human Resources.

Teacher’s requests were provided as requested and all requests were considered as allowable in the 23/24 schedules.

TLS will be providing Waldorf Training for all staff throughout the year to help teachers create the “Waldorf flow” of their schedule.

PE rotations must meet the state requirements in order for TLS not to have their State School Funding withheld.

Topic 4: Future PD’s and PLC’s:

Teachers liked the idea of longer PLC time for Waldorf training, possible PLC release time 12:30 Fridays.

Teachers request on PD day to bus and visit/observe Waldorf School classroom for a day.

Resolution: TLS has contracted for Waldorf training on August 23, 24 & 25, with 5 additional days of PLC training scheduled for 10/9, 1/12, 2/9, 2/23, & 5/3.

TLS could not accommodate a 12:30 release time for PLC days, because Fridays are an early release of 1:30.

Scheduling two different release times for Fridays would pose an undue hardship on families.

TLS built in the following dates 9/8, 1/26, 3/22, 5/10, & 5/24 for Teachers to use as requested for collaboration days with peers or for extra prep time. No staff meeting or PLC will be scheduled on these dates.

6. In an email dated 6/16/2023 Running agenda items the union would like to discuss:

- a. Behavior Response Team
- b. Suspension Guidelines
- c. Self-Regulation Bag
- d. More say in field trip organization, teacher preference asked, not assumed.
- e. Middle school electives
- f. Continuing education classes/seminars/workshops

Resolution: TLS will create a leadership team and set meeting times that allow all team members to attend.

Meetings will begin in September, once a time has been agreed upon by all members.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and on behalf of Friends of Lighthouse School (FOLS) and The Lighthouse School (TLS).

Effective July 1, 2023, it is mutually agreed that;

- By September 30, 2023, FOLS will remit to TLS a check for the remainder of the balances in the class restricted funds. This includes 2023,2024,2025,2026,2027,2028,2029,2030 and 2031.
- TLS will deposit these funds into a designated Field trip fund 100.0000.1790.000.000.xxx.00.
- FOLS will keep possession of any funds left in the following restricted funds:
 - Talent Show
 - Misc Specialty
 - Dyslexia/Reading grant

Moving forward, it is mutually agreed that;

- Any future fund raising proceeds from the Wreath Sales, will be split 50/50 between FOLS and TLS, after expenses.
- 100% of proceeds earned, after expenses, from the Carnival & Winter Fair will go to TLS to support field trips
- LPO may designate fund raiser proceeds to go 100% to either TLS or FOLS as the parents of the event deem appropriate.
- Any class fundraising event proceeds for field trips will go 100% to TLS for expense offset
- Any class fundraising event proceeds earmarked for a designated use that are not designated to field trips will go 100% to FOLS and will be earmarked for the designated class
 - In these events FOLS will fund the initial expenses 100%
- In cases of miscellaneous donations made to FOLS, the donor will be asked to provide a specific purpose/cause/earmark
 - In the event a donor chooses field trips as the purpose, 100% of the proceeds will be provided to TLS
 - TLS will deposit the donation to the designated Field trip fund 100.0000.1790.000.000.xxx.00
- All future fundraising events will be advertised with a designated purpose by the sponsoring entity
- FOLS will maintain their general fund, for granted requests that require FOLS pre-approval
 - FOLS will make available:
 - a grant request system
 - and access to a purchasing system of their choice (cash, check, credit card, or reimbursement)
 - TLS will not make purchases for FOLS general fund requests

It is further agreed and understood that TLS and FOLS are two separate entities and that;

- TLS will no longer invoice FOLS for reimbursements
- FOLS and TLS will no longer be required to balance their books against each other

Jake Robinson, Board Chair on behalf of FOLS

John Gibson, Board Chair on behalf of TLS

Shelley Lake
Lighthouse School Director, Shelley Lake

The Lighthouse School Pre-K Calendar 2023/2024

JULY

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MAY

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JUNE

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 = FIRST DAY OF PRE-K & LAST DAY OF PRE-K

 = Fall Break no school

 = FEDERAL HOLIDAY (all schools closed)

 = Winter Break no school

 = Inservice Days no school

 = Spring Break no school

10/9/23 Professional development day

10/20 & 10/23 Fall conference days


11/17/23 Progress Report day

2/9/24 Professional development day

3/8/24 Progress Report day

4/12 & 4/15 Spring conference days

6/7/24 Progress Report day

 = all day field trip am & pm class
Sealion Caves Florence

Do you or someone you know have a 4 year old? Looking for a Pre-K, Kindergarten Ready Program?

Call The Lighthouse School today to get Pre-Registered for 2023/2024

541-751-1649



Why Choose Lighthouse Pre-K?

Academics will be taught in a hands on sensory style, play enrich environment, that are Waldorf inspired and based on a program that follows the ODE state standards. With measurable and predictable success that teaches social and emotional norms and expectations, so that upon completion students are Kindergarten ready.

Class Sizes

Our small class sizes are great for young learners with just 10 students per class!

Class times

AM class: 8 am–11 am
PM class: 12 pm–3 pm

Enrollment Requirements

Age 4 before September 1 and
Toilet Trained

How do I secure my child's spot?

Openings are on a first come basis, and space is filling up!
Complete the registration form & pay your deposit.

Choose a payment plan that works for you:

Plan A: Pay a \$275.00 non-refundable deposit now, then begin making your monthly payment of \$450 from August through June.

Plan B: Pay a \$475.00 non-refundable deposit now, then begin making your monthly payment of \$475 from August through May.

For third party billing plans, we can invoice churches, tribes, and employers; call for more information!

What does my Tuition pay for?

Breakfast (for AM students 7:45-8). **Lunch** (for PM students 11:45-12). **Busing** is available for morning and afternoon students both to and from school at established Lighthouse school bus stops. Aside from the usual operational costs; here at The Lighthouse School you will never receive a supply list like traditional public schools send out each August. Instead **we purchase all of the materials your student will need**, for you.

Complete the pre-registration form on the back and pay online today to reserve your spot at

<https://www.thelighthouseschool.org> click on the store tab.

Spots are limited and the store will close when they are all filled!

Classes start August 30, 2023

Registration is August 10th 9am-1pm & 2:30-6:30 pm



Mail to: The Lighthouse School Seal Pups Pre-K

" Lighting the way to a brighter future."

62858 Hwy 101 S. Coos Bay, Oregon 97420

(541) 751-1649



The Lighthouse School Pre-K Registration Form

**** Once you've made your payment deposit online return this form to The Lighthouse School by dropping it in the black box at the front door or mailing it into the address above ****

Student Name: _____

_____/_____/____ Date of Birth First Middle Last
Gender : _____

(Please initial) _____ My student is fully toilet trained

(Please initial) _____ My student will be 4 before September 1, 2023

Please initial next to your choice: _____ am cohort 8:00-11 _____ pm cohort 12-3:00

Sibling names and grades currently enrolled at The Lighthouse School 2023/2024?

1. _____ Grade _____
2. _____ Grade _____
3. _____ Grade _____

Parent/Guardian Information: Relationship to student: _____

Name: _____ Phone: _____

Address: _____

City/Zip: _____

Secondary Phone: _____ Work Phone: _____

Email: _____

Alternate Parent Information: Relationship to student: _____

Name: _____ Phone: _____

Address: _____

City/Zip: _____

Secondary Phone: _____ Work Phone: _____

Email: _____

Student/Family has tribal status YES/NO Tribe affiliation: _____

Contact Phone Number of Tribe: _____ - _____ - _____

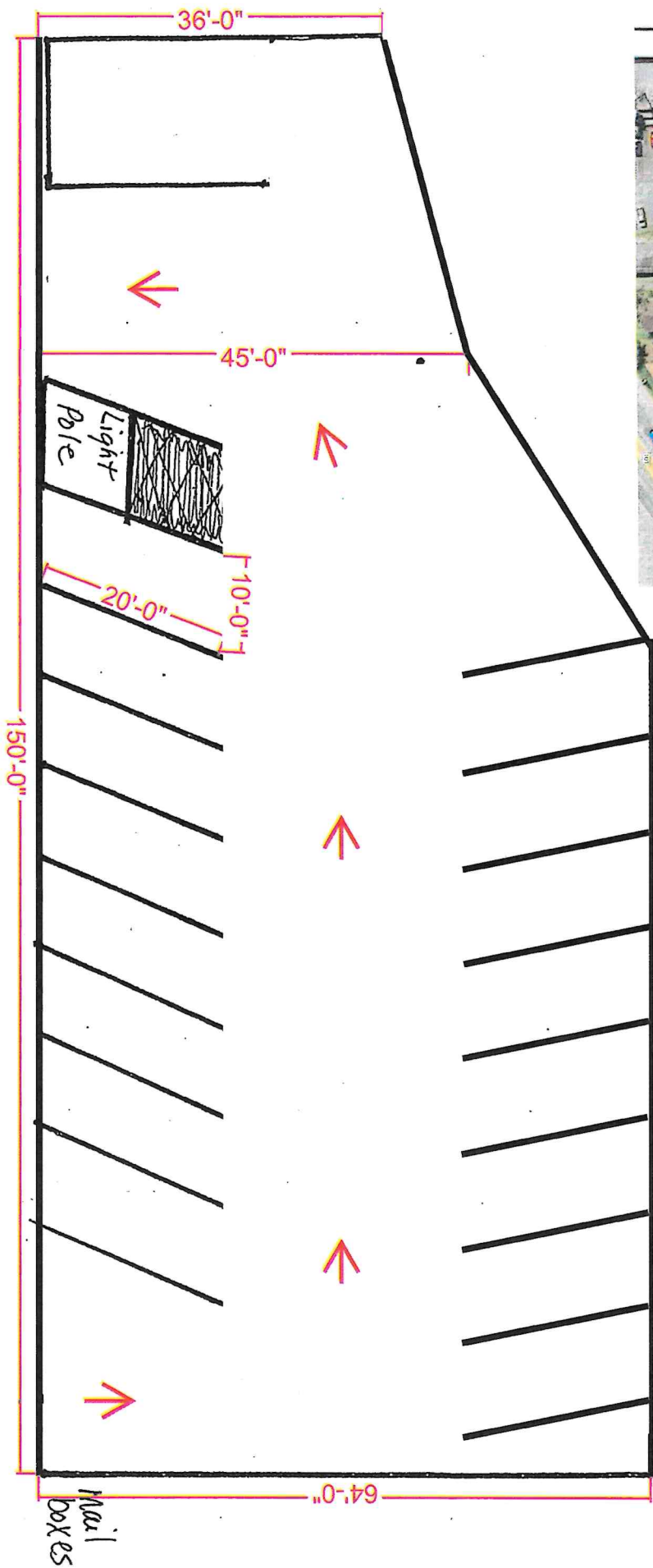
Preferred Household Language: _____



For Internal use only:

Received Date _____/_____/_____ Time: _____ By: _____

Cash _____ Check # _____ Online Payment invoice # _____



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:

Vice Chair:

Secretary:

Treasurer: Mckinley Prado

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Board Member:

Negotiations/Bargaining Team

Michelle Silva, Human Resources

Shelley Lake, Director

Michaela Vonderohe, Admin Asst

Dave Slone, Operations & Maint Sup

Ken Graber, Maintenance Mentor

Julie Graber, Curr Coordinator

Leah Scott, Pre-K Coordinator

Treasurer: Mckinley Prado

Board Member:

Board Member:

Grant Writing Team

Board Member:

Board Member:

Employee:

Employee:

Parent:

Parent:

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

Michelle Silva, Business Mngr

Chair:

Vice Chair:

Secretary:

Treasurer: Mckinley Prado

Board Member:

Shelley Lake, Director

Budget Team

Michelle Silva, Business Manager

Shelley Lake, Director

Julie Graber, Curr Coord

Union President: Heather Kapande

Hiring Team

Michelle Silva, Human Resources

Shelley Lake, Director

Julie Graber, Curriculum

Board Member:

Board Member:

Board Member:

Board Member:

Employee:

Employee:

Culture Team

Shelley Lake, Director

Julie Graber, Curriculum

Michelle Silva, Human Resources

Board Member:

Employee:

Employee:

Tech Team

Shelley Lake, Director

Board Member:

Michaela Vonderhoe, Admin Asst

Employee:

Charter Renewal Team

Chair,

Vice Chair:

Secretary:

Treasurer: Mckinley Prado

Shelley Lake, Director

Michelle Silva, Business Mngr

*POLICY COMMITTEE

Shelley Lake, Director

Michelle, Silva, Business Mngr

Employee:

Union President: Heather Kapande

Board Member:

Board Member:

Public Relations Team

Shelley Lake, Director

Julie Graber, Curriculum

Michelle, Silva, Business Mngr

Employee:

Employee:

Board Member:

Board Member:

Safety Team

Shelley Lake, Director

Dave Slone, Maintenance

Michelle, Silva, Business Mngr

Parent:

Anita Martins, Parent/LPO

Board Member:

Employee:

Union President: Heather Kapande

Behavior Team

Shelley Lake, Director

Michelle Silva, Human Resources

Julie Graber, Curriculum

Employee:

Employee:

LPO (Lighthouse Parent Organization)

Anita Martins, Parent Coordinator

Michaela Vonderohe, Site Coordinator

Julie Graber, School rep

Johanna Curelo, Fundraising Chair

Leadership Team

Director, Shelley Lake

Union President, Heather Kapande

K-2 Teacher:

3-5 Teacher

6-8 Teacher

Specialty Teacher:

Reading Room:

Michelle Silva, Human Resources

***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

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 comprised 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 Support Team

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

Building, grounds & Site Team

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.

Leadership Team

The purpose of the Leadership Team is to ensure internal procedures contribute to the growth, success and wellbeing of TLS employees. The Leadership team will be comprised of 1 teacher from grades K-2, 1 teacher from grades 3-5, 1 teacher from grades 6-8, 1 specialty teacher, 1 reading room representative, School Director, and Human Resources. The goal of the Leadership Team will be to address employee concerns at the local level before they are taken to either the Board or Union.

THE LIGHTHOUSE SCHOOL MEETING CALENDAR 2023.2024

JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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19	20	21	22	23	24	25
26	27	28	29	30		

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

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

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

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

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

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

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

TIME COMMITTEE/TEAM WHEN DATES

7:00 PM BOARD MEETINGS: 1st WEDNESDAY EA MONTH - 8/9/2023, 9/6/2023, 10/4/2023, 11/1/2023, 12/6/2023, 1/3/2024, 2/7/2024, 3/4/2024, 4/3/2024, 5/1/2024, 6/5/2024

1-4 pm BOARD WORK SESSIONS: FIRST SUNDAY OF EVERY OTHER MONTH - 10/1/2023, 12/3/2023, 2/4/2024, 4/7/2024, 6/2/2024

7:00 PM GRANT TEAM MEETINGS: EVERY 2ND MONDAY OF THE MONTH- 9/11/2023, 10/9/2023, 11/13/2023, 12/11/2023, 1/8/2024, 2/12/2024, 3/11/2024, 4/8/2024, 5/13/2024

10:30-11:00 TECH SUPPORT TEAM MEETINGS: 1ST TUESDAY OF EVERY OTHER MONTH - 9/1/2023, 11/7/2023, 1/2/2024, 3/5/2024, 5/7/2024

TBD SAFETY TEAM MEETINGS: 3RD THURSDAY OF THE MONTH - 9/21/2023, 10/19/2023, 11/16/2023, 1/18/2024, 2/15/2024, 3/21/2024, 4/18/2024, 5/16/2024

9:00-9:30 am SITE TEAM MEETINGS: ONCE PER TERM THE LAST FRIDAY IN THE MONTH - 10/27/2023, 1/26/2024, 4/26/2024

10:00 AM BUDGET TEAM MEETINGS: 3RD WEDNESDAY IN FEBRUARY - 2/21/2024

7:00 PM BUDGET COMMITTEE MEETINGS: ONCE PER MONTH DURING BUDGET SEASON - 3/20/2024, 4/17/2024, 5/22/2024 ADDITIONAL MEETINGS AS SCHEDULED

THE LIGHTHOUSE SCHOOL

2023-2024 TRIMESTER SCHOOL CALENDAR

FALL TERM

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

SEPTEMBER				
21	M	T	W	Th
4\$H	5	6	7	8/
11	12e	13	14e	15/s
18	19	20	21	22/plc
25	26	27	28	29

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

NOVEMBER				
13	M	T	W	Th
6	7	8	9	10\$H
13	14	15FF	16	17R
20fb	21fb	22fb	23fb	24fb

12 weeks

WINTER TERM

NOVEMBER				
4	M	T	W	Th
27	28	29	30	

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

JANUARY				
22	M	T	W	Th
1wb	2	3	4	5/s
8	9	10	11	12/plc
15\$H	16	17	18	19/s
22	23	24	25	26/
29	30	31		

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

MARCH				
6	M	T	W	Th
4	5	6	7	8R

13 weeks

SPRING TERM

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

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

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

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

12 weeks

Contracted Days =	65	66 new
Teaching Days =	52	

Contracted Days =	64
Teaching Days =	60

Contracted Days =	65
Teaching Days =	60

Total Contract Days =

194 /196 Total Teaching Days =

172 /172

edc Earth Day Celebration April 22

fd field day (based on weather)

Adopted: 6.7.2023

FF Fall Festival 15-Nov 1 OF 2
office and administrative staff work
+ days

SF Spring Festival 30-May 2 OF 2
1st and last day with students

Student
& registration 9 am -7pm

neo new employee orientation (2)
i inservice days (5)
A All Staff Work Days
Mandatory Work Day/no school

wc winter celebration 15-Dec
s staff meetings
plc professional learning community
Paid Holiday (5)

/ Early release Fridays @ 1:30
1:30 release for students, K/8
/g graduation day (full day for staff)
e evening parent night (2)
no school for students

edc earth day celebration
p/e half day prep/evening open house
fb fall break

Classroom prep/flex day
staff development day (3)
wb winter break

R report card days (3)
cp conference prep (2)
ac all day conferences (4/5)
sb spring break