

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



Agenda AUGUST 13, 2025

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. **Public comment is limited 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, students, or community members. Once Public Comment has closed, the audience is welcome to stay for the remainder of the meeting, in observance only.
3. Union report (10 minutes)—
4. Discuss & Approve Board Meeting Minutes from June 4, 2025 –
5. Directors Report with Curriculum Report—Shelley Lake
6. Business Report—Michelle Silva
7. Old Business;
 - Reminder: Board to cater All Staff In-service day lunch
 - i. Tuesday, August 19, 11:00-12:00
8. New Business:
 - Vote for New Board Officers or delay until _____?
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
9. Report from last District Board meeting –
10. Roundtable / Good of the Order-



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Meeting Minutes June 4th, 2025

1. Call to order

- The Board of Directors met June 4, 2025
- The meeting was in person 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: McKinley Prado, Jenni Schmitt, Stephanie Messerle, Anita Martins, Stacy Courtright, Maya Watts and Lisa LaGessee. Also present were Director Shelley Lake and Business Manager Michelle Silva. Not present were John Gibson and Paula Mosley. A quorum was present with seven of the nine board members in attendance. Presiding officer was Stephanie Messerle.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment

- Nadine Trapold stated that many are concerned from the recent challenging situations and wonder if bylaws need to be amended to create a fail safe, as it pertains to volunteers. It would be nice to have a mechanism for us to expeditiously, carefully, and lawfully address things and help keep the work environment safe. Perhaps consider the number of complaints a person can produce or a mechanism to empower staff to respond more effectively and directly, to prohibit volunteers that have created infractions or level of complaints and address it themselves. N. Trapold is not supportive of teachers feeling like a victim and a mechanism to address situations would help them feel a lot safer. Teachers are trying to do their best for children and don't want to be walking on eggshells to respond to one person's need. Being professional by not saying anything doesn't support teachers who are extremely anxious. Would love to see something that says teachers have been heard.

3. Union report

- None
- N. Trapold was present in audience and said boat tour in Charleston where teachers toured around Coos Bay was great and allowed them to see things from a perspective you don't normally see. They saw lots of wildlife and had fun.

4. Discuss and Approve Board Meeting Minutes

- May 7th, 2025 board meeting minutes

5. Discuss and Approve Consent Agenda minutes:

- Safety Team - 5/19/2025
- Budget Committee - 5/21/2025
- FOLS Meeting did not have a meeting but reported total for 8th grade bake sale was \$272.38

6. Director and Curriculum Reports — Attached. Additionally:

- Met with CBSD superintendent and went over data report. He also invited Shelley to monthly meetings in the next school year.
- Spring Festival was great, highlighting all of the things each grade has been working on.
- It's been an amazing year; accolades to all teachers who support students and the community. It's really their heart and soul that makes this place what it is.
- Talent Show was amazing and included vaudeville cat presentation, dance, music and was 100% MC'd by one student.
- Annual art gallery has been posted on cafeteria wall; kids love coming in and seeing their art.
- Kindergarten had pirate week, including scavenger hunt. This year the clues were people they had to interact with.
- 1st grade did dinosaur dioramas
- 2nd grade had their American history presentation with a walkthrough art gallery
- 3rd grade had a simulation archaeological dig with a visiting archaeologist
- 4th grade finished their outdoor play on Norse Mythology, including 10' giants as props
- 7th grade did a field trip to UO to tour campus and Asian art museum
- 8th grade did a surprise prank student scavenger hunt where Mr. Seldon had to find his students and bring them back to the classroom.
- 3rd-8th grade did a field trip to the Egyptian Theater for live playing and demonstration of Wurlitzer organ in the theater. Presentation included the history of theater from before films had sound. Lighthouse was invited to join the Marshfield HS band students.
- Annual state testing is finished.
- Still completing Easy CBM
- Discussed end of year Dibels proficiencies in ELA and math.
- All the teachers who piloted the Carnegie Math program really liked it and wanted to continue to use it, but wanted to see the program out for an entire year before committing to a multi-year plan.
- **Action item:** To approve the grant team to seek funding for the mural in the garden in 2025/26

7. Business Report—Attached. Additionally:

- Accolades to R. Scholan and N. Trapold who attended the Mayfly Festival on behalf of TLS, and designed the backdrop that was behind the band for the day.
- Current enrollment is at 197.
- Pre-K annual report highlights how Pre-K program has met board and teacher goals for the year. As we go into negotiations for charter renewal, success of program warrants a discussion around lottery at the pre-K level.
- Discussion on payments and adjustments for 2024/25 budget and expenses for year to date
- Interviews are scheduled for the three open positions.
- **Action item:** To adopt the 2025/2026 school budget at \$3,015,960

8. New Business

- Teacher/board luncheon during in-service week prior to 2025/26 school year will be August 19th.

9. Old Business

- Both the complainant and respondents received the findings for the public complaints on May 26, 2025.
- Strategic plan - will ask for a parent volunteer to do graphic design on plan at the start of the new school year.

10. Report from last Coos Bay District Board meeting

- P. Mosley emailed her notes from the meeting: not much to report, Debate Team from Marshfield gave a presentation, and some board members have moved on.

11. Roundtable / Good of the Order

- Great to hear the Marshfield senior graduates will include TLS on their tour, in full cap and gown; that is very powerful for our students to see.
- Thanks to H. Kapande for how great a teacher she is, and students are sad to leave. She's had a lot of challenges this year, but it's still been a phenomenal year for the kids
- Love how kids are taking ownership over the major end-of-year reports and presentations. Love how much energy they put into those.
- The 7th grade UO tour was great for kids and kids were excited to see Picasso paintings
- Fun to see TLS staff at unrelated dance performance, that was so supportive of them; similarly teachers who have come to sports events
- NB school is making cuts, including to music department in elementary school. Sad to be going back 25 years, especially since NBHS band is so competitive at the state level right now and they have a great band program.
- Kudos to S. Messerle for getting complaint resolutions out; want to acknowledge all the time and energy she put into it; and to Shelley and Michelle for all the grace and resilience they've shown throughout the process
- Thanks to the board for their support throughout the year.
- Shout out to all the teachers and all that they're doing
- The 4th grade play was really fun to see all the kids come out of their shell and perform.
- Camaraderie within the building is not something you see in other schools, especially between admin and other staff. Really appreciative of this school. Really happy to come to work; it's a great place to be.
- Thanks to all the volunteers, including those who didn't record their hours!
- Really nice cohesion with board, admin and teachers here, all working together for a common goal of the kids.
- Nice that classes that leave here are still a unit; the school creates a great environment for these kids.
- Spring Festival was great, with such great performances by kids. We are so fortunate to have M. Maxwell. Addition of band this year was amazing.

Task list

- Anita will send out a Google sheet for board to sign up for items to bring to the August 19th teacher/board luncheon

Corporate Actions

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

RESOLVED to approve the May 7, 2025 board meeting minutes. MM by Lisa LaGesse, 2nd by Maya Watts. Unanimously approved.

RESOLVED to approve consent agenda minutes. MM by McKinley Prado, 2nd by Stacy Courtright. Unanimously approved.

RESOLVED To approve the grant team to seek funding for the mural in the garden in 2025/26. MM by Anita Martins; 2nd by Lisa LaGesse. Unanimously approved.

RESOLVED to adopt the 2025/26 school budget at \$3,015,960. MM by McKinley Prado; 2nd by Anita Martins. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 8:30 PM. The next meeting date is scheduled for August 13, 2025. **Note that this is the second Tuesday of the month.**

Signature of Secretary, Jenni Schmitt _____

Date: 6/4/2025

Director's report 8/13/25

Connections Log

6/16-18 Seaside Conference
6/19-20 Civil Rights Training
6/23 DFN
7/7 Carnegie Math
7/7 Stanford University
7/10 OSU Community Webinar Re: Outdoor School
7/10 Pacific Power Grant
7/10 Books by the Bay
7/25 PACE Risk Assessment
8/8 Interviews
8/11 CBSD Superintendent Office Hours

Accolades:

- Dave & Anthony stripping & waxing floors in grades 4-8 for fresh new look
- Michelle for staff furniture upgrades & modifications
- Patrick Kelly, Brandon Lake and Martin Boys for volunteering to help clean campus grounds

ACTION Item:

Board Member Annual Safe School Training DUE 10/6/25

- Sexual Harassment (17 min)
- Sexual Misconduct (29 min)
- Child Abuse Mandated Reporting (22 min)

Mandatory Public Meeting Training – Please log onto link to sign up for training ASAP if you did not complete Last year. Please see email from Director for Training Login information

OSU Community Outdoor School Notes: No immediate Concerns/Impact for TLS

- OSU staffing reductions
- Reallocation of EDAI and Accessibility Program Improvement Grant Funds
- Private school funding indelibility
- OSU Project scope reductions and pauses- statewide outdoor school registration directs training and program evaluation. Budget reductions have caused a pause and reduction in the scope of projects.

Executive Order 25-09 – Personal Electronic Device Use in K-12 Schools

The order prohibits the use of personal electronic devices in all K-12 schools during the instructional day (*with defined exceptions*) and asks school districts to take the lead in developing thoughtful, community-centered policies to support this goal.

PACE Risk Assessment

All staff Training for Playground supervision scheduled for October 10th

Curriculum report:

Director's Letter (Attached)

2024-25 OSAS Percent Proficient Comparison Tables (Attached)

8/20 All K-6 staff will be training on New Carnegie Math Curriculum

9/12 Follow-up virtual consultation

10/10 Math application training

2/13 Onsite consultation day for pedagogy implantation

Admin/Office return to work 8/5

Back to School Registration 8/12

New Hire Orientation 8/14-15

ALL STAFF Kickoff 8/18-8/22: Theme- **Connections**

2024-25 OSAS Percent Proficient Comparison Tables

OSAS 2024-25 3 rd Grade	ELA	MATH
TLS	38%	46%
District	32%	29%
State	41%	40%

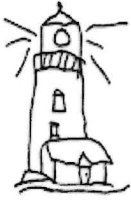
OSAS 2024-25 4 th Grade	ELA	Math
TLS	18%	30%
District	32%	31%
State	42%	37%

OSAS 2024-25 5 th Grade	ELA	Math	Science
TLS	52%	32%	56%
District	33%	20%	18%
State	47%	31%	30%

OSAS 24-25 6 th Grade	ELA	Math
TLS	42%	25%
District	27%	16%
State	42%	29%

OSAS 24-25 7 th Grade	ELA	Math
TLS	63%	42%
District	50%	35%
State	45%	32%

OSAS 24-25 8 th Grade		ELA	Math	Science
TLS		69%	33%	62%
District		38%	18%	22%
State		42%	29%	27%



August 11, 2025

Hello Lighthouse Community,

I am so excited to announce the 2025-26 school year is just around the corner and we look forward to welcoming everyone back on campus. We hope you make plans to attend our **Back-To-School night on Monday, August 25th from 5:30-7:00pm.** As we kick off the new year, I am excited for you to meet a few new faces on campus:

Second Grade Main Lesson Teacher: Nicole Bowman is excited to join Lighthouse and brings years of classroom experience from Myrtle Point School District. Her coursework focus in Foundational reading will be instrumental in the classroom!

Sixth Grade Main Lesson and 6-8 Math Teacher: Erin Mackenzie is a familiar face as last year she was a regular substitute right here at The Lighthouse School. Ms. Mackenzie brings a strong focus in mathematical education, community oriented mentality and previous teaching experience through Coquille School District.

Kinder Aide- Bayley Cousins joins us from the ESD with previous experience in classroom support and special education student support services.

Administrative Secretary - Cindy Gilliland as the Administrative Secretary. You might recognize her from Joann's Fabrics or the Master Gardeners club! Cindy comes to us with experience in schools as a teacher's assistant, grant writer, and experience in administrative roles, office management and secretarial experience.

Parents, it is important to know, this past summer **Governor Kotek passed an Executive order on Student Cell phones** with goals to improve student educational outcomes and mental wellbeing across the state by *prohibiting* cell phone use by students during the school day in Oregon's K-12 public schools. As such, **The TLS Parent handbook** states that **"The use of media devices by students for personal reasons during the school day, is prohibited.** This includes cell phones and other multimedia devices. **All electronic equipment should be turned off and stored securely in student's backpacks. The school will not be held responsible for lost or stolen items."** As such, I request that parents talk with their students about cell phone responsibility and refrain from *any and all* cell phone use while at school. Parents, I understand the conveniences of texting students while at school, however this policy eliminates this ability and as such, all communications to students will need to be made through the school office.

There will be NO FIRST offense warnings to policy infractions:

- Students who violate the cell phone policy will receive a Level 1 infraction notice for first offense and the office will hold onto the device until the end of the school day.
- Students with a repeated violation will receive a Level 2 infraction notice and the office will hold onto the device until a parent/guardian comes to retrieve the device.
- Students with repeated (3 or more) violations will require an SST (Student Support Team) meeting with their parent to prevent future occurrences.

Another important change for the 25-26 school year involves our volunteer processes. New insurance mandates require that any persons interested in volunteering at the school, in any capacity, will need to complete the annual background check AND complete the PACE Abuse and Sexual conduct training. This training is REQUIRED in order to participate and attend school functions, and activities. Families can access this 30 min training from the convenience of their personal device using the QR code on the attached flyer. Completion will be recorded at the end of the training video with a brief review quiz. Background checks are available on the school website and will be accessible at registration for the month of September.

School resumes on August 27th with the doors opening at 7:35am and release time at 3:00pm Monday-Thursday. Friday release is at 1:30pm. **For our returning families, we appreciate your quick use of the drop off lanes allowing for the limited parking spaces to be used by our new families with entering Pre-K and kindergarten students.** Beginning September 2, we ask that all Kindergarten- 8th grade students access their classrooms using the main entry. End of the day pickup will be as it was in years prior with Pre-kindergarten through second grade being picked up at the classroom exterior door and students in grades 3-8 being notified via the front office.

School activities begin at 8:00, so your prompt arrival is appreciated. Any late arrivals will need to be accompanied to the office for school check in. If you have any questions, please don't hesitate to contact the school office (541) 751-1649. Enjoy the last days of break and we look forward to seeing you soon.

A handwritten signature in cursive script that reads "Shelley Lake". The signature is fluid and elegant, with the first letters of "Shelley" and "Lake" being capitalized and prominent.

Shelley Lake, The Lighthouse
School Director

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SEX ABUSE PREVENTION FOR VOLUNTEERS, CONTRACTORS AND PARENTS.

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TRAINING ESTIMATED TIME TO COMPLETE: *29 minutes*

COURSE SECTIONS:

- Introduction (*about 3 minutes*)
- Definition of Sexual Misconduct (*about 3 minutes*)
- Legal Obligations (*about 3 minutes*)
- Signs of Sexual Misconduct (*about 8 minutes*)
- Clear Professional Boundaries (*about 7 minutes*)
- Summary (*about 1 minute*)
- Final Assessment (*about 2 minutes, 80% required to pass*)



- Go to the training site: **pacetraining-or.safeschools.com/login**
- Click Register button.
- Enter the code (codes below for contractor, volunteer and parent)
- Create username and enter your name.
- Click location and select your member's entity name. This is an important step to ensure the entity receives your training certification. It's also important to save the PDF version of your certification for future use or with other entities you may visit or work with.
- Start the training and complete at your convenience.
- Once you have successfully finished the training, a record of the class will be provided to print. A record will also be stored in the entity you selected showing completion of the course.

CODES:

CONTRACTOR: 53ae6612 | VOLUNTEER: 093efff6 | PARENT: dc07938a



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PACE

BUSINESS/HR REPORT FOR THE BOARD MEETING OF August 13, 2025

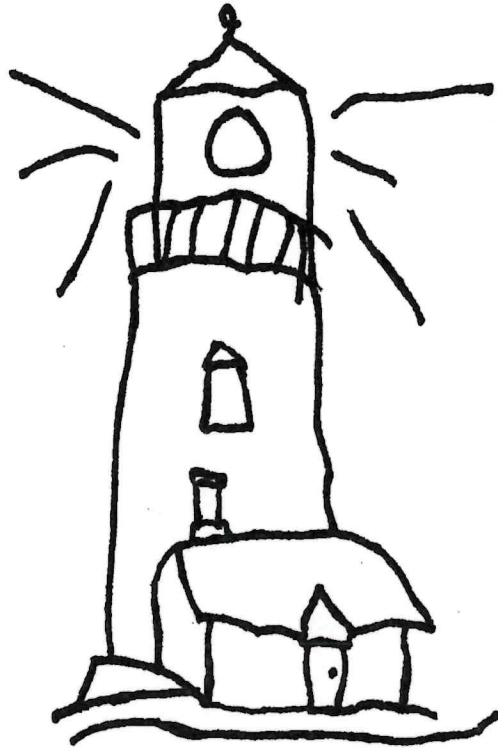
HUMAN RESOURCES

- 2025/2026 FILLED POSITIONS
 - 2ND grade – Nicole Bowman
 - 6th grade – Erin Mackenzie
 - Administrative Secretary – Cindy Gilliland
 - Kinder Aide – Bayley Cousins
 - PE – Ray Davis earned his physical education endorsement
- New Volunteer packet for 2025/2026 (attached)
- Fall In-service Agenda
- What goes on at the school over the summer
 - Business Manager
 - Custodial/Maintenance

BUSINESS REPORT

- 2024/2025 Audit
 - All items uploaded to Auditor's by 7/9/2025
 - All items delivered 7/25/25
 - On site field work scheduled for October 23 & 24
 - Parking lot /playground upgrades:
 - Upper parking lot repainted 6/17/2025
 - Repairs completed to playground drainage 7/9/2025
 - NO Parking painted by red brick wall 7/30/2025
 - Fallen hazardous tree removal from Woodstock parking lot 7/31/2025
 - Anticipated Enrollment – 206
 - K - 24
 - 1st - 24
 - 2nd - 21
 - 3rd - 24
 - 4th - 24
 - 5th - 23
 - 6th - 24
 - 7th - 24
 - 8th – 18
- Special parent orientation scheduled for 8/13 for 2nd & 5th grade families
- PREK = 17

The Lighthouse School



PARENT VOLUNTEER PACKET

Please read the enclosed articles.

New this year is PACE
training required of all
volunteers.

THE LIGHTHOUSE SCHOOL VOLUNTEER EXPECTATIONS

Employees have the right to choose not to have parent volunteers in their classroom. While Lighthouse does encourage parent involvement, teachers can decide if and how they want to incorporate parent volunteers into their classrooms, based on their teaching style and classroom needs.

Employees also have the right to determine how often, when, and for what projects they want or need parent volunteers and to choose volunteers whom fit their classroom style.

Because employees have employment rights, schools are not required to have written policies governing parent volunteers.

Below are general expectations of Parent Volunteers at TLS.

Duration: Volunteers should be on campus for pre-determined duration of time with an intended and requested purpose.

Servant Attitude: Volunteers should have the ability to follow teacher instructions, guidance on classroom routines, school and classroom specific rules, and adhere and uphold classroom management strategies.

Respect for Student Independence: Volunteers should encourage students to try tasks independently before offering help.

Scheduled times: Volunteer times should benefit the classroom needs, be pre-approved by the teacher and scheduled in advance of showing up at the school (Please check in at the office).

Things Background Cleared Parent Volunteers can do to help around the school when requested:

- Support 1:1 memorization practice i.e. flashcards, poems, etc.
- A parent can be a designated photographer to provide pictures to share for the yearbook
- Help the students make crafts on designated crafting days
- Sign up to be the room parent to assist the teacher in organizing class activities
- Help with small group activities as requested by the teacher
- Prep activities for the teacher (count out papers, cut papers, etc.)
- Clean counters / student work areas and helps kids organize cubbies / desks
- Make copies as needed for the teacher using the hallway copier
- Weed garden beds when the playground is not in use
- Specified tasks pre-approved with director pertaining to specialized knowledge areas
- Accompany classes on both day and overnight field trips

Things Parent Volunteers can do at home:

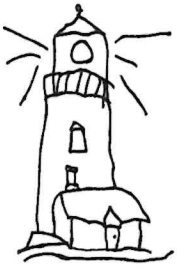
- Write thank you cards to staff members for teacher appreciation week in May
- Pre-prep craft materials
- Cut out laminated materials
- Hole punch materials that go into binders

Things Parent Volunteers CANNOT do:

- Use the parent Directory contact information for any purpose not related to school business
- Grade student work
- Take home student/teacher files
- Behavior/IEP/504 support
- Coordinate curriculum / lesson plan
- Organize bookshelves, play areas, or kitchen spaces
- Use the laminator
- Support playground supervision during recess
- Administer First aid or medications to students
- Be in or use identified staff only areas (below) without pre-approval from the Office;

Employee Lunch room	Cafeteria kitchen	Nurses Bay
Employee Lounge (in gym)	Custodian Closets/Maintenance room	Copier supply room (by office)
Drama room	Archery room	Science / Cooking room

Engaging in any of the above prohibited activities as a volunteer can result in a restriction of volunteer privileges, up to and including trespass from school grounds



The Lighthouse School

"Lighting the way to a brighter future."



Protocol for Volunteers on Campus

ORS 326.607 - Requires that volunteers undergo a background check when the possibility of direct unsupervised contact with students could occur.

"Direct, unsupervised contact with students" means contact with students that provides the person opportunity and probability for personal communication or interaction when not under direct supervision.

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Respect for Student Independence: Volunteers should encourage students to try tasks independently before offering help

Scheduled times: Volunteer times should benefit the classroom needs, be pre-approved by the teacher and scheduled in advance of showing up at the school (Please check in at the office.)

BACKGROUND CHECKED

TLS will run a free criminal background check on volunteers at registration each year until September 30. This process is optional (see restrictions below under Without a background check)

Those who complete the background check process may:

- accompany classes on both day and overnight field trips
- be on campus during school hours when students are present
- work at school sponsored events on or off of school property
- work at (LPO) Lighthouse Parent Organization sponsored events on or off of school property

WITHOUT a Background Check

Volunteers who do not wish to submit to a criminal background check, or do not complete the background check process may still volunteer at the Lighthouse School under the following restrictions:

Un-cleared Volunteers:

- may be a supervised guest speaker
- may be on campus when students are NOT present
- may volunteer from home
- may NOT accompany classes on any field trips
- may NOT work with small groups
- may NOT be unsupervised on campus during school hours when students are present
- may attend but NOT volunteer at Lighthouse School sponsored events on or off of school property
- may attend but NOT work at events sponsored by (LPO) Lighthouse Parent Organization that are held on or off of school property

PROTECT *YOUR* STUDENTS!

**SEX ABUSE PREVENTION FOR VOLUNTEERS,
CONTRACTORS AND PARENTS.**

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PACE

Lighthouse Parent Organization (LPO)

The Lighthouse Parent Organization (LPO) is open to all enrolled families at The Lighthouse School.

With guidance from the school administration, this group's primary role is to organize volunteers for events and activities while nurturing a sense of community. The LPO is not a fundraising committee, but works in connection with Friends of Lighthouse School (FOLS) in executing some fundraising activities. Unlike traditional PTA's the LPO is not a Corporation and does not handle any financial liabilities or bank accounts, and does not require membership dues or fees.

A Volunteer Coordinator leads the LPO as a whole. This person is not paid by the school nor acting on behalf of school administration. The LPO Coordinator is approved by School Administration before official appointment in the role.

LPO meetings generally occur once per month (may be more frequent during event planning), are usually right after school dismisses and are held at The Lighthouse School. ALL parents, guardians and adults with a significant role in a Lighthouse Student's life are welcome and encouraged to attend LPO meetings.

LPO meetings help to facilitate the school's traditional events and teacher approved classroom activities. Event teams are formed each year and someone other than the LPO Coordinator leads each team, with the LPO Coordinator overseeing all of the teams. All new ideas or proposed events must be brought to the school's Director for preapproval and coordination, and if necessary brought before the school's Board of Directors for pre-approval.

The LPO helps.....

Families, by connecting to each other through volunteerism and providing a welcoming environment to all families.

Students, by supporting academics, sports, activities and other social elements of school. LPO's coordinated volunteerism helps students feel a connection to their school and build a sense of camaraderie among all grades

Staff, through the organization of many of the school events, LPO helps to minimize efforts that would otherwise overburden busy staff members and allows them to focus on students. The LPO also provides a monthly staff luncheon in appreciation for all they do for our students.

Community, to promote the collaboration and engagement of families and educators within The Lighthouse School community, through our programs such as The 12 days of Giving, Caroling at the Mission and Handwork from the Heart. The LPO also helps Lighthouse students partake in community opportunities, bringing awareness and coordinating participation in local events.

Volunteering at The Lighthouse School

All Volunteers, in accordance with ODE Regulations and The Lighthouse School Policy, must complete and pass a background check and provide requested documentation prior to volunteering for any activity involving students.

- The premise of volunteerism is that **kids learn better when their family is invested in their education**. This is also why younger siblings coming into Kindergarten immediately have a space in the class, so that families can be together.
- **Each family is asked to give 40 hours of volunteer time** to the school each school year. This request is per family, not per child/student of the family. There is no mandate of volunteer hours, it is simply an ask to improve the school environment.
- **Volunteerism comes in many forms**, not just time spent in the classrooms. There are those in-school activities during the school week, **and** there are also at-home tasks like laundering linens and compiling packets, donations of items needed for school and classroom projects, working tables and booths during evening and weekend school functions, and even attending planning meetings for school events.
- **Parents are responsible for tracking their own volunteer hours**. There is a small box of file cards on the counter outside of the school office that is alphabetized by last names and each family has a card on which to write the date and number of hours spent volunteering. If you have any questions about this box or process, please ask the office staff for assistance.
- **When calculating how your donated items equate to "volunteer hours,"**
 - Take **how much you spend on the donated item and divide that by an hourly rate of pay**. This might be the amount you get paid at your job or it might be the amount that you feel your time is worth (we are all busy parents here, don't sell yourself short!).
 - Example: \$30 of supplies / \$20 hourly rate = 1.5 hours of volunteer time
 - Then be sure to **add in the time that you spent shopping** for those supplies.
 - Example: 1 hour of shopping = 1 hour of volunteer time
 - In total of these examples, you would record 2.5 hours of volunteer time for this supply purchase and donation.
- It's important to note that **the school takes your word for the hours that you report**. Families will never be questioned on what they record on their volunteer card, or asked for receipts or to show their work on the math. It's an honor system and should not be a point of stress for any parents.

Expectations of being a Chaperone

Chaperones are a role model, and Students' behavior will reflect your own. We expect chaperones to give the attention, respect, and enthusiasm you expect from students.

Note: Anyone possessing or using alcohol or illicit drugs of any kind will be asked to leave immediately and sit on the bus for the remainder of the field trip and will have their volunteer rights revoked for the remainder of the year.

As a chaperone you will be responsible for the following:

- Supervising your group or the group
- Supervise and or participate in the activities
- Include all students in activities
- Sit at and supervise a table with students during meals
- Discourage rough play, rude and exclusive behavior, and excessive competition
- Support instructors in the field by modeling ideal student behavior
- Refrain from using mobile devices in sight of students, and during activities and meals
- Stay on site, even during assigned breaks, to support the group in case of emergency

Field trip chaperone process:

NOTE: The number of chaperones varies between field trips and grades.

When permission slips come in:

1. The office tracks who says they are available to chaperone.
2. Then they check those who volunteered to chaperone against the list of those who have cleared their background check
3. The names of all who volunteered, that have cleared their background check, are placed in a hat for a random draw
4. Each name gets numbered in the order they are drawn
5. The office then calls those who were drawn and confirms that they can still go. If a parent is no longer available, then the office will move on to the next parent in the order they were drawn.

Once the chaperones have been confirmed the office will identify those parents on the background spreadsheet by coloring the student they accompanied in green, to indicate that the parent has already attended a field trip with their child.

For each field trip the office will repeat steps 1 – 5 but will not include parents who have already attended a field trip for that student in the hat draw.

- This makes it equitable for all parents to have more of an opportunity to attend field trips.
- It takes the pressure off of the teachers to make phone calls, making it a timelier process.
- Parents who do not get permission slips turned in on time, by the morning they are due, will not be included in the draw that day.
- If the trip is short volunteers, then those that have gone before will be added to the draw.

The office will then send out a static email to those parents not chosen in the current draw.

Teachers will thank their parent chaperones in their email reminder to parents on the day before.

The Lighthouse School - Fall In-service Agenda 2025-2026

Please see changes in red

Tuesday, August 12th, 9:00 am - 1:30 pm & 2:30 pm – 7:00 pm

Student Registration

NO UNSCHEDULED EMPLOYEES ON CAMPUS (except parents of students)

Thursday, August 14th, 7:30 am – 3:00 pm

New Employee Orientation (for New Employees ONLY)

7:30 am – 8:00 am continental breakfast and Introductions – Shelley

8:00 - 9:30 am Michelle

Payroll Paperwork, Classroom Supplies, field trips, volunteer procedures, who to contact, emergency back packs

9:30 am – 11:30 am Shelley

Tsunami, Earthquake, Fire Drills & Safe Schools Training, Library Circulation,
sub binders, Classroom Management strategies

11:30 -12:30 Lunch will be Provided

12:30-3:30 pm Intro to Waldorf Education and Submitting weekly lesson plans - Shelley

Friday, August 15th, 7:30 am – 3:30 pm

SET UP CLASSROOMS

New Employee Orientation (for New Employees ONLY)

8:00 am – 11:00 am technology how to (phones, synergy, google classroom, email) – Michaela will come to the classroom

12:00-1:30 pm 2nd grade Main Lesson Introduction -Shelley

1:30 – 3:30 pm 2nd grade Literacy Overview - Angie

1:30-3:30 pm 6th grade Main Lesson introduction - Shelley

Monday, Aug. 18TH, 7:30 am - 3:30 pm

ALL STAFF RETURN (meet in the gym for Welcome and Introductions)

Key Distribution

Schedule Distribution

Class Rosters

WORK IN CLASSROOMS

1:00-3:30 CPR CERTIFICATION RENEWAL

Tuesday, August 19TH, 7:30 am – 3:30 pm

ALL STAFF (meet in the gym)

7:30 - 8:00 Meeting etiquette; Icebreaker – Shelley

8:00- 10:00 **CONNECTIONS** – Michelle/Kathleen/Shelley

10:00-10:15 Stretch Break

10:15 10:30 Absence Training, Committees & teams – Michelle

10:30-10:45 Incident Command Chart - Shelley

10:45 – 11:00 Recess & Lunch duty Schedules – Shelley & Michelle

11:00 – 12:00 Lunch provided by the Board

12:00 – 12:15 Tsunami, Earthquake, Fire Drills & Safe Schools Training - Shelley

12:15 – 12:30 Student Technology Expectations – Michaela & Shelley

12:30 – 1:00 Bussing Procedures (morning and afternoon) – Michaela and Anita

1:00 – 1:30 Office procedures, LPO & Meet the Teacher Night– Michaela and Anita

Fall Festival reminder 11/13/2025 - Shelley

1:30 – 2:00 1st day of school – Shelley & Michaela

2:00 – OSEA Union Meeting in the gym

Wednesday, August 20th 7:30 am – 3:30 pm

WORK IN CLASSROOMS

Watercolors available for those interested in preparing name tags, posters, or other classroom materials, see Ody.

8:00 -11:00 AM – Carnegie Math Training K-5th

1:00-4:00 – Carnegie Math Training 6th grade

The Lighthouse School - Fall In-service Agenda Continued

Thursday, August 21st, 7:30 am - 3:30 pm

WORK IN CLASSROOMS

Student Behavior plans/504 & IEP's – Shelley & Kathleen

Prek & Kinder	7:30-8:30
1 st grade	8:30-9:30
2 nd grade	9:30-10:30
3 rd grade	10:30-11:30

Literacy Review - Angie

3 rd grade	7:30-8:30
Prek & Kinder	8:30-9:30
1 st grade	9:30-10:30
2 nd grade	10:30-11:30

12:30 – 1:30 Specialties & 6, 7, 8 electives – Shelley & Michelle

Friday, August 22nd, 7:30-3:30

WORK IN CLASSROOMS

Student Behavior plans/504 & IEP's – Shelley & Kathleen

4 th grade	7:30-8:30
5 th grade	8:30-9:30
6 th , 7 th & 8 th grades	9:30-11:30

Literacy Review - Angie

4 th grade	8:30-10:00
5 th grade	10:00-11:30

12:00 – 1:00 Pizza & Salad Lunch will be provided

Student Behavior plans/504 & IEP's – Shelley & Kathleen

Specialties 1:00 – 2:30

Monday, August 25th

WORK IN CLASSROOMS

8 am – 1 pm or 11 am – 5 pm

Back to School Night/Meet the Teacher

5:00 pm -7:30 pm

Doors open at 5:15 pm and close at 7:00 pm

NO PLAYGROUND ACCESS

Teachers will need to be in their classrooms by 5pm to meet and greet students

NOTE: This is not a time for parents to conference with you – focus on the student meeting their teacher

Tuesday, August 26

Is a NON WORK DAY for all employees

AUGUST 27TH - FIRST DAY OF SCHOOL – ALL GRADES Pre-K - 8!!

Pre-K, Kinder, 1st & 2ND grade will enter through their exterior doors (for the 1st week of school 8/27-8/29).

There will be a bubble machine to greet all students at the front entrance of the school

Students will make their way to the cafeteria for breakfast or go to the playground at their designated time

8:15 am – K-8 will meet in the gym for an all school assembly

Teachers will lead their students to their designated spot in the gym

Staff Introductions to the students – Mrs. Lake

School Expectations – Mrs. Lake & Mrs. Stauff

K-4 will be released

5-8 will stay a little bit longer

Special note:

Beginning 9/2 all K-8 students will be directed to enter through the main doors to access classrooms.

Kinder, 1st & 2ND grade will use their exterior doors for end of day pick up ONLY.

Prek will continue to use their exterior door for both am and pm drop off and pick up.

Business Manager/HR Summer Tasks

6/16/2025

PAY PR LIABILITIES
SUBMIT PERS REPORT
CONFIRM PARKING LOT RESTRIPIING
PAINT EXISTING PARKING LINES BLACK FOR PARKING LOT RESURFACING
PREK ENROLLMENT FOR ERDC FAMILY
TRANSFER FUNDS TO COVER SUMMER EXPENSES

6/17/2025

MEET COAST PAVEMENT & MAP PARKING SPOTS
TAKE REPORT CARDS TO POST OFFICE
RECONCILE PERS REPORTS IN VISIONS
SEND EMAIL TO PETE TO POST 25/26 CALENDAR ON WEBSITE
TERM EMPLOYEES IN PERS
EMAIL FOLS IMPORTANT DATES FOR 25/26
INVOICE CBSD FOR GRANTS - SIA & EARLY LITERACY
PREK INTEREST PHONE CALL AND EMAIL
PROCESS AND POST AP CHECK RUN
ATTEND FOLS MEETING

6/18/2025

PROCESS AND POST AP NON CHECK RUN
PROCESS VISA PAYMENT
RECON MAY BANK STATEMNT MMA
ENTER PAYPAL DEPOSTIS
RECON MAY BANK STATEMNT PAYPPAL

6/19/2025

POST VISA PAYMENT
POST JUNE DEPOSITS
RECON MAY BANK STATEMNT CHECKING

6/20/2025

TAKE DEPOSIT TO BANK
PICK UP MAIL
ENTER PREK TUITION PAYMENTS
POST BANK DEPOSIT
CLOSE POS
RECONCILE PERS TO VISIONS IN EDX
WRITE 3 JOB OFFERS

6/23/2025 VACATION DAY

6/24/2025 VACATION DAY

6/25/2025

WROTE 3 CONTRACTS
BUILT 3 CALENDARS
EMAILED 3 NEW HIRES

6/26/2025

PICKED UP MAIL
TOOK DEPOSIT TO BANK
POSTED DEPOSIT
POST PACIFIC POWER INVOICE
FILED SAIF REPORT
PROCESS VISA FOR 6/30
WORK WITH 3RD PARTY ADMIN ON UE CLAIMS

MADE MAINTENANCE TO DO LIST FOR 7/14 RETURN
SENT T.H. INVITE FOR LPO COORDINATOR
CORRECTED MAY DEPOSIT POSTING
SCHEDULE AMERICAN FIELDITY (FOR 9/5/2025)
SENT CPR EMAIL TO INSTRUCTOR FOR SCHEDULING
BALANCE FIELD TRIP FUNDS

6/27/2025

POST PERS PAYMENT
BALANCE PERS ACCOUNT
RECONCILE ACCRUED LIABILITIES
START BANK RECON PREP FOR 6/30
REMOVE SCREWS FROM 5TH GRADE DESK
PICK UP MAIL
PROCESS MILEAGE 1

6/28/2025

PROCESS MILEAGE 2
PREP 5TH GRADE DESK
MEND CORNERS & BROKEN PIECES

6/30/2025 VACATION DAY

MET JUUL INSUR @ 4PM TO SIGN PACE POLICY

7/1/2025 12:30-3:30

VACATION DAY
PREP 5TH GRADE DESK
GOT FACE PANELING AT PROBUILD
INSTALLED FACE PANELING

7/2/2025 9-10:30

VACATION DAY
PREP 5TH GRADE DESK

7/3/2025

VACATION DAY

7/4/2025

VACATION DAY

7/5/2025 9:30-1:30

EMAIL DIRECTOR AVAILABLE DATES FOR TRAINING INSERVICE WEEK
SENT A.S. EMAIL FOR ADMIN TM MEETING OFFICE COVERAGE
COMPILED AND UPLOADED AUDIT ITEMS
LIST OF BOARD MEMEBERS
INTERNAL CONTROLS
UNION CONTRACT
EMPLOYEE MANUAL
BUDGET AND MEETING MINUTES
CHARTER POLICY
PACE POLICY
BOARD MINUTES
RESOLUTIONS
SCHEDULE OF ACCRUED LIABILITIES
SCHEDULE OF PAYMENTS TO CBSD
LIST OF RESTRICTED FUNDS

7/7/2025 8:00-2:00

PICKED UP MAIL
COMPILED AND UPLOADED AUDIT ITEMS
LIST OF CURRENT EMPLOYEES HIRE DATE/TERM DATE/PLACEMENT/JOB TITLE
CHART OF ACCOUNTS

PAYROLL EXPENSE REPORTS

100 OBJECTS	SALARIES
210 OBJECTS	PERS
220 OBJECTS	SOCIAL SECURITY
231 OBJECTS	WORKMANS COMP & WBF
232 OBJECTS	UNEMPLOYMENT
233 OBJECTS	PD LEAVE OREGON
242 OBJECTS	HEALTH INSURANCE

PROFESSIONAL DEVELOPMENT EXPENSES

248 OBJECTS	UNION
249 OBJECTS	ADMIN

REPAIRS & MAINTENANCE DETAIL REPORTS (OBJECT 322)

CAPITAL ASSESS SCHEDULE

ALONG WITH 500 OBJECTS REPORT

COPIES OF ALL GRANTS REVENUE AND EXPENDITURES

GASB 87 REPORT (RENTAL INCOMES & LEASES)

SCHEDULE OF PAYROLL RECONCILIATION

SCHEDULE OF PAYMENTS FROM CBSD

7/8/2025 9:00-5:00

PICKED UP MAIL

COMPILED AND UPLOADED AUDIT ITEMS

GL OPENING BALANCE 7/1/2024

CHECK LISTING FOR SAMPLES

PERS YTD SCHEDULE

PERS RATES

EXPENDITURE BUDGET BALANCE REPORT ALL FUNCTIONS

EXPENDITURE BUDGET BALANCE REPORT WITH JUST 1XXX FUNCTIONS

EXPENDITURE BUDGET BALANCE REPORT WITH JUST 2XXX FUNCTIONS

WORKED ON 5TH GRADE DESK

REPAIRED BROKEN SECTIONS

7/9/2025 8:45-3:30

PICKED UP MAIL

COMPILED AND UPLOADED AUDIT ITEMS

BANK STATEMENT RECONS 6/30 TO GL

REVENUE BUDGET BALANCE REPORT WITH ALL FUNCTIONS

REVENUE REPORT WITH DETAILS

GL ACCOUNT SUMMARY

GL ACCOUNT DETAIL

ACCOUNT LEVEL BALANCE SHEET

MET WITH KNIFE RIVER TO FIX PLAYGROUND SUNKEN DRAIN

7/10/2025

VACATION DAY

7/11/2025

8:00-8:30 GET MEASUREMENTS ON 5TH GRADE DESK

11:00-12:30 11 AM MEET WITH NEW KINDERAIDE

WORKED ON 5TH GRADE DESK

GLUED DOWN NEW LEG RISERS

ATTACHED SQUARE FIT MOULDINGS

2:30-3:30 WORKED ON 5TH GRADE DESK

SANDED DESK AND CAULKED

ADDED SHELF LINERS

7/12/2025

7:00-12:45 WORKED ON 5TH GRADE DESK

FIRST COAT OF PAINT

POSTED ADMIN SECRETARY JOB ON INDEED

EMAILED DIRECTOR

PICKED UP MAIL

CLOSED 24/25 YEAR

ROLLED VISIONS INTO 25/26 YEAR
PROCESSED 25/26 AP RUN
2:30-3:30 WORKED ON 5TH GRADE DESK
SECOND COAT OF PAINT

7/13/2025
10:00-2:30 WORKED ON 5TH GRADE DESK
LAST COAT OF PAINT
DOWNLOADED AND REVIEWED 13 INDEED APPLICATIONS
ORDERED NEW HARDWARE FOR 5TH GRADE DESK
PLACED SUPPLY ORDER
SENT EMAIL TO MAINTENANCE WITH SUMMER PREP SCHEDULE

7/14/2025
7:30-5:00 DO WALK THROUGH WITH ANTHONY AND DAVE
MEET WITH DALE FROM CBSD TO TURN OFF WATER TO BUILDING
10 AM MEET WITH NEW 6TH GRADE TEACHER
DOWNLOADED AND REVIEWED 10 INDEED APPLICATIONS
CREATE 25/26 PO's A-O

7/15/2025
7:30-5:15 SORT OUT SUPPLY ORDER
MET WITH DALE FROM CBSD TO GO OVER THE REMOVAL OF DRINKING FOUNTAIN
CREATE 25/26 PO's P-Z
1PM MEET WITH BLUE SKY TREE SERVICE FOR QUOTE TO REMOVE FALLING TREES
DOWNLOADED AND REVIEWED 8 INDEED APPLICATIONS
EMAIL TENANT REGARDING LAWN MAINTENANCE FOR WEDNESDAY 7/16
PRINTED AND PROCESSED 46 PO's FOR DIRECTOR SIGNATURE
MET WITH SHELLEY TO COME UP WITH A FLOOR PRIORITY LIST

7/16/2025
7:00-5:00 CREATED WORKFLOW LIST FOR ADDITIONAL MAINTENANCE VOLUNTEER HELP
MET WITH MAINTENANCE AND CUSTODIAL TO GO OVER NEW PRIORITY LIST
8:15 MEET AND GREET WITH LEAH FOR PREK FAMILY
CALLED DFN TO CLARIFY NEW CHARGES & FEES INCREASE
IN SERVICES FROM \$491.76 TO \$1624.26 PER MONTH
SET UP AP VENDOR FILES FOR 25.26
PROCESSED & POSTED AP RUN
DEPOSITED PP GRANT CHECK & PICKED UP MAIL
WASHED CABINET AND PREPPED FOR PAINTING
DOWNLOADED AND REVIEWED 4 INDEED APPLICATIONS
PICKED UP PAINT AT SHERWIN WILLIAMS
WENT TO BUILDERS FIRST SOURCE FOR WOOD PRODUCTS
SENT EMAIL TO POTENTIAL PREK FAMILY

7/17/2025
7:30-5:00 MEASURED AND CUT TRIM PIECES FOR REPAIRS
DOWNLOADED AND REVIEWED 12 INDEED APPLICATIONS
GLUED TRIM REPAIR PIECES TO CABINET
ATTACHED MIRROR IN BATHROOM
CUT FEET FOR CABINET AND ATTACHED
PICKED UP MAIL
PREPARED 39 CHECK TUTORIALS FOR AUDIT

7/18/2025
7:30-2:30 DOWNLOADED AND REVIEWED 8 INDEED APPLICATIONS
Created applicant recruitment criteria
reviewed all 60 applicants to narrow the interview pool

7/19/2025
9:30-11:30 met with west coast pavement to get the no parking painted
transferred AP files, pers, pr liability files, & taxes to crates for auditors
painted 1st coat on 2nd cabinet

added feet pads to 2nd cabinet

7/20/2025

8:45 - 10:30 PRINTED AP AND PR LABELS
painted 2nd coat on cabinet
got file folders at staples for 25/26 files
12:45-1:45 Put together 25/26 files

7/21/2025

7:15-2:00 put away supply orders
put 5th grade desk back together
painted 3rd coat on cabinet
picked up mail
went to probuild got wood for yard stick holder
posted AP non check runs (3)
compiled binders for audit
entered invocies for ap check run
washed down cabinet number 3
5:30-6:00 made yard stick holder

7/22/2025

7:15-1:00 corresponded with potential Prek family
mailed out prek registration
picked up mail
sent email regarding scheduling skills test
and corresponded with potential applicants
wash down cabinet number 4
put 1st coat of paint on cabinet 3
confirm shakespeare festival field trip
scanned pacific power bill to cbsd
entered pacific power invoice

7/23/2025

7:15 - 4:30 put 2nd coat of paint on cabinet 3
put 1st coat of paint on cabinet 4
corresponded with potential Prek family
mailed out prek registration
picked up mail
scrubbed employee kitchen walls
cleaned part of my office
corresponded with applicants
went to Ross to find baskets

7/24/2025

8:15-2:00 put furniture back in staff kitchen
put 2nd coat of paint on cabinet 4
picked up mail
cleaned prek cabinet
emailed out employee contracts
cleaned part of my office
completed employment verification for employee
sent email to applicnats confirming their time
sent email to Maint & cust updating timelines
packed up audit crates for delivery

7/25/2025 VACATION DAY

7:15-7:45 packed up audit crates for delivery
put last coat of paint on bottom of cabinets
1:00-5:00 drove to roseburg to deliver audit crates

7/26/2025 VACATION DAY

10-15-11:00 put handpulls on cabinet 1
respond to applicant emails

print out skills test for applicants

7/26/2025 VACATION DAY

9.5 hrs sorted, filed, organized 16 years of personnel files inherited from previous admin

7/27/2025 VACATION DAY

7.5 hrs sorted, filed, organized 16 years of personnel files inherited from previous admin

7/28/2025 VACATION DAY

7/29/2025 VACATION DAY

7/30/2025 VACATION DAY

7/31/2025 VACATION DAY

8:00-1:30 Met Blue Sky Tree service to remove falling/hazardous trees in woodstock parking lot

8/1/2025 VACATION DAY

8:00-3:30 Skills testing with applicants
unpacked and distributed supply orders
scored applicant skills tests

8/2/2025 VACATION DAY

10:30-1:15 met applicant to finish skills test
bank recon prep
entered visa invoice

Custodial/Maintenance

- ☐ finish 5th grade classroom
- ☐ strip the 6th grade classroom
- both of these rooms will need
- ☐ wax ☐ wax
- ☐ use hardener ☐ use hardener

- ☐ strip the 7th grade classroom
- ☐ strip the 8th grade classroom
- ☐ strip the 4th grade classroom
- all of of these rooms will need
- ☐ wax ☐ wax ☐ wax
- ☐ use hardener ☐ use hardener ☐ use hardener
- ☐ strip UPPER HALL and wax

The following floors will be cleaned and waxed the old way

- ☐ ART
- ☐ PREK
- ☐ KINDER
- ☐ 1ST
- ☐ 2ND
- ☐ 3RD
- ☐ LOWER HALL
- ☐ MAIN HALL & COPIER ROOM
- ☐ NURSES BAY & BATHROOMS

- ☐ reading room needs floor repair in one section

science/cooking room needs:

- ☐ emptied
- ☐ light srub
- ☐ one layer of wax /no hardner

- ☐ GYM
- scrub floor
- add an extra layer of wax so it lasts the whole year

- ☐ SAND ODYS DESK & REFINISH THE TOP ONLY

Custodial/Maintenance

by date

by the end of day 8/10

Gym

☐ it will need to be usable 8/11 for set up for registration on 8/12

by the end of day 8/11

☐ grass needs mowed along the walkway to the gym by 8/11 for registration 8/12

☐ parking lots need weeded for registration on 8/12

☐ playground area around garden needs weeded for registration on 8/12

by the end of day 8/13

☐ Upper hallway floor

Handwork room = will be in use on 8/14

☐ walls need cleaned

☐ touch up paint as needed

☐ put chair socks back on chairs

☐ wash all table tops clean

2nd grade room = teacher starts 8/14

☐ walls need cleaned

☐ touch up paint as needed

6th grade room = teacher starts 8/14

☐ walls need cleaned

☐ touch up paint as needed

by the end of day 8/15

☐ 4th grade floors

☐ The end of lower hall floors

Michelle needs full access to all classrooms for supply distribution over the weekend

ALL STAFF RETURN ON 8/18

Patrick (volunteer)

☐ MOW AND WEED EAT THE LAWN AROUND THE BLUE HOUSE
have Dave show you how to use the push lawn mower and weed eater

☐ SHAMPOO CARPETS IN THE GYM
have Dave or Anthony show you how to use the shampooer

☐ EMPTY MUSIC ROOM AND SHAMPOO CARPETS

☐ EMPTY DEANS OFFICE AND SHAMPOO CARPETS

☐ SHAMPOO THE OFFICE CARPET

☐ SWEEP FLOORS IN HANDWORK ROOM
MOP HANDWORK ROOM

☐ SWEEP FLOORS IN SPANISH ROOM
MOP SPANISH ROOM

☐ CLEAN AND WASH FRONT ENTRY COUNTER MURIAL
soap and water should work

☐ WASH ALL OFFICE WINDOWS

☐ WASH ALL GLASS ON FRONT DOORS
get the window squeegee and cleaner from Dave or Anthony

☐ WASH DOWN ALL CUPBOARDS IN THE OFFICE

☐ EMPTY KITCHEN AND MUSIC OFFICE AND SHAMPOO CARPETS

WASH AND PAINT CABINETS WITH WHITE LAQUER
see Michelle for paint and rollers

☐ KINDER 2 BOOK CASES

☐ ART ROOM 2 BOOK CASES

☐ SAND AND REPAINT THE BENCHES OUTSIDE

☐ TAKE DOWN ALL FELT FLAGS OUTSIDE AND MARK THEIR LOCATIONS

☐ WASH & DRY THE LINENS IN 1ST GRADE FROM CEILING

☐ WASH ALL HALLWAY WALLS

☐ WASH ALL WALLS IN OFFICE

☐ WASH ALL WALLS IN DIRECTOR'S OFFICE

☐ WASH ALL WALLS IN DEAN'S OFFICE

☐ WASH BLUE WALLS OUTSIDE DEANS OFFICE