

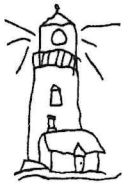


The Lighthouse School
"Lighting the way to a brighter future."
62858 Hwy 101
Coos Bay, Oregon, 97420
(541) 751-1649



Agenda September 3, 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 August 13, 2025 –
5. Directors Report with Curriculum Report—Shelley Lake
6. Business Report—Michelle Silva
7. Old Business;
8. New Business:
 - Middle School Mentor Application
9. Report from last District Board meeting –
10. Roundtable / Good of the Order-



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Meeting Minutes August 13th, 2025

1. Call to order

- The Board of Directors met August 13, 2025
- The meeting was in person 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: McKinley Prado, Jenni Schmitt, Stephanie Messerle, Anita Martins, Stacy Courtright, Maya Watts, John Gibson, Paula Mosley and Lisa LaGessee. Also present were Director Shelley Lake and Business Manager Michelle Silva. A quorum was present with nine of the nine board members in attendance. Presiding officer was Stephanie Messerle.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment

- None

3. Union report

- None

4. Discuss and Approve Board Meeting Minutes

- June 4th, 2025 board meeting minutes

5. Director and Curriculum Reports — Attached. Additionally:

- Internet has been updated for school, except gymnasium.
- Met with Carnegie Math over summer to set up trainings for teachers.
- Pace risk assessment had a few minor fixes, will do an on-sight training with teachers for recess supervision safety.
- Briefly met new superintendent
- Accolades to new office admin for just jumping in; Dave and Anthony for stripping upper hall and re-waxing all floors
- Thanks to great group of summer volunteers for campus beautification
- Board members need to complete trainings
- Parent volunteers need to take safe schools training this year
- OSU has staffing reductions due to limited funds with fewer funds going to Outdoor School. Currently this won't impact TLS.
- Executive order by Governor Kotek prohibits personal electronic device use in schools by students. Current procedure supports this but will need to formally adopt a policy for the upcoming school year.
- Curriculum report included in packet: TLS was above state and district average in 5th, 7th and 8th in both ELA and math; 6th grade above average in ELA and above district average in math. Biggest take away is need more math support overall.
- New hire training begins tomorrow and rest of staff will return next Monday

6. Business Report—Attached. Additionally:
 - Filled all open positions and fulfilled PE requirements
 - New volunteer packet includes changes to protect teachers and parents, including more flexibility for teachers to dictate volunteer support in their classrooms; new PACE training requirement for parent volunteers
 - Fall in-service agenda for staff included in packet
 - Audit materials were delivered; TLS and CBSD are trying to decide if they'll go out for RFP for a new auditor.
 - Hazardous trees removed from Woodstock parking area
 - Anticipated enrollment for upcoming year is 206; special orientation with parents from 2nd and 5th occurred with eight families invited.
7. Old Business
 - Teacher/board luncheon during in-service week prior to 2025/26 school year will be August 19th from 11-12.
8. New Business
 - Vote for new board officers - delayed until October board meeting
 - Will solicit new board members through end of October with active recruiting via announcements, targeted email and informational at parent night
9. Report from last Coos Bay District Board meeting
 - P. Mosley relayed it mostly pertained to superintendent stepping down and new interim superintendent being appointed.
10. Roundtable / Good of the Order
 - Floors look great!
 - It felt good coming back for registration and excited for new front office staff member
 - Thanks for all the behind-the-scenes work, especially prep to make registration go so smoothly
 - Great to see everyone again
 - Thanks to Michelle for all the work she put in this summer
 - Excited for the new hires
 - Really enjoyed registration, it flowed really well and was quick and efficient and nice to see school community
 - Excited for the start of the school year

Task list

- Board members need to complete Safe Schools Trainings

Corporate Actions

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

RESOLVED to approve the June 4, 2025 board meeting minutes. MM by Anita Martins, 2nd by Maya Watts. Unanimously approved.

RESOLVED to delay voting for new board officers until the October board meeting. MM by Stacy Courtright; 2nd by Lisa LaGesse. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 8:21 PM. The next meeting date is scheduled for September 3, 2025.

Signature of Secretary, Jenni Schmitt _____

Date: 8/13/2025

Director's report 9/3/25

Connections Log

8/13 CBSD Superintendent
8/14-8/15 New Hire Orientation
8/18 All Staff Return / CPR & First Aide training
8/19 All Staff Training
8/20 Carnegie Math Training
8/20 New Family Orientation
8/20 CHW RE: School Counseling
8/20 SODEXCO RE: School Meals
8/20 ODOT RE: School traffic notifications
8/21 K-3 Student Planning
8/21 MHS Math Meeting
8/21 Specialties/Electives meeting
8/21 Hyssop Productions Re: Student Technology Inventory
8/21 DFN RE: Internet Connection
8/22 4-8 and Specialties Student Planning
8/22 CB Fire Chief
8/25 Meet the Teacher Night
8/27 First Day of School/All School Assembly
8/27 Hyssop Productions Re: Staff Technology Inventory
8/28 Admin Team Meeting
8/29 Staff Meeting
8/29 CBSD Re: TLS Communications
9/2 OBOB Registry
9/3 Mentorship Goal Planning

Accolades:

- Moore and Johanson for Waldorf /Mentorship/PLCs
- Mr. Seldon's New Classroom Décor
- Ms. Silva for Math manipulative inventory support
- Office – Grand Central Station
- Dave & Anthony Maitenance
- Ms. Trapold – Drama Closet Organization

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

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

Email Director Lake for Login/Password assistance

Curriculum report:

Lake to push in for Math Coaching Support in grade 6-8 for the month of September

- Locked Down Drill – *Quarterly*
 - Classroom doors should remain locked at all times, lock-blocks should remain open for classroom entry
 - Pull lock-tight to secure classroom doors
 - Lights off, window's closed, students secure out of main line of sight and room silent until completion of drill
- Shelter in Place – *As needed*
 - Students remain in their classrooms, doors & windows closed with lock block pulled for secure doors.
 - Instruction continues as usual, hallways and outside not permitted without office approval

IEP's, 504's & SST's

- Lake & Stauff will meet with individual grade level teachers (see Fall in-service agenda) to review class lists and individual student plans
- Teachers will be provided with IEP look at a glance notes and 504 accommodation plans in a purple Folder. These folders will be utilized all year, updated throughout the year, and collected at the end of the school year

Professional Development

- Carnegie Math Training –
 - 8/20 8-11am grades K-5 (Virtual training)
 - 8/20 1-4pm Grade 6 (Virtual Training)
- **9/12 Carnegie Math Virtual Consultations 2:00-3:30**
- Mandated training on Recess Supervision in Safe Schools and on 10/10 with PACE Legal
- All Safe Schools trainings are due by 10/6/25
 - Basic Medication Administration (32 min)
 - Sexual Harassment Staff-Staff (17 min)
 - Sexual Misconduct Staff-Students (29 min)
 - Child Abuse Mandated Reporting (22 min)
 - Blood borne Pathogens (15 min)
 - FERPA: Confidentiality of Records (20 min)
 - Integrated Pest Management (15 min)
 - Playground supervision (19 min)
 - Active Assailant Preparedness (46 min)

Benchmark Assessments

Easycbm Fall Benchmark Assessments

- September 9 – (close) October 11
- Math and Reading Basic Grades 1-2
- Math and Reading Basic & Math and reading Proficient grades 4-8

OSAS 2024-25 Proficiency Summary (See Attached)

SAVE THE DATES

- 8/25 Meet the Teacher Night (Open house style)
- 8/26 NO SCHOOL / LAST DAY of summer freedom ☺
- 8/27 FIRST Day of School
- 8/29 Staff Meeting 2:00-3:30
- 9/1 NO SCHOOL – Labor Day
- 9/3 Board Meeting 7:00pm
- 9/5 Staff Collaboration
- 9/12 Professional Learning – Carnegie Virtual Consultation 2:00-3:30
- 9/16 & 9/18 LPO Parent Night(s)
- 9/26 Staff Meeting 2:00-3:30

Weekly Coaching support for Grades 2 & 6th for main lesson implementation

Linda Johanson Main Lesson /Waldorf Mentor for Grade 2

Linda and Kora Will provide Waldorf ART PLC's to Staff beginning with 9/19 Chalkboard Art Lessons

First Week of Carnegie Math Implementation shows positive engagement, and teacher familiarity. Teachers have been using the one-to one math mentor support available through Carnegie

Ongoing Math Professional Development for Grades K-6:

9/12 Carnegie virtual consultation

10/10 Math application training

10/10 All Staff Recess Supervision Training with PACE

2/13 Onsite consultation day for pedagogy implantation

Math Honors Students will begin pull out support the week of 9/8. WE have 5 8th grade students and 1 7th grade student completing the MHS Math 9 (Algebra 1) course

Special Education Meetings Attended:

SST (Student Success Team Meetings):	1
504 Meetings (Medical Diagnosis Plan):	2

Currently Coordinating annual 504 reviews for all students on 504 plans

Currently Coordinating IEP reviews for incoming IEPs and 2024/25 carryovers

Accolades

Congratulations on a great first week back!

Communications – Limit the chatter

- Student Support in Classroom should be notified through class phone to office
- Teachers should turn classroom Walkie-talkies to Channel 3 for office notifications
- Walkie-Talkies should be turned off in classroom during instruction time(s) to limit interruptions
- Teachers should have walkie-talkies turned on and carry walkies with them when they are **NOT** in their classrooms
- Student Names **SHOULD NOT** be used over the walkies as channels are NOT TLS secure “I’m sending a student...” “Student support in _____(location)”

PACE update: Recess Supervision

- Recess supervisors may not clump for conversation
- Recess supervisors should walk around designated location(s) for increased supervision
- One Supervisor per location
 - Playground
 - Field
 - Gaga pit
 - Blacktop
 - Garden
- If supervision is limited- it is OK to close the field to students and minimize zones of play
- Teachers are NOT permitted to be on personal electronic devices (cell phones) during Recess Supervision duties
 - **Executive Order 25-09** - If Teachers need to use their phone for personal reasons, please call for supervision support and take your call/text away from student view/ear
- Maintain visuals for areas of hiding/secrecy (behind work shed, orchard)
- **Classrooms**: Teachers should have clear line of vision throughout the room
- **Review Recess Rules & Expectations with Students (See attached)**

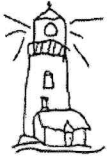
Governor Kotek: Executive order on Student Cell phones- improve student educational outcomes and mental wellbeing across the state by ***prohibiting*** cell phone use by students during the school day in Oregon’s K-12 public schools.

TLS policy- . **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.**

- Teachers: If you see it, confiscate it and turn it into the office. NO FIRST offense warnings.
- Students who violate the cell phone policy will receive a Level 1 infraction notice for first offence 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.

Safety Drills:

- Earthquake/Tsunami Drills – ***2 times annually***
 - Students will duck, cover & Hold
 - Building Evacuation post-earthquake-simulation
 - ALL Students will assemble in back field
- Fire Drill – ***monthly***
 - Not always previously announced
 - Can occur throughout day am/pm, during class, recess or transition
 - Pre-K through grade 2 exit through classroom’s exterior door to bottom parking lot
 - Grades 3-8 exit through classroom exterior door to back field



8/20/2025

Hello Lighthouse families

As you prepare for the 2025-26 school year, here are a few essential back to school reminders:

- 1.) Lighthouse provides students with all the required classroom supplies needed for their school year, so apart from personal items like backpacks, school clothes and shoes no additional supplies are needed. However, if you are unable to supply your student with a backpack, connect with the school office as we can support your student with this item as well.
- 2.) Personal toys from home are not allowed at school, except for on specified show and tell days.
- 3.) Personal Electronics and cell phones are not permitted at school. If your student utilizes school transportation, and brings a device for the bus ride, it **MUST** remain in the student's locker during the school day. The school is not liable for lost or stolen possessions.
- 4.) For safety reasons, the Woodstock Road entrance and upper parking lot is only to be used by employees and those parents/guardians with a handicap placard. If you need assistance with drop off or pick up, please contact the office.

We look forward to seeing everyone at Meet the Teacher Night 8/25. You are invited to bring a picnic dinner and eat on the school playground while reconnecting with friends.

The first day of school is Wednesday 8/27. The campus doors open to students at 7:35 each morning; students should not be dropped off and left unattended prior to this time. School activities begin promptly at 8:00. Any late arrivals will need to be accompanied to the office for school check in.

For anyone interested in volunteering throughout the school year, please refer to our school website to: read the volunteer packet, watch the mandatory PACE training, and complete the required background check. **Background checks will CLOSE for the year September 30th.** If you have any questions, please don't hesitate to contact the school office (541) 751-1649. Enjoy the last days of summer and we look forward to seeing you soon.

Shelley Lake
Director, The Lighthouse School

Accolades

Congratulations on a great first week back!

Housekeeping

- When staff is leaving campus please log out on the office visitor log (initials/grade) –this is the office log NOT the security log
 - Staff should NOT be exiting campus through Pre-K through 2nd grade exterior doors during instructional hours for any reason.
- When sending a student to the office for ANY reason, please notify the office to expect them
- Snack is inside so students can maximize their recess time, please be respectful to maintain recess time (no early dismissal recess)
- Communicate with the office to reserve outdoor classroom, science/cooking room, or other shared space
- When rewarding students with playground or extra recess please coordinate with the office for a good time so as not to interfere with other class schedules- BE specifically mindful of Pre-K recess times
- Please email Ms. Rebeka or coordinate with Ms. Nadine to access the drama closet. The office has the drama closet key

IEP's, 504's & SST's

- G. Warrick is our Special Education Teacher and her schedule is being coordinated for push-in and pull-out support
- SST, 504 meetings are being scheduled by need

Professional Development

- **9/12 Carnegie Math Virtual Consultations 2:00-3:30**
- Mandated training on Recess Supervision in Safe Schools on 10/10 with PACE Legal
- All Safe Schools trainings are due by 10/6/25

Benchmark Assessments

Easycbm Fall Benchmark Assessments

- September 9 – (close) October 11
- Math and Reading Basic Grades 1-3
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OSAS 2024-25 Proficiency Summary (See Attached)

Parent Night

- One night 2 sessions OR 2 nights One session
 - 6pm Parent informational meeting in GYM to introduce FOLS, BOARD and LPO
 - One session on 9/16 & 9/18 6:20-7:00
 - **Two session on One night 6:20-6:50 and 7:00-7:30**

Other

Waldorf Art PLC

SAVE THE DATES

- 9/1 NO SCHOOL – Labor Day
- 9/3 Board Meeting 7:00pm
- 9/5 Friday Lunch
- 9/12 Professional Learning – Carnegie Virtual Consultation 2:00-3:30
- 9/16 & 9/18 LPO Parent Night(s)
- 9/26 Staff Meeting 2:00-3:30

BUSINESS/HR REPORT FOR THE BOARD MEETING OF September 3, 2025

HUMAN RESOURCES

- Middle school electives – team met to discuss the classes they wanted to offer and an assembly was held with 6, 7, & 8th graders to choose their classes for the year.
- Last Friday of each month Staff meeting
- 1st Friday of each month Staff Luncheon – this is a designated time where the LPO will provide some sort of ‘foody’ for all staff and we will take a moment to sit and chat and allow employees to socialize with one another in an informal manner.
- Teresa Huff has officially accepted the invitation to shadow Anita as LPO Co- Coordinators
- Personal Electronic Device Policy - Executive Order 25-09 is effective January 1, 2026 and reads:
 - Every Oregon school *district* is required to have a policy that shall
 - prohibit the use of personal electronic devices by students from the start of regular instructional hours until the end of regular instructional hours.
 - The policy must be adopted no later than October 31, 2025. Additionally:
 - a. The policy must be effective no later than January 1, 2026.
 - b. The policy must provide clarity on how personal electronic devices will be stored during the school day.
 - c. The policy may exclude time when students are not on school grounds and are not under the supervision of school personnel other than a school bus driver.
 - d. The policy must provide for the use of a personal electronic device by a student when the use complies with the terms of:
 - i. The student's medical provider's order for the care and treatment of a medical condition. ii section 504 of the Rehabilitation Act of 1973, 29 U.S .C.794. iii. A written exemption provided for the student based on a process and guidelines adopted by the school district to allow school building administrators to accommodate the individual circumstances of a student or to further specific educational outcomes for a student.
 - e. The policy must provide direction to school personnel regarding actions that may be taken when a student violates requirements regarding the use of personal electronic devices under the policy. Allowed actions may not authorize or otherwise result in a student losing instructional time, which includes suspension or expulsion.

On August 11, 2025 Director Lake sent out a notification to all families regarding the existing expectations that TLS has had in their parent handbook for many years. Director Lake then outlined the consequences of breaking the school’s expectations.

In the announcements there has been a posting regarding Cellular device use, as well.

At this time, this TLS’s Administrative Ruling (AR) of the Coos Bay School Districts policy meets the requirements of executive Order 25-09.

BUSINESS REPORT

- **Materials fees as of 8/31/2025**
 - 4 scholarships – which were covered by donations
 - **COLLECTED \$16,424**
 - **164 STUDENTS**
- **YEARBOOK SALES as of 8/31/2025**
 - **SOLD 152**
- **Prek enrollment = 17**
- **Current Enrollment as of 8/31/2025 = 208**
 - K = 24
 - 1st = 24
 - 2nd = 24
 - 3rd = 24
 - 4th = 23
 - 5th = 24
 - 6th = 23
 - 7th = 24
 - 8th = 18
- **TLS received full restitution for the windows that were broken in 2021/2022 of \$1,316.18**
- **Field Trips:**
 - 7th & 8th combined – 9/23/2025 - Shakespeare Festival – (traditional field trip – class funds used)
 - 4th Grade – 9/30/2025 - Wildlife Safari – (new field trip ties into animal reports – class funds used)

THE LIGHTHOUSE SCHOOL TEACHER MENTOR APPLICATION

(Please print or type clearly)

Name: Kora Moore Date: 8 / 25 / 2025

Current Grade Level or Specialty: 7th grade main lesson

Briefly tell us what interests you about becoming a Mentor Teacher: _____

I want new teachers to be successful in this
school community which I value deeply.

What strengths do you believe you have that would enable you to be a successful mentor?

• 10+ years of teaching experience
• a good listener

How many hours a week do you believe you would be able to serve as a mentor?

1-2 + as needed

What words of wisdom would you share with a new employee to Lighthouse who is already a seasoned Teacher?

Main lesson can be intimidating even to
a seasoned teacher. My advise would be to
utilize a teaching style you feel most comfortable
with and slowly incorporate more activities
and lessons that follow the main lesson framework.
Focus on things you are already practicing that fit
in with our school philosophy and culture.

What words of wisdom would you share with a new employee to Lighthouse who has never taught before?

Our school is a community. You do
not need to get everything perfect your first year.
Take care of yourself and focus on growth. The
kids are surrounded by people they know care
about them. They'll be ok if you don't get
everything just so. Don't be afraid to try new things -
chalk drawing, watercolor, etc.

Which type of Teacher would you be most comfortable mentoring? any

- a) A seasoned Teacher with no knowledge of Waldorf
- b) A Charter Registry Teacher who has never taught before
- c) An Experienced Waldorf Teacher first time teaching in a public school
- d) A first year teacher fresh out of college with their teaching credential but no experience

What do you believe has been your biggest contribution to The Lighthouse School?

I have used my personal interest and passion for fiber arts to bring many elements of the 7th grade main lesson to life.

I have improved writing skill amongst our middle school classes.

Describe the differences you have witnessed between a traditional school and Lighthouse:

The biggest difference is teacher autonomy. This was a major challenge the first year but has been key to preventing burnout long term. Having choice over books to read, ways to teach given topics, etc. has been a joy to me as a teacher.

Describe your understanding of the benefits of Waldorf education and the purpose of Main Lesson:

Main lesson gives students a different approach to learning - one that is holistic in nature. Students practice skills, learn life lessons, and explore the world in ways that speak to where they are in their development. In general, the emphasis on the whole child sets Waldorf education apart.

What personal reward do you believe you will get out of mentoring another teacher?

I would be giving back to a community that has been a big part of my life as both a teacher and a parent.

What are some items or areas that you would have liked clarity on when you first became employed at Lighthouse?

Waldorf philosophy / main lesson training
Integrating IEP / 504 into main lesson

Education and Training Summary – please include any professional development or continuing education courses you have taken in the last 3 years

Type of Training or Workshop	Type of Certificate or PDU's received
Beyond the Book: Creating a Comprehensive Unit for Braiding Sweetgrass Makers Spaces	3 semester credit hours certificate of completion
Effective Communicators (JLI)	1 credit hour

Current Teaching License: Preliminary Teaching – Endorsements
English Lang. Arts & middle Level
Expiration Date: 9/16/2028

Please rate your proficiency of the following: 0 indicates you have no experience and 10 indicates you could train others.

Synergy 6 Frontline/Aesop 8 TSPC 6 Gmail 10
Backing up a computer 7 Renaming a file 10 Renaming a flash drive 0 HTML 0
Saving files on the server 7 Google Search 10 Google Drive 10
Grammar 9 Spelling without spellcheck 9 using spellcheck 9 Punctuation 9
Multiple line phones 0 Group emailing 10
Word 8 Excel 6 Publisher 7 Power Point 7

Certification:

If approved to be a Mentor Teacher do you agree to all of the conditions as stated in the overview? ☒ yes ☐ no

My signature constitutes that I have read and understand the overview.

Signature: Kora Moore Date: 8/25/2025
Print Name Kora Moore