

Agenda September 2, 2020

1. Call to order

2. **Public comment** (The board welcomes comments and questions from the public. If you wish to address the Board this evening, please sign in. We ask that you limit your comments to three minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. (Policy BDDH: Public Participation in Board Meetings)

3. Union Report

4. Discuss & Approve July Minutes

5. Consent Agenda items – All meeting reports put on hold due to COVID-19

6. Director Report – Shelley Lake – in board packet

7. Business Report – Michelle Silva – in board packet

8. Curriculum Report – Julie Graber – in board packet

9. Report from last district board meeting -
 - a. Representative for next district board meeting –

10. Old Business
 - a. 2020/2021 ODE Guidance Ready Schools Plan – Michelle - was accepted and complimented by the Local Health Authority

11. New Business –
 - a. Bank Resolution – Michelle – **action item – needs adopted**
 - i. Banner Bank requires resolution 2021-001 be adopted for Shelley Lake to have

Round table-



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



BOARD OF DIRECTORS MEETING MINUTES

- ❖ The Board of Directors met August 5, 2020.
- ❖ The meeting was held via video conference.
- ❖ The meeting was a regularly scheduled meeting called by the Board of Directors.
- ❖ The Directors present at the meeting were: Josie Keating, Avena Singh, George von Dassow, Stephanie Ospina, Paula Mosley, Amanda McMahan Brown, Jenni Schmitt, Tim Hyatt, Stephanie Messerle, Scott McEachern, John Gibson, Daniel Pruett, and Lisa LaGesse, Julie Graber, Callie Hart, Karen White, TLS Secretary, Michaela Vonderohe, and business manager, Michelle Silva. A quorum was present because thirteen of the thirteen of board members were in attendance. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

1. Minutes from the previous meeting 7/8/2020 were unanimously approved with corrections (MM by Dan/2nd by Julie)
2. Lighthouse Student Rep. –none.
3. Public comment—none.
4. Union report— nothing to report.
5. Consent Agenda-all reports on hold.
6. Directors report—Business manager, Michelle Silva, to report on updates
 - The new director will start August 10th and will present at the August 12th all staff meeting.
 - Board and staff are invited to drop in and meet/introduce themselves to the new director August 11th.
 - There was some discussion regarding proper procedure for hiring. Discussed the role of the hiring team and proper procedures.
7. Business report—Michelle Silva
 - HASS plan (well past due) has been approved by ODE. It needs board approval and uploading to the website—discussed the plan.
 - 2020/2021 school year calendar--discussed changes made to the calendar.
 - 2020/2021 ODE Guidance Ready School Plan—discussed coordinating cohorts to minimize "cross bubbling". Discussed a survey to try to keep kids who are together outside of school (dance, B and G club, etc) in the same cohort in school.
8. Curriculum Report—Julie Graber
 - Discussed tentative k-3 plan. Discussed more frequent communication with families.
 - Discussed new online platforms for grades 4-8.
9. District meeting report
 - No TLS board members were in attendance.
10. Old Business—
 - Charter renewal—still no response to the expenditure report request from CBSD.

11. New Business—

- Board resignation—Amanda Brown resigned.
- Discussed the new hires.

CORPORATE ACTIONS:

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

RESOLVED to approve to adopt the HSSP plan as written (MM Lisa/2nd George)

RESOLVED to approve to the updated 2020/2021 TLS school year calendar (MM Avena/2nd Lisa)

RESOLVED to approve to retroactively empower the hiring team to approve their hire of the new director (MM George/2nd Daniel)

ROUND TABLE / GOOD OF THE ORDER

- Thank you to all Julie, John, Michelle, Anita and Michaela who have been working tirelessly to try to get our school ready amidst all the chaos and changes.

ADJOURNMENT: The meeting adjourned at 9pm. The next meeting time and date will be Wednesday, September 2nd, 2020 at 7:00pm.

Signature of
Secretary

Date

Director's Report

Personal Connections MADE

Started on 8/10/2020

- Reviewed TSPC clearance for all staff
- Made Connections with:
 - Steve Sears-Osea
 - Janine Leep & Candi Cabudol -Sedexco
 - Dave-Cash Valley Electric re: Updated Security Camera and equipment to fix both cameras that went down
 - John Gibson-Update the Bandwidth for the building in Preparation for Distance learning
 - Lisa Lagesse: Re: Pedometers for 4-8th grade use during Distance learning per Coach Hamner's request
 - Sarah Prince and Lisa Desalvio-Coos Bay Special Education Coordinator
 - Sharon Hogan-Occupational Therapist
 - Marie Small-Counseling Concerns for 2020-2021
 - Pete Schaefer:
 - Update Staff Technology Inventory
 - Update Norton Antivirus License for Staff equipment
 - Coordinate/troubleshoot malfunctioning equipment (staff and Student)
 - Updated Computer for Terre Munoz
 - Distributed Staff Computers to new Hires
 - Distributed 42 Chromebooks to Distant Learners
 - Identified Student Chromebooks that need to be managed by Securely
 - Identified Student Chromebooks (27) that are damaged (repair/salvage?)

Whole School:

- 8/12 BACK TO SCHOOL STAFF TRAINING established norms and expectations of staff meetings. (parking lot, shout out wall, collective norms agreement poster)
- 8/17-8/21 ALL Staff training on: Ready Schools Plan, School wide procedures (i.e. recess, pick-up/drop off), distance learning platforms: Google+, IXL, ScootPad (agreed to revisit ScootPad training on 9/4) Jump Math
- 8/22/20
 - Installed bathroom dividers in K/1 bathrooms for COVID-19 precaution
 - Built/installed Quarantine Bubbles in Front entry to house students sick or ill in pick-up transition
- 8/24-26 Touched base with all staff regarding online preparations for distance learning
 - 8/26 Met families for distance learning material pick-up 8am-4pm
 - 8/26 Met with Kindergarten regarding back to school procedures.
- 8/27/2020
 - ***Kindergarten: First Day back success! Troubleshoot pick-up/drop off with staff and parents. We were able to smooth the process as quickly as 9/1/20 with no major concerns present.

- Met with Kindergarten Teacher: White regarding concerns for Kindergarten 8/27. We were able to troubleshoot her lunch concerns:
 - Off/set concern for Aide supervision
 - Table Spacing
 - Face Coverings-installed hooks on desk for sanitation
- Met with 2nd Grade and Grand Canyon University Prof regarding teacher training expectations
- 8/28/2020
 - KCBY on CAMPUS to film pick/up procedures, interview regarding safety protocols
 - Met with Kindergarten teacher: White regarding:
 - Lesson plan concerns for full day Kinder-Agreed to see how the first week goes.
- 8/31/2020
 - Met with Kinder regarding lesson plan concerns.
 - Agreed to sit down together to form a mock lesson plan
 - Agreed to allow Emily to work minimal hours the first several Fridays, as needed, for collaboration.
 - We agreed that Kinders were improving with regards to Social Distancing and other COVID related concerns from the previous week.
- 9/1/20
 - Met with 1-2 grade teacher to trouble shoot Recess Procedures and clarify zone expectations to assume social distance protocol in all playground areas.

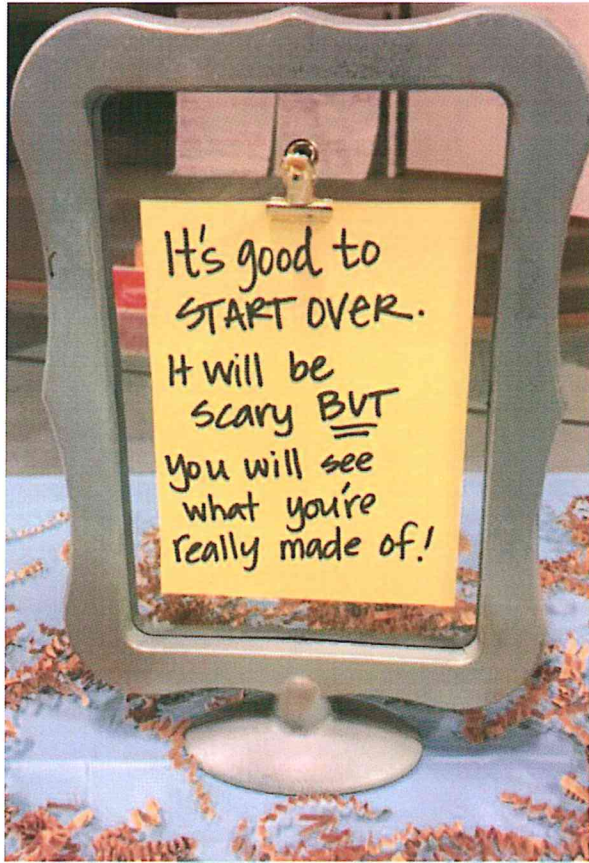
GOALS by NEXT BOARD MEETING:

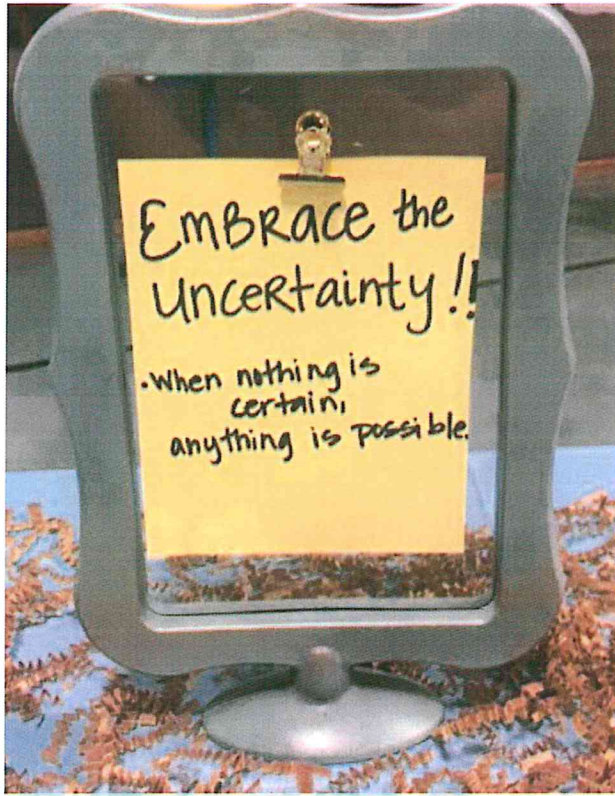
- Connect with Superintendent of Coos Bay to
 - Establish connection & begin relationship needed to renew Charter Agreement
 - Coordinate Admin Forums to include Lighthouse
- Coordinate Counselor on Campus for Students
- Coordinate 504 and IEP meetings with Valerie and Special Education Department
- Distribute Lenovas Ordered (78) to remaining Distance learners (all those that did not request on initial survey, anyone who returned a damaged device, any K-3 grade students did not receive with intent to introduce the technology ON CAMPUS with Co-teachers
- Ordered 4 more Kindle Fires to be used in Kindergarten for ScootPad training (set to arrive 9/14)
- Ordered 20 Walkie Talkies to deliver to staff to offset the use of their personal cell phones while outside of their classrooms (i.e. pick-up/drop-off, recess) Set to arrive 9/14
- Coordinate additional pick up days for distance learning -JUMPMATH curriculum not yet arrived, set to arrive on 9/4
- Review Distance learning protocol and expectations with whole staff including: further training on Google Classroom (online grade reporting) and Screencastify subscriptions as needed.
- Roll Out School Wide Instagram account to streamline further communication with families and offset the multiple Facebook accounts led by parents.

BUSINESS REPORT FOR THE BOARD MEETING OF SEPTEMBER 2, 2020

- All Staff day
 - Was a success
 - Shelley decorated the Gym to look inviting (see photos)
 - We used the school nurses training power point for our safety presentation
 - Went over the Ready Schools Plan
 - Touched on work/home balance
 - Assigned 'encouragement/support buddies' for the year as follows:
 - Aengy Pedrazzini (8th) & Angie Gibson (Dyslexia)
 - Jim Elwell (4th) & Anita Martins (office)
 - Amanda Rowe (6th) & Megan Maxwell (Music)
 - Eric Hamner (PE) & Tere Munoz (Spanish)
 - Colten Hendricks (7th) & Diane McMahan (5th)
 - Marie Sweet & Amanda Brown (1st)
 - Callie Hart & Arena Thompson (2nd)
 - Renee Rowe & Kalan Orsel (3rd)
 - Karen White & Emily Wilson (Kinder)
 - Ody Frangopoulus (Art) & Debbie Shupe (Math)
 - Michaela Vonderohe, Shelley Lake, Julie Graber & Michelle Silva
- Meeting Calendar – (see attached)
 - Staff meetings & PLC's
 - have been moved from Tuesdays to Fridays
 - and are set according to employee payroll calendars
 - Board meetings have been set for the 1st Wednesday of each month
 - Budget committee meetings have been set for April 5 & May 3, 2021
 - Negotiations has been set for March 17, April 21, & May 19, 2021
 - Board work sessions are tentatively set for the Board's review and consensus
 - 2nd Sunday every other month
 - 9/13
 - 11/8
 - 1/10
 - 3/14
 - 5/9
 - Other suggestions????
- Financial Report
 - Bank balances included on separate report
 - We have not received our State School Fund Estimate of payments from CBSD as of 9/1
 - PPP loan forgiveness applications have been postponed. Banner Bank will be in touch.
 - 2019/2020 Final Audit started 8/24 and is partially under way

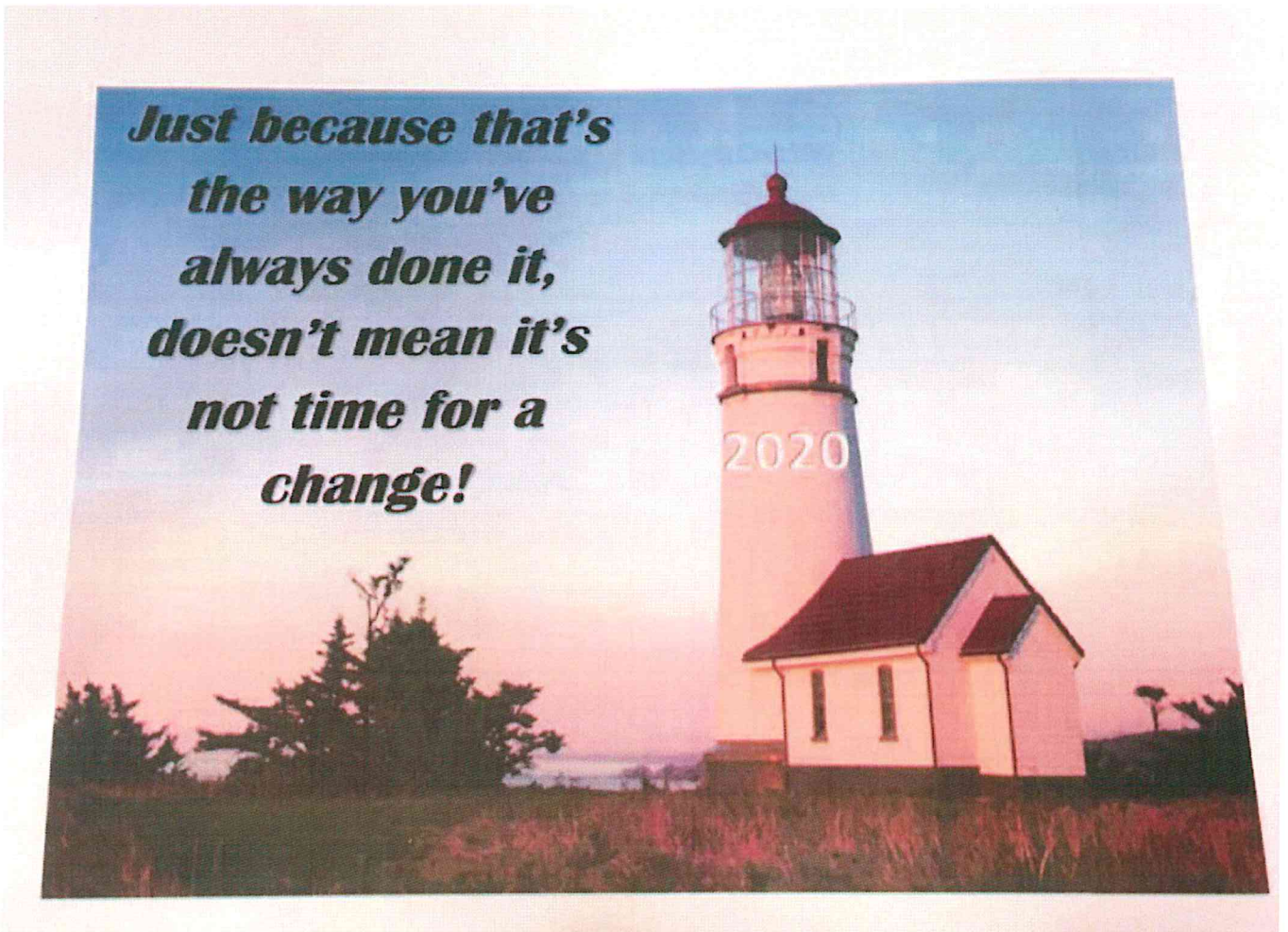






Embrace the
Uncertainty!!

When nothing is
certain,
anything is possible.



***Just because that's
the way you've
always done it,
doesn't mean it's
not time for a
change!***

2020

THE LIGHTHOUSE SCHOOL CALENDAR OF MEETINGS

MEETING TIMES ARE AT 3:30 PM IN THE GATHERING ROOM AT THE LIGHTHOUSE SCHOOL UNLESS OTHERWISE SPECIFIED

JULY						
S	M	T	W	Th	F	S
			1 BOARD	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	
Days: 1.0 Hours: 0						

AUGUST						
S	M	T	W	Th	F	S
						1
2	3	4	5 BOARD	6	7	8
9	10 NEO	11 NEO	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Days: 1.0 Hours: 0						

SEPTEMBER						
S	M	T	W	Th	F	S
		1	2 BOARD	3 admin	4 STAFF	5
6	7	8	9	10	11 PLC	12
13	14	15	16	17	18 PLC	19
20	21	22	23	24	25 PLC	26
27	28	29	30			
Days: 6.0 Hours: 0						

OCTOBER						
S	M	T	W	Th	F	S
				1	2 STAFF	3
4	5	6	7 BOARD	8	9 PD	10
11	12	13	14	15	16 PLC	17
18	19	20	21	22	23 conf	24
25	26	27	28	29	30 conf	31
Days: 4.0 Hours: 0						

NOVEMBER						
S	M	T	W	Th	F	S
1	2	3	4 BOARD	5	6 STAFF	7
8	9	10	11	12	13 PLC	14
15	16	17	18	19	20 RC	21
22	23	24	25	26	27	28
29	30					
Days: 4.0 Hours: 0						

DECEMBER						
S	M	T	W	Th	F	S
		1	2 BOARD	3 admin	4 STAFF	5
6	7	8	9	10	11 PLC	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Days: 4.0 Hours: 0						

JANUARY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6 BOARD	7 admin	8 STAFF	9
10	11	12	13	14	15 PLC	16
17	18	19	20	21	22 PLC	23
24	25	26	27	28	29 PLC	30
31						
Days: 6.0 Hours: 0						

FEBRUARY						
S	M	T	W	Th	F	S
	1	2	3 BOARD	4 admin	5 STAFF	6
7	8	9	10	11	12	13
14	15	16	17	18	19 plc	20
21	22	23	24	25	26 plc	27
28	29	30				
Days: 4.0 Hours: 0						

MARCH						
S	M	T	W	Th	F	S
	1	2	3 BOARD	4	5 RC	6
7	8	9	10	11 admin	12 STAFF	13
14	15	16	17 negot	18	19 plc	20
21	22	23	24	25	26	27
28	29	30	31			
Days: 4.0 Hours: 0						

APRIL						
S	M	T	W	Th	F	S
				1 admin	2 STAFF	3
4	5	6	7 BOARD	8	9 conf	10
11	12	13	14	15	16 conf	17
18	19	20	21 negot	22	23	24
25	26	27	28	29	30 PLC	
Days: 6.0 Hours: 0						

MAY						
S	M	T	W	Th	F	S
						1
2	3	4	5 BOARD	6	7 PD	8
9	10	11	12	13	14 STAFF	15
16	17	18	19 negot	20	21 PLC	22
23	24	25	26	27	28 PLC	29
30	31					
Days: 4.0 Hours: 0						

JUNE						
S	M	T	W	Th	F	S
		1	2 BOARD	3 admin	4 STAFF	5
6	7	8	9	10	11 PLC	12
13	14	15	16 RC	17	18	19
20	21	22	23	24	25	26
27	28	29	30	these will be work days in July		
Days: 6.0 Hours: 0						

PR, GRANT, INTERVENTION, GARDEN, AND CULTURE TEAM WILL SCHEDULE THEIR OWN MEETING TIMES AROUND EXISTING MEETINGS

Board Work Sessions start at 1pm	Summer break	student registration	Spring Break
new employee orientation	Professional Development	paid holidays	Thanksgiving Break
Christmas Break	conferences	Staff Meetings	report cards
		NON WORK HOLIDAYS	Parent Orientation

Curriculum Report – September 2020

- We are currently operating under a K-3, half-day, teacher-switch model of on-site learning, while incorporating distance learning. Our focus is on math and literacy. Once ready, the plan is to move to a full day model, with teachers switching every 2 days, allowing us to load in *all* our remaining curriculum.
- Fewer transitions have resulted in time for a full hour of math and literacy across the grades. This is vital as we recover lost learning from this past year.
- Specialty classes have had to move to carts to deliver lessons on campus. PE and Spanish are considered academic courses, and will receive letter grades, (SP 4-8), however music, art and handwork are supplementary. Students will receive music, PE and Spanish on campus and online. As time goes on, *all* specialty teachers are expected to provide some form of weekly offering to students, via Google Classroom.
- As of the first full week of school, all distance-learning students should have been contacted by their classroom teacher and some lessons begun. There is a great deal to overcome this year, so we will continue to use Google Classroom as our main platform while we give ourselves time to learn more about Canvas.
- Mrs. Shupe and Mrs. Gibson will again provide support in math and literacy, although a good portion of that support will have to occur online. Assessments will begin to determine gaps and needs, and each of these ladies will assist teachers with regards to planning and implementation.
- A more robust IXL purchase will allow us to teach Spanish and science online, and will support our ML social studies themes. Health and Cyber Civics are also now available to add to our Google Classrooms.
- Start-up in-service days consisted of 2 days training for new staff, and trainings on safety, new technology, new protocols, and some time to move classroom spaces. In particular, staff spent many hours training in ScootPad, our new Common Core learning pathways program. All students will be expected to use ScootPad during the school week, and again on Fridays, when learning takes place at home for all grades. ScootPad is a comprehensive program, causing students to not only review, but master standards before moving ahead, thus offering individualization and more direct support. From a teaching standpoint, it tracks vital data to ensure no child is left behind.



Promotes and provides innovative quality health services,
prevention, and education for our communities

281 LaClair Street, Coos Bay, OR 97420
p. 541-266-6700 • f. 541-888-8726

8.21.2020

Michelle Silva
The Lighthouse School
62858 Hwy 101
Cos Bay, OR 97420

Dear Ms Silva,

Returning Oregon students to onsite learning is an enormous responsibility that is shared by schools, districts, and local and state public health agencies.

This letter confirms that the Coos Health & Wellness has received Lighthouse School's *Operational Blueprint for School Reentry*, written following the guidance issued by the Oregon Department of Education. We are reviewing sections one through three of the *Operational Blueprint for School Reentry*. We may request adjustments to Lighthouse School's *Operational Blueprint for School Reentry* in the future to address elements of emerging science and best practice related to COVID-19 mitigation in schools and communities.

Coos Health & Wellness is ready to work with Lighthouse School to mitigate the impact of COVID-19 in schools.

Sincerely,

Kathy Cooley

Kathy Cooley, RN, MPH IMH-E

Interim Public Health Director

Pronouns: She, Her, Hers

Coos Health & Wellness

Together, inspiring healthier communities

281 LaClair St.

Coos Bay, OR 97420



Michelle Silva <businessservices@thelighthouseschool.org>

Lighthouse Reopening Plan

Kathy Cooley <Kathy.Cooley@chw.coos.or.us>
To: msilva@thelighthouseschool.org

Fri, Aug 21, 2020 at 8:01 AM

Good morning Michelle,

Our School Reopening Advisory Group met on 8/17/2020 to look over the documents you sent us. Overall, we're excited to read your plans. It's clear that you've done a lot of hard work thinking through the issues and coming up with alternative and innovative strategies. Well done.

I'm anticipating that this will be a living document and updated per most recent version of the *Blueprint and/or Ready Schools, Safe Learners*, and/or new science and recommendations occur, here are a few ideas to consider:

Page 3: The link does not appear to be working.

In a few different places the plan mentions grades K-3 being capped for 25, then has a range of 24-26, and also a total of 13 in a class. It's difficult to fully understand the picture. Same with grades 4-8.

Page 4: Thank you for including temperature screenings before entry into the building.

Page 9: Consider increasing supply of cleaning products and PPE (masks), in the event there is a rush on these products.

Page 9: Facial coverings is the common term that includes cloth face coverings, medical grade masks, and face shields. It looks like there is a mixing of terms in this section. We're thinking you are referencing cloth facial coverings and face shields?

Page 11: I'm thinking that the terms "isolation" and "quarantine" may mean something different to schools vs communicable disease folks. In these days of COVID-19, if we ask someone to isolate, it's because they are positive for COVID-19. If we ask someone to quarantine, it's because they may have been exposed to COVID-19 and we're waiting to see if they become sick.

Page 11: Where is your "isolation" area? How much room is there and how many students can be accommodated in this space?

Page 13: We're curious what your approach will be regarding musical equipment. Would this include instruments like recorders?

Page 18: Drills won't be practiced unless they can be practiced correctly. Even if the drill takes <15 minutes and social distancing is not followed during this time, be aware that the exposure time is a cumulative process over the course of the day.

Page 12: Frequency of measuring attendance is not in agreement in these sections 2a and 2b.

Lots to think about. We're happy to keep the conversations going.

Regards,

Kathy

RESOLUTION #2021-001

**RESOLUTION DESIGNATING DEPOSITORIES AND CUSTODIAN
FOR SCHOOL FUNDS FOR FY 2020-2021**

BE IT RESOLVED, that at a meeting of The Lighthouse School Board of Directors, duly and regularly called and held on September 2, 2020, the adoption of the following resolution was moved, and seconded and carried:

RESOLUTION

BE IT RESOLVED, that pursuant to Oregon Revised Statutes, a depository be designated for the funds of The Lighthouse School and that a custodian for said funds be designated;

BE IT RESOLVED, that Banner Bank is safe and proper for the purpose of receiving on deposit funds of this School, and shall be used for deposit of all monies belonging to said School until further order of this Board;

BE IT RESOLVED, that Julie Graber and Elizabeth LaGesse be authorized signers on all accounts held at the depository for The Lighthouse School, and that all other names currently associated with these accounts be removed effective immediately.

BE IT RESOLVED, that Shelley Lake and Michelle Silva be set up as online account users for the Banner Bank accounts. The board does here by grant both parties online access for the purposes of: monitoring, reconciliation, direct deposit, ACH and EFT transactions, as well as cash positioning, including transfers between the Lighthouse School's accounts.

Dated: September 2, 2020

John Gibson, Board President

Julie Graber – account authorized signer

Elizabeth LaGesse – account authorized signer