

Lighthouse Team Meeting

Agenda/Minutes

Monday, January 22, 2024

4:00 PM - 5:00 PM

Action Team/Lighthouse Team Meeting Schedule

We reworked our [schedule](#) so that Action Teams will meet on February 5th and the Lighthouse Team will meet on February 19th.

Visit from School on February 2nd 1:00 PM - 3:00 PM (20 adults)

The teachers from Kalamazoo Country Day School will be visiting our school to see how we implement the Leader in Me.

Susan and Shawn will create an agenda. It will include the following:

- School Tour/Stations (20 min. each) (4 groups of 5)
- Lighthouse Team
- Building WIG Wall
- Classroom WIG Walls
- Leadership Portfolios
- LIM Lesson

Attendance WIG Incentives

Our Semester Two WIG will continue to focus on student attendance.

We brainstormed ways to encourage students to attend school:

- Celebrate each day a class reaches 90% attendance:
 - Announcement from office
 - Extra recess
 - Mr. McMeekan's WIG Dance
- Give \$5.00 Colt Cash for attending all 5 days each week. (\$5 for 5)
- Golden Attendance Ticket/Drawing
- Classroom Door Daily Visual for 90% attendance
- Parent Incentives:
- Biggby Gift Card

- Gas Card

Feb. 29th Visit to Legacy School Silver Springs Elementary in Northville, Michigan

We have been invited to attend the Leadership Day at Silver Spring Elementary in Northville, Michigan. They have just been certified as a Legacy School and are the only school in Michigan to have been certified a Legacy School.

Elizabeth, Crystal, McKenzie, Cyndie, Emily, and Holly are interested in attending. Susan will determine who will go and sign them up.

Lighthouse Review 4/9

Our Lighthouse Review has been scheduled for April 9th.

CES Event Log

Kate has shared an event log we can use to document the work done for an event. We agreed to complete these logs whenever we do an event and submit them to Shawn. He will then link them to our CES Action Teams document. This will help future Action Team Leaders when they are asked to do an event and have never done it before.

Action Team Agendas for 2/5/24

Academics

- Fidelity Checks (Updates)
- Literacy Night March 7th 5:30 PM - 7:00 PM
- Magician at 6:30 PM

Communications

- February Potluck
- 100th Day is February 6th
- March is Reading Month
- Habit Photos
- Update Website
- Send Reminders for February Celebrations

Family & Community Engagement

- KCC
- Online presence - work with tech
- Popcorn
- Fundraising

- Family Mission Statements, work with culture
- Parent Panel for Lighthouse Review

School Culture

- Plan Melissa's Baby Shower (2/16 Before School)
- Semester 2 WIG Display
- Big Rock Bulletin Board (make new rocks, fix)
- Leaderize the hallways (Habit language, classroom work, etc.)

School Events

- Habit 4 Assembly slide show
- Habit 4 certificates
- Photo slideshow for transitions

Sharpen the Saw

- Plan out remainder outings
- Decorations for Pastries with Pals
- Email team for decorating Pastries with Pals
- Call on number of donuts for \$321.77 (Ask about 2/13 Pastries with Pals order)
- Send out form for End of Year Party ideas
- Message about collecting money for End of Year Party ideas
- Make list of End of Year Party places

Student Lighthouse

- Lighthouse Recertification
- FDSF Volunteer Opportunity
- Service Project
- K/1 Applications
- Plan pizza party
- Kate and Holly need to plan when to meet with students