



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



Agenda April 3, 2024

1. Call to order
2. Public comment (3 minutes):
The board welcomes comments and questions from the public. If you wish to address the Board this evening, please raise your hand or unmute yourself, when public comment is requested. We ask that you limit your comments to three minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. Once Public Comment has closed the audience is welcome to stay for the remainder of the meeting, in observance only, in accordance with Policy BDDH. (Public Participation in Board Meetings)
3. Union report (10 minutes)— Enclosed
4. Discuss & Approve Board Meeting Minutes from 3/6/2024 –
5. Discuss & Approve Consent Agenda minutes:
 - FOLS:
 - i. No reports or updates shared
 - ii. TLS received check for Carnival proceeds for \$2,411.66
 - 3/11/2024 - Grant Writing Team – minutes attached
 - 3/18/2024 – Budget Committee Meeting – minutes attached
 - 3/21/2024 – Safety Team – meeting cancelled
 - 3/20/2024 – Negotiations Team - cancelled
6. Directors Report with Curriculum Report—Shelley Lake
7. Business Report—Michelle Silva
8. New Business:
 - Board Resignation – Stephanie Ospina
9. Old Business
 - Strategic Plan Update – Stephane Messerle
10. Report from last District Board meeting –
11. Roundtable / Good of the Order-



Michelle Silva <businessservices@thelighthouseschool.org>

Third Grade <third@thelighthouseschool.org>

Tue, Apr 2, 2024 at 11:32 AM

To: Michelle Silva <businessservices@thelighthouseschool.org>

Hello OSEA members & Lighthouse Board,

Our OSEA Chapter 160 bargaining team has been working on our contract package and wants to provide an update. We met with Shelly, Michelle, and McKinley on the Friday afternoon before spring break. Our team discussed the importance of insurance, higher wages, and employee stability.

We discussed the current one-year individual contract as well as employee rights before being terminated or disciplined. We spent a lot of time on 'housekeeping,' trying to clear up minor issues and presented a few big pieces, proposing a PERS pickup (6%), a PLO pickup (0.6%) as well as several additional paid federal holidays (New Year's Day, Juneteenth, Independence Day, Indigenous Peoples' Day, Thanksgiving, and Christmas Day) for those employees who would have the holidays fall within their regular work calendar.

We also spent a lot of time discussing insurance and asked about the possibility of joining a public school district insurance plan, trying to increase the quality of the benefits as well as possibly lowering the overall cost of the plans. We did not reach any agreement but are committed to continuing to discuss these and many more issues at our next meeting on April 26 at 2 pm. Meetings are open to observers. If you have any questions or additional input, please reach out to me or a member of the bargaining team.

[Quoted text hidden]



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Meeting Minutes March 6, 2024

1. Call to order

- The Board of Directors met March 6, 2024
- The meeting was in person and called to order at 7:04 PM.
- The meeting was a regularly scheduled meeting called by the Board of Directors.
- The Directors present at the meeting were: McKinley Prado, John Gibson, Jenni Schmitt, Stephanie Messerle, Stacy Courtright, George von Dassow, Stephanie Ospina, Lisa LaGesse and Maya Watts. Also present were Director Shelley Lake and Business Manager Michelle Silva. A quorum was present because nine of the ten board members were in attendance. Not present was Paula Mosley. Presiding officer was Stephanie Messerle.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment

- None

3. Union report

- Email from Linda Johanson, Union Vice President, summarized that teachers enjoyed visiting Eugene Waldorf School and desire by teachers to meet outside of school hours for additional team building. Training is underway and negotiation team panel is assembled. Appreciate ability to give feedback on strategic plan later in March.

4. Discuss and Approve Board Meeting Minutes

- February 7th, 2024 board meeting minutes

5. Discuss and Approve Consent Agenda minutes:

- Tech Team - 2/6/24
- Grants Writing Team - 2/12/2024

EXECUTIVE SESSION (7:10-7:35 PM)

Executive Session under ORS 192.660 (2) (a) To consider the employment of a public officer, employee, staff member or individual agent

6. New Business

- Action item: to approve renewals and non-renewals as presented for 2024/25 school year
- Action item: to reduce class sizes from 26 to 24 students for the 2024/25 school year
 - ADM per student has increased 14%
 - Classes moving into middle school grades have trended toward higher enrollment in recent years.
 - No classes will be reduced in size where the number of students returning are above the new 24 student size

7. Director and Curriculum Reports — Attached. Additionally:
 - New website nearly complete
 - Shelley completing the Civil Rights Coordinator Training through ODE
 - Coos Bay School District (CBSD) Admin Team meeting discussing safety of school buildings; TLS had no incident reports this year (15 in other schools at CBSD); TLS is in better physical condition than some of the other schools in the district
 - New family orientations had decent turn out; several teachers from other schools attended to get a sense of the school.
 - Classes continue to do interesting main lesson activities (e.g., leap year activity for 1st grade; Animal Reports in 4th grade, etc)
 - TLS student (4-8) art is being displayed at Coos Art Museum
 - Linda Johanson is doing a Waldorf Minute for every staff meeting
 - Electives for middle school have been great (e.g., Sr. Sopa with puppeteering elective culminated in a puppet show for PreK-2nd students, guitar elective by Mrs Maxwell and Sr Sopa; archery elective by Mr. Slone with students attending state tournament)
 - Middle of the year benchmarks - Dibbles (decodable reading) and Easy CBM (reading comprehension and math competency) results are in
 - **Action item:** to approve a Washington DC Field trip for 2025/26 7th and 8th grade students
 - This would be a school supported event, but funded outside school (fundraising events and/or by families) so not an official school field trip
 - It would occur over spring break
 - One chaperone would be required per 10 students (director, teachers, parents); additional parents could be included but would need to pay their own way
8. Business Report—Attached. Additionally:
 - Centralized educator hiring and job portal (Oregon Educator Data Dashboard (EDD)) is now up and running and TLS is included.
 - Union negotiation dates have been set
 - PreK is 70% funded for the 2024/25 school year
9. Old Business
 - Strategic Plan update - on March 15 from 2:00-3:00 PM the board has an opportunity to meet with TLS staff to hear feedback on draft plan
 - Phone system update and server cabinet cleanup - still need additional quotes
 - Board Retreat - training for board on bylaws, roles and responsibilities and strategic planning will occur October 6th from 1:00-4:00 PM.
10. Report from last Coos Bay District Board meeting
 - Discussed violence in classroom at CBSD elementary schools
 - Starting some good clubs (e.g., journalism club)
11. Roundtable / Good of the Order
 - Really enjoying the 5th grade newsletter that students are creating
 - Several TLS alumni given accolades by North Bend mayor for successful grant
 - Thanks given to board members for support given to community in general
 - Appreciate opportunities that teachers provide to students, listening to their ideas and moving them forward (e.g., 5th grade stories to be bound into books)

- Like the fact kids go to school and come home with bee parts made of wax!
- Appreciate all the opportunities like large variety of electives that middle school offers, also excited about new and upcoming activities like including 5th graders in middle school night

Task list

- John Gibson will solicit a third bid for replacement of phone system

Corporate Actions

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

RESOLVED to approve the February 7, 2024 board meeting minutes. MM by George von Dassow, 2nd by Maya Watts. Unanimously approved.

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

RESOLVED to approve the renewals and non-renewals as presented for 2024/2025 school year. MM by George von Dassow, 2nd by John Gibson. Unanimously approved.

RESOLVED to approve reduction in class sizes from 26 to 24 for the 2024/25 school year, except for classes rolling over more than 24 students in which no reduction will occur. MM by John Gibson, 2nd by McKinley Prado. Unanimously approved.

RESOLVED to approve a Washington DC Field trip for the 2025/26 school year's 7th and 8th grade students. MM by John Gibson, 2nd by Maya Watts. Unanimously approved.

ADJOURNMENT: The meeting adjourned at 8:58 PM. The next meeting date is scheduled for April 3, 2024.

Signature of Secretary, Jenni Schmitt _____

Date: 3/6/2024



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BOARD OF DIRECTORS EXECUTIVE SESSION MINUTES

- ❖ The Board of Directors met on Wednesday, March 6, 2024 at 7:10 pm.
- ❖ The meeting was in-person at The Lighthouse School.
 - The Directors present at the meeting were: McKinley Prado, John Gibson, Jenni Schmitt, Stephanie Messerle, Stacy Courtright, George von Dassow, Stephanie Ospina, Lisa LaGesse and Maya Watts. Also present were Director Shelley Lake and Business Manager Michelle Silva. A quorum was present because nine of the ten board members were in attendance. Not present was Paula Mosley. Presiding officer was Stephanie Messerle.
- ❖ The presiding officer was Chair Stephanie Messerle.

Executive session under ORS 192.660 (2) (a);

(a) To consider the employment of a public officer, employee, staff member or individual agent.

ADJOURNMENT: There being no further business, the executive session was adjourned at 7:35 pm.

Signature of Secretary, Jenni Schmitt _____

Date _____

Lighthouse Grant Team – Meeting Meetings

3/11/2024

Attendees: Stephanie Messerle, Shelley Lake, Jenni Schmitt

- Welcome
- Overview of upcoming meeting dates -
 - Meetings will be virtual at 7:00 on the following dates: 4/8/2024, 5/13/2024.
- Status of spending on awarded grants -
 - Three Rivers Foundation status – TLS received approval to spend remaining funds on 1) accessories to use in the outdoor classroom such as bucket seats and waterproof clipboards, 2) supplies and materials to improve safety and accessibility of the trails, steps and construct a handrail leading to the outdoor classroom, 3) purchase a small storage locker for the outdoor classroom, and 4) purchase picnic tables for outdoor use. TLS also received an extension to March 31st to spend the remaining funds. TLS has been working on making these purchases and will likely have items purchased by March 22nd. A storage locker was determined not to be necessary and will not be purchased with this grant, the school already has a shed that can be used.
- Upcoming grants for consideration, discuss needs and if TLS will submit a request
 - Three Rivers Foundation: Due date March 31st. The money (\$2,500) from the cargo trailer sale will be used for music instruments. There were no additional music needs identified for grant requests this year. Music needs will be assessed again next year. No other needs were identified for this grant. TLS will not apply for this round of Three Rivers Foundation funding.
- Overview and updates of the Grant Team’s Google Sheet which lists status of identified needs.
<https://docs.google.com/spreadsheets/d/18zJUXvUvPb5Rwjmitv6W3LWb2qa3Ko8sXlUh5FVoSHU/edit#gid=0>
 - It was suggested the grant team add the DC middle school trip to our list of needs. This was added, but TLS cannot be the applicant for this request. If a grant was identified, we would need to work with FOLS and ask them to be the applicant and fiscal agent for the grant.
- Grants on the horizon -
 - Pacific Power Foundation: Spring 2024
- To do:
 - Stephanie - Submit final report for the 2023 Three Rivers Foundation. Need list or receipts of purchases for report.
 - Stephanie - Submit final report for the 2023 Pacific Power Foundation. Received receipts from Michelle for report.
 - *Completed-* Submit final report for Ford Family Foundation, technical assistance grant.



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Budget Committee Meeting Minutes March 18, 2024

1. Call to order – 3:32 PM

- In attendance – Board Chair Stephanie Messerle, Vice Chair John Gibson, Treasurer McKinley Prado, Secretary Jenni Schmitt, Director Shelley Lake and Business Manager Michelle Silva. A quorum was present because 6 of the 6 committee members were in attendance. Presiding Budget officer was Michelle Silva.

2. Public comment – There was no public comment

3. ADM – Unanimous to use 205 for 2024/2025 budgeting purposes

4. What % of the SSF estimate do we want to use? Unanimous to use 100%
- As of 3.4.2024 for 2024.2025 SSF is \$11,133 per CBSD estimate

5. Areas of discussion:

- Electricity: Unanimous to budget at \$32,000
- Water & Sewer: Unanimous to increase budget to \$9,000
- Garbage: Unanimous to budget at \$13,000
- Play Ground resurfacing: Unanimous to budget at \$55,000
 - Will determine later if the labyrinth will be redone
 - TLS Board to request CBSD to shoulder some or all of the expense due to the pipe still needing fixed
- Grants in Aide:
 - Unanimous to Budget for:
 1. 2.5 FTE Reading Specialists
 2. .5 FTE Horticulture Teacher
 3. Library help (2-3 days a week)
 4. Counselor / Behavior Specialist
 5. Roving subs as needed
- Unanimous to Continue Early release Fridays
 - to allow for staff meetings, PLC and Professional Development & Training
- Negotiation items:
 - Unanimous to allow for Professional Development Fund Reimbursement increase as discussed
 - Unanimous to allow for Salary scale increase as discussed
 - Unanimous to allow for Insurance & Opt out increase as discussed
 - Unanimous to allow for Extra duty addition with wording modifications

6. Other discussion points:

- Interest on MMA to increase to \$36,000 from \$3,000 annually
 - In September 2023 negotiated a rate increase to 3.5%
 - Making monthly interest go from roughly \$475 per month to \$3000 per month

7. Meeting adjourned – 4:55 pm

Director's Report: 4/3/2024

Connections Log

3/7 OBOB
3/8 Tech meeting
3/11 Grant Team Meeting
3/13 SWOCC
3/14 C. Putnam re: OSAS
3/14 Admin Team meeting
3/15 Strategic Plan-Staff input
3/15 DFN
3/16 OBOB Regionals
3/18 EF tours
3/18 Budget Team Meeting
3/19 Pre-K Team meeting
3/20 Middle School Night
3/21 Interview
3/22 Civil Rights/Title IX training
3/22 Union Negotiations
4/1 Director Evaluation w/ S. Messerle & J. Gibson

TLS Accolades:

1st Fairytale Theater
2nd Grade Writing Fables
K. Graber, D. Slone, & 3rd for Bottle Rockets
7th Reader's theater 4/4
6th Main Lesson Play 4/11
6th-8th Science Fair
Art- Coos Art Museum Display
Michaela & Anita coordinating the Alumni Night
FOLS for Pizza on Middle School Night: great turn out!
Michelle for co-coordinating the 8th end of Year event, and other grade level field trips
OBOB: Lani, Teresa & Taya for coaching this year. Our 3-5 Team is headed to STATE!

Curriculum Report:

OSAS (State Testing) Scheduled for May
- Inventory for working technology

Teacher devices ordered for Kinder & Music, ETA April 11-18

ZearnMath program utilized in grades 2 & 5 for independent pacing of qualified students
Engage NY packets utilized in 5th for math advanced students (2)

EF tour Orientation for the 25/26 trip to DC scheduled for 4/23 afterschool. Announced 3/20 At Middle School Night

Present: Stephanie Krug, Linda Johanson, Mike Campbell, Rita Coxon, Sarah Rigney, Julie Graber, Chris Seldon, Shelley Lake, Kora Moore, Odysseus Frangopoulos, Angie Gibson, Rebeka Scholan, Kimberly Mandel, Amanda Peck, Audra Ashcraft

Waldorf Minute

Accolades

Housekeeping

Hats- Please remind all students to remove hats while inside the campus buildings

Gum- Gum is not allowed on campus. If you see a student chewing gum, they should be instructed to throw in garbage. Repeat offenders can be reported to Director.

Weekly newsletters: Teachers, please remember to include parent reminders for any upcoming field trips.

Parents in the classroom

If your class is having an event and you are inviting parents to attend, please connect with the office BEFORE parents are on campus to

- 1.) Check approval status
- 2.) Email the office with a list of Expected volunteers. When you are inviting parents to campus, please copy the office into these types of email correspondence.
- 3.) Please remind Parent volunteers that they should not be bringing in siblings (younger, older, non-TLS students)

3/8 No Student Contact Day – Report Card Prep

Upcoming Dates

3/5 4th Grade Field Trip-Plan House

3/6 Board Meeting

3/7 OBOB 3-5 Battle 9-11am

3/7 END OF TERM 2

3/8 NO Students –Report Card Prep

3/13 3rd Grade Filed trip SWOCC

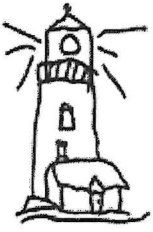
3/15 Staff Meeting: Strategic Planning with Board *optional participation

3/16 OBOB Regional Tournament

3/20 6-8 Science Fair / Middle School & Alumni Night

3/22 Staff Collaboration Day

3/25-3/29 SPRING Break



3/13/2024

Hello Lighthouse Families,

Spring term is upon us and this is the time where students love to show what they've learned! I realize that many of our classes are reaching out for parent audience and support for events such as student/class presentations, activities, and classroom performances. For the overall safety of our students, all visitors on campus MUST have a completed background clearance to enter the school during instructional hours. While we understand that some families may have missed the opportunity to complete a background check and wish to be on campus for fun events and activities, please note that background checks are closed for the duration of the 23-24 school year. Unfortunately, with the size of our school and office staff, we do not have the time, capabilities or technology to track background without the definite cutoff date.

When attending such events, we request that siblings attending school presentations follow the guidelines below:

Non-school age siblings (5 and under) may accompany parents to:	School age siblings (5 and older) may accompany parents to:	Siblings are NOT allowed:
Class plays, performances & presentations Examples may include: School/class Assemblies Egyptian Fair Science Fair Animal Reports Dino Day Promotional ceremonies	Promotional ceremonies Fall Festival Spring Festival	When parents are volunteering in a classroom When parents are attending a Field trip At after School Clubs To attend lunch To play on the playground

We request that siblings of any age stay with their parent at all times. If you choose to bring a sibling to an event as described above, and the visiting child is causing a distraction to the teacher or other students or families, we ask that you please remove them as soon as possible.

Please also understand that our teachers have the discretion to not allow siblings to events.

We appreciate your ongoing support to keep our campus safe and clear of academic distractions.

Shelley Lake

Director, The Lighthouse School



Director TLS <director@thelighthouseschool.org>

Fwd: Art Collaboration with BAH

1 message

Office TLS <office@thelighthouseschool.org>
To: Director TLS <director@thelighthouseschool.org>

Tue, Mar 5, 2024 at 3:20 PM

The Lighthouse School
office@thelighthouseschool.org
Phone: 541-751-1649
Fax: 541-751-1659

----- Forwarded message -----

From: **Moore, Lindsay** <Lindsay.Moore@bayareahospital.org>
Date: Tue, Mar 5, 2024 at 3:20 PM
Subject: Art Collaboration with BAH
To: office@thelighthouseschool.org <office@thelighthouseschool.org>

Dear Lighthouse Team,

My name is Lindsay Moore, I am the Volunteer Coordinator at Bay Area Hospital. It has become a beloved tradition here at Bay Area Hospital to invite you, our area schools, to join in the celebration of Nurses Week (May 6-12) and Hospital week (May 12-18, 2024) with **your artwork all over our facility during the month of May**. We love seeing the beauty your students come up with and it makes our team feel so honored when they see our windows and walls filled with the expression of appreciation and joy your student's art provides. This year Bay Area Hospital Celebrates its 50th Birthday on the 19th of May. This year's theme reflects that birthday with the title- **Still Shimmering: 50 Years of Illuminating Care**.

Art projects are open to your school and teacher's interpretation. We are open to wherever the theme takes you: paper, watercolor, origami, glitter, sequins, stained glass, tissue, metallic markers. We are amazed every year by the spectacular creativity that erupts when we announce the project. All throughout the month of May we will have appreciation events in the spaces where the children's art is exhibited. Visitors, patients, and our care team all love your kids art.

If you are able to partner with us again this year, I will arrange to pick up your school's art the middle of April. The art will be featured on windows throughout the hospital with an emphasis on the 3rd Floor Staff Entrance. The hospital is now open to the public so we are excited to add an Art Reception on Sunday, May 19th to our Anniversary Events. We will have maps directing you to your school's art, an open house, and cake to celebrate our Birthday.

Thank you for considering being a part of our effort to express thanks to our healthcare team. I look forward to hearing from you, please email back to join us. Together we will be able to brighten the days of the hundreds of staff at BAH as they live out our mission: Improving the health of our community every day.

Thank you!

Lindsay Moore



Director TLS <director@thelighthouseschool.org>

OSAS

3 messages

Director TLS <director@thelighthouseschool.org>

Mon, Mar 11, 2024 at 10:51 AM

To: Office TLS <office@thelighthouseschool.org>

Bcc: Third Grade <third@thelighthouseschool.org>, Fourth Grade <fourth@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, Sixth Grade <sixth@thelighthouseschool.org>, Kora Moore <seventh@thelighthouseschool.org>, Chris Seldon <eighth@thelighthouseschool.org>, Librarian TLS <librarian@thelighthouseschool.org>

Hello 3-8 Grade teachers,

It is time to prepare for state testing. Training this year will be on your own. You will need approximately two hours to complete the training which consists of about 80 minutes of videos and time to read manuals. Time will be set aside during the April Staff meetings for Q&A. If you are not clear on whether or not you should complete the training, please ask Director Lake. In short, if you are receiving this email and/or will be in the testing room, you must be trained.

As you prepare: Please also note the number of working headphones in your classrooms. If you need additional headphones, please notify Shelley BEFORE spring break 3/22 so I can get these ordered for you.

Grades 3-8 and 11 test ELA and Math

Grades 5, 8, 11 test science



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mod-04-test_security_audio.pptx



mod-05-osas_ela_math_audio.pptx



mod-06-or_science_audio.pptx

You should attempt to complete testing for all students. Oregon has a 95% test participation target. Opt-outs and other conditions make up the remaining 5%. We will begin the testing in May.

2024 OSAS Training

[OSAS Support Page](#)- You are responsible for knowing the Test Administration Manual and Oregon Accessibility Manual.

Everyone will watch training modules 2-4

Grades 3-8 will watch module 5 (ELA & Math)

Grades 5 & 8 will watch module 6 (science)

These training modules are also posted to the Staff Development Page.

Assurance of Test Security for TA- Sign this form and return it to Director Shelley Lake. Once I submit this to the district, you should receive an email from the OSAS testing site which you will use to sign in.

Opt-out notice- The Director will track opt out students and notify teachers. Please plan to house students who opt out of testing in your classrooms with additional work to complete during testing.

Grades 3-8 and 11 test ELA and Math

Grades 5, 8, 11 test science

Prior to testing, classrooms may use interim tests to practice test accommodations and availability.

Accessibility Supports- CBSD will set the embedded designated supports and embedded accommodations in the system prior to testing based on what shows on the IEP. The person conducting testing is responsible for making sure that the student receives the appropriate embedded and non-embedded universal tools, designated supports and accommodations. Check to make sure that these show appropriately when approving students to test. Do not approve a test if the settings are incorrect. Example of approving a student and making changes to embedded universal tools, designated supports and accommodations during test approval. Note that most accommodations must be set in TIDE by CBSD as opposed to when the student is being approved.

Embedded- part of the testing system

Non-embedded- teacher provided

Universal tools- all students

Designated supports- teacher decides on a case by case basis, or from an IEP as opposed to whole class

Accommodations- only from and IEP or 504

Other Resources

Sample test page- This page allows you to practice setting up a test.

Tools for Teachers

ELA Blueprint

Math Blueprint



Director TLS <director@thelighthouseschool.org>

Fire Drill

1 message

Director TLS <director@thelighthouseschool.org>

Thu, Mar 14, 2024 at 10:55 AM

To: Office TLS <office@thelighthouseschool.org>

Bcc: Kindergarten Teacher <kinder@thelighthouseschool.org>, Pre Kindergarten <prek@thelighthouseschool.org>, Kinder Aide <kinderaide@thelighthouseschool.org>, First Grade <first@thelighthouseschool.org>, Second Grade <second@thelighthouseschool.org>, Third Grade <third@thelighthouseschool.org>, Fourth Grade <fourth@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, Sixth Grade <sixth@thelighthouseschool.org>, Kora Moore <seventh@thelighthouseschool.org>, Chris Seldon <eighth@thelighthouseschool.org>, Angela Gibson <agibson@thelighthouseschool.org>, Odysseus Frangopoulos <art@thelighthouseschool.org>, Rebeka Scholan <rscholan@thelighthouseschool.org>, Spanish Teacher <spanish@thelighthouseschool.org>, PE Teacher <pe@thelighthouseschool.org>, Stephanie Krug <skrug@thelighthouseschool.org>, Music Teacher <music@thelighthouseschool.org>, Michelle Silva <businessservices@thelighthouseschool.org>, Dave Slone <dslone@thelighthouseschool.org>, Librarian TLS <librarian@thelighthouseschool.org>, Custodian TLS <custodian@thelighthouseschool.org>, Lynda Johnson <ljohnson@thelighthouseschool.org>

This morning's fire drill went quite well as the building was evacuated in just under a min. with a duration of 5 minutes to confirm the building was clear.

Couple of reminders:

- 1.) Fire Drills are not always announced and we will continue to vary the times when a drill is planned to increase the unpredictability of a real event.
- 2.) Please remember to keep the classroom exterior doors locked BUT to place the lock block on for quick access in the event of a real fire. A closed door will limit oxygen and slow the spread of a fire, but the quick access permits emergency personal access to the building
- 3.) Please remember to keep your Walkie Talkie on your person and turn to Channel 3 for communication update(s)

I also want to remind you that we do not have a Staff meeting tomorrow, instead the School Board will be on campus from 2-3 for an optional session for the strategic planning where the board will review the Strategic plan, provide copies of the plan to read through, offer Q&A time and have input availability.

--

Shelley Lake
Director, The Lighthouse School
director@thelighthouseschool.org
<https://www.thelighthouseschool.org/>
(541) 751-1649

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



Director TLS <director@thelighthouseschool.org>

Internet disruption

1 message

Director TLS <director@thelighthouseschool.org>

Fri, Mar 15, 2024 at 12:17 PM

To: Office TLS <office@thelighthouseschool.org>

Bcc: Stephanie Messerle <smesserle@thelighthouseschool.org>, Kindergarten Teacher <kinder@thelighthouseschool.org>, Kinder Aide <kinderaide@thelighthouseschool.org>, Pre Kindergarten <prek@thelighthouseschool.org>, First Grade <first@thelighthouseschool.org>, Second Grade <second@thelighthouseschool.org>, Third Grade <third@thelighthouseschool.org>, Fourth Grade <fourth@thelighthouseschool.org>, Fifth Grade <fifth@thelighthouseschool.org>, Sixth Grade <sixth@thelighthouseschool.org>, Kora Moore <seventh@thelighthouseschool.org>, Chris Seldon <eighth@thelighthouseschool.org>, Music Teacher <music@thelighthouseschool.org>, PE Teacher <pe@thelighthouseschool.org>, Odysseus Frangopoulos <art@thelighthouseschool.org>, Stephanie Krug <skrug@thelighthouseschool.org>, Angela Gibson <agibson@thelighthouseschool.org>, Rebeka Scholan <rscholan@thelighthouseschool.org>, Dave Slone <dslone@thelighthouseschool.org>, Custodian TLS <custodian@thelighthouseschool.org>, Michelle Silva <businessservices@thelighthouseschool.org>, Librarian TLS <librarian@thelighthouseschool.org>, Staff <staff@thelighthouseschool.org>

Hello everyone,

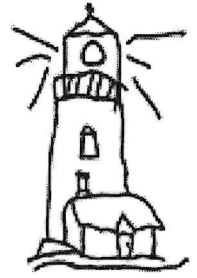
Our internet providers will be on campus this afternoon from 2-3pm to update and improve the wiring for the school. With that being said, there will likely be a disruption in the internet accessibility during this time. I apologize for any inconvenience this may cause.

Also a reminder that we will be meeting in the handwork room from 2-3 for those interested in participating in the strategic planning with school Board.

--

Shelley Lake
Director, The Lighthouse School
director@thelighthouseschool.org
<https://www.thelighthouseschool.org/>
(541) 751-1649

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



Middle School Night

Wednesday, March 20th @ 6pm

5th-7th Grade Families

Science Fair

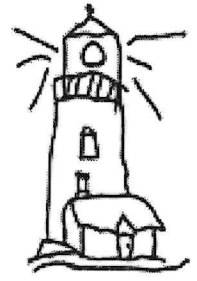
Students and parents are invited to attend the Science Fair put on by 6th-8th grade students. We encourage families to stay for pizza and listen to the alumni talk.

Alumni Visit

Lighthouse Alumni will be coming to talk to students and families to answer questions about middle school at The Lighthouse School.

Pizza will be provided





Middle School Night

Science Fair

Students and parents are invited to attend the Science Fair put on by 6th-8th grade students. We encourage families to stay for pizza and listen to the alumni talk.

Alumni Visit

Over the next few months, students will begin to learn more about high school and the many opportunities available to freshman. As a means of supporting this process, we would like to provide students with the chance to speak with former Lighthouse students who have already successfully made the transition. These students are prepared to share information about everyday life as a freshman, and what can be expected both academically and socially when students get to high school. In the past this is always a positive experience, and we hope that you will take advantage of this opportunity.

8th Grade Parent Meeting

It's time to start planning for your 8th grader's graduation and the year-end process. Please plan on attending this parent meeting so we can share what the remainder of the school year will look like and begin planning for graduation. Graduation is a collaboration with the 8th grade parents and we need the parent participation to pull it all off. We want the students to enjoy their final year at Lighthouse and send them off with all the support possible. After the meeting, parents are welcome to join their child at the Alumni gathering.

Pizza will be provided

Wednesday, March 20th @ 6pm

8th Grade Families



BUSINESS/HR REPORT FOR THE BOARD MEETING OF April 3, 2024

HUMAN RESOURCES

- Received 18 of 23 Intent to renews thus far
- Negotiations:
 - At the budget committee meeting on 3/18 a few items were discussed and unanimously approved by the executive board
 - OSEA and TLS met on 3/22 to set ground rules and review the unions initial proposal
 - TLS will submit a counter proposal later this week or early next week
 - Please note it is not proper etiquette for any board member to discuss negotiations with the union, outside of the formal negotiation meetings
 - Any one is able to attend the meetings as an audience member

BUSINESS REPORT

- New Auditor's - Umpqua Valley Financial
 - Being there are no longer municipal auditor's in Coos Count, TLS began their search in August 2023 and finally acquired new auditor's in March 2024.
 - They will begin July 2024
- Summer School Update
 - So far no interest internally for summer school
 - Lighthouse is currently on ODE's waitlist and not eligible to apply for funding
 - All of Coos County schools are on the waitlist and not eligible to apply yet
 - Only 72 schools are eligible to apply as of March 31
 - Lighthouse is at priority 208 out of 281 schools
 - Our allotment would be \$44,000 if there are funds remaining by the time we are able to apply
- Pre-K Update:
 - 2024/2025
 - 3/5/2024 – had another student sign up
 - 3/6/2024 – had one inquiry about pre-k
 - 3/8/2024 – held parent orientation
 - As of 3.31.2024 there are a total of 14 slots filled
 - AM class is Full and we only have 6 pm slots available
 - 2023/2024
 - 1 student unenrolled
- Enrollment as of 2/29/2024 = 200
 - K = 22
 - 1st = 26
 - 2nd = 25
 - 3rd = 25
 - 4th = 26
 - 5th = 26

- 6th = 26
- 7th = 13
- 8th = 11

- Field Trips:

- 1st grade – Gift of Literacy 4/30/2024 – traditional field trip as part (class funds used)

- Current financial status as of 3.31.2024

Adopted budget	\$ 2,765,466.00	Adopted budget	\$ (2,765,466.00)
Expenses Year to date	\$ (1,448,075.94)	Revenues Year to date	\$ 1,714,005.68
Anticipated Expenses to 6/30	\$ (893,208.32)	Anticipated Revenues to 6/30	\$ 1,068,355.34
under budget	\$ 424,181.74	anticipated revenue deficit	\$ 16,895.02
		anticipated net is a positive cash flow of	\$ 441,076.76



Lighthouse School
62858 Highway 101
Coos Bay Oregon 97420

Dear School Staff,

Thank you for the opportunity to present this proposal for providing audit services to the Lighthouse School for fiscal year ending June 30, 2024.

We are excited about the potential opportunity to engage and believe we are well suited to support the School based on our approach and experience. Our firm has provided municipal auditing services for over 20 years. Today, we currently serve cities, school districts, counties and other special districts all across the state of Oregon, who have engaged us to perform their annual audit with an average engagement of over eight years. We also now serve as the financial services provider to a local school district, which we believe adds substantial value as an outside partner and advisor to other local governments that seek our advice, and adds value to the quality and effectiveness of the audit services we provide.

We are committed to providing exceptional auditing and financial services to local governments. With 50+ years of combined governmental auditing and consulting experience, we are very aware of what helps local governments function best, and what challenges them most. Our audit team members are a solid, well-trained group with the skills, knowledge, and experience to work for the benefit of the School.

As in the past, there have been numerous changes to auditing requirements and governmental financial reporting standards. To keep up with all those changes, we dedicate more than 40 hours per person per year in training programs and in the development of new and refined audit processes. You can expect to work with a quality audit team who will provide you with current, accurate guidance any time you need, and whenever we find it useful or necessary to keep you up-to-date on matters relevant to the School.

As part of our audit approach, we will provide for School managers and staff who are responsible for providing audit documents an online portal to securely send us audit-related files and documents throughout the year, at your convenience.

In addition to scheduled time on-site, we will in addition, dedicate the necessary amounts of time during the audit and throughout the year:

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- Discussing with management improvements to policies and procedures for all activities of the School
- Developing suggestions to improve the efficiency and effectiveness of the accounting systems.
- Promoting internal controls to minimize the risk of material misstatements due to errors, omissions, or fraud, and
- Encouraging effective controls for compliance with rules and regulations related to accounting, budgeting, grant administration, and contracting.

Our firm is committed to providing local governments with auditing and other professional services. Our staff's dedication to that work, elevates our qualifications to an extremely high level of professional expertise.

Please contact us if you have any questions or concerns about our audit capabilities, our audit approach, or any other details of this proposal.

Very truly yours,



Steve Tuchscherer, CPA

Umpqua Valley Financial, LLC
171 NE Exchange Ave
Roseburg, OR 97470

Phone (541) 677-8100
Fax (541) 464-8560
www.uvfinancial.com
steve@oregoncpas.com

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RFP Document "A"

Attn: Coordinator of Financial Services
The Lighthouse School
62858 HWY 101
Coos Bay, OR 97420
541-751-1649
Businessservices@thelighthouseschool.org

Proposal Title: Auditing Services

We, the undersigned, agree to furnish and deliver the above titled item in accordance with the specifications issued for same, and subject to all terms, conditions, and requirements provided therein, and in the various request for proposal documents, at the following price:

Cost First Year: \$21,970

Cost Second Year: \$23,100

This fee includes;

- all services requested under **Scope of Audit**, and
 - up to ten (10) hours of annual phone and or email consultation,
 - Mileage at federal mileage rate,
 - Lodging for one night,
 - Federal meal per diem for 6 meals,
 - Up to twelve (12) hours annually of onsite records review.

AUDITING FIRM'S CONTACT: (PRINT OR TYPE NAME)

PRIMARY CONTACT: SAVANNAH HALTER SAVANNAH@OREGONCPAS.COM

TELEPHONE NUMBER: 541-677-8100 (MAIN OFFICE)

FACSIMILE NUMBER: N/A

ADDRESS: 171 NE EXCHANGE AVE, ROSEBURG, OR 97470

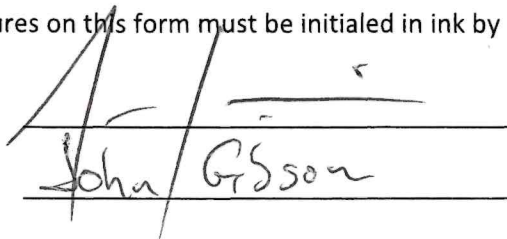
SIGNED:  JOSH HUFFMAN JOSH@OREGONCPAS.COM

TITLE: VICE PRESIDENT

E-MAIL: JOSH@OREGONCPAS.COM

DATE: 3/20/24

Any alterations in figures on this form must be initialed in ink by persons signing the proposal.

Board Signature: 
Printed Name: John G. Goss

Date: 3/26/24
Title: Vice Chair

Scope of Audit

1. The auditor shall audit all of the books, records, funds, all other financial documents, and information of the School in order to express an opinion as to the financial position, results of operation, and changes in financial position of the various funds of the School in conformity with generally accepted accounting principles applied on a consistent basis with that of the preceding year.
2. The extent of audit procedures and testing shall enable the expression of assurance of absence of fraud or malfeasance regarding the School's financial operations. Any that are found will require the audit firm to make an immediate, written report to the Board of Directors.
3. The auditor shall supply the School with a management letter setting forth findings on internal accounting controls and respond annually to special concerns of the Board. The management letter shall include recommendations for improvement of procedures and practices, along with other suggestions, as applicable and or needed.
4. The auditor shall deliver an electronic digital copy of the annual audit, CT-12 and 990 to the School as well as 15 printed copies of the audit report and management letter, no later than the regular January board meeting, each year.
5. The auditor shall have staff available to answer questions on fiscal matters or provide a variety of technical assistance on matters to the Board and/or Administration that may come up during the course of the fiscal year, for a total of ten (10) hours, which may be via email or by telephone.
6. Upon request by the Board of Directors, the selected auditing firm may be required, to make a presentation to the Board of Directors of the Annual Financial Report. School will give the selected auditing firm two (2) weeks advance notice for such request and the presentation may be by virtual means.
7. An exit conference is required of the auditing firm upon completion of the annual audit, so as to inform the Director and Coordinator of Financial Services of pertinent findings.
8. The auditing firm is expected to provide the School with a summary of any audit adjusting entries.
9. Work papers and notes developed during the engagement will be retained for a minimum of three years from the date of the audit report and will be made available upon request for examination by the School for no additional cost.
10. The School will render all possible assistance to the selected auditing firm and will respond in a timely manner to all requests for information and provide all necessary books and records for the audit engagement. The School will submit detailed trial balances, supporting schedules, and supporting documentation to the auditor on a timely basis.

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Timeline

The following is the general timeline to be agreed upon as part of the audit contract.

Pre-Audit	end of June beginning of July
Compliance Work	September
End Field Work	October
Exit Conference	November
First Draft of Report	November
CT-12 & 990 Filing	November
Final Draft Review	Early December
Report Printing and Submission	December

FIRM & STAFF PROFILE

Contact Information:

Umpqua Valley Financial, LLC
171 NE Exchange Avenue
Roseburg, OR 97470
Phone 541.677.8100
Fax 541.464.8560
www.oregoncpas.com
E-mail savannah@oregoncpas.com
Federal EIN: 82-5425527

The firm is an equal opportunity Oregon professional corporation registered with the Oregon Secretary of State Corporation Division.

HISTORY AND AUTHORITY OF THE FIRM

Umpqua Valley Financial (formerly Steve Tuchscherer, CPA, PC) is a local CPA firm founded in 1993 by Steve Tuchscherer, CPA.

The firm employs twelve professional and managerial staff, and four administrative staff.

The firm is currently licensed by the Oregon State Board of Accountancy to practice in the State of Oregon. The Firm license number is 2777.

Steve Tuchscherer, CPA holds Oregon CPA license #7097 and Oregon Municipal Auditor license #1114. Both licenses are current and valid.

Ashraf Lakhani Farishta, CPA holds Oregon CPA license #16506, which is currently active and valid.

Steve Tuchscherer, CPA is a member of the Governmental Audit Quality Center.

INDEPENDENCE

All members of the firm are independent of the School as defined by generally accepted auditing standards and US General Accounting Office's *Government Auditing Standards*, as required by the AICPA Code of Professional Conduct. All staff members are required to make annual independence representations, which are kept on file in our office.

PERSONNEL

Positions	Number of Staff
Owner/President	2
Managers & Senior Staff	3
Professional Staff	7
Support Staff	4
Total	16

UMPQUA VALLEY FINANCIAL

RANGE OF SERVICES

We specialize in providing auditing, accounting, and ACFR services to municipalities, special districts and not-for-profit entities. We also provide a full range of tax planning and preparation services for individuals and businesses, payroll services, as well as management advisory and consulting services, budgeting and financial projections, and investment, financial and retirement planning, and consulting. In January 2021, we began providing full Business Services for a local School District.

PEER REVIEW

Steve Tuchscherer is a member of the American Institute of Certified Public Accountants (AICPA), which manages a Peer Review Program that is designed to assure the public that CPA firms provide services of the highest quality.

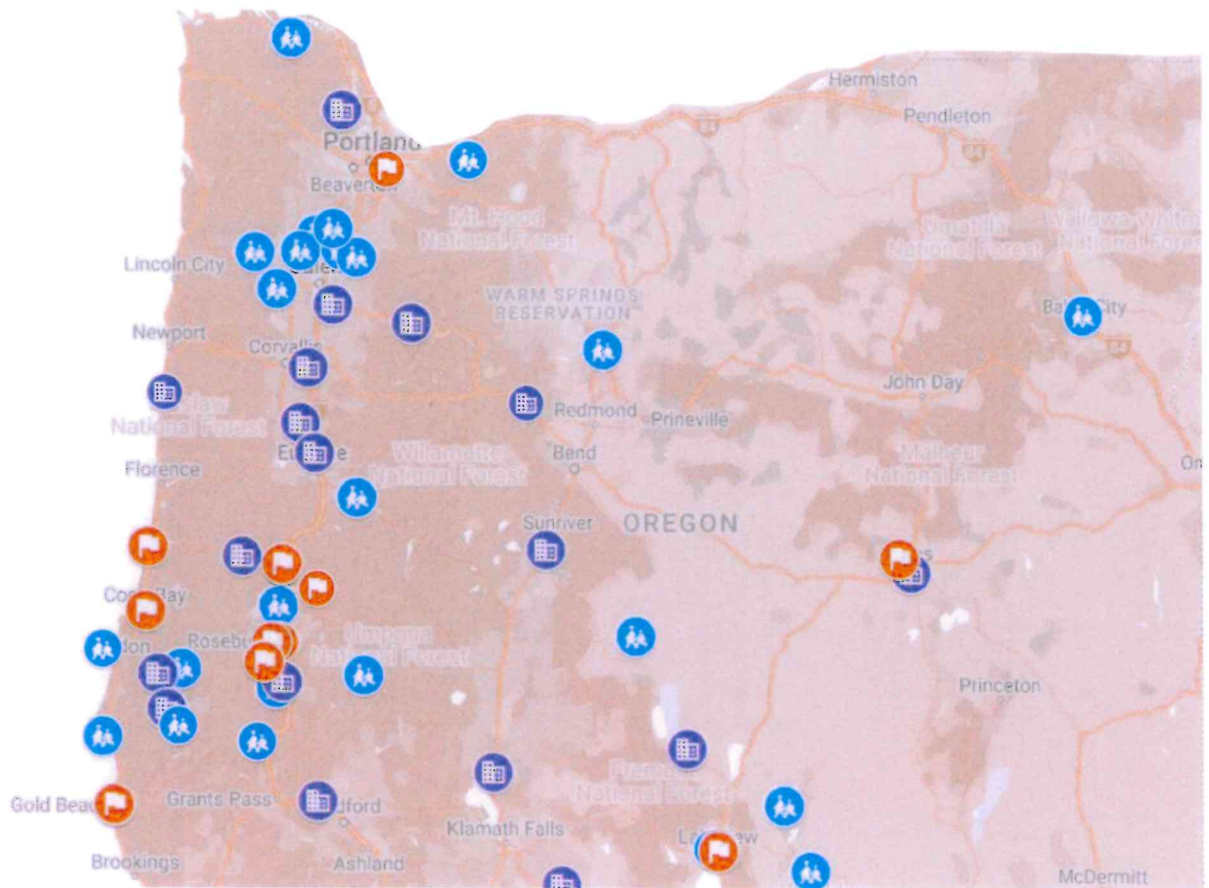
SAMPLE OF CURRENT AUDIT CLIENTS

Governmental Entity	Contact Person	Phone	Served since
Adel School District	Sara Sarensen	541-947-3371	2018
Amity School District	Ann Adams	503-835-2171	2002
Baker School District	Regina Sampson	541-524-2260	2022
Burns, City of	Mindy Clemens	541-573-5255	2022
Chiloquin, City of	Teresa Foreman	541-783-2717	2015
Clatskanie School District	Maeve Mitchell	503-728-0587	2022
Coburg, City of	Anne Heath	541-682-7871	2015
Curry Soil & Water Conservation District	Liesl Coleman	541-247-2755	2013
Dallas School District	Tami Montague	503-623-5594	2023
Days Creek School District	Claire Cotton	541-825-3296	2013
Elkton, City of	Laci Smith	541-584-2547	1996
Gates, City of	Traci Archer	503-897-2669	2022
Glendale School District	Racheal Aiken	541-832-1701	2023
Gold Hill, City of	Lily Morgan	541-855-1525	2005
Gold Beach, City of	Anthony Pagano	541-247-7029	2022
Harrisburg, City of	Cathy Nelson	541-995-6655	2009
Jefferson School District	Stacie Holmstrom	541-475-6192	2023
La Pine, City of	Ashley Ivans	541-536-1432	2014
Lake County	Jay Collins	541-947-6030	2018
Lake County Education Service District	Sara Sarensen	541-947-3371	2018
Lakeview, Town of	Michele Parry	541-947-2029	2018
League or Oregon Cities	Elizabeth Angulo	503-588-6550	2023
Myrtle Creek, City of	Leslie Hiscocks	541-863-3171	2017
Myrtle Point School District	Lacey Wells	541-572-1220	2022
Myrtle Point, City of	Darin Nicholson	541-572-2626	2020
North Lake School District	Sara Sarensen	541-576.2121	2018
Paisley School District #11	Mollie O'Leary	541-943-3111	2018
Paisley, City of	Melissa Walton	541-943-3173	2019
Powers School District	Marissa Zoubek	541-439-2291	2023
Plush School District	Chandra Cahill	541-947-3933	2018
Port Orford-Langlois School District 2CJ	Tara Garratt	541-348-2455	2018
Scappoose, City of	Carol Almer	503-543-7146	2015
Sisters, City of	Joe O'Neill	541-323-5222	2023
Sutherlin School District	Della Mock	541-459-2228	2002
Tangent, City of	Elijah Joyner	541-928-1020	2008
Turner, City of	Pamela Ray	503-743-2155	2010
Willamina School District	Lisa Anderson	503-876-4525	2003
Winston, City of	Ann Munson	541-679-6739	2014

A copy of any of the audit reports prepared by our firm for the above entities are available for review upon request, or you may view them at the Oregon Secretary of States website at <https://secure.sos.state.or.us/muni/public.do>.

STATE-WIDE REACH AND EXPERIENCE

For additional reference, here is a map showing most of our current engagements, indicating our reach and experience across the State of Oregon as a Municipal Auditor



School District



City



Other (County, Tribe, Special District, etc.)

PROFESSIONAL DEVELOPMENT

The firm is committed to professional development. Each staff member in our firm participates in a minimum of 40 hours of continuing education per year. We employ a wide range of continuing professional education resources and methods to ensure that every staff member has the required knowledge to fulfill their assignments optimally, and meet professional standards established by AICPA and GOA. Educational activities include GASB updates, ethical considerations, and other audit related topics.

In order to provide professional services at the highest level, the firm maintains quality control (QC) policies and procedures. The ones that will most directly impact the School audit include the following:

- Leadership that emphasizes ethics and integrity
- Engagement performance and documentation inspection and review by monitoring team
- Peer review of QC system and its results by external, licensed peer reviewer
- Communication and remediation of any noted deficiencies

JUDGEMENTS

Umpqua Valley Financial has no active or expected litigation. Nor does Umpqua Valley Financial or its owner, Steve Tuchscherer have any financial reversals or other matters that would or will affect their viability and/or stability in any way.

INSURANCE

Umpqua Valley Financial, LLC carries professional liability insurance through the AICPA Professional Liability Insurance Program, with coverage provided by Continental Casualty Company.

PROPOSED AUDIT TEAM MEMBERS

The following individuals will be assigned to the audit of the School:

Name	Position
Steve Tuchscherer, CPA	Engagement Manager
Ash Lakhani Farishta	Senior Associate
Josh Huffman	Senior Associate
Ely Garcia	Junior Associate
Chelsea van Midde	Junior Associate
Melissa Jones	Junior Associate
Savannah Halter	Communications Manager
Teagan Patterson	Support Staff

AUDIT TEAM RESUMES

STEVE TUCHSCHERER

Steve graduated in 1990 from the University of Oregon, College of Business Administration with a Bachelor of Science degree. In 1993, shortly after earning his CPA and Oregon Municipal Auditors license, he founded the accounting firm in hopes of fulfilling his strong desire to provide quality, affordable accounting services to the local community. He has managed the practice since then, now employing a full, and growing team of accounting and financial professional serving more than 1000 clients each year. Among his clients served are numerous cities, school districts, and other special districts in Oregon for whom the firm provides audit and advisory services.

Steve delivers significant governmental expertise. He has dedicated the last 28 years planning and performing audits for small and mid-sized governments, accumulating more than 20,000 hours of dedicated audit and advisory services during his career. His understanding and appreciation of governmental functions have been further enhanced through serving as a Roseburg City Councilor for five years and through participating on numerous government and non-profit Boards and Committees.

In addition to spending more than 80 hours each year in continuing education classes dedicated to honing his municipal audit skills, knowledge and experience, Steve also spends hundreds of hours each year with his staff in professional development training sessions. Furthermore, a significant amount of time throughout each year is spent with staff and clients researching and discussing GASB standards, analyzing complex reporting matters, and developing tools for government management and audit. Steve takes great pride in translating and summarizing complex information for clients, helping others appreciate and understand what is most often confusing and overwhelming.

Steve is a member of the following professional organizations:

- American Institute of Certified Public Accountants
- Government Audit Quality Center
- Oregon Society of Certified Public Accountants
- Government Finance Officers Association

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ASH LAKHINA FARISHTA

Ash is a Certified Public Accountant based in Texas and has successfully received reciprocation for her CPA license in Oregon. With a master's degree in accounting from the University of Texas at San Antonio, Ash comes to UVF with experience with over 12 years of experience as a corporate accountant and financial analyst. Her work experience includes reviewing financial statements, assisting audit and tax teams, and providing accounting guidance and compliance to international subsidiaries. Ash is experienced in preparing and filing sales and tax returns, individual returns, and small business/LLC returns.

Moreover, Ash has excellent analytical and critical thinking skills, pays attention to details, and is skilled at building and maintaining customer relationships. She is currently an active member of the National Disaster Management Team in her community and is ready to provide help if and when disaster strikes.

IOSH HUFFMAN

Josh joined Umpqua Valley Financial, coming from a 20-year career in high level management, global business development and strategic growth in private industry. Josh has a Bachelor of Arts in Political Science from Oregon State University and Master's degree in Business Administration which he earned from Portland State University.

Throughout his career he has worked with a wide array of managers in developing successful business enterprises. His knowledge and understanding of financial reporting and the value of internal controls, in addition to his commitment to effective communication are sure to be valuable as both an auditor and advisor to each of our audit clients.

ELY GARCIA

Ely is a first-generation graduate from St. Edward's University specializing in Finance and minoring in Economics. He is skilled in various accounting, financial, and administrative needs. Prior to joining the team at Umpqua Valley Financial; Ely gained experience in the following core areas: bookkeeping, accounting, financial reporting, financial forecasting, budgeting, and project management. He is a decisive planner and problem-solver with an 8-year track record working with financial and accounting programs, and ERP systems. A dedicated system-focused professional, he is constantly driving for improvement in efficiency and productivity.

CHELSEA VAN MIDDE

Chelsea is currently studying Accounting at Portland state University, where she is on track to graduate in 2023 with her Baccalaureate Certificate, as a CPA candidate. She earned her Accounting Certificate at Portland community College, where she was a President's List Honoree. She also has a B.A. in Production Design. When away from work, she enjoys spending time with her dog, ballet, photography, and gardening.

MELISSA JONES

Melissa joins us with a data science and bioinformatics background, with over six years of experience using unix operating systems, ssh, bash, and R. She has a BS in Environmental Science from the Evergreen State College, a Masters in Avian Science from University of California Davis, and is working on finishing her PhD in Animal Biology at University of California Davis. Her research has focused on avian conservation genetics using RADseq (Restrict Site Associated DNA sequencing) and SNPs (Single Nucleotide Polymorphisms). Applying this heavy data and analysis experience to the audit process provides significant opportunities for efficiency in analytical procedures. In her free time Melissa paints with acrylics, goes for long hikes, and runs a motel with her husband.

SAVANNAH HALTER

With a background in service from multiple customer facing roles, Savannah brings strong communication skills to the audit process. She is responsible for ensuring the Audit team and Client team are aware of key milestones, data gathering, and other audit requirements. Communication is a top priority in the audit process and Savannah ensures the flow of information is timely, accurate and responsibilities are all fully understood.

TEAGAN PATTERSON

Teagan brings a background of customer service, attention to detail, and dedication to getting the job done right. She enjoys engaging with our clients and wants to make sure everyone feels welcome and appreciated. Her ability to always maintain a positive attitude, even in stressful moments, is much appreciated and highly noticed. Having spent many years as a Customer Service Rep and Dispatcher in the Medical Supply Industry, Teagan understand how important even the smallest detail can be.

REFERENCES

We encourage you to contact any of our existing engagements, but for convenience we have provided the below contact information of individuals who have specifically agreed to be contacted as references on our behalf.

References		
League of Oregon Cities	Patty Mulvihill Executive Director	pmulvihill@orcities.org 503-588-6550
City of Sisters	Joe O'Neill Finance Director	joneill@ci.sisters.or.us 541-323-5222
City of Myrtle Creek	Lesley Hiscocks Finance Officer	lhiscocks@myrtlecreek.org 541-863-3171
City of Turner	Pamela Ray Finance Officer	pray@cityofturner.org 503-743-2155
Lake County Education Service District	Sara Sarensen Business Manager	ssarensen@lakeesd.k12.or.us 541-947-3371
Amity School District No. 4J	Ann Adams Business Manager	ann.adams@amity.k12.or.us 541-835-2171
Jefferson School District No. 5J	Stacie Holmstrom Chief Finance Officer	sholmstrom@509j.net (541)475-6192



Michelle Silva <businessservices@thelighthouseschool.org>

Re: Board resignation

1 message

On Tue, Feb 20, 2024 at 12:33 PM Stephanie Ospina <sospina@thelighthouseschool.org> wrote:

Hi Stephanie and Shelley,

I hope you both are well. I'm writing to let you know that the April board meeting will be my last. We are moving to Seattle at the end of the school year. I will be at the March and April meetings. I truly value my involvement with Lighthouse over the past five years, and feel blessed to have found such a wonderful and like-minded community. My children have thrived in this school and will have a difficult time saying goodbye. Thank you to the staff, board, and school community for educating and nurturing my children and family as we settled into Coos Bay and made it our home for six years. Coos Bay and Lighthouse will always have a special place in our hearts.

With love,

Stephanie Ospina