



**The Lighthouse School**  
"Lighting the way to a brighter future."  
62858 Hwy 101  
Coos Bay, Oregon, 97420  
(541) 751-1649  
**Agenda January 8, 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. 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)—
4. Discuss & Approve Board Meeting Minutes from December 4, 2024 –
5. Discuss & Approve Consent Agenda minutes:
  - 12/3/2024 = Tech Team
  - 12/9/2024 = Grant Team
  - 12/11/2024 = Leadership Team
  - 12/16/2024 = Safety Team meeting cancelled
  - FOLS next meeting 1/21/2025
6. Directors Report with Curriculum Report—Shelley Lake
7. Business Report—Michelle Silva
8. Old Business:
  - 23/24 Audit
  - Strategic Plan Goals
    - i. Administration received the goals template on 12/17/24 from Board Chair Stephanie Messerle
    - ii. Admin team will meet to discuss internal protocols already in place on or before 1/16/2025
  - Employee Appreciation Dinner scheduled
    - i. January 10<sup>th</sup> from 6:00-8:00 pm at the 999 Front street
      1. Invitations were delivered to employees on 12/2/2024
        - a. Reminder email was sent 12/18/2024 & 1/6/2025
9. New Business:
  - Open Board Position
    - i. Heather Koell expressed interest in a position on TLS board and has attended two board meetings and submitted a letter of interest.

**EXECUTIVE SESSION**

Executive Session under ORS 192.660 (2)

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

10. Report from last District Board meeting –
11. Roundtable / Good of the Order-



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**Meeting Minutes December 4th, 2024**

1. Call to order

- The Board of Directors met December 4th, 2024
- The meeting was in person and called to order at 7:02 PM.
- The meeting was a regularly scheduled meeting called by the Board of Directors.
- The Directors present at the meeting were: McKinley Prado, Jenni Schmitt, Stephanie Messerle, Anita Martins, John Gibson and Maya Watts. Also present were Director Shelley Lake and Business Manager Michelle Silva. Not present were Stacy Courtright, Lisa LaGessee, and Paula Mosley. A quorum was present because six of the nine board members were in attendance. Presiding officer was Stephanie Messerle.

**REGULAR MEETING – REPORTS AND DISCUSSION**

2. Public comment

- None

3. Union report

- None
- New elected positions:
  - President – Heather Kapande
  - Vice President – Linda Johnanson
  - Treasurer - Sarah Rigney
  - Secretary – Rebeka Scholan

4. Discuss and Approve Board Meeting Minutes

- November 6th, 2024 board meeting minutes

5. Consent Agenda minutes:

- Grant Team - email in lieu of meeting 11/11/2024
- Leadership Team 11/13/2024
- Safety Team 11/18/2024

6. Director and Curriculum Reports — Attached. Additionally:

- Lots of parent volunteers on campus, including interviews with parents on social media uses by 6-8 grades
- Informal observations for new hires, feedback in real time, based on topic of teacher's choosing. Do this several times prior to formal observations.
- Ongoing collaboration meetings with several teachers for curriculum support, helping make sure standards are being covered, also helping with behavior management support
- Mrs Graber will continue until end of December, providing support for Ms Trepold and Ms Rebecca; she may come back as mentor as needed
- Meeting with reading team, reviewing progress of students needing intervention; a lot of progress with some even moving up to grade level

- Meeting with PE team, collaborating with American Heart Association to use lessons to meet new ODE standards
  - Behavior intervention strategies have been working well
7. Business Report—Attached. Additionally:
- Enrollment currently at 202
  - Open position for full time administrative secretary
  - Audit filed December 2nd, unsure if they filed 990 and CT-12 forms on time
8. Old Business
- 63693 Woodstock Rd house for sale - TLS offered \$115,000 for purchase of house, bank countered at \$172,000. It is now listed at \$164,900. TLS counter offered at \$120,000, currently awaiting response.
  - Strategic plan adoption - approve the 2024-2027 plan.
    - Discussion around populating the related action plan for the 2024-2025 school year. Can begin to populate with actions TLS and board are already doing. Board work session to finish developing the action plan will be scheduled early 2025.
  - Employee Appreciation Dinner - scheduled January 10th, 6:00 PM at the 999 building catered by The Plate. Board members should bring a dessert and beverages to share.
  - Open board member position - posted but no interested parties so far
    - Will keep position open until end of December announcements and close it in January
9. New Business
- Discussion over honoring Julie Graber's many years of service
10. Report from last Coos Bay District Board meeting
- None
11. Roundtable / Good of the Order
- Accolades for Mrs Stauff, her resiliency, her energy, her enthusiasm and how she exudes that onto the students.
  - Accolades for Mrs Maxwell and first band performance, which was a fun interactive performance with families for students to show what they were learning,
  - Appreciate being able to be teaching upper level math and that this school allows for flexibility to both teach and direct at the school
  - Thanks to room parents for all their help in the classroom and their hard work for holiday faire
  - Thanks to Anita for all her help getting parents to volunteer
  - Thanks to Mrs Coxon for creating an after school math club
  - Thanks to Anita and Michaela for their amazing skill sets - the school wouldn't function without them
  - Really appreciate Julie Graber and how she stepped in during years when teacher positions couldn't be filled; she's been a huge presence here for many years.
  - Thanks to Anita and LPO for organizing the holiday faire

**Task list**

- Stephanie Messerle will organize the strategic plan's action plan for the 2024/25 school year

- Shelley and admin team will work on adding detail into action plan after Stephanie sends the initial draft

**Corporate Actions**

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

**RESOLVED** to approve the November 6, 2024 board meeting minutes. MM by Maya Watts, 2<sup>nd</sup> by John Gibson. Unanimously approved.

**RESOLVED** to approve consent agenda minutes. MM by Anita Martins, 2<sup>nd</sup> by Maya Watts. Unanimously approved.

**RESOLVED** to approve the Lighthouse School 2024-2027 strategic plan as written. MM by Anita Martins; 2<sup>nd</sup> by McKinley Prado. Unanimously approved.

**ADJOURNMENT:** The meeting adjourned at 8:15 PM. The next meeting date is scheduled for January 8, 2025.

Signature of Secretary, Jenni Schmitt \_\_\_\_\_

Date: 12/4/2024



## **Technology Committee Meeting 12/3/2024 1:30-1:45pm**

Attendance: Shelley Lake, Anthony Cordova, Megan Maxwell

### **Student Devices:**

- 2<sup>nd</sup> Grade Chrome books have been assigned. The intent is that the Chrome books can be utilized for Zearn by student referral (intervention/acceleration)
  - Teacher has not yet set up Zearn classroom
- 5<sup>th</sup> grade student device not displaying video
  - Director resolved issue with cookies clear and setting reset

### **Teacher Devices:**

- 1<sup>st</sup> Grade Teacher device was provided to Tech to review battery life as it was powering off
  - Tech support determined battery life was 80%
  - Issue has not since repeated.
  - Director and first grade teacher in communication about need
  - Tech assumes the device may need to be replaced in the near future if concern persists as it could be a motherboard malfunction
- 2<sup>nd</sup> Grade Projector displays a pink screen
  - Pink screen is inconsistent. Quick fix is to readjust plug/HDMI into projector
  - Cord maintenance can support as cords fall off the wall

### **Technology concerns/updates:**

#### **New Business**

- Director working with Tech support to provide link to server use outside school so teachers can access server from home for lesson plan purposes.
  - Teachers are still recommended to use server for backup weekly, and g-suite for current planning
  - Possible launch could be 2/14 PD day
- Projector & Air purifying filters to be cleaned Term 2
- Emergency Lights in the Gym Bulbs/Batteries
  - Flood Light also available and stored in the wood closed adjacent to the gym

#### **Old Business:**

- Music room request for mounted Projector
- School Doorbell concerns: Ring for communications are broken, the audible click is NOT consistent so people needing in do not know when access is permitted
  - Admin to purchase new button for replacement. All other issues seem to be resolved
- TLS Website needs open position posted

#### **Other**

## Lighthouse Grant Team – Minutes

12/9/24\_Updated

Attendees: Stephanie Messerle, McKinley Prado, and Heather Koell

- Welcome
- Overview of upcoming meeting dates
  - Meetings will be virtual at 7:00 on the following dates.
    - 1/13
    - 2/10
    - 3/10
    - 4/14
    - 5/12
- Welcomed two new grant team members, McKinley and Heather. Provided a general overview of the grant team and how we've been operating. Reviewed the Grant Team's google sheet and how it's been used as a tracking tool.
- Ideas for potential grant applications:
  - **Emergency Preparedness Supplies**
    - This item needs to be fleshed out more with the safety team, Shelley, and the admin team to fully develop a list of items to include in a grant.
    - City of Coos Bay Grant Program – McKinley is on the budget committee. She has requested an application for review and if there is an open period to apply.
    - Coos Bay/North Bend Rotary Club – McKinley requested more information from the rotary club.
    - Ford Family Foundation – Small grant program is open continuously. Stephanie will check eligibility and criteria to see if this could be an option to fund emergency preparedness supplies.
    - Pacific Power Grant – annual grant
    - **Update:** The grant team will stand down, at least for now, our efforts to pursue a funding opportunity for emergency preparedness. Michelle provided this information "*Carmen Matthews is on the safety team and has been working with the city/county on our behalf. Grant Team should wait for reports back from the safety team before moving forward.*"
  - **Mounted projector for music room**
    - Identified potential grant program: <https://weareallmusic.org/apply-for-funding/>
  - **Parenting classes**
    - Heather Koell will investigate services available in our area.
    - **Update:** This item was moved to the "Suggested Items - Need more discussion before adding to the high priority needs section". This item needs more discussion, development and review/approval by Shelley before moving it to our "High Priority Needs" section.
  - **Providing snacks for students**
    - This idea needs to be fleshed out and discussed with Shelley to determine if TLS would want to implement a program, who would administer it, and if this would fall to the Grant Team to pursue funding.
    - Example is the fresh fruit/vegetable fridge program at the Coos Bay Library.

- Heather Koell will investigate potential grant programs and firm up a proposal to bring forward to Shelley.
- **Update:** This item was moved to the "Needs identified but declined from consideration at this time" section of our google sheet. Direction provided from Michelle and Shelley includes: *The school does not provide food services, we are contracted with the district for our meals. There are processes and procedures for food handling in schools. Snack is optional and an opportunity for parent inclusion as the class parents donate snack items from a school approved list in our lower grades. Neither teachers, nor the school purchase snacks. Families are not obligated to participate in the monthly snack rotations.*
- Reviewed and updated the Grant Team's Google Sheet which lists status of identified needs.  
<https://docs.google.com/spreadsheets/d/18zJUXvUvPb5Rwjmitv6W3LWb2qa3Ko8sXlUH5FVoSHU/edit#gid=0>
- To do
  - *Stephanie will send calendar invites for the Grant Team meetings - Done*
  - *Stephanie will reach out to Megan for Coos County Cultural Coalition grant - Done*
  - *Stephanie will send Linda CTCLUSI contact information to send a thank you note for the grant that funded the outdoor classroom covering and picnic table - Done*

In attendance: Michelle White, Stephanie Krug, Linda Johanson, Chris Seldon, Ody Frangopoulos, Heather Kapande, Kathleen Stauff, Shelley Lake, and Michelle Silva.

**1. Middle School students in the halls during lunch**

- There has been a lot of traffic in the middle school halls during lunch time recently. 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade teachers to remind students where they may be during lunch and lunch recess.

**2. Late Comers to Breakfast**

- When buses are running late and students still need breakfast what is the expected seating in the cafeteria?
  - Older students and younger students should be separated rather than sharing the same tables.

**3. 4<sup>th</sup> grade is requesting that small shed not house any gas powered equipment**

- 4<sup>th</sup> grade teacher is complaining of the fumes the gas powered equipment gives off in the small shed where the outdoor classroom buckets are stored.
- Maintenance will look for a different location to house gas powered items.

**4. Students with Designated Seating**

- What should duty teachers do with students who have designated seating and do not comply to remain in their predetermined area?
  - Students with designated seating spots in the cafeteria may from time to time need to be relocated. Duty staff should check in with Mrs. Lake or Mrs. Stauff to confirm a change in seating.
  - If no previous arrangements have been made students will be addressed with consequences and consistency

**5. Tsunami Evacuation Recap**

- Staff felt supported, calm and didn't realize it wasn't a drill
- Once they learned it was not a drill, were appreciative of how well organized everyone appeared to be.
- For future:
  - Can we add things to the emergency back packs such as;
    - Rain ponchos or garbage bags?
    - Water bottles?
  - The emergency back pack is limited in space. Bottled water or water resources and rain gear accessories are all stored in the red container.

**6. Reading Groups**

- Question was asked if students can be moved into lower grades during literacy time:
  - FAPE does not allow teachers to move students backward for individual subjects
  - Teachers should use scaffolding for accelerated learners and then consult with the Literacy Team for students who require remediation.
  - TLS has a Literacy program to support both teachers and students from intervention to grade level
  - Students should be identified and documented to receive accommodations.
  - Identification should include the Director and possible SST

## **Director's Report: 1/8/2025**

### **Connections Log**

12/3 Tech Meeting  
12/5 Admin Team meeting  
12/5 Tsunami Alert  
12/6 CBSD ADMIN Tsunami Reflection/Debrief Meeting  
12/6 Staff Collaboration Meeting  
12/6 TLS ADMIN Tsunami Alert Reflection/Debrief Meeting  
12/7 Holiday Faire  
12/9 I. Hawkins  
12/10 D. Tilton ESD OT assigned to TLS  
12/11 Leadership Meeting  
12/12 ADMIN Team Meeting  
12/12 PACE Webinar Re: Winter Weather & Facility maintenance/preparations  
12/13 Staff Meeting  
12/16 CBSD SPED Director's Meeting  
12/17 CBSD Public Library – Community Book Outreach  
12/18 H. Koell  
12/19 Admin Team Meeting  
12/20 Winter Celebrations  
12/23 I. Hawker  
12/23 Great shakeout annual Survey  
12/24 B. Bergeset Re: Roof Leak in resource room  
1/2/24 School IPM walk around

### **Accolades:**

All Staff - keeping a calm demeanor and putting students first during the December Tsunami alert  
All Staff – A successful, fun and engaging Winter celebration!  
K. Stauff - supporting TLS FBA (functional behavior assessments) and behavior intervention tools  
M. Vonderohe & A. Martins & A. Stevens office support, organization, communication, dedication.  
A. Ashcraft - Baking with students  
M. White - Class Elf  
I. Bartels - Weather Science Labs  
H. Kapande - Main Lesson scaffolding for behavior support/improvements  
L. Johanson - Class Gnome shenanigans  
S. Rigney- Main Lesson projects: Hebrew Displays  
R. Coxon - Math club  
K. Moore - Water Color in Main Lesson  
C. Seldon - Tsunami Debrief with Middle School Students / Guitar during morning meetings

### **Curriculum:**

ODE update: The Lighthouse School has been reclassified and is no longer identified as a CSI nor TSI (Comprehensive School Improvement/ Targeted School Improvement) and therefore we are no longer identified in the Federal Improvement Plan for the District. Lighthouse was identified as a TSI in the years 2022-23 and 2023-24 school years.

- See Compliance report attached

**Weekly collaboration & Coaching**

- Kindergarten: Lesson Planning Support 1x weekly
- Second Grade: Collaboration and Main Lesson Support 2x weekly
- Third Grade: Collaboration Meetings 1x weekly

**Academic and Behavior Support**

IEP (Individualized Education plans with ESD & CBSD):	6
SST (Student Success Team Meetings):	2
504 Meetings (Medical Impact Plan):	1

**Counseling:** Our current counselor is at her referral maximum (7). She has been working to balance additional students with bi-monthly meetings instead of weekly appointments as she is currently managing 12 referrals. Additional referrals would need CHW outside referrals and/or TLS would need to contract an additional day of services.

**Accolades:**

Thank you to everyone at Lighthouse for your calm demeanor and swift support during yesterday's Tsunami alert. You executed our current protocols with ease and excellence. I am confident in our team's ability to handle crisis with communication, collaboration and leadership! I plan to add time to debrief the Tsunami alert at NEXT WEEK's Staff meeting. Please come with accolades for things that went well and notes for areas that we can grow in future emergencies.

**Housekeeping**

- As we enter the Winter months, Ice is prevalent on the ground. Please Remind students that the rock salt on the ground is NOT edible and should NOT be eaten.
- Please notify the office when you anticipate parent volunteers on campus.
- Middle School Students are assigned to count 12 days of giving donations daily AFTER Lunch
- Teachers should seek LPO-Anita of Director Lake support for conflicts with parent volunteer

**Holiday Faire TOMORROW 12:00-3:00 in Gym****12/17/24 Winter Book Outreach – Library 8:30-9:30am**

8:30: 1st (Literacy)  
8:40: 4th (Main Lesson)  
8:45: 3rd (Literacy)  
8:50: 6th (Science)  
8:55: 5th (Math)  
9:00: 2nd (Literacy)  
9:05: 7th (Math)  
9:10: 8th (ELA)  
9:15: Kindergarten (Literacy)  
9:25: Pre-K (Recess; Leah, you may choose books for the afternoon students)

**OBOB – Please save the dates. Times are TBA**

6-8

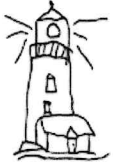
January 15th @MHS morning  
February 7th @NBHS morning  
February 25th @Millicoma afternoon (11:30-1:30?? TBD)  
Regionals March 15th @ MHS

3-5

January 30th @ MHS morning  
February 12th @NBHS morning  
March 5th @Sunset morning

**Upcoming Dates:**

12/3 Holiday Faire  
12/7 Holiday Faire 12-3pm  
12/11 Fire Drill  
12/3 STAFF MEETING 2:00-3:00  
12/17 Coos Bay Library on campus 8:30-9:30  
12/18 Caroling at the Mission  
12/20 Winter celebration –Early release  
12/21-1/4/25 Winter Break  
1/6/24 School resumes  
1/9/24 Safety Day: Fire & Lock Down Drill  
1/10 Collaboration Meeting  
1/17 Staff Meeting



12/6/2024

Hello Lighthouse Family,

Thank you for your patience and cooperation during yesterday's tsunami warning and evacuation. The safety of our students and staff is always our top priority and we appreciate your support during this unforeseen event.

The Lighthouse School (TLS) staff reviews emergency protocols annually in preparation for when catastrophic needs demand quick and efficient attention. Students at TLS annually and routinely practice safety drills for moments such as this! Our Annual safety drills include: monthly Fire Drills, Lock Down drills quarterly, and Tsunami/Earthquake Drills bi-annually. Our most recent Tsunami drill took place 10/21/2024. TLS has a pre-orchestrated Incident Command Chart that assigns roles to all staff for emergency procedure and action. This incident command chart was enacted yesterday. During safety drills, all teachers are equipped with a safety backpack to include: radio communication devices, flashlights, first aid kits, Red/Green Cue Cards for quick Administration Alert and a school roster to include emergency contacts for every student on campus.

At 10:45 I received an Earthquake alert. When the school Administration was alerted to the possibility of a Tsunami, our Tsunami Drill was implemented effective 12/5/2024 at 11:00am and the students were calmly evacuated from our school building to our back field via the school's protocol to ensure quick exit from classrooms in a means that would limit a panic response. Throughout the duration of the event all of our teachers, supporting staff and parent volunteers stayed with your students to help them stay safe, calm, informed and supported throughout the duration of the alert.

As our Drill prolonged, Teachers were pulled away from their students briefly and updated to the real (not drill) situation. Teachers were appointed to retrieve coats for students who promptly exited campus without a warmer layer. Students who did not have a coat or jacket available were provided with one by the school. Simultaneously, the office staff created the ROBOcall and ROBOemail notifications at 11:14am to alert parents.

Fortunately, The Lighthouse School is a FEMA appointed safe evacuation location in Coos Bay, and therefore the students attend school in an identified **SAFE** location. What this means is: **OUR STUDENTS ARE SAFEST HERE!** As such, the school determined to keep all students on campus and invite our Lighthouse Community to find safe harbor with us right here on campus. As noted by some of our families, The Lighthouse School did have a bus available on site however this was due to the planned release for our AM pre-k students and **NOT** for evacuation purposes. Since the alert occurred before our Pre-K students were released, they too sought safety with our school population and were not released until the Tsunami warning was cancelled, as such our PM pre-K class was cancelled.

As parents arrived to pick up students, they were ushered through the main office doors, briefly informed of the possibility of a Tsunami, and provided shelter outside of the building. Since The Lighthouse School is an assigned FEMA refuge, the Administration was prepared for a broader community response, and as such: **ALL** adults that arrived on campus after the initial drill were signed into our visitor Log and kept separate from the students in order to limit panic, disseminate appropriate information effectively, and ensure the safety of everyone on campus. Families in attendance were provided with blankets for warmth and information in real time from the director and pre-approved parent volunteers. While we know many of our TLS community by face, in these type of circumstance, we do not have ample time to ensure approved background checks. The School's reunification protocols would take place at a later Administration approved time. If the catastrophic event had worsened beyond the scope of the current drill, I want you to know that the school is equipped with tents, food storage and emergency supplies in the event of a delayed emergency order/response.

As the drill prolonged, students were provided bathroom breaks, small group activities, and seating options to limit their discomfort. At 11:40am, when the impending threat did not manifest, our K-3 students were provided lunch in the



lunch room, 15 min past their normal lunch time, our Pre-K students returned to their classroom and were provided snacks until reunification began, and our 4-8 students were returned to their classrooms for indoor debrief and recess. Once all students were confirmed in their assigned locations, a Shelter-in place order initiated until all adults on campus could be accounted for and the reunification process was in-acted for those parents who opted to take their students home for the duration of the school day. All students that remained on campus continued with their usual school day.

While I am extremely grateful that the anticipated Tsunami did not present; I am also thankful for the reflection opportunities that this incident provided. Planning and preparing for a natural disaster is one thing, implementing one in real time is quite another! I am honored to work with a school community that rallies together for the greater good and I am always ready to enhance our preparation and effectiveness for future unplanned events!

Therefore, Families, please understand that our school's first and utmost priority is always our students and staff. This means that our staff is extremely busy getting students to safety and working to communicate with our families and emergency personnel. In the event of any school emergency's, please refrain from calling the school as it ties up our phone lines and slows down the communication efforts. If you choose to come to the school campus, the school assumes liability for your presence, and as such will follow school safety protocols first, and then follow up with parents and their personal needs second. As such, please be patient with our staff, as crisis incites emotions, and emotions can incite conflict, conflict can incite panic. None of which are helpful and can prolong efforts for everyone on campus. Therefore, I would like to send additional accolades to all of the adults on campus that were proactive, supportive and gracious!

For next steps, our school's Administration Team will debrief and work with our site and safety teams, our teacher leadership teams and our greater community to collaborate and plan areas of improvement for future events so that our school can: increase site preparedness, boost avenues of communication, and support educational opportunities in the area of Tsunami awareness.

Without doubt, your family experienced a range of emotions as things transpired yesterday. Please take some time this weekend to hug your kids, and allow them to communicate their experience, as well as plan a course of action for your family in the event of a natural disaster.

Once again, thank you to our wonderful community for trusting us to love and care for your students.



Shelley Lake  
Director, The Lighthouse School



**Accolades**

- Tsunami Alert –Bravo!
- 304 pounds of food donated within the first 2 days of food drive.

**Waldorf Min** –L. Johanson**Housekeeping:**

- Please continue to upload images into entourage for yearbook
- Locker Clean-outs
- Please have students retrieve any lost items before 12/20. Lost and Found items will be donated over winter break.
- Please remind students to POWER OFF their devices each night, at least by end of each week so the device can update.

**Underground Spirit Week \*STAFF ONLY \* Optional Participation**

- *Monday: Festive Hat Day*
- *Tuesday: Dress to IMPRESS / TIE TUESDAY*
- *Wednesday: Do You want to be a snowman?*
- *Thursday: Ugly Sweaters*
- *Friday: Elf or Grinch? You decide*

**Parent Volunteer Responsibilities**

- See attached

**12/17/24 Winter Book Outreach – Library 8:30-9:30am**

8:30: 1st (Literacy)

8:40: 4th (Main Lesson)

8:45: 3rd (Literacy)

8:50: 6th (Science)

8:55: 5th (Math)

9:00: 2nd (Literacy)

9:05: 7th (Math)

9:10: 8th (ELA)

9:15: Kindergarten (Literacy)

9:25: Pre-K (Recess; Leah, you may choose books for the afternoon students)

**12/20 Winter Festival**

- 6 stations (No specialties on 12/20) \*Library designated Quiet Zone
  - Assembly starts at 8:15
  - First rotation starts at 8:35
  - Last Rotation ends at 11:10

**Upcoming Dates:**

12/5-20 The TLS 12 days of giving Begins –Class with most donations may win a pizza party

12/17 CBSD Library visit

12/18 Winter Caroling at the Mission

12/20 Winter Celebration –Early release

12/21- 1/5 Winter Break

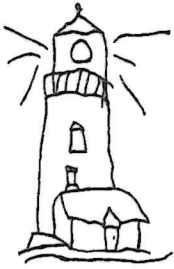
1/6 School Resumes

1/9 Safety Day: Lock Down (am) and Fire Drill (pm)

1/15 6-8 OBOB Battle 9-11am

1/20 NO SCHOOL MLK Jr.

1/30 3-5 OBOB 9-11am



# The Lighthouse School

## " Lighting the way to a brighter future."



### Protocol for Volunteers on Campus

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

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

#### *General expectations of Parent Volunteers at TLS.*

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

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

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

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

#### **BACKGROUND CHECKED**

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

#### Those who complete the background check process may:

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

#### **WITHOUT a Background Check**

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

#### **Un-cleared Volunteers:**

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



## THE LIGHTHOUSE SCHOOL VOLUNTEER EXPECTATIONS

Employees have the right to choose not to have parent volunteers in their classroom. While many schools encourage parent involvement, it is not mandatory and teachers can decide if and how they want to incorporate parent volunteers, based on their teaching style and classroom needs.

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

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

*Below are general expectations of Parent Volunteers at TLS.*

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

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

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

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

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

- Support small group activities
- Support 1:1 memorization practice i.e. flashcards, poems, etc.
- A parent can be a designated photographer to provide pictures to share for the yearbook
- Help the students make crafts on designated crafting days
- Sign up to be the room parent to assist the teacher in organizing class parties
- Organize bookshelves, play areas, or kitchen spaces as requested by the teacher
- Help with small group activities as requested by the teacher
- Prep activities for the teacher (count out papers, cut papers, etc.)
- Clean counters / student work areas and helps kids organize cubbies / desks
- Make copies as needed for the teacher using the hallway copier
- Weed the garden beds
- Specified tasks pre-approved with director pertaining to specialized knowledge areas
- Accompany classes on both day and overnight field trips

### Things Parent Volunteers can do at home:

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

### Things Parent Volunteers CANNOT do:

- Grade student work
- Take home student/teacher files
- Behavior/IEP/504 support
- Coordinate curriculum / lesson plan
- Support playground supervision during recess
- Administer First aid or medications to students
- Be in or use identified staff only areas (below) without pre-approval from the Office;

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

## The Lighthouse School

### Report on Compliance with Public School Standards

#### 2023-24 School Year

By November 1 of each year, school district superintendents are required by [OAR 581-022-2305: District Assurances of Compliance with Public School Standards](#) to report to their community on the district's status with respect to all of the Standards for Public Elementary and Secondary Schools. The Standards are adopted by the State Board of Education and set out in Oregon Administrative Rules Chapter 581, Division 22.

The table below contains a summary of **The Lighthouse School's** compliance with each of the requirements of Oregon's administrative rules found in [DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS](#) during the 2023-24 school year. For each rule reported as out of compliance, **The Lighthouse School** has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance. The corrective action must be approved by ODE and completed by the district by the beginning of the 2025-26 school year.

**What are the requirements of the standards?** For a general overview of what each rule/standard requires, consult this high-level [Rules at a Glance summary](#). For specific, comprehensive requirements, use the links below for each individual rule.

### Category: Teaching & Learning

#### Subcategory: Curriculum & Instruction

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2030 District Curriculum</a>	<b>In compliance</b>	The School has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2045 Substance Use Prevention and Intervention Plan</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2050 Human Sexuality Education</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2055 Career Education</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2060 Comprehensive School Counseling</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2263 Physical Education Requirements</a> *Elementary Grades	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2263 Physical Education Requirements</a> *Middle Grades	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2320 Required Instructional Time</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2340 Media Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2500 Programs and Services for TAG Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2350 Independent Adoptions of Instructional Materials</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2355 Instructional Materials Adoption</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable



Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<u>581-022-2360 Postponement of Purchase of State-Adopted Instructional Materials</u>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: Assessment & Reporting

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<u>581-022-2100 Administration of State Assessments</u>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<u>581-022-2110 Exception of Students with Disabilities from State Assessments</u>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<u>581-022-2115 Assessment of Essential Skills: Diploma Requirements.</u>	<b>Waived through the end of 2027-28 school year</b>	Not applicable	Not applicable
<u>581-022-2115(2) Assessment of Essential Skills: Local Performance Assessment Requirement</u>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<u>581-022-2120 Essential Skill Assessments for English Language Learners</u>	<b>Waived through the end of 2027-28 school year</b>	Not applicable	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2270 Individual Student Assessment, Recordkeeping and Reporting</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2445 Universal Screenings for Risk Factors of Dyslexia</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: Program & Service Requirements

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2315 Special Education for Children with Disabilities</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2325 Identification of Academically Talented and Intellectually Gifted Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2330 Rights of Parents of TAG Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2505 Alternative Education Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2515 Menstrual Dignity for Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable



## Subcategory: High School Diploma

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2000 Diploma Requirements</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2005 Veterans Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2010 Modified Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2015 Extended Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2020 Certificate of Attendance</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2025 Credit Options</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

## Category: Health & Safety

### Subcategory: Policies & Practices

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2205 Policies on Reporting of Child Abuse</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2220 <u>Health Services</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2310 <u>Equal Education Opportunities</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2312 <u>Every Student Belongs</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2345 <u>Auxiliary Services</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: Plans & Reports

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2223 <u>Healthy and Safe Schools Plan</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2225 <u>Emergency Plans and Safety Programs</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2230 <u>Asbestos Management Plans</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2267 <u>Annual Report on Restraint and Seclusion</u></a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable



Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2510 Suicide Prevention Plan</a>	In compliance	The district has met all of the requirements for this rule.	Not applicable

**Subcategory: Athletics & Interscholastic Activities**

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2210 Anabolic Steroids and Performance Enhancing Substances</a>	In compliance	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2215 Safety of School Sports – Concussions</a>	In compliance	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2308 Agreements Entered Into with Voluntary Organizations</a>	In compliance	The district has met all of the requirements for this rule.	Not applicable

**Category: District Performance & Accountability**

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2250 District Improvement Plan</a>	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2255 School and District Performance Report Criteria</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2260 Records and Reports</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2265 Report on PE Data</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2300 Standardization</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2305 District Assurances of Compliance with Public School Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2370 Complaint Procedures</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Category: Human Resources/Staffing

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2335 Daily Class Size</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2400 Personnel</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable



Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2405 Personnel Policies</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2410 Teacher and Administrator Evaluation and Support</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2415 Core Teaching Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2420 Educational Leadership - Administrator Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2430 Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2440 Teacher Training Related to Dyslexia</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

# BUSINESS/HR REPORT FOR THE BOARD MEETING OF January 8, 2025

## HUMAN RESOURCES

- [SB 1502 \(2024\)](#) requires school districts, education service districts, community college districts and public universities to make video recordings of governing body meetings or, if the public body's facilities lack broadband Internet access, to make audio recordings, and to post the video or audio recordings, as applicable, of the meetings on their official public body websites or social media sites.

**This bill does not include public charter schools** in the list of responsible education boards and may not apply to public charter school boards in most circumstances. However, this requirement does apply to single-school district charter schools where the school district board is also the charter school board. It is best practice for charter schools to do their own legal review, and board members should determine if this is an ethical responsibility or not. Charter schools should still continue to follow their board policies and bylaws and maintain their practice accordingly.

## BUSINESS REPORT

- Current Enrollment as of 12/31/2024= 201
  - K = 24
  - 1<sup>st</sup> = 23
  - 2<sup>nd</sup> = 23
  - 3<sup>rd</sup> = 24
  - 4<sup>th</sup> = 24
  - 5<sup>th</sup> = 25
  - 6<sup>th</sup> = 24
  - 7<sup>th</sup> = 21
  - 8<sup>th</sup> = 13
- \* Enrollment as of 11/30/2024 = 202
  - K = 24
  - 1<sup>st</sup> = 23
  - 2<sup>nd</sup> = 23
  - 3<sup>rd</sup> = 24
  - 4<sup>th</sup> = 25
  - 5<sup>th</sup> = 25
  - 6<sup>th</sup> = 24
  - 7<sup>th</sup> = 21
  - 8<sup>th</sup> = 13

- Pre-K update
  - New tab on TLS website will be populated with all things Pre-k (see attached)
  - Open enrollment is officially underway for 2025/2026
    - We will be holding meet the teacher events beginning in January.
      - Session 1 will be on Friday, 1/10/2024 from 1:45-2:30
      - Session 2 will be on Monday 1/13/2024 from 3:30-4:00 pm
 These two dates are being provided for current TLS families to meet the teacher, see the classroom, and get questions answered before registering. Lighthouse existing families get priority for enrollment until February 1st.

- Current financial status as of 12.31.2024

Adopted budget	\$	3,021,013.00	Adopted budget	\$	(3,021,013.00)
Expenses Year to date	\$	(1,076,558.25)	Revenues Year to date	\$	1,068,565.69
Anticipated Expenses to 6/30	\$	(1,260,159.41)	Anticipated Revenues to 6/30	\$	1,639,266.19
under budget	\$	684,295.34	anticipated revenue deficit	\$	(313,181.12)
			anticipated net is a positive cash flow of	\$	371,114.22

Prek  
tab  
to be  
added  
here

## Pre-K Information

### Open Enrollment begins January 15th for the coming year!

With just 10 students per class and 20 students total, our small class sizes are great for young learners! TLS offers both an AM and PM class

AM class runs from 8:00 am – 11:00 am with breakfast served from 7:45-8:00

PM class runs from Noon – 3:00 pm with lunch served from 11:45-12:00

### ENROLLMENT REQUIREMENTS

Enrollees must be

1. toilet trained and in order to enroll in Kindergarten the following year (Per Oregon Revised Statute 339.115(9))
2. age 4 on or before September 1

**PreK Parent Handbook** is available [here](#).

**PreK A.M. 2024-2025 Calendar** ([click here](#))

**PreK P.M. 2024-2025 Calendar** ([click here](#))

**PreK 2023/2024 Annual Report** is available [here](#).

The Protocol for Volunteers on Campus is available to read [here](#).

**LPO - Lighthouse Parent Organization** Click [here](#) for information about this program.





Michelle Silva &lt;businessservices@thelighthouseschool.org&gt;

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## Fwd: Letter of Interest: The Lighthouse School Board

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Stephanie Messerle &lt;smesserle@thelighthouseschool.org&gt;

Sun, Dec 15, 2024 at 8:48 AM

To: Director TLS &lt;director@thelighthouseschool.org&gt;, Michelle Silva &lt;businessservices@thelighthouseschool.org&gt;, John Gibson &lt;jgibson@thelighthouseschool.org&gt;

Please find attached an interest letter for the open Board position.

This parent has already attended 2 board meetings so an interview and vote will be held at the January 8th Board meeting.

### Section 5: Appointment of The Lighthouse School Board of Directors

- Interested parties 18 years of age or older must deliver a letter of interest, outlining any experience or relevant skill sets, in writing. Please send them to [smesserle@thelighthouseschool.org](mailto:smesserle@thelighthouseschool.org)
- The Board President or Vice President will distribute copies of all letters of interest to all Board members for their consideration.
- The Board will meet in regular session to discuss letters of interest and will select up to three applicants per open position to interview at the next regularly scheduled Board Meeting.
- During the interview all board members present shall have the opportunity to ask the prospective member at least one question.
- In the event of more than one person to be interviewed, all persons waiting to be interviewed shall not witness the other interviews.
- At the completion of the interview the interviewee will be asked to leave, so that board members can either interview the next candidate or enter executive session before they vote in public session, on whether or not to accept that candidate as a board member.
- If a majority vote of the school board doesn't approve of any candidates the position(s) will either be re-advertised until filled or by majority vote of the board the filling of the position can be postponed until such time as the Board deems it necessary to re-advertise.
- **Appointment to the board is conditional upon the completion of a valid background check within 30 days.**

[Quoted text hidden]

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Michelle Silva &lt;businessservices@thelighthouseschool.org&gt;

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**Fwd: Letter of Interest: The Lighthouse School Board**4 messages

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

From: **Heather Koell** <heatherkbk@gmail.com>  
Date: Wed, Dec 11, 2024 at 8:00 AM  
Subject: Letter of Interest: The Lighthouse School Board  
To: Stephanie Messerle <smesserle@thelighthouseschool.org>

Dear Board President Stephanie Messerle,

The recent tsunami evacuation drill was a vivid reminder of The Lighthouse School's resilience and commitment to community strength. As a parent and volunteer, I was inspired by the seamless coordination between staff, volunteers, and students. This experience has deepened my desire to contribute meaningfully to the school, specifically through The School Board, collaboration with the grant, safety, and culture team, and supporting initiatives that extend our school's mission and impact.

I bring a wealth of experience in community engagement, nonprofit fundraising, and resource development that I believe can enhance the work of the grant team. As the former manager and nonprofit organizer for Many Hands Trading—a family-owned, fair trade boutique—I helped direct over \$100,000 annually to nonprofits supporting women and children. This work required balancing financial sustainability with meaningful partnerships, often involving women-owned cottage industries globally.

Additionally, I have spearheaded and coordinated large-scale initiatives, such as a statewide law enforcement conference where I served as lead organizer and donation chair, securing over \$25,000 in contributions to support more than 200 attendees. Locally, I volunteer as a classroom aide at The Lighthouse School and am developing "The Well," a women's art and community space in downtown Coos Bay designed to foster early education and postpartum support for mothers.

I am especially interested in exploring how the grant team's work complements FOLS, particularly in addressing our shared financial obligations to the host district. I am curious about strategies to define what constitutes "above and beyond" in community contributions and partnerships. I agree with Mrs. Lake's perspective that our "friends" include the broader community—businesses, board members, and supporters alike—and I hope to strengthen these connections through innovative funding strategies and outreach.

My goal is to support The Lighthouse School's vision by contributing to grant writing, fostering partnerships, and participating in initiatives like emergency preparedness. I am excited to offer my skills and experience in service of a school that has inspired me and my family through its dedication to growth and resilience.

Thank you for considering my interest. I would love the opportunity to discuss how I can contribute to The Lighthouse School's mission.

Sincerely,  
Heather Koell

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# Heather Koell - Community Collaboration

## *Professional and Nonprofit Contributions*

- **Manager and Nonprofit Organizer at Many Hands Trading:** I have directed over \$100,000 annually to 15 nonprofit organizations supporting women and children, specializing in balancing financial sustainability with social impact through partnerships with women-owned cottage industries. Additionally, I represented the business as a member of the Corvallis Downtown Association, strengthening ties between local businesses and the broader community.
- **Statewide Law Enforcement Conference:** As the Donation Chair, I secured over \$25,000 in donations to benefit more than 200 attendees from across Oregon. I managed event logistics, advertising, sponsorship acquisition, and donor relations, ensuring the conference's success.
- **Soroptimist International of Corvallis:** I served on the Spring Tea Fundraiser Committee, supporting educational and workforce initiatives for women through a 200-person ticketed event that generated over \$30,000 in scholarships.

## *Entrepreneurial Experience*

- **Wholesale Importer of Jewelry:** I currently operate as a business partner to a wholesale importer of handmade sterling silver jewelry, focusing on ethical sourcing and partnerships with women-owned, fair-trade cottage industries.
- **Educational Mentorship:** I host a private mentorship program where I mentor artists or brands on expanding their businesses, emphasizing holistic client relationships and integrating personal values with professional growth. My mentorship experience extends to client experience, website design, brand development, event hosting, and more.

## *Skills and Impact*

- **Grant Application Reviews and Fundraising:** I have experience reviewing grant applications, fundraising, and developing nonprofit strategies.
- **Community Partnerships and Collaboration:** Focus on building community partnerships, securing sustainable funding streams, and fostering collaboration between stakeholders.
- **Inclusive Spaces for Education and Art:** My initiatives have consistently created inclusive environments for education, art, and community engagement.

## *Forward-Thinking Vision*

- I would like to collaborate with the grant team to secure funding that offsets financial obligations to the host district, ensuring resources exceed baseline requirements for students and staff.
- Begin working towards a "Feeding Our Families" initiative aiming to expand Community Collaboration Days into a robust, grant-funded, support system offering essential services such as fresh food distribution, teacher trainings, as well as parenting and early childhood education classes.
- To host 1-2 workshops for families and staff leveraging community expertise in public

as a tsunami evacuation point, ensuring the well-being of students, staff, and the surrounding community in the event of a disaster.