

CENTENNIAL SCHOOL DISTRICT  
CHIEF FINANCIAL OFFICER (CFO)  
& DIRECTOR OF OPERATIONS  
EMPLOYMENT AGREEMENT  
2025-2029

**ARTICLE 1: RECOGNITION**

The Employment Agreement made and entered into this 1st day of July, 2025 by and between the BOARD OF DIRECTORS of the Centennial School DISTRICT 28J, hereinafter referred to as DISTRICT, and the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS.

NOW, THEREFORE, the DISTRICT and THE CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS, for the consideration herein specified, agree as follows:

**ARTICLE 2: TERM**

DISTRICT, in consideration of the promises, herein contained, of the DISTRICT, hereby employs, and CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS hereby accepts employment, as CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS for a term commencing July 1, 2025, and ending June 30, 2028.

The parties agree that a new employment contract shall be issued for a term of three (3) years commencing July 1, 2029 unless:

- A. By the preceding January 1, the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS has been notified in writing that the DISTRICT is considering that it may not extend the contract upon grounds that are described by that notice and has had a full and meaningful opportunity to consult and confer with the responsible supervisor regarding the content of said written notice and, thereafter, has been promptly provided objectively measurable goals for improvement; and
- B. By March 1, the DISTRICT has delivered written notice to the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS that the contract will not be extended.

Absent above being met, as noted above in subsections A and B of Article 2, if a new contract is delayed or otherwise has not been issued by the end of the current agreement, employment will continue and this agreement will automatically renew for one (1) year with the same terms and obligations.

If this occurs, a new employment contract shall be issued for a term of three (3) years by June 30 of the following year, unless:

- C. By the preceding January 1, the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF

OPERATIONS has been notified in writing that the DISTRICT is considering that it may not extend the contract upon grounds that are described by that notice and has had a full and meaningful opportunity to consult and confer with the responsible supervisor regarding the content of said written notice and, thereafter, has been promptly provided objectively measurable goals for improvement; and

D. By March 1, the DISTRICT has developed a written notice to the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS that the contract will not be extended.

**ARTICLE 3: COMPENSATION**

A. Salary. The DISTRICT shall pay the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS an annual salary rate in accordance with the schedule of salary payments in effect for other Cabinet-level Directors, or in such a way as is mutually agreed to by both parties. This annual salary rate shall be based upon a 235-workday calendar for the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS. Compensation is based on a per diem amount and may be reduced if the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS is furloughed due to workday reductions applicable to DISTRICT employees or increased if workdays applicable to DISTRICT employees are restored.

For each additional school year, the DISTRICT shall pay the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS an annual salary not less than the preceding year, together with such step, salary adjustment, and percentage increase as provided by the DISTRICT for other DISTRICT Cabinet level administrators, or a mutual agreed increase, whichever is greater. This salary may only be reduced by mutual agreement of the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS and the BOARD.

Any adjustment in salary made during the life of this contract shall be in the form of an amendment and become part of this contract, but it shall not be deemed that the DISTRICT and the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS have entered into a new contract nor that the termination date of the existing contract has been extended, unless specifically stated.

The DISTRICT will not pay on behalf of the employee's contribution to the Oregon Public Employees Retirement System. The DISTRICT will pay the employer portion of the contribution as required by law.

B. The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS who has earned a doctoral degree shall be compensated an additional \$2,000 stipend (prorated monthly) each year of employment as an administrator. They must apply for this additional salary and eligibility of the doctoral degree is at the discretion of the Director of Human Resources.

C. The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS who demonstrates multilingual proficiency (reading, writing, and speaking) shall be compensated an additional \$2,000 stipend (prorated monthly) each year of employment as an administrator. They must apply for this additional salary and eligibility through the DISTRICT-determined language proficiency process is required.

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**CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS**

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#### **ARTICLE 4: LEAVES OF ABSENCE**

##### **A. Emergency leave for bereavement:**

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may be five (5) days absent with full pay for each occurrence of death of a member of their immediate family. They may be granted up to three (3) extra days at the discretion of the Superintendent.

Immediate family (to include in-law and step relatives) shall be defined as spouse, domestic partners, parents, children, siblings, grandparents, grandchildren, or domestic partner's/spouse's immediate family as already defined. Other persons shall be considered as members of the immediate family provided they are living in the home of the employee or are dependent upon the employee for support.

##### **B. Mandatory court appearance:**

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may be absent with pay if they are subpoenaed as a witness in court, provided they turn in any witness fees that they receive and a copy of the subpoena is sent to the business office. In cases where the employee initiates court action, their absence will be personal leave.

##### **C. Jury duty:**

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS called for jury duty will normally be expected to serve during the period for which they are summoned. The DISTRICT will grant full pay providing the employee turns in the jury fee to the business office.

##### **D. Personal leave:**

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may be granted absence with full pay to attend to essential business that cannot be accomplished at any other time. Final approval comes from the office of the Superintendent.

#### **ARTICLE 5: SICK LEAVE**

A. The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS who is absent because of personal illness shall receive compensation on account of sickness in accordance with the provisions and reservations pertaining to sick leave allowances. For the purposes of this article, an absence due to pregnancy during the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS' term of actual employment shall be considered as personal illness.

B. THE CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS shall be granted one (1) day of sick leave per contract month.

##### **C. Injury on duty:**

If the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS is injured on the job and receives industrial accident benefits under Workers' Compensation Law (ORS 656.001 - ORS 656.824), the DISTRICT shall adjust the sick leave charged to that individual using the formula provided in ORS 656.240. The statute allows the DISTRICT to deduct from sick leave payment an amount equal to benefits received under Workers' Compensation with respect to the same injury that gave rise to the sick leave. However, the deduction of the sick leave shall not exceed an amount determined by taking the

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**CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS**

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CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS' regular pay for the period, less benefits received under ORS 656.824, divided by the individual's daily wage.

**ARTICLE 6: ADMINISTRATOR'S DUTIES**

It is recognized that administrators in Centennial School DISTRICT have, and will continue to have, duties and responsibilities inherent in the job as set forth below:

- A. Oregon State Board of Education Administrative Rules
- B. Compliance with the standards of ethical practice by professionals, as established by the Oregon Teacher Standards and Practices Commission
- C. Centennial School DISTRICT Job Description, adopted by the Board
- D. Adopted Board Policies

**ARTICLE 7: PAYROLL DEDUCTIONS**

Upon appropriate written request from the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS, the DISTRICT shall deduct from their salary and make appropriate remittance for the following approved deductions:

- 1. Centennial Foundation
- 2. United Way
- 3. OnPoint Credit Union
- 4. Premiums for board-approved insurance programs
- 5. United States Savings Bond
- 6. Tax sheltered annuities for district-approved plans (403b), and/or Deferred Compensation Program (457)

The DISTRICT will pay 100% of COSA dues, including state and national dues for appropriate affiliate organizations only (not to be used for litigation against the DISTRICT).

**ARTICLE 9: TUITION REIMBURSEMENT**

Reimbursement will be made for up to twelve credit hours for each year of the employment agreement at the Portland State University approved graduate at the Portland State University approved graduate rate. This may be used for approved courses taken for credit or audit at Portland State University, another University, or other Professional Development training, classes, or similar activities. The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may request additional funding to cover tuition at or above the PSU rate with prior approval from the Superintendent.

**ARTICLE 10: TRANSPORTATION ALLOWANCE**

Special authorized travel shall be reimbursed at the current IRS rate per mile in effect on July 1, outside of the three county metro area.

**ARTICLE 11: SUPPLEMENTAL ANNUITY PACKAGE**

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The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS who has fifteen years DISTRICT service, or more, and is serving as administrative employees shall qualify for the Supplemental Annuity Package after serving a minimum of five years in the Centennial School DISTRICT as an administrator. The qualified CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS shall receive an additional \$2,750 annually.

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS who has less than fifteen years DISTRICT service, and is serving as administrative employee, shall partially qualify (67%) for the Supplemental Annuity Package after serving a minimum of five (5) years in the Centennial School DISTRICT as an administrator. This individual shall receive an additional \$1,842.50 annually.

All DISTRICT contributions, for this article, will only be paid to a DISTRICT approved Tax Sheltered Annuity (403b), Deferred Compensation Program (457), or a life insurance plan with a cash value option. The DISTRICT will pay the employer payroll costs for PERS and Social Security. If the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS leaves the DISTRICT prior to their eligible severance date, they forfeit any remaining benefits in the Supplemental Annuity Package.

#### **ARTICLE 12: CONFERENCE ALLOTMENT**

The DISTRICT encourages the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS to attend local and state conferences and professional workshops/meetings. Therefore, \$1,600 shall be established to pay expenses for these meetings. Should the DISTRICT negotiate a different conference allotment with another bargaining unit, this portion of the agreement will be re-discussed.

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may request additional funding for coursework as required to obtain a CPA licensure and applicable State of Oregon education licensure.

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS attending local and state meetings need only inform the Superintendent, in writing, prior to leaving. All trips outside of the state require prior approval from the Superintendent.

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may attend a national conference during the course of this agreement, subject to the final approval of the Superintendent and available funds.

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS will complete an executive summary for all major conferences attended. Such a report will be submitted to the Superintendent.

#### **ARTICLE 13: INSURANCE**

For a CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS hired **after September 1, 2025** only Option 1 will be available. CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF

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**CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS**

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OPERATIONS hired before September 1, 2025 will be provided Option 2 by default but can make a one-time permanent change from Option 2 to Option 1, during an open enrollment period or with an OEGB qualifying insurance change event.

**Option 1: Medical, dental and vision insurance**

The District shall contribute the amount necessary to pay for 100% of monthly premiums for medical, vision, and dental coverage for Administrators that select employee only coverage and 90% of monthly premium cost for Administrators who select employee and OEGB eligible spouse, partner, and/or dependent coverage.

**Long-Term Disability Insurance**

The DISTRICT will select and pay for a Long-Term Disability Insurance plan for each administrator for the contract years covered by this agreement. This Insurance benefit will apply only towards a DISTRICT-approved plan and shall provide benefit coverage of 50% of salary/month after a 90-day waiting period.

The DISTRICT will pay the premium for \$100,000 Accident Death and Dismemberment Insurance coverage.

The DISTRICT will pay the premium for Basic Life Insurance equal to three (3) times the administrator's annual earnings to a maximum of \$500,000.

**Option 2: Medical, dental and vision insurance**

The DISTRICT shall contribute the following amounts for the contract to cover the purchase of family medical, dental with orthodontia, and/or family vision insurance.

School Year	Amount Per Member Per Month
2025-2026	\$1552
2026-2027	\$1577
2027-2028	\$1602
2028-2029	TBD

Unused benefits may be used to purchase DISTRICT approved optional insurance plans.

**A. Health Savings Account**

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS who qualifies for an IRS qualified Health Savings Account by selecting a High Deductible Health Plan and who have no other health coverage (except as permitted by the Internal Revenue Code), are not enrolled in Medicare and are not a dependent of another, may divert unused Medical insurance cap money described in Article 12 into a qualifying Health Savings Account and/or Limited Purpose Health Savings Account (LPFSA), up to

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one-hundred percent of the unused portion of the current DISTRICT contribution cap, subject to IRS limits.

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may also choose to divert salary into their Health Savings Account on a pre-tax basis through a salary reduction agreement. Salary diversion is also subject to calendar year contribution limits imposed by the Internal Revenue Code in effect at the time of deduction. The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS is responsible for making sure that they do not exceed annual IRS limits on the amount of contributions and are also responsible for taxes or penalties due on excess contributions to their Health Savings Account.

The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may choose a Health Savings Account custodian from a list of DISTRICT-approved vendors.

**B. Long-Term Disability Insurance (Option 2)**

The DISTRICT will select and pay for a Long-Term Disability Insurance plan for the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS for the contract years covered by this agreement. This Insurance benefit will apply only towards a DISTRICT-approved plan and shall provide benefit coverage of 50% of salary/month after a 90 day waiting period.

C. The DISTRICT will pay the \$50,000 **Accident Death and Dismemberment Insurance** coverage.

D. The DISTRICT will pay for **Basic Life Insurance** equal to three (3) times the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS' annual earnings to a maximum of \$500,000.

**ARTICLE 14: TERMINATION**

A. Termination by Mutual Consent: This contract may be terminated at any time by the mutual consent of the parties.

B. Termination by the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS: The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may resign upon sixty (60) days advance notice in writing.

C. Termination for Cause: The DISTRICT may terminate this contract for cause. Cause shall consist of any of the grounds upon which a contract administrator may be dismissed under ORS 342.865(1). Termination for cause may take place only following a 10-day written predetermination notice, containing specific charges and an opportunity for a hearing before the Board. The CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS shall be entitled to appear before the Board to refute, orally and/or in writing, such charges and the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may be represented by legal counsel at the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS's sole cost and expense. Such meetings shall be conducted in executive sessions as provided by Oregon Law. Following the hearing, the CHIEF FINANCIAL OFFICER (CFO)

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& DIRECTOR OF OPERATIONS shall be provided with a written statement setting forth the decision of the Board.

**ARTICLE 15: TAX SHELTERED ANNUITY (TSA)**

The DISTRICT shall make a contribution of \$550 per month for 2025-2026 to an approved TSA account, in lieu of reimbursement for vehicle mileage and cellular telephone service. In the 2026-2027 school year, the DISTRICT will increase the TSA contribution to \$560 per month, in lieu of reimbursement for vehicle mileage and cellular telephone service. In the 2027-2028 school year, the DISTRICT will increase the TSA contribution to \$570 per month in lieu of reimbursement for vehicle mileage and cellular telephone service. In the 2028-2029 school year, the DISTRICT will increase the TSA contribution not less than the preceding year, with an increase as provided by the DISTRICT for other DISTRICT administrators, or a mutually agreed increase, whichever is greater.

**ARTICLE 16: WORKDAY/NON-WORKDAY FOR THE CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS WORK YEAR**

The work year will be based on 235 workdays (including holidays and Friday after Thanksgiving), and those days other than a workday will be scheduled as a non-workday. The exact schedule of work days and non-workdays would be determined between the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS and their supervisor, and will be scheduled during the twelve months of the fiscal year, effective July 1, of each year.

If the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS works during scheduled non-work days, they will have the following options:

- Roll over up 10 non-work days into the following work year;
- Elect to have the non-work days paid as additional compensation.
- Elect to have an amount equal to their per diem salary amount contributed by the District into a Tax-Sheltered Annuity (TSA) 403b or 457 account.

Selections of options above should be communicated to the Superintendent, Payroll Department, and Human Resources offices between June and July of each calendar year.

Within these workdays, the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may use five days in which they are available via electronic communication (telephone and email), but need not be present in the DISTRICT. These days will be determined between the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS and their supervisor, however, student contact days will not be available for use unless approved by the Superintendent or their designee.

**ARTICLE 17: RETIREMENT**

A. The DISTRICT will provide medical/dental/vision coverage to the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS who is retired under PERS guidelines and in accordance with the rules of the health carrier they selected. Rules of the health carrier are available in the payroll clerk's

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**CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS**

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office. The retiree will be eligible to participate in medical/dental/vision coverage on the step rate. The DISTRICT will continue to pay up to the dollar cap for medical coverage in place at the time the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS retires until they are eligible for Medicare. This cap is identified in Article 13 Section A.

B. The retiree will pay the difference between the cap in place as of July 1 of their initial retirement year and current cost of medical plans selected. Retirees, as described in Article 17 Section A, are eligible to receive the next year's cap rate, provided they have completed the preceding contract year. These benefits will be available providing the coverage continues to be available from the DISTRICT's insurance carrier. If the benefits or carrier change, the retiree's benefits will be renegotiated in an attempt to provide equal or better coverage. The cap would be based on the current carrier's rates.

C. If a retiree and domestic partner/spouse both live until they are eligible for Medicare; the member may continue to use a portion of the cap to provide medical/dental/vision coverage for their spouse. If the cap is inadequate to provide full coverage for both parties, the member may choose to reduce coverage for one or both parties (e.g., drop dental) or personally pay the difference.

D. If the employee becomes eligible for Medicare coverage, but his or her currently enrolled eligible dependents are not, the eligible dependents may continue medical and dental insurance coverage until they no longer meet eligibility requirements or become eligible for Medicare coverage, whichever occurs first. The eligible individuals must submit an application for enrollment to the payroll office within 31 days of the retiree's eligibility for Medicare.

E. If a retiree should die prior to age 65; the spouse will continue to be provided (at the DISTRICT's expense) medical coverage in the same retiree group until the spouse is eligible for Medicare.

*Note: current agreement provides death benefit for spousal insurance if a retiree dies before age 65.*

F. Early retirees will receive Basic Life Insurance in the amount \$300,000 until age 65. The benefit from that term life insurance program will be the equivalent of three (3) times the employee's final salary, including DISTRICT purchased TSA's.

G. For administrators hired after October 15, 2006, and who retire under the provision of PERS prior to age 65, and who have completed 5 years of continuous service and are a current employee in the Centennial School DISTRICT shall be eligible for the medical/dental/vision insurance early retirement program, as outlined below. Exceptions to continuous employment will be allowed for employees who were on authorized unpaid leave of absence or layoff. However, those periods of absence shall not be counted as time employed. Employees should notify the Superintendent or their designee as soon as possible, but not less than 30 days prior to exercising the early retirement option.

H. The early retirement program will provide medical/dental/vision insurance benefits, not to exceed a total amount of \$55,000. The employee will have the option to use these funds to purchase medical/dental/vision insurance until age 65 or Medicare eligible, subject to approval of the carrier. After

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**CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS**

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exhausting the full \$55,000, the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS may choose to continue to participate in the insurance plan by paying any additional premium “out of pocket”. The DISTRICT’s obligation to pay under this agreement shall terminate under any of the following circumstances:

1. when a total of \$55,000 has been paid;
2. upon the employee reaching age 65; or
3. upon the employee’s return to active public employment, which would reinstate PERS membership and payments to the retirement fund. If the retiree should die prior to receiving the maximum amount of \$55,000; the spouse may receive the medical/dental/vision insurance benefit until the full amount of \$55,000 is exhausted.

I. If the retiree becomes eligible for Medicare before their domestic partner/spouse; the domestic partner/spouse may purchase (at their expense) medical/dental/vision insurance in the group, at group rates, until eligible for Medicare.

J. In the event of termination of the DISTRICT’s obligation to make payments under this agreement due to the employee’s death, the domestic partner/spouse may elect to purchase insurance, subject to carrier approval, at the then current rates by paying the expense “out of pocket”.

**ARTICLE 18: DURATION OF AGREEMENT**

This agreement shall be retroactive to July 1, 2025 and shall continue in effect until June 30, 2029. This agreement shall be binding upon acknowledgement of the Board and the CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS. The agreement may be reopened at such time that the Board declares that a funding crisis exists. This action could be taken at a time when reasonable projections of DISTRICT revenue would force severe reductions in order to balance the budget.

By: \_\_\_\_\_  
CHIEF FINANCIAL OFFICER (CFO)  
& DIRECTOR OF OPERATIONS

By: \_\_\_\_\_  
SUPERINTENDENT

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attested by: \_\_\_\_\_  
Clerk

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CHIEF FINANCIAL OFFICER (CFO) & DIRECTOR OF OPERATIONS

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