

Port Orford-Langlois School District 2CJ  
Organizational Resolutions  
2026-2027

**RESOLUTION 27-01**

Chief Administrative Officer

The Superintendent, Aaron Miller, is appointed as Chief Administrative Officer and District Clerk.

Custodian of Funds

The Superintendent, Aaron Miller, is hereby designated as Custodian of Funds for the District pursuant to ORS 328.441 and ORS 348.445. The custodian is authorized to use a facsimile of his normal signature in transacting business for the District.

Check Signers

For all district accounts the Superintendent, Business Manager/Deputy Clerk, and Principal shall be the authorized check signers. For the student body account, signers are Superintendent and Business Manager/Deputy Clerk, Principal, and Payroll/ASB Clerk.

Borrowing Limit

The District Clerk is authorized to borrow from lending institutions such monies as necessary to meet cash shortages during the year. The upper limit of borrowing is set at \$500,000 and borrowing will be done in accordance with statutory regulations.

Budget Officer

The Budget Officer shall be the District Clerk, Aaron Miller.

Business Manager/Deputy Clerk

Tara Garratt shall serve as Business Manager/Deputy Clerk.

District Election Authority

The District Clerk, Aaron Miller, is appointed as District Election Authority.

Independent Auditor

The firm Umpqua Valley Financial of Roseburg, Oregon, is designated as the District's auditor.

Legal Counsel

Legal counsel is The Hungerford Law Firm of Oregon City, Oregon.

Depositories for District Funds

Columbia Bank and the State of Oregon Local Government Investment Pool are designated as depositories for District funds.

Investments

The District Clerk is authorized to invest District funds.

#### Schedule of Regular Board Meetings

Regular monthly board meetings for the 2026-2027 school year were set at the June 15, 2026 board meeting.

#### Grant Official

The Superintendent, Aaron Miller, is authorized as the LEA official for restricted and all other grants. He is authorized on behalf of the District Board to make all grant applications.

#### Insurance Agent of Record

Insurance agent of record is Zolezzi Insurance of Drain, Oregon.

#### Purchasing Agent and Authorization of Payments

The Business Manager/Deputy Clerk shall act as purchasing agent and will confirm the availability of funds and the meeting of statutory requirements with final authorization from Superintendent, Aaron Miller. Invoices will be paid in a timely manner and the board at the next regularly scheduled meeting must then approve these disbursements.

#### Substitute Pay

Substitute pay for 2026-2027 is established at \$236.26 per day for certified teachers, per guidance from the Oregon Department of Education. Experience does not change rate of pay.

#### Official Newspaper

The Port Orford News is designated as the official newspaper of the District for public notices.

#### Disposal of Property

The Superintendent is given authority to dispose of used school property pursuant to board policy and current Oregon Statutes.

#### Contract Review

The Board of Directors will act as its own contract review board and adopt the current Oregon Statutes regarding public contracts.

#### Mileage Reimbursement Rate

The district mileage rate is .6888 cents per mile, which, per policy is 95% of the current IRS rate.

#### District Fee Schedule

See attachment.

#### Lunch Prices

See attachment