

# Brookings-Harbor School District 17-C

“Every Student Can Succeed”

Annual Organizational Meeting  
Azalea Middle School Library  
505 Pacific Avenue  
Brookings, OR 97415  
Wednesday, July 21, 2021, 5:15 PM

## AGENDA

1. Call Meeting to Order
2. Annual Organizational Procedures-Action (Enclosure #1)
  - a. Elect Board Officers 2
  - b. Establishment of Regular Meeting Dates, Times and Location
  - c. Designation of District Clerk and Chief Executive Officer (ORS 332.515)
  - d. Designation of Deputy District Clerk and Business Manager
  - e. Designation of Budget Officer (ORS 294.331)
  - f. Declaration of Vacancies (#) of District Budget Committee
  - g. Designation of Custodian of District Funds and Authorized Facsimile Signature (ORS 328.441; 328.445)
  - h. Designation of Depository of District Funds (ORS 328.441 and 294.805 and 328.465)
  - i. Designation of District Auditors (ORS 297.405, 327.137 and 328.465)
  - j. Designation of District Insurance Agent of Record
  - k. Designation of District Legal Counsel
  - l. Designation of Authorized Officers for Submittal of Federal Grants
  - m. Designation of School Board as Local Public Contract Review Board (ORS 279A.060)
  - n. Designation of Press Representative
3. Adjournment

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting. Please contact the district office at 541-469-7443.

## Enclosure #1

- a) Board election (may not be a secret ballot)
- b) Recommended to continue the previous pattern of conducting the regular school board meetings on the third Wednesday of each month, in the Kalmiopsis Elementary School Library, with the starting time of 5:30 p.m.
- c) Recommended to designate Superintendent David Marshall as the District Clerk and Chief Executive Officer.
- d) Recommended to appoint Director of Fiscal Services Dede Corpening as the Deputy Clerk.
- e) Recommended to appoint Director of Fiscal Services Dede Corpening as the District's Budget Officer.
- f) One (1) of the five positions on the District's Budget Committee are vacant during the 2021-22 school year, and the Board Chair directs the Administration to publish these vacancies to solicit eligible candidates to submit applications for the appointment. The deadline of Oct. 15, 2021 is established for the receipt of completed applications; with formal appointments being scheduled for the October Regular School Board Meeting.
- g) Recommended to designate both the Superintendent and Director of Fiscal Services as the custodian of funds for District 17-C and that their respective signatures be designated for facsimile purposes.
- h) Recommended to designate Umpqua Bank as the official depository of District Funds.
- i) Recommended to designate the accounting firm of Pauly Rogers and Co PC as the official District auditors to conduct the formal District audit for the 2020-21 school year.
- j) Recommended to designate Zolezzi Insurance Agency as the District's Official Insurance Agent of record for the 2021-22 school year.
- k) Recommended to designate the law firm of Garrett, Hemann, Robertson (located in Salem, Oregon) as the District's legal counsel of record with the understanding that Rebekah Jacobson, an attorney with that firm, would continue to be the District's primary legal representative. In addition, recommend Kyle Abraham of Barran Leibman LLP as the District's labor attorney and Hungerford Law Firm as the District's special education attorney.
- l) Recommended to designate the Superintendent and the Director of Fiscal Services as the authorized District officials for purposes of submitting all federal grants.
- m) Recommended to continue practice of School Board serving as Local Public Contract Review Board.
- n) Recommended to designate Coordinator of Communications and Community Engagement Nancy Raskauskas-Coons as the press representative.