

**Tigard-Tualatin School District 23J  
Resolution 1314-01**

**Designation of District Officers, Clerks, Agents,  
and Depositories of Funds**

**District Clerks**

- Whereas,** Ernest L. Brown, Superintendent of Tigard-Tualatin School District 23J, is designated by law as Clerk of said District;
- Whereas,** it is advisable for an additional staff member to be designated as Deputy Clerk;
- Be It Resolved,** that David C. Moore, Chief Financial Officer is appointed as Deputy Clerk for the 2013-2014 fiscal year;

**Budget Officer**

- Be It Resolved,** that David C. Moore is hereby designated to serve as Budget Officer of the Tigard-Tualatin School District 23J for the 2013-2014 fiscal year.

**Grant Officer**

- Whereas,** grant funding may become available through Federal, State or other sources; and
- Whereas,** certain available grant funds may be deemed beneficial toward improvement of the District's educational system;
- Be It Resolved,** that the Superintendent or designee be named as the Local Agency Representative and shall hereby be authorized to execute and file applications for and on behalf of the District and otherwise act as the District's representative in all activities related to grants for the fiscal year 2013-2014.

**Individuals Authorized to Negotiate and Execute Real Property Transactions**

- Be It Resolved,** that Board Member Maureen Wolf or Superintendent Ernest L. Brown are hereby authorized to negotiate and execute real property transactions on behalf of the Tigard-Tualatin School District 23J for the 2013-14 fiscal year, after obtaining official Board approval within legal regulations and District guidelines.

**Recording Secretary**

- Be It Resolved,** that the Superintendent's Executive Assistant, Patricia Roberts, serve as the Board's Recording Secretary for the fiscal year 2013-2014.

**Financial Oversight Committee**

- Be It Resolved,** that Kevin Curry shall serve as Chairperson of the District's Financial Oversight Committee for the fiscal year 2013-2014.

### Legal Counsel

**Be It Resolved,** that for the purpose of all legal notifications made to the Tigard-Tualatin School District 23J, attorney Jeff Condit, of the firm Miller Nash, is designated as the attorney of record for the District.

**Be It Further Resolved,** that the executive staff of the Tigard-Tualatin School District 23J is authorized to use the firms of: Miller Nash, Hawkins Delafield & Wood LLP, the Hungerford Law firm and other firms, based on their special expertise in the area of law being 2013-2014.

### Auditor

**Be It Resolved,** that Pauly & Rogers P.C., Certified Public Accountants, are hereby designated to serve as Auditors for the Tigard-Tualatin School District 23J for the fiscal year 2013-2014.

### Data Processing Service

**Be It Resolved,** that Tigard-Tualatin School District 23J is authorized to utilize "Synergy" as the student services software system (as of July 15, 2013), and "Infinite Visions" as the financial/human resources data processing service for the 2013-2014 fiscal year.

### Agent of Record, Property Insurance

**Be It Resolved,** that Beecher Carlson Insurance Agency is hereby designated to serve as Agent of Record for the Tigard Tualatin School District 23J for property and casualty insurance, worker's compensation insurance, and fidelity coverage insurance for fiscal year 2013-2014.

### Newspapers for Legal Notice

**Be It Resolved,** that the Oregonian, Daily Journal of Commerce, or Community Newspapers be designated as the newspapers in which legal notices will be published.

### Investment Depositories

**Whereas,** Tigard-Tualatin School District 23J has statutory authority for investment of funds,

**Be It Resolved,** that the following depositories are hereby approved as official depositories of Tigard-Tualatin School District 23J funds for the 2013-14 fiscal year:

Key Bank

Oregon State Local Government Investment Pool

Bank of America

The Bank of New York

Columbia Community Bank

D.A. Davidson & Co.

Piper Jaffrey

Seattle Securities NW

Sterling Savings Bank

U.S. Bank

Wells Fargo Bank  
OnPoint Community Credit Union

**Be It Further Resolved,** that the investment instruments listed below are permitted for 2013-2014:

Federal Agency Securities  
U.S. Treasury Securities  
Commercial Paper  
Repurchase Agreements  
Savings Accounts  
Time Certificates  
Banker's Acceptances

**Be It Further Resolved,** that the Clerk of the District or the Deputy Clerk, as Custodian of Funds, are authorized to establish accounts and to issue checks against such accounts bearing the original signature of the Clerk or the Deputy Clerk or the facsimile signature of the Clerk or the School Board Chair, in the absence of the Clerk.

**Investment Adviser**

**Be it Resolved,** that Davidson Fixed Income Management, registered investment advisor, is hereby designated to serve as Investment Adviser for the Tigard-Tualatin School District 23J for the fiscal year 2013-2014.

**Authorization to Borrow Money**

**Be It Resolved,** that the Clerk of the District or the Deputy Clerk be authorized to borrow up to \$5,000,000 for short term cash flow purposes after obtaining official Board approval within legal regulations and District guidelines.

**Signing of Agreements**

**Be It Resolved,** that the Clerk of the District or the Deputy Clerk is authorized to execute contracts, conveyances, or other similar transactional documents, including student-teacher training agreements, up to the amount of \$100,000, and may execute intergovernmental agreements pursuant to ORS Chapter 190 in any amount, on behalf of the District as deemed necessary.

**Employee Expense Reimbursements**

**Be It Resolved,** meal reimbursements as documented by itemized receipts are subject to the following limitations:

	In State	Out of State
Breakfast	\$ 8	\$ 10
Lunch	\$ 10	\$ 15
Dinner	\$ 20	\$ 24

For the purposes of advances for in state travel, a meal per diem of not greater than \$38.00 per day will be granted.

For the purposes of advances for out of state travel, a meal per diem of not greater than \$49.00 per day will be granted.

**Be It Further Resolved,**

lodging will be reimbursed at reasonable commercial rates based on the U.S. General Services Administration "Per Diem Rates" located at <http://www.gsa.gov/portal/category/21287>

**Disposal of Surplus Property**

**Be It Resolved,** that the Clerk of the District or the Deputy Clerk hereby be authorized to dispose of surplus property in accordance with Board Policy to the limit of \$25,000.

**Duly passed this 22nd day of July 2013 at the Annual Organizational Meeting of the Board of Directors of Tigard-Tualatin School District 23J.**

*Dana Terhune*

Board Chairperson

*Ernest L. Brown*

Ernest L. Brown, Clerk of the Board

**Board Member:**

	<b>Aye</b>	<b>Nay</b>
Barry Albertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robert Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dana Terhune	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maureen Wolf	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jill Zurschmeide	<input checked="" type="checkbox"/>	<input type="checkbox"/>