



Prepared for: North Bend School District Board of Directors
Prepared by: Tim Crider, Interim Superintendent
Meeting Date: December 11th, 2025

DISTRICT ANNUAL BUSINESS (updated)

ACTION REQUIRED

Summary

The Annual Business was processed in the July 2025 Board Meeting but an update is required due to the change in the Superintendent position. Below reflects the full District Annual Business with updates.

Annual Business FY25-26 *(updated December 11th 2025)*

i. Identify Confidential Employees:

Jennifer Bridgens, Michelle Brix, Anna Burgmeier, Michelle Cook, Kari Lucero, Cheri Schreiber, LaRae Sullivan, and Karina Taylor

ii. Designations and Authorizations of the following:

- a. Chief Administrative Officer – Tim Crider
- b. District Budget Officer – Tim Crider
- c. Business Director/Deputy Clerk – LaRae Sullivan
- d. Attorneys of Record - Garrett, Hemann, Robertson; Hungerford Law Firm
- e. Auditor of Record - Umpqua Valley Financial
- f. Architect of Record - Joe Slack, HGE Inc.
- g. Facsimile Signature - Tim Crider, LaRae Sullivan
- h. Newspaper of Record - The World

iii. Authorization for filing of the following:

- a. Title Grant Applications - NCLB/CDIP Consolidation Grant
- b. Public Law IDEA - 2004 (Individuals with Disabilities Education Act - IDEA)
- c. Title IX of Public Law 92-318 (Indian Education Act)

iv. ESEA: No Child Left Behind Consolidation Sub Grant for the following:

- a. Title I (A) - Improving Basic Programs Operated by LEA's
- b. Title II (A) Preparing, Training and Recruiting High Quality Teachers and Principals

v. District Clerk or Deputy Clerk in their absence is authorized to apply for and administer the following programs and funds:

- a. General Fund
- b. Debt Service Fund
- c. Basic Vocational Education Fund
- d. Disadvantaged and Handicapped Vocational Funds
- e. National School Lunch/School Breakfast/and Commodity Foods Programs for Children. All other state and federal programs not otherwise identified in this or the previous motion

DISTRICT ANNUAL BUSINESS (updated) Continued

vi. District Depositories for funds to be:

- a. Computershare
- b. Banner Bank
- c. Umpqua Bank
- d. US Bank
- e. BNY Mellon

vii. Check Signing Authorizations to be established as follows:

- a. General Checking Account - The District Clerk or the Deputy Clerk in their absence, facsimile
- b. Cafeteria Checking Account - The District Clerk or the Deputy Clerk in their absence, facsimile
- c. Oregon Local Government Pool be named a District depository that the District Clerk, or the Deputy Clerk in their absence, invest the District's idle funds with the Local Government Investment Pool in the fiscal year 2025-26 except that when funds in excess of \$100,000 are available for investments for periods in excess of 30 days, the clerk may invest them with the U.S. Treasury and/or legally authorized financial institutions doing business in Coos County and such institutions are hereby designated official depositories in accordance with ORS 328.442(3). Such investments shall be made at the highest return rate possible and in multiples of \$100,000 and the Superintendent (District Clerk), or the Deputy Clerk in their absence, shall supply the Board members with a report showing the contracted financial instructions and their responses. Appropriate insurance or collateral shall be required as set by state law.
- d. Chair of the Board of Directors and the District Clerk, or the Deputy Clerk in their absence, Coos County School District No. 13, Coos County, Oregon, are hereby jointly authorized to borrow money in the name of said school district, for the purpose of paying its current expenses, from our depository banks, the amount so borrowed not to exceed in the aggregate at any time the sum of \$1,500,000.
- e. District Clerk, or the Deputy Clerk in the absence, be authorized to contract for supplies, equipment and services; to participate in joint purchasing through South Coast Education Service District and/or the Salem - Keizer School Purchasing Cooperative; and to purchase from and through state and federal agencies.
- f. The Regular Meetings of the District Board of School Directors are proposed to be held in the North Bend City Council Chambers at 835 California Street, North Bend, Oregon, unless and until other notice of a regular Board meeting place is given, at 6:00pm on the following dates: July 1, 2025; August 7, 2025; September 4, 2025; October 2, 2025; November 13, 2025; December 11, 2025; January 8, 2026; February 5, 2026; March 5, 2026; April 2, 2026; May 7, 2026; June 8, 2026