

# North Wasco County School District 21

## 2025-2026 BOARD ORGANIZATIONAL CHART

Item	Designation
1. Provide time and place for regular school board meetings of the Board of Directors	Thursday as designated on approved calendar – routinely at 6:00 pm – <i>Electronically (via YouTube); in-person at The Dalles Middle School in the library or commons or in a designated building / school.</i>
2. Appoint Chief Administrative Officer, District Clerk, and Custodian of Funds (facsimile signature is authorized): ORS 332.515, ORS 328.441, 445	Dr. Carolyn Bernal, Superintendent
3. Appoint Budget Officer, Deputy Clerk and Custodian of Funds (facsimile signature is authorized): ORS 294.331, ORS 328.441, 445	Dan Pedersen, Chief Financial Officer
4. Public Contracting Officers (general authority to represent the School Board for public contracting): ORS 332.075	Dr. Carolyn Bernal, Superintendent Dan Pedersen, Chief Financial Officer
5. Appoint Food Service Authority	Dan Pedersen, Chief Financial Officer
6. Appoint Legal Counsel	Dick, Dick & Corey; The Hungerford Law Firm; Miller Nash; Mersereau, Shannon, LLP; Dunn Carney, LLP; Oregon School Boards Association
7. Appoint Newspaper to be used for all legal notices	Columbia Gorge News
8. Appoint Workers' Compensation Carrier	State Accident Insurance Fund
9. Appoint Insurance Agent of Record	Matt McGowan, The Partner's Group
10. Appoint Responsibility for enforcement of Policy GBA-AR; Affirmative Action Program; Policy GBEC: Drug Free Workplace; and all other Board policies	Dr. Carolyn Bernal, Superintendent Sandra Harris, Director of Human Resources
11. Appoint Auditors and authorize standard form contract. ORS 328.465, 327.137, 297.405	Sensiba, LLP
12. Appoint District Representative, if needed, for IEP Meetings at Oregon School for Deaf & Blind, Early Intervention and District SLC Programs.	Amy Hampton, Student Services Director
13. Set Fidelity Bond Rate(s): ORS 332.525	Dr. Carolyn Bernal, Superintendent (PACE Limit) Dan Pedersen, Chief Financial Officer (\$300,000)

14. Authorize Membership	*OSBA; *COSA; *OASE; *AASA; *OASBO; *OSPA; *SHRM; *NAEN; *OACOA; *GFOA; *ASBO; The Dalles Area Chamber of Commerce; TD Sister Cities Association; *OSPRA; *NSPRA; The Lions Club; Kiwanis Club; Rotary Club
15. Authorize loans from the General Fund to Special Project Funds for the purposes of paying operating expenses until grant and contract funds can be collected and the General fund repaid. ORS 294.468	Dr. Carolyn Bernal, Superintendent Dan Pedersen, Chief Financial Officer
16. Designate Financial Institutions of Deposit ORS 328.441, 294.805 - 294.895	Oregon State Treasury, Local Government Investment Pool; U.S. Bank; Bank of America; Bank of the West; Washington Federal; Columbia State Bank, BMO, and Wells Fargo
17. Designate Confidential Employees	Renate Clark, Executive Assistant to Superintendent & Board Becky Beeks, Executive Assistant to the Human Resources Director Jessica Reyes, Payroll Specialist Olivia Murillo, Senior Accounting Specialist Nancy Lathrop, Senior Accounting Specialist  Jennifer Whitfield, Accounting Specialist
18. Authorize purchases from Oregon Department of Administrative Services Procurement Division and federal property disposal.	Dr. Carolyn Bernal, Superintendent Dan Pedersen, Chief Financial Officer
19. Designate distribution of Board Agenda	Board of Directors, Board Secretary, OEA Representative(s), Columbia Gorge News, Columbia Community Connections, KACI, KIHHR, KODL, District Website, Columbia Gorge ESD
20. Designate distribution of Board Minutes	Board of Directors, Board Secretary, District Website (approved)
21. Designate Local Public Contract Review Board. ORS 279A.060	North Wasco County School District 21 Board of Directors
22. Designate Signature Authorization ORS 328.441, 328.445	<u>Two Signatures – one may be an official facsimile:</u> Dr. Carolyn Bernal, Superintendent; Dan Pedersen, Chief Financial Officer; Olivia Murillo, Senior Accounting Specialist; Nancy Lathrop, Senior Accounting Specialist; and Board Chair.
23. Designate Signature authorization for Federal, State & Local Grant Applications and Acceptance of Funds	Dr. Carolyn Bernal, Superintendent  Dan Pedersen, Chief Financial Officer
24. Designate Signature Authorization for Safe Deposit box	Dr. Carolyn Bernal, Superintendent
25. Designate Approved Alternative Schools	Columbia Gorge Community College (GED and High School Equivalent Degree as outlined in OAR 581-22-317); The Next Door, Inc.; Innovations Academy
26. Authorize expenditure in the year of receipt of grants, gifts, bequests and devises in trust for specific purposes. ORS 294.338(2)	Dr. Carolyn Bernal, Superintendent Dan Pedersen, Chief Financial Officer
27. Authorize expenditure of refunds received when purchased items are returned after an expenditure has been made. ORS 294.338(9)	Dr. Carolyn Bernal, Superintendent Dan Pedersen, Chief Financial Officer

28. Authorize limited investments of funds in the investment pool by the Superintendent and Chief Financial Officer. ORS 294.810 and 294.815	Dr. Carolyn Bernal, Superintendent Dan Pedersen, Chief Financial Officer
29. As per District policy DLC: Mileage reimbursement for approved District travel using a privately owned vehicle shall be calculated at the current allowance established by the IRS.  Per diem rates for approved meals and lodging when traveling on District business will be at the federal rate set by the U.S. General Services Administration.	Board of Directors
30. Integrated Pest Management Coordinator. ORS 634.700 – 634.750	Ryan Allinger, Facilities Director, or designee

\*OSBA – Oregon School Boards Association

\*COSA – Coalition of School Administrators

\*OASE – Oregon Association of School Executives

\*AASA – American Association of School Administrators / School Superintendents Association

\*OASBO – Oregon Association of School Business Officials

\*OSPA – Oregon School Personnel Association

\*SHRM – Society for Human Resources Management

\*NAEN – North American Association of Education Negotiators

\*OACOA – Oregon Association of Central Office Administrators

\*GFOA - Government Finance Officers Association

\*ASBO - Association of School Business Officials

\*OSPRA – Oregon School Public Relations Association

\*NSPRA – National School Public Relations Association