

UMATILLA SCHOOL DISTRICT 6
2025-2026 FISCAL YEAR
ORGANIZATION AND PROCEDURAL RESOLUTION
July 17th, 2025

The Umatilla School District 6 Board of Directors resolves the following:

DESIGNATES:

Heidi Sipe, Superintendent

- Chief Administrative Officer/Clerk
- Representative for Federal Funds
- Authorized LEA Official
- Affirmative Action Officer
- Title IX
- District Election Authority
- Application for grants/funds as available

Kim Gilsdorf, Business Manager

- Custodian/Investor of Funds
- Administrator of Business Services/Deputy Clerk
- Budget Officer

Vincent Stefani, Maintenance Director

- American Disabilities Act Coordinator
- Asbestos Hazard Emergency Response Act Designated Person
- Health and Safety Officer
- Integrated Pest Management Coordinator
- Radon and Lead Testing Coordinator

Rikkilynn Starliper, Child Nutrition Director

- USDA representative

Delma Bernal, Superintendent and Board Secretary

- Confidential Employee

Josy Chavez, HR Specialist

- Confidential Employee

Iridiana Campos, Payroll Clerk

- Confidential Employee

Louie Solis, Accounts Payable Clerk

- Confidential Employee

Taunya Daniel

- Section 504 Compliance Officer

Budget Committee -
Board Members, and:

- Erika Martinez
- Arnell Eynon
- Becky Finck
- Randi Garrett
- Dauna Griggs
- Susana Sotelo
- Dave Wickstrom

ESTABLISHES:

Legal Notices and Publications:

- East Oregonian or Umatilla School District Website

Auditor:

- Cockburn & McClintock, LLC

Insurance Agency of Record:

- Graybeal Group, Inc.

Worker's Compensation Carrier:

- SAIF Corporation

Legal Counsel:

- GHR Law Firm

Depository of Funds:

- Banner Bank, Umatilla Branch
- U.S. Bank
- Local Government Investment Pool
- State Treasury

Regular Monthly Meetings:

- Second Thursday of each month, 7 pm, unless otherwise noticed

AUTHORIZES:

Bond Coverage - \$50,000

- Heidi Sipe, Superintendent
- Kim Gilsdorf, Business Manager

Blanket bond - \$10,000

- All employees

Signatures on Checks

- Heidi Sipe, Superintendent
- Kim Gilsdorf, Business Manager
- Bob Lorence, High School Principal (ASB accounts only)
- Rick Cotterell, Middle School Principal (ASB accounts only)
- Tim Young, Columbia Vista Intermediate (ASB accounts only)
- Nicole Coyle, Elementary School Principal (ASB accounts only)

Signatures on Documents and Contracts

- Heidi Sipe, Superintendent
- Board Chairperson or Vice Chairperson

Board Chairperson or Vice Chairperson are also authorized to sign for:

- Application for grants/funds as necessary
- Interfund loans to special funds

Substitute teacher pay rate

- \$221.02 per day for first ten consecutive days,
- \$251.50 per day for 11 days or more of consecutive substitute teaching

Mileage Reimbursement Rate

- allowable rate per IRS

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity available at the Umatilla School District on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, height, weight, marital or familial status or disability. For Nondiscrimination concerns or questions, please contact Heidi Sipe at 541-922-6500 or sipeh@umatillasd.org.