

Annual Organizational Meeting
Wednesday, July 16, 2025 5:30 PM

Kalmiopsis Elementary/Room 51
650 Easy St
Brookings, Oregon 97415

Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Swearing in of all members/Oath of office
4. Annual Organizational Procedures - Action (Enclosure #1)
 - 4.a. Elect Board Officers
 - 4.b. Establishment of Regular Meeting Dates, Times and Location
 - 4.c. Designation of District Clerk and Chief Executive Officer (ORS 332.515)
 - 4.d. Designation of Deputy District Clerk and Business Manager
 - 4.e. Designation of Budget Officer (ORS 294.331)
 - 4.f. Declaration of Vacancies (0) of District Budget Committee
 - 4.g. Designation of Custodian of District Funds and Authorized Facsimile Signature (ORS 328.441; 328.445)
 - 4.h. Designation of Depository of District Funds (ORS 328.441 and 294.805 and 328.465)
 - 4.i. Designation of District Auditors (ORS 297.405, 327.137 and 328.465)
 - 4.j. Designation of District Insurance Agent of Record
 - 4.k. Designation of District Legal Counsel
 - 4.l. Designation of Authorized Officers for Submittal of Federal Grants
 - 4.m. Designation of School Board as Local Public Contract Review Board (ORS 279A.060)
 - 4.n. Designation of Press Representative
5. Adjournment

**Brookings-Harbor
School District 17C**

Code: **BBBB**
Adopted: 1/18/88
Readopted: 10/22/03; 10/16/13
Orig. Code(s): BBBB

Board Member Oath of Office

New directors must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Brookings-Harbor School District. I will faithfully and impartially discharge the duties of the Office of School Board Member according to the best of my ability during the term for which I have been appointed.

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)

Enclosure #1

- a) Board election (may not be a secret ballot)
- b) Recommended to conduct the regular school board meetings on the third Wednesday of each month, in the Kalmiopsis Elementary School Room 51, with the starting time of 5:30 p.m. Recommendation to conduct work sessions on the same evening each month following the regular board meeting with a typical start time of 6:30 p.m.
- c) Recommended to designate Superintendent Helena Chirinian 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) There are no vacancies currently on the District's Budget Committee. Zero (0) of the five positions are vacant during the 2025-26 school year, and there is no need at this time for the Board Chair to direct the Administration to publish vacancies to solicit eligible candidates to submit applications for appointment.
- 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 2024-25 school year.
- j) Recommended to designate Zolezzi Insurance Agency as the District's Official Insurance Agent of record for the 2025-26 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 R. Jacobson, an attorney with that firm, would continue to be the District's primary legal representative. In addition, Kyle T. Abraham of Ogletree Deakins (located in Portland, Oregon) is recommended 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 Nancy Raskauskas-Coons as the press representative.