



# NEWBERG

PUBLIC SCHOOLS

Newberg School District 29J  
Board Meeting Date: July 11, 2023

ITEM: Resolution 2024-03: Establishing Designated School District Appointments  
PRESENTER: Dr. Stephen Phillips, Superintendent

**ACTION**

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**BACKGROUND:**

Each year, the Board of Directors is required to designate District Appointments

Staff recommends that this be accomplished through a Board resolution for the 2023-2024 school year.

Resolution 2024-03 is attached.

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**RECOMMENDATION:**

Move that the Newberg School District Board of Directors adopt Resolution 2024-03: A  
Resolution Establishing Designated School District Appointments, Financial Auditors, and Legal  
Counsel, by title only.

*through August 8, 2023*

**Resolution 2024-03:**

**RESOLUTION ESTABLISHING DESIGNATED SCHOOL DISTRICT APPOINTMENTS, FINANCIAL AUDITORS AND LEGAL COUNSEL FOR THE 2023-2024 SCHOOL YEAR**

WHEREAS The Newberg School District Board of Directors is required by Oregon law (ORS 332.515, 328.441, 328.445) to designate school district appointments annually; and

WHEREAS The Newberg School District Board of Directors determines that the custodian of funds may utilize a facsimile signature for the purpose of signing checks;

WHEREAS The Newberg School District Board of Directors is required by Oregon law (ORS 328.465, 327.137, 297.405) to name financial auditors for the school year, and

WHEREAS It is best practice to designate school district legal counsel, District auditors and insurance agent of record annually; therefore, and

BE IT RESOLVED That Newberg School District Board of Directors designates the following appointments:

- 1) Chief Administrative Officer: Dr. Stephen Phillips, Superintendent
- 2) Custodian of Funds: Heather Bixby, Director of Finance
- 3) Authorizers for Purchase Orders: Dr. Stephen Phillips, Superintendent and Heather Bixby, Director of Finance
- 4) Federal Grant Representatives: Dr. Stephen Phillips, Superintendent and Heather Bixby, Director of Finance
- 5) Deputy Clerk: Heather Bixby, Director of Operations & Finance
- 6) Budget Officer: Heather Bixby, Director of Operations & Finance

BE IT RESOLVED That the Newberg School District Board of Directors authorizes Custodian of Funds' facsimile signature to be used as an authorizing signature on District checks; and


BE IT RESOLVED That the Newberg School District Board of Directors designate that the following firms shall serve as District legal counsel:

- 1) Garrett, Hemann, Robertson of Salem
- 2) Hungerford Law of Oregon City
- 3) Mersereau and Shannon (Bond attorneys)
- 4) WESD - Lisa Freiley, Christine Nesbit
- 5) Tyler Smith & Associates, Tyler Smith
- 6) Hart Wagner, LLP of Portland
- 7) Harrang Long - Gary Rudnick of Eugene

BE IT RESOLVED That the Newberg School District Board of Directors designate Pauley, Rogers, & Co., PC as District auditors; and

BE IT RESOLVED That the Newberg School District Board of Directors designate Brown and Brown Northwest as the District Insurance Agency of Record.

Signed:

  
Board Chair

Date:

  
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