



Millbrae School District

2017 General Obligation Refunding Bonds

(August 16, 2017)

Date	Activity	Responsibility
Wednesday, August 16	Circulate request for fee quotes to bond underwriters regarding 2017 GO Refunding Bonds. HERE	MA
Monday, August 21	Responses due from bond underwriters. RBC STIFEL Raymond James	UW
Tuesday, August 22	Notify bond underwriters of selected firm for the 2017 GO Refunding Bonds. HERE	D, MA
Wednesday, August 30	All-Hands Financing Team "Kick-off" Call. Scheduled 08/30/2017	D, MA, BC/DC, UW
<i>Monday, September 4</i>	<i>HOLIDAY – Labor Day</i>	<i>All</i>
Tuesday September 5	District Board Meeting - CBO to update Board	
Week of September 4	Circulate draft financing documents: authorizing resolution, Preliminary Official Statement (POS) and escrow agreement. DRAFT	BC/DC
Week of September 11	Comments due on draft financing documents.	All
Monday, September 18	Second circulation of draft financing documents: authorizing resolution, Preliminary Official Statement (POS) and escrow agreement.	BC/DC
Tuesday, September 19	District Board Meeting - CBO to update Board	
Wednesday, September 20	Final comments due on draft financing documents.	All
Friday, September 22	Documents to District for Board Agenda Package	BC/DC
September 22	Meeting with rating agencies.	All

Tuesday, October 3	District Board of Education adopts Authorizing Resolution, approves disclosure and legal documents.	D
Wednesday, October 4	Receive ratings.	D, MA
Thursday, October 5	Due diligence call.	All
Friday, October 6	POS posted electronically and distributed to investors. District must sign-off that POS is accurate and complete as if this date.	BC/DC
Wednesday, October 18	Pre-Pricing.	D, MA, UW
Thursday, October 19	Bond Pricing	D, MA, UW
Thursday, October 26	Final Official Statement printed and distributed.	MA, P
Wednesday, November 1	Pre-closing; bond counsel in receipt of all signed documents.	BC
Thursday, November 2	Closing	All

- District = Millbrae School District
- County = San Mateo County
- MA = KNN Public Finance
- BC/DC = Orrick, Herrington & Sutcliffe LLP
- UW = TBD
- UWC = TBD
- P = AVIA
- All = Working Group

