



**RICHMOND COMMUNITY SCHOOLS  
COUNTIES OF MACOMB AND ST. CLAIR  
STATE OF MICHIGAN**

**2020 BUILDING AND SITE BONDS, SERIES I  
(UNLIMITED TAX - GENERAL OBLIGATION)**

**FINANCING TIMETABLE**

November 2019							December 2019							January 2020							February 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7														1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29

Bond market holidays highlighted in RED

**Key of Parties**

<i>Issuer:</i>	Richmond Community Schools ("I")
<i>Municipal Advisor:</i>	PFM Financial Advisors LLC ("MA")
<i>Underwriter:</i>	Raymond James & Associates, Inc. ("U")
<i>Bond Counsel:</i>	Thrun Law Firm, P.C. ("BC")
<i>Underwriter's Counsel:</i>	Varnum LLP ("UC")

Date	Task	Responsible Party
Monday, November 25	Board of Education adopts Authorizing Resolution	I
Tuesday, December 3	Distribute Time Schedule and Working Group List	U
Friday, January 3	Distribute draft Preliminary Official Statement ("POS")	MA/U
Wednesday, January 8	Conference Call to review POS/Due Diligence Questions	All
Week of January 13	Hold credit rating call	MA
Monday, January 13	Comments due on draft POS	All
Tuesday, January 14	<ul style="list-style-type: none"> <li>Distribute second draft Preliminary Official Statement ("POS")</li> <li>Invite sent to community members regarding bond sale</li> </ul>	MA/U I/U
Week of January 27	<ul style="list-style-type: none"> <li>Distribute preliminary Bond Purchase Agreement</li> <li>Post tombstone ad on District's website</li> <li>Run tombstone ad in local newspaper</li> </ul>	UC I U
Monday, January 27	Receive credit rating	MA
Tuesday, January 28	<ul style="list-style-type: none"> <li>Printer distributes POS (electronic only)</li> <li>Hold retail seminar for potential investors</li> </ul>	MA/U I/U
Week of February 3	Run tombstone ad in local newspaper	U
Tuesday, February 4	<ul style="list-style-type: none"> <li>Pre-Pricing Call</li> <li>Retail order period</li> </ul>	I/MA/U
Wednesday, February 5	Pricing of the Bonds	I/MA/U



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Date	Task	Responsible Party
Thursday, February 6	<ul style="list-style-type: none"><li>• Superintendent or Designee executes Bond Purchase Agreement by Noon ET</li><li>• Distribute draft Final Official Statement</li></ul>	I U/MA MA/li
Monday, February 10	Board of Education adopts Ratifying Resolution, if necessary	I
Tuesday, February 11	Distribute draft Closing Letter	U
Friday, February 14	Comments due on Final Official Statement	All
Monday, February 17	Printer distributes Final Official Statement	I/BC
Tuesday, February 18	Comments due on draft Closing Letter	All
Wednesday, February 19	Circulate final Closing Letter	U
Thursday, February 27	Closing	All