



Board Organizational Meeting OF THE BOARD OF DIRECTORS
Tuesday, July 1, 2025 - 5:30 PM
Oakdale Middle School Room 230
815 S. Oakdale Ave.
Medford, OR 97501

AGENDA

- 1. **Call to Order / Pledge of Allegiance**
- 2. **Oath of Office for Elected School Board Members** 2
- 3. **Items for Information & Discussion / Board Action Items**
 - a. Roll Call
 - b. Agenda Adjustments and Approval
 - c. Board Officer Elections for 2025-26 School Year 4
 - d. Board Meeting Calendar Approval for 2025-26 School Year 5
 - e. Board Retreat Planning 7
 - f. Annual Designations for 2025-26 School Year 8
- 4. **Consent Agenda**
 - a. Staff Assignment Report 11
- 5. **Announcements**
 - a. July 16 - Board Retreat Part I at Oakdale Middle School - 2:30–5:30 PM
 - b. August 8-10 - OSBA Summer Conference - Salem
 - c. August Board Retreat Part II - Date TBD
- 6. **Adjournment**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Superintendent's office at (541) 842-3621 or superintendent.office@medford.k12.or.us.



EXECUTIVE SUMMARY

Meeting Date:	July 1, 2025
Agenda Item:	Oath of Office for Elected School Board Members
Item Type:	Action
Administrator:	Board Chair
Objective:	New Board Members will recite the oath of office

Background: At the Special Election on May 20, three new members were elected to serve on the Medford School Board with the term date of July 1, 2025 - June 30, 2029. At this meeting the Board will swear in Angela Zbikowski, Position 1; Sandra LaNier McHenry, Position 2; and Erik Johnsen, Position 3.

Additional Materials: [Oath of Office](#)

Recommendation: Recite Oath of Office

Suggested Motion: Not required at this meeting.



Board Member Oath of Office

"I _____, do solemnly swear that I will support the Constitution of the United States, the Constitution and the laws of the state of Oregon, and the policies of the Medford School District. During my term, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability."

Position No. _____

Expiration date of term: _____

Signature: _____

Subscribed and sworn to before me this 1st day of July, 2025.

Chair of the Board of Education
Medford School District
Jackson County, Oregon

Legal reference:
ORS 332.005



EXECUTIVE SUMMARY

Meeting Date:	July 1, 2025
Agenda Item:	Board Officer Elections
Item Type:	Action
Administrator:	Jeanne Grazioli, Kendell Ferguson
Objective:	Elect Board Chair and Vice Chair for the 2025-26 school year

Background: Policy BC/BCA Board Organizational Meeting states the first order of business at its annual organizational meeting is to elect a chair and vice chair. The current vice chair will open the floor for nominations. A second is not required to nominate a member for chair or vice chair. A majority of votes (four) is required for the nominee to be elected.

Additional Materials: None

Recommendation: Open the floor for nominations and elect Board Chair and Vice Chair of the Medford School Board for the 2025-26 school year.

Suggested Nomination: *“I nominate _____ for the office of **School Board Chair** for the 2025-26 school year.” (no second required)*

*“I nominate _____ for the office of **School Board Vice Chair** for the 2025-26 school year.” (no second required)*



EXECUTIVE SUMMARY

Meeting Date:	July 1, 2025
Agenda Item:	Board Meeting Calendar
Item Type:	Action
Administrator:	Jeanne Grazioli, Jodi Fahy
Objective:	Review and approve the Board meeting calendar

Background: Board policy BC/BCA requires adoption of the Board meeting calendar in a public meeting. It is recommended to keep the work sessions and regular meetings on Thursdays, with a work session the first meeting of the month, and a Board meeting the second meeting of the month, September 2025 through June 2026 (suggested dates are indicated with a green border on the date).

Additional Materials: [School Board Meeting Calendar for 2025-26](#)

Recommendation: Approve the Board Meeting Calendar.

Suggested Motion: *“I move to approve the school board meeting calendar for 2025-26 as presented.”*



2025-2026 Board Meeting Calendar

Approved 1.23.2025
Revised Proposed 7.1.2025

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 4 Independence Day - District Closed

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug 14 & 15 New Teacher Pre-Inservice Days
 Aug 18-21 Inservice & Planning- No Students
 Aug 22 Some staff per contracts - No Students
 Aug 25 First Day of Instruction for designated students*
 Aug 25-28 Kindergarten Soft Start Week
 Aug 26 First Day of Instruction for 7th, 8th, 10th - 12th grades
 Aug 29 Schools Closed - Some staff per contracts

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sep 1 Labor Day - District Closed
 Sep 2 Full Day for Kindergarten Begins
 Sep 26 Mid-Quarter - No Students

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct 10 Statewide Inservice Day - Schools Closed
 Oct 24 End of First Quarter
 Oct 27 Grading Day - No Students

November 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov 11 Veterans Day - District Closed
 Nov 24-25 Conference Days - No Students
 Nov 26-28 Thanksgiving Break - District Closed

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec 5 Mid-Quarter - No Students
 Dec 22-Jan 2 Winter Break - Schools Closed
 Dec 24 Christmas Eve - District Closed
 Dec 25 Christmas Day - District Closed

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jan 1 New Year's Day - District Closed
 Jan 5 Classes Resume
 Jan 16 End of Second Quarter
 Jan 19 Martin Luther King Jr. Day - District Closed
 Jan 20 Grading Day - No Students

February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 16 President's Day - District Closed
 Feb 23 Mid-Quarter - No Students

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 20 End of Quarter
 Mar 23 - 27 Spring Break - Schools Closed
 Mar 30 Grading Day - No Students

April 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr 24 Schools Closed - Some staff per contracts
 & Snow Make-Up Day (if needed)

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 4 Mid-Quarter - No Students
 May 25 Memorial Day - District Closed
 May 27 IA and IAO Graduation Ceremonies
 May 28 SMHS Graduation Ceremony
 May 29 NMHS Graduation Ceremony

June 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun 4 End of Fourth Quarter/ Last Day of School
 Jun 5 Grading/Pack-up Day - No Students
 Jun 8-9 Snow Make-up Days (if needed)
 Jun 19 Juneteenth - District Closed

- No Students - Offices Open
- Inservice / New Teacher Orientation Days
- Schools Closed - Some staff per contracts
- Reserved for Snow Make-up Day - Some staff per contracts
- District Closed - Holiday/Non-Contract Day
- First Day for designated students / Last Day of School
- Mid-Quarter - Grading/Professional Development Day
- End of Quarter

- Proposed Board Meeting Dates
- Proposed Budget Meeting Dates

*Elementary grades 1-5. Kindergarten Soft Start and Orientation Day for 6th and 9th grade



EXECUTIVE SUMMARY

Meeting Date:	July 1, 2025
Agenda Item:	Board Retreat Planning
Item Type:	Discussion
Administrator:	Board Chair, Jeanne Grazioli
Objective:	Determine Board Retreat date(s)

Background:

The Board meets annually in the summer for a Board Retreat to review protocols, Board agreements and expectations, and set meeting priorities. At this meeting the Board will review calendars and agree on dates in the summer to meet. Board leadership will lead the discussion on determining agenda topic priorities.

Additional Materials: None

Recommendation: Determine retreat date(s) and agenda topic priorities for the Board Retreat.

Suggested Motion: Discussion only; no motion required.



EXECUTIVE SUMMARY

Meeting Date:	July 1, 2025
Agenda Item:	Annual Designations for 2025-26 School Year
Item Type:	Action
Administrator:	Brad Earl
Objective:	Approve the annual designations for the 2025-2026 school year

Background: There are a number of designations required or recommended as part of the organizational plan. In election years, that meeting must occur no later than the last day of July. (ORS 332.040 and 255.335(5)). The list below provides details for the annual designations that must be approved by the Board. There are no recommended changes from last year.

Board Organizational Meeting Historical and Other Information:

Legal Counsel

General Counsel – TGP Law, P.C.

TGP Law, P.C., located in Medford, Oregon, has been the school district’s general legal counsel since 2019. Thaddeus (Thad) G. Pauck is the owner of TGP Law, P.C.

TGP Law has notified the district that he will no longer be providing services for the school district, once the District finds a replacement. We are in the process of drafting an RFP to hire a General Counsel and will work closely with the Board throughout the process.

Legal Services for Special Education Matters – The Hungerford Law Firm

The Hungerford Law Firm, located in Oregon City, Oregon, has provided legal guidance to the Medford School District on matters involving special education services since approximately 1998. Richard Cohn-Lee and Joel Hungerford are the two attorneys at the firm who represent the Medford School District on matters of this nature.

Employment and Labor Attorney – Garrett, Hemann, Robertson P.C.

Garrett, Hemann, Roberson P.C., located in Salem, Oregon, has provided the school district with legal services in the area of employment and labor law, and human resource consultation since January of 2013. A Request for Proposal process was used to select Garrett, Hemann at that time. We interviewed multiple firms for these services again in 2022 and selected Rebekah R. Jacobson to represent the district on employment and labor matters.

The District may also utilize Garrett, Hemann, Robertson P.C. for other legal services not limited to just employment matters during the transition from TGP Law to a newly selected General Counsel.

Bond Counsel – Foster Garvey PC

The District has been working with Courtney Dausz, Principal, for nearly the entirety of her 20-year career as a public finance attorney. She has focused her practice on helping cities, counties, school districts, special districts and conduit borrowers navigate a wide variety of financing matters. Courtney was previously with Mersereau, Shannon LLP until the firm was closed upon the retirement of its sole remaining partner, Jim Shannon.

Financial Auditors

Pauly, Rogers and Co., P.C., located in Tigard, Oregon, has been providing auditing services for the Medford School District for many years. The district conducted a Request for Proposal process in January of 2013 and selected Pauly, Rogers to continue to provide auditing services for the district. Kenny Allen, CPA, CFE is the Partner In Charge for the services provided for the district. Pauly, Rogers and Co. is expert in K-12 accounting.

Depositories for School Funds

Treasury Management Services (Primary Bank) – U. S. Bank

The Medford School District began using U. S. Bank for purchase card services in the 2013-14 school year. In 2018, the district transitioned all banking services to U. S. Bank through a permissive cooperative procurement process set forth in the terms of the City of Salem’s contract with U. S. Bank. The district and individual schools utilize their branch banking services for daily deposits and cash needs.

Local Government Investment Pool (LGIP) – Oregon State Treasury

The Local Government Investment Pool (LGIP) is an open-ended, no-load diversified portfolio offered to eligible participants, including school districts. The pool is commingled with state funds in the Oregon Short Term Fund. The Treasury department manages the investment of the pool and the district receives favorable investment returns and liquidity. The majority of the district’s funds are held in the LGIP account throughout most of the year.

Deposit Account – People’s Bank of Commerce

The district desires to keep an active account at a local bank to provide diversification and liquidity as needed. The Medford School District began using People’s Bank of Commerce in 2018. The district keeps roughly the equivalent of one payroll cycle on deposit at People’s Bank and they are currently matching the interest rate obtained on the LGIP account. This amount may vary depending on the bank’s need for deposits.

Comprehensive Insurance Coverage

Property & Casualty for Education (PACE) – Insurance Carrier

The district purchases insurance through PACE, which is the largest property and liability risk pool of school entities in the state, serving more than 200 education organizations. The district has extensive coverage for Educators Liability, Auto, Property, Earthquake, Flood, Equipment

Breakdown/Boiler and Machinery, Crime, Cyber Liability and now School Violent Acts Coverage. The District selected Brown & Brown as its liability insurance agent through an RFP process conducted in 2025.

Additional Materials: None

Recommendation: Consider approving the annual designations.

Suggested Motion: *“I move to approve the Annual Designations for the 2025-26 school year as presented.”*



EXECUTIVE SUMMARY

Meeting Date:	July 1, 2025
Agenda Item:	Staff Assignment Report
Item Type:	Report
Administrator:	Janel Reed
Objective:	Approve new licensed and administrative staff.

Background:

Under current Board policy, one responsibility of the Board is to approve the hiring of licensed and administrative staff. The Staff Assignment Report includes that information, as well as any retirements or resignations.

Additional Materials: Staff Assignment Report

Recommendation: Administration recommends approval of the new hires.

Suggested Motion: A formal motion is not required if approved with the consent agenda.

**Medford School District Staff Assignment
School Board Meeting, July 1, 2025**

Recommendation for election to the position of Administrator for the 2025-26 school year:

Employee Name	School/Location	Position	University/College
Blanchard, Patrick	Jackson Elementary	Assistant Principal	Western Oregon University

Recommendation for election to the position of Temporary Teacher for the 2025-26 school year:

Employee Name	School/Location	Position	University/College
Hiesterman, Megan	Hoover Elementary	Elementary - Grade 1	University of California-Riverside

Recommendation for election to the position of Teacher for the 2025-26 school year:

Employee Name	School/Location	Position	University/College
Aguilar, Rigoberto	McLoughlin Middle	Math	San Diego State University
Buckles, David	Oakdale Middle	PE/Health	Southern Oregon University
Crawley, JaRon	South Medford High School	Counselor	Hampton University
Hurley, John	South Medford High School	Science - Chemistry	Eastern Oregon University
Lake, Christian	North Medford High School	Math	Southern Oregon University
Purdy, Sean	Hedrick Middle	Electives	University of Central Florida
Schiermeyer, Lynn	North Medford High School	Resource	Southern Oregon University
Spiker, Zoey	Oak Grove Elementary	Elementary - Grade TBD	Southern Oregon University
Stewart, Rylie	Hedrick Middle	Electives	Southern Oregon University

Resignations:

Employee Name	School/Location	Position	Effective Date
Schmidt, Michelle	South Medford High School	Counselor	06.06.2025
Walk, Kami	North Medford High School	Health	06.06.2025